

**Columbus-Phenix City
Draft Unified Planning Work Program**

FY 2016



**Prepared By
The Columbus – Phenix City Metropolitan Planning Organization**

(March 17, 2016)

**COLUMBUS-PHENIX CITY
METROPOLITAN PLANNING ORGANIZATION (MPO)**

**FY 2016
DRAFT UNIFIED PLANNING WORK PROGRAM**

This document is posted at <http://www.columbusga.org/Planning>

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Date adopted: March 17, 2015

The UPWP was prepared as a cooperative effort of the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, the Alabama Department of Transportation, the Georgia Department of Transportation, and local participating governments, in partial fulfillment of requirements in Title 23 USC 134 and 135, amended by MAP-21, Sections 1201 and 1202, July 2012. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

**RESOLUTION
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
POLICY COMMITTEE**

FISCAL YEAR 2016 DRAFT UNIFIED PLANNING WORK PROGRAM

WHEREAS the Columbus-Phenix City Metropolitan Planning Organization (MPO) has been designated by the Governors of the States of Alabama and Georgia as the recipient of Columbus-Phenix City Urbanized Area (UZA) and Metropolitan Planning Area (MPA) funds, and who is responsible, together with the States of Alabama and Georgia, for implementing the applicable provisions of amended 23 USC 134 and 135 (MAP-21 Sections 1202 and 1202, July 2012); 42 USC 7401 et al; 23 CFR 450 et al; 40 CFR Parts 51, and 93; and

WHEREAS the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning, to submit a Unified Planning Work Program (UPWP) as a condition for meeting the provisions by Title 23 USC 134 and the relevant citations above, and that the draft UPWP will be subject to UZA and MPA boundary changes required by the U.S. 2010 Census; and

WHEREAS the UPWP is consistent with all plans, goals, and objectives of the MPO, and reflects changes in program emphasis and funding availability; and

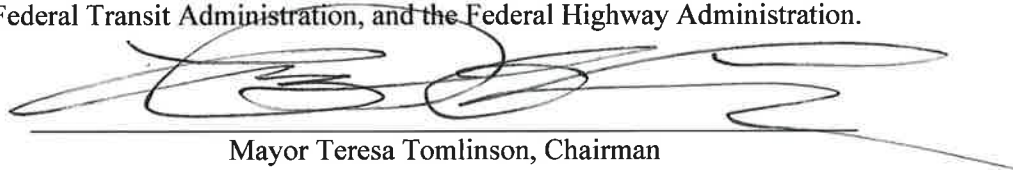
WHEREAS the MPO has made efforts (as required by Federal Transit Administration) to obtain the participation of private transit operators in the development and implementation of transit-related projects in the UPWP; and

WHEREAS a UPWP that is developed with funds provided by 23 USC 134 must be consistent with all applicable provisions of 23 CFR 450.104 and 308; and

WHEREAS the Columbus Department of Planning, the Georgia Department of Transportation, and the Alabama Department of Transportation have reviewed the organization and activities of the planning process and found them to be in conformance with the requirements of the laws and regulations; now

THEREFORE, BE IT RESOLVED that the Columbus-Phenix City Transportation Study (C-PCTS) Policy Committee endorses the Draft Unified Planning Work Program (UPWP) for Fiscal Year 2016; and


BE IT FURTHER RESOLVED that the C-PCTS Policy Committee finds that the requirements of Title 23 USC 134 and 23 CFR 450 regarding urban transportation planning have been met and authorizes its chairman to execute a joint certification of this fact with the Georgia Department of Transportation, the Alabama Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.



Mayor Teresa Tomlinson, Chairman
Policy Committee

3-17-15

Date

Attest

Rick Jones, MPO/Planning Director

TRANSPORTATION PLANNING COMMITTEES

POLICY COMMITTEE

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Mayor Eddie Lowe, Phenix City – Vice-Chair
George Connor, Fourth Division Engineer, Alabama DOT
Ronnie Burgamy, Chairman, Cusseta-Chattahoochee Commission
Bill English, Chairman, Lee County Commission
Tawny Hampton, Lee Russell County of Governments, PEX
Sandra Hunter, Director of METRA, Columbus
Wanda Jenkins, Chairman, Citizens Advisory Committee
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Russell McMurry, Commissioner, Georgia DOT
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Mark D. Bartlett, Division Administrator, FHWA, Alabama
Thomas Howell, District Engineer, Georgia DOT
Robert J. Jilla, Multi-modal Transportation Engineer, Alabama DOT
Radney Simpson, Office of Planning, Georgia DOT
George Steuber, Fort Benning

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Patti Cullen, Executive Director, River Valley Regional Commission
Doc Dorsey, Traffic Engineer, Columbus
Felton Grant, Transportation Planning Coordinator, Columbus
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Kristofer Kiefer, Division Traffic Engineer, Alabama DOT
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Daniel Pass, Pre-Construction Engineer, Georgia DOT
Tracy Robertson, METRA, Columbus
Ryan Walker, Transportation Planning Specialist, Georgia DOT

ADVISORY: Clint Andrews, Federal Highway Administration, Alabama
Vance Beck, District Engineer, Alabama DOT
Suzanne Burnette, Lee-Russell Council of Governments
Carol Comer, Multi-modal Planning Division, Georgia DOT

Andrew Edwards, Planning Team Leader, and FHWA, Georgia
Kennan Ford, Area Engineer, Georgia DOT
Wanda Jenkins, Chairman, Citizens Advisory Committee
DeJarvis Leonard, Fourth Division Engineer, Alabama DOT
Olivia Lewis, FHWA, Georgia
Dr. Emmanuel C. Oranika, Trans. Metropolitan Planning Administrator, Alabama DOT
Jack Reed, District Planning & Programming Engineer, Georgia DOT

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Vacant, Muscogee County School District
Derrick Candler, Installation Transportation Officer, Fort Benning
Nell Johnson, METRA
Bill Murphy, Columbus Chamber of Commerce

Columbus-Phenix City Transportation Study

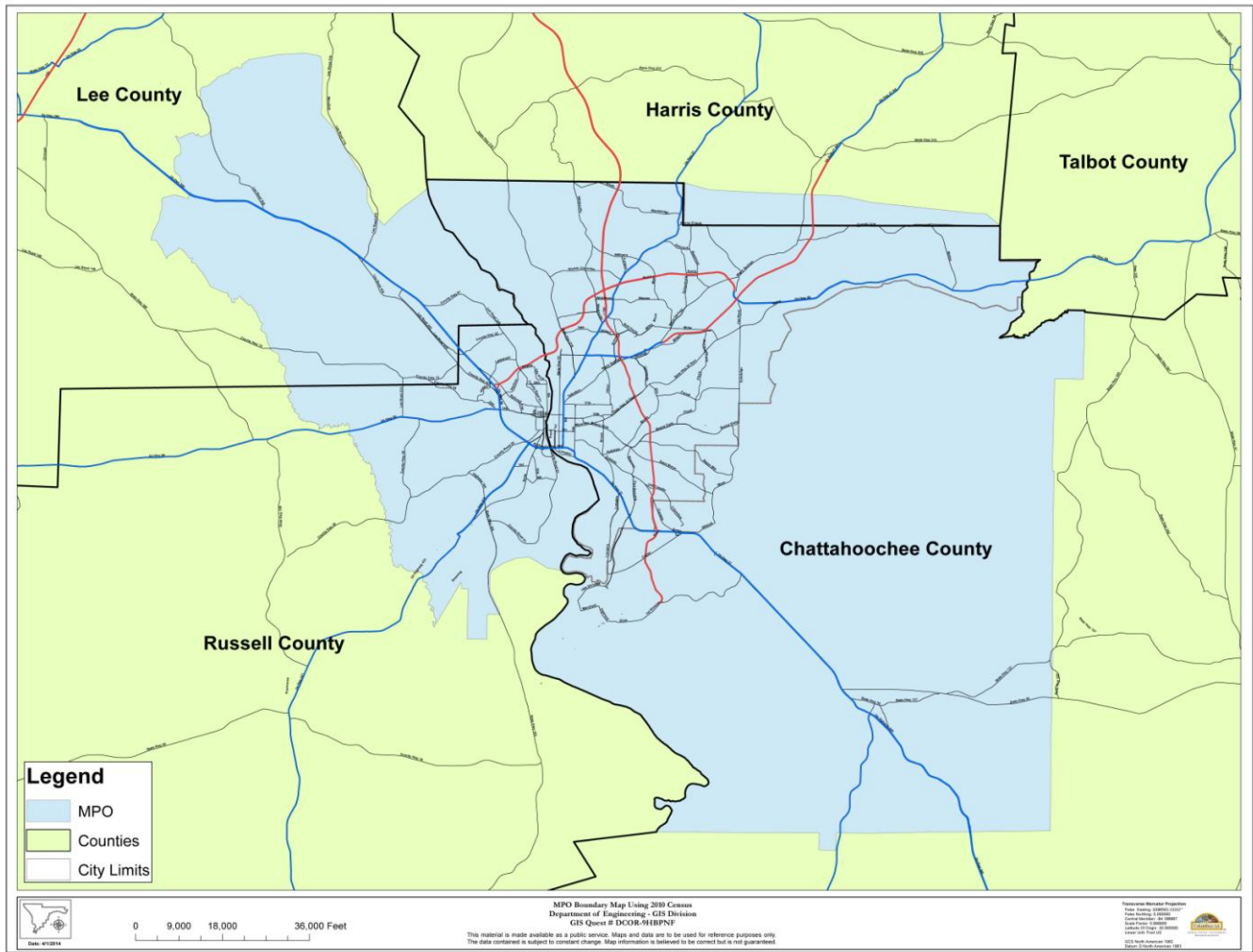


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A. OVERVIEW OF THE TRANSPORTATION PLANNING PROCESS

As the Metropolitan Planning Organization for the Columbus-Phenix City Metropolitan Area, Columbus-Phenix City Transportation Study (C-PCTS) is the lead agency responsible for administering and coordinating the activities of participants carrying out the required tasks of the transportation planning process. Participants in the transportation planning process include the C-PCTS, the Policy Coordinating Committee (PCC), the Citizen Advisory Committee (CAC), the Technical Coordinating Committee (TCC), public transit operators including METRA and PEX, counties, local officials, private citizens, and the U.S. Department of Transportation (U.S.DOT).

B. PUBLIC INVOLVEMENT

In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process. Transportation planning must also comply with the American with Disabilities Act (ADA). MPO Staff assisted Columbus' Engineering Department in updating the ADA Transition Plan in December 2013. Citizen participation is intended to provide a framework through which the citizens of the community can participate in an advisory capacity in the planning and programming of transportation.

The MPO will be cognizant of the needs of the public through the Citizens Advisory Committee (CAC) and the public at large by following these guidelines:

- There will be a 30 day comment period before planning documents are adopted;
- There will be a one week notice given before public meetings to approve the Transportation Plan and the Transportation Improvement Program (TIP) using the Local Government television channel, local newspaper ads, advertising, mailings and posted signs;
- A comprehensive public involvement document will be produced, which will be available to the public along with all planning documents;
- Public involvement will continuously be reviewed using various statistical evaluations.

C. METROPOLITAN PLANNING PROCESS

In 1964, the State Governors of Georgia and Alabama appointed the Columbus Department of Planning, as the Metropolitan Planning Organization (MPO) for the Columbus-Phenix City Metropolitan Area. The Columbus-Phenix City MPO is a Transportation Management Area (TMA) with a population of greater than 200,000 based on Census Information. Map 1, identifies the urban area served by the MPO.

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. MAP-21 replaces the previous authorization, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), that expired on September 30, 2009 and which had been continuing with a series of short-term extensions.

The Transportation Planning Division, which is located within the Department of Planning, serves as the planning and technical staff for the MPO. The MPO carries out its work activities by utilizing three committees: the Citizens Advisory Committee (CAC), the Technical Coordinating Committee (TCC), and the Policy Coordinating Committee (PCC). All transportation planning activities identified in the UPWP address concerns and comments received from the committee representatives during the document development and review process to insure that transportation planning accomplishes the goals and objectives established for the area.

The Alabama Highway Department was re-designated as the Alabama Department of Transportation (ALDOT) in 1993 to provide a balanced and coordinated multi-modal transportation program and system for the state. ALDOT is responsible for the development of the state transportation plan, and coordinates statewide rail, waterway, highway, bikeway and transit planning activities.

The Georgia Department of Transportation (GDOT) was formed by legislature in 1973 to serve all of the citizens of Georgia through the efficient design, construction and maintenance of the state's transportation system. GDOT is organized into nine divisions: Administration, Local Grants, Engineering, Intermodal, Construction, Permits & Operations, P3/Program Delivery, Finance, and Planning.

D. COMMITTEE POLICIES

The Policy Committee is at the top of the organization and provides policy guidelines and approves the work of the other committees. The Technical Coordinating Committee provides technical support and guidelines. The Citizen Advisory Committee is an important link between citizens and the MPO.

The Transportation Planning Division is the staff to the MPO committees. This Division collects information, analyzes it, and presents it to all the committees. Detailed functions of each committee are listed below.

The **Policy Coordinating Committee (PCC)** performs the following duties for transportation planning.

1. Formulates goals and objectives for transportation planning in the Columbus-Phenix City urbanized area;
2. Provides governmental support to planning programs and assures cooperation between different offices;
3. Reviews, amends, and adopts transportation plans and programs;
4. Evaluates progress towards implementation of projects and, if needed, reschedules priorities.
5. Approves the Unified Planning Work Program.

The **Technical Coordinating Committee (TCC)** is a committee of public and private sector transportation specialists. This committee deals with the technical activities necessary in the transportation planning process. Specific responsibilities are listed below.

1. Collects, maintains, and analyzes data for transportation planning;
2. Prepares transportation plan and advises the Policy Committee on changes in the plan and programs;

3. Evaluates transportation system improvements and recommends changes to decision makers in the government;
4. Prepares the Unified Planning Work Program and the Transportation Improvement Program with the MPO staff.

The **Citizen Advisory Committee (CAC)** is an important link for two-way communication between the citizens and the transportation professionals. This committee conveys the needs of the citizens to the planners and explains the plans and programs to the citizens. The Citizen Advisory Committee has the following responsibilities.

1. Reviews current year transportation improvements and recommends a Unified Planning Work Program for the next year;
2. Makes transportation recommendations to the Policy Committee and the Technical Coordinating Committee;
3. Reviews policy and procedure matters and make appropriate recommendations to the Policy Committee and the Technical Coordinating Committee;
4. Assesses public opinion through opinion polls and interviews and conveys to the Policy and the Technical Committees the needs of the public.

E. ENVIRONMENTAL JUSTICE

Recent federal guidelines on environmental justice have focused attention on the need to incorporate environmental justice principals into transportation planning processes and products. In 1994, *Executive Order 12898: Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations* recognized that the impacts of federal programs and activities may raise questions of fairness to affected groups. The Executive Order required any agency receiving federal funding to:

“conduct its programs, policies, and activities that substantially affect human health or the environment, in a manner that ensures that such programs, policies, and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under such programs, policies, and activities, because of their race, color, or national origin.”

The Executive Order supports a longstanding policy to actively ensure nondiscrimination and avoid negative environmental impacts in federally funded activities. Title VI of the Civil Rights Act of 1964 prohibits discriminatory practices in programs receiving federal funds. The National Environmental Policy Act (NEPA) requires the disclosure of the environmental effects of proposed federal actions that significantly affect the quality of human health. The 1994 Executive Order on Environmental Justice reinforces and focuses these two laws by requiring the disclosure of the environmental benefits and burdens of federal actions on those groups protected under Title VI. In 1997, the U. S. Department of Transportation issued its *DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations* to summarize and expand upon the requirements of the Executive Order.

The MPO’s Title VI Program is updated annually by METRA.

According to the federal guidance, the groups that must be addressed as part of the environmental justice include African-Americans, Hispanics, Asian Americans, Native American Indians and persons whose household income is at or below the U.S. poverty guidelines. Transportation Bill - Moving Ahead for Progress in the 21st Century (MAP-21) also requires that statewide planning processes be consistent with Title VI.

Executive Order 12898, Sec. 2-2

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MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)

On July 6, 2012, President Barack Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 Billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure.

The UPWP is developed to provide comprehensive, cooperative and continuing transportation planning (known as the “3-C Process”) for the Columbus-Phenix City area. MAP-21 requires that the metropolitan planning process consider and analyze the following eight factors for each planning activity. These factors continue to heavily influence the UPWP. *The eight planning activity factors with C-PCTS's associated goals and objectives are shown below and are integrated into the UPWP task elements.*

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.
Goal: A globally competitive, diversified economy that protects and enhances our natural environment:
 - ✓ Support diverse, emerging and sustainable industries.
 - ✓ Emphasize public/private partnerships resulting in increased regional investment.
 - ✓ Accentuate the utilization and expansion of our existing transportation and infrastructure advantages.
 - ✓ Promote growth that protects and enhances the environment.
 - ✓ Support efforts to improve the workforce of the region to accommodate growth in emerging industries.
 - ✓ Improve overall quality of life to attract businesses and residents.

2. Increase the safety of the transportation system for motorized and non-motorized users.
Goal: A safe transportation system:
 - ✓ Reduce the number and severity of motor vehicle collisions.
 - ✓ Promote to improve the safety of non-motorized transportation through education, enforcement, engineering, design, and construction.

3. Increase the security of the transportation system for motorized and non-motorized users.
Goal: A secure transportation system:
 - ✓ Improve the safety of transit facilities including stops and vehicles.
 - ✓ Support the development of regional preparedness and evacuation planning.

4. Increase the accessibility and mobility of people and for freight:
Goal: An accessible transportation system:
 - ✓ Strive to integrate local, regional, and national transportation systems to facilitate movement of people and freight between modes.
 - ✓ Support freight facilities connecting the region to national and global markets.
 - ✓ Enhance connectivity between housing, jobs, services, and educational facilities.
 - ✓ Continue to improve system accessibility for people with special transportation needs including persons with disabilities, the elderly, and the young and low-income populations.
 - ✓ Encourage land use policy that supports access for disabled persons, efficient mass transit, and non-motorized travel.

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.
Goal: A sustainable transportation system:
 - ✓ Improve the integration of environmental planning activities into transportation planning.
 - ✓ Reduce the levels and impacts of pollution (including air, noise, and vibration) caused by transportation, particularly freight, especially in environmental justice communities.
 - ✓ Work towards improvement of the non-motorized transportation network by including accommodations for bicycles, pedestrians and transit users in both public and private projects.
 - ✓ Support and encourage environmental mitigation efforts.
 - ✓ Promote energy efficiency and alternative energy.

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
Goal: An integrated transportation system:
 - ✓ Reduce congestion on major freight and passenger routes.
 - ✓ Improve the internal connectivity of the transportation network.
 - ✓ Increase access, expansion and improve the reliability of public mass transit.

7. Promote efficient system management and operation.
Goal: An efficient transportation system:
 - ✓ Utilize technology and other strategies, to improve transportation management.

8. Emphasize the preservation of the existing transportation system.
Goal: Maximize transportation system:
 - ✓ Promote projects that increase capacity and safety without widening.

Planning Emphasis Areas – FHWA

On April 23, 2014, FHWA requested that all MPOs address the three PEAs in their Unified Planning Work Program; however there are not enough resources to incorporate each one. The PEAs help to focus on implementing MAP-21.

1. Transition to Performance Based Planning and Programming: The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Performance measures and indicators will be developed and tracked as the plans are updated.

2. Models of Regional Planning Cooperation: Promote cooperation and coordination across MPO Boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
3. Ladders of Opportunity: Access to essential services to the transportation planning process. Develop and implement performance measures and analytical methods to measure the Transportation system's connectivity to essential services. Identify gaps in the transportation system and provide solutions.

23 CFR 450.104 Subpart A – Transportation Planning & Programming – Definition

Unified Planning Work Program (UPWP) means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

23 CFR 450.308 Funding for Transportation Planning and Unified Planning Work Programs

- (a) Funding provided under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), 49 U.S.C. 5307, and 49 U.S.C. 5339 are available to MPO's to accomplish activities in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(1) and (b)(3) and 23 U.S.C. 105 may also be provided to MPO's for metropolitan transportation planning. In addition, an MPO serving an urbanized area with a population over 200,000, as designated by the Bureau of the Census, may at its discretion use funds sub-allocated under 23 U.S.C. 133(d)(3)(E) for metropolitan transportation planning activities.
- (b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title U.S.C. Chapter 53 shall be documented in a Unified Planning Work Program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.

- (c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPO. The UPWP shall identify work proposed for the next one or two-year period by major activity and task (including activities that address the planning factors in 450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.
- (d) With the prior approval of the State and the FHWA, and the FTA, an MPO in an area not designated as a TMA may prepare a simplified statement of work, in cooperation with the State(s) and the public transportation operator(s), in lieu of a UPWP. A simplified statement of work would include a description of the major activities to be performed during the next one or two-year period, who (e.g., State, MPO, public transportation operator, local government, or consultant) will perform the work, the resulting products, and a summary of the total amounts and sources of Federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the State(s) planning work program, in accordance with 23 CFR part 420.
- (e) Arrangements may be made with the FHWA and the FTA to combine the UPWP or simplified statement of work with the work program(s) for other Federal planning funds.
- (f) Administrative requirements for UPWP's and simplified statements of work are contained in 23 CFR part 420 and FTA Circular C8100.1B (Program Guidance and Application Instructions for Metropolitan Planning Grants).

FISCAL YEAR 2016 DRAFT UNIFIED PLANNING WORK PROGRAM

The Draft Unified Planning Work Program (UPWP) is the document that describes urban transportation planning activities to be undertaken in FY 2016. The report also identifies the funding source, budget amount, and time frame for the various planning activities. The UPWP organizes the work elements into five sections, which are described below.

Administration

- 1.1 Operations and Administration
- 1.2 Quarterly and Annual Reports for PL Funds
- 1.3 Training and Employee Education
- 1.4 UPWP

Public Involvement

- 2.1 Community Outreach and Education
- 2.2 Environmental Justice/Title VI
- 2.3 Public Participation Plan

Data Collection

- 3.1 Transportation Analysis, Models, and Surveys
- 3.2 Geographic Information System Development
- 3.3 Regional Studies
- 3.4 Special Studies

System Planning

- 4.1 Congestion Management Process
- 4.2 Air Quality Technical Studies
- 4.3 Transportation Plan
- 4.4 Transportation Improvement Plan

Transit Service Planning Activities

- 5.1 Preparations and Administration of Transit Grants
- 5.2 Disadvantaged Business Enterprise (DBE) Program
- 5.3 Transit Planning and Management Information System (MIS)
- 5.4 Training and Transit Conferences
- 5.5 Phenix City Transit Planning (LRCOG)

1-0 ADMINISTRATION

DRAFT

TASK # 1.1**Sub-element: Operations and Administration****➤ OBJECTIVE**

Maintain study records, document meetings and undertake general administrative activities.

➤ PREVIOUS WORK

This is a continuing annual activity.

➤ PROJECT DESCRIPTION

Provide staff support for all MPO meetings. This includes agendas, minutes, and mailings. Committees staffed include Transportation Planning staff, Policy Coordinating Committee (PCC), Technical Coordinating Committee (TCC), and Citizens Advisory Committee (CAC).

➤ PRODUCT

Meeting agendas, minutes, and mailings. Study files and records.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$26,041.60
FEDERAL and ALABAMA DOT	\$ 9,171.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 6,510.40
PHENIX CITY	\$ 2,292.75
TOTAL	\$44,015.75

TASK # 1.2**Sub-element: Quarterly and Annual Reports for PL Funds****➤ OBJECTIVE**

Provide adequate administrative support to prepare process and track annual and quarterly grant documentation in support of the MPO's operating budget.

➤ PREVIOUS WORK

This is a continuing annual activity. All quarterly and annual reports were completed and submitted.

➤ PROJECT DESCRIPTION

The MPO will prepare the quarterly reports in a timely fashion and submit reimbursement requests to GDOT and ALDOT. The quarterly reports will describe the work completed during each ninety-day time period. The 2016 Annual Performance Report will discuss the goals of each work element and describe the budgeted verses actual expenditures for the year.

➤ PRODUCT

Routine annual and quarterly progress reports and reimbursement requests.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$ 6,507.50
FEDERAL and ALABAMA DOT	\$ 1,527.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 1,626.88
PHENIX CITY	\$ 381.75
TOTAL	\$10,043.13

TASK # 1.3**Sub-element: Training and Employee Education****➤ OBJECTIVE**

The purpose of this task is to develop and maintain the technical proficiency of the MPO staff. The goal of the task is to have a knowledgeable MPO staff that can provide proper guidance to the planning process.

➤ PREVIOUS WORK

Staff attended the following webinars / workshops

- FHWA – Let’s Talk Performance – 9/9/2014
- GDOT/FHWA – LAP Certification – 9/25/14
- Smart Growth America Workshop – 9/23/14
- FHWA – Sustainability Webinars – 10/16/14
- AMPO – Atlanta, GA 10/21/14 – 10/24/14
- FHWA – National Performance Measures Research Data – 11/13/14
- Level of Service for Pedestrians & Cyclists Webinar – 1/21/15
- Top Complete Streets Policies of 2014 – 2/10/15

➤ PROJECT DESCRIPTION

The MPO staff will attend state and federal training conferences, statewide MPO meetings, and technical training seminars. Staff will attend APA and GAMPO conferences & meetings. Staff will attend all meetings required by ALDOT and GDOT.

➤ PRODUCT

Ongoing staff improvement and education.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$10,851.20
FEDERAL and ALABAMA DOT	\$ 3,055.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,712.80
PHENIX CITY	\$ 763.75
TOTAL	\$17,382.75

TASK # 1.4**Sub-element: Unified Planning Work Program****➤ OBJECTIVE**

Prepare the FY 2017 Unified Planning Work Program (UPWP) describing the Columbus-Phenix City Transportation Planning work activities anticipated for the upcoming fiscal year.

➤ PREVIOUS WORK

The draft FY16 UPWP was prepared during the 3rd Quarter and final document distributed during the 4th Quarter of FY15.

➤ PROJECT DESCRIPTION

The UPWP will describe task objectives, methodology, expected product, participants, schedule of activities, funding sources, MAP-21 focus areas and prior work performed. The MPO committees will review the proposed UPWP and will recommend any change if necessary. The public will be involved through the Public Participation Plan. The MPO policy committee will approve the final UPWP.

➤ PRODUCT

FY17 Unified Planning Work Program.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$10,851.20
FEDERAL and ALABAMA DOT	\$ 3,054.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,712.80
PHENIX CITY	\$ 763.50
TOTAL	\$17,381.50

2-0 PUBLIC INVOLVEMENT

DRAFT

TASK # 2.1**Sub-element: Community Outreach and Education****➤ OBJECTIVE**

To provide information to the general public about the transportation planning process, to respond to requests for information from the public, and to foster meaningful public input into all transportation planning plans, programs, and projects.

➤ PREVIOUS WORK

Projects and meetings were advertised in local newspapers. Public meetings (CAC, etc.) were held in the council chambers were televised. Newsletters are published quarterly and mailed to numerous citizens, businesses, and public officials. All documents, updates were posted on the MPO Website. Staff attended various community events.

➤ PROJECT DESCRIPTION

The C-PCTS will create and initiate a method (through use of census, GIS, or other similar means) to identify stakeholders and those communities that are traditionally underserved. The MPO will use Facebook and the program In-Touch to continue increasing the department's community outreach. In Touch will automatically update the department's mailing list to send out all documents and public meeting information, newsletters, etc. The MPO will also meet with community leaders, freight shippers, providers of freight transportation services and other interested parties with a reasonable opportunity to comment on the MPO's documents. MPO documents are posted on the website after approval from the Policy Committee.

➤ PRODUCT

Increased public involvement and education.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$3,036.48
FEDERAL and ALABAMA DOT	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 759.12
PHENIX CITY	\$ 0.00
TOTAL	\$3,795.60

TASK # 2.2**Sub-element: Environmental Justice / Title VI****➤ OBJECTIVE**

This task will include work efforts which will help 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

MPO staff continued to use demographics to identify key groups with a stake in transportation planning decisions, and target information and involvement efforts to key audiences. MPO Staff monitored the ADA Transition Plan that was updated in December 2013.

➤ PROJECT DESCRIPTION

Publications will be available to the public both in print and on-line (when practical). MPO representatives will be involved in as many community events as staff resources permit. Cases in which a specific group will be affected disproportionately by a transportation endeavor, every effort will be made to take information to and receive input from the affected groups. The use of unconventional public meetings and activities are examples of possible strategies to include these groups. METRA's Title VI Plan is updated on a regular basis. MPO staff will continue to monitor land use on a regular basis to update EJ locations as needed. Staff will work with METRA and the City's Engineering Department on projects listed in the ADA Transition Plan.

➤ PRODUCT

Update Title VI locations and identify traditionally underserved groups and involve them in the transportation planning process.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$3,036.48
FEDERAL and ALABAMA DOT	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 759.12
PHENIX CITY	\$ 0.00
TOTAL	\$3,795.60

TASK # 2.3**Sub-element: Public Participation Plan****➤ OBJECTIVE**

Maintain and periodically update the Participation Plan. Evaluate the effectiveness of the Participation Plan and document the associated results in the Participation Plan.

➤ PREVIOUS WORK

MPO staff continued to broadcast the CAC meetings on the Government Access Channel. Hard copies of the Quarterly Newsletter were mailed and electronically distributed using the program In-Touch. MPO documents were electronically distributed and posted on the website. Staff worked on the 2015 Draft Public Participation Plan. Final document will be completed and adopted in the Spring of 2015.

➤ PROJECT DESCRIPTION

Under MAP-21, public involvement remains a hallmark of the planning process. Staff will incorporate greater public participation in the decision making process and will use a wide array of strategies to educate the public and solicit more participation in the regional transportation planning process. MPO meetings will rotate to accommodate other communities within the study area.

➤ PRODUCT

Increase Public awareness and update Public Participation Plan as needed and required.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$ 9,116.16
FEDERAL and ALABAMA DOT	\$ 1,550.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,279.04
PHENIX CITY	\$ 387.50
TOTAL	\$13,332.70

3-0 DATA COLLECTION

DRAFT

TASK # 3.1**Sub-element: Transportation Analysis, Models, and Surveys****➤ OBJECTIVE**

Continue a program of collecting, synthesizing, organizing, and storing a variety of useful community data that are technically sound and relevant to the transportation process.

➤ PREVIOUS WORK

Staff is currently working with students from Auburn University and Georgia Tech on a software app for bicycle data. MPO staff worked with ALDOT on the functional classification map for Phenix City and Russell County. Staff completed traffic analysis for zoning cases.

➤ PROJECT DESCRIPTION

The MPO will collect multiple data from federal, state and local agencies and other sources in order to maintain and develop GIS, traffic modeling, and transportation databases. Specific projections for all TAZ's will be prepared for use in the streets and highway system modeling process. Activity under this work element focuses on the socio-economic database needed to operate the GDOT traffic generation model. In addition to tracking changes in housing units, school enrollment, employment and population, significant land use changes will be tracked through the review of zoning cases, site plans, and subdivision plans.

➤ PRODUCT

Continued development of the transportation model to include socio-economic data and land use.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$15,763.20
FEDERAL and ALABAMA DOT	\$ 3,055.20
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 3,940.80
PHENIX CITY	\$ 763.80
TOTAL	\$23,523.00

TASK # 3.2**Sub-element: Geographic Information System Development****➤ OBJECTIVE**

Maintain and update future and existing land use in GIS format. Further development of GIS systems in regards to the C-PCTS.

➤ PREVIOUS WORK

The MPO staff continued its efforts to work on the maps for the Georgia and Alabama (MPO) area for GIS information.

➤ PROJECT DESCRIPTION

Under this work element, the MPO will continue to make use of GIS and develop compatible data layers (e.g. land use, and traffic volume map, revised MPO boundary map) for use in transportation planning. The MPO will also continue to update computer hardware and software for use in the C-PCTS related GIS and administrative applications. The MPO will also continue work on producing GIS data for the Alabama area and Chattahoochee and Harris Counties in Georgia and link it with the Muscogee County GIS information.

➤ PRODUCT

Database on existing C-PCTS will be updated to include 2010 Census information.

TRANSPORTATION RELATED PLANNING ACTIVITIES

ORGANIZATION

ACTIVITIES

**TARGET START
AND END DATES**July 1, 2015 to June 30,
2016**LEAD AGENCY**

C-PCTS

FUNDING SOURCE**AMOUNT**

FEDERAL HIGHWAY ADMINISTRATION

\$13,022.40

FEDERAL and ALABAMA DOT

\$ 3,665.20

COLUMBUS CONSOLIDATED GOVERNMENT

\$ 3,255.60

PHENIX CITY

\$ 916.30

TOTAL

\$20,859.50

TASK # 3.3**Sub-element: Regional Studies****➤ OBJECTIVE**

The purpose of this work element is to provide a description of any anticipated/proposed non-MPO planning activities within the region.

➤ PREVIOUS WORK

Fall Line Air Quality Study by Georgia Tech and the Central Georgia Corridor Study and the Passenger Rail Study by the Georgia Department of Transportation.

➤ PROJECT DESCRIPTION**➤ PRODUCT**

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$0.00
FEDERAL and ALABAMA DOT	\$0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$0.00
PHENIX CITY	\$0.00
TOTAL	\$0.00

TASK # 3.4**Sub-element: Special Transportation Studies (Freight, Bicycle & Pedestrian)****➤ OBJECTIVE**

To allow the MPO to respond to unanticipated requests from citizen requests, study committees, and local governmental entities for the purpose of analyzing transportation problems and recommending solutions. Depending on complexity of studies, consultant services may be used to augment staff efforts.

➤ PREVIOUS WORK

C-PCTS staff worked with the consulting URS to develop the Alternative Transportation Plan. Staff worked with the Alabama DOT and Phenix City on a Transportation Alternatives Project (TAP).

➤ PROJECT DESCRIPTION

The MPO will conduct transportation studies as needed to address unanticipated or technically complex problems not otherwise addressed in the routine work program. MAP-21 regulations will be integrated in all transportation projects. Throughout the fiscal year, a new study may be undertaken by the MPO that is not currently listed. This may be an intersection with congestion problems or safety issues. MPO Staff will design a process to integrate freight transportation into the MPO Planning Process.

➤ PRODUCT

The MPO staff will perform special studies when needed and warranted.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL HIGHWAY ADMINISTRATION	\$ 80,230.69
FEDERAL and ALABAMA DOT	\$ 47,084.60
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 20,057.67
PHENIX CITY	\$ 11,771.15
TOTAL	\$159,144.11

4-0 SYSTEM PLANNING

DRAFT

TASK # 4.1**Sub-element: Congestion Management Process****➤ OBJECTIVE**

To develop management processes which provide for effective management of new and existing transportation systems through the use of operational and management strategies.

➤ PREVIOUS WORK

The MPO staff continued to monitor the CMP as needed. MPO staff is reviewing and analyzing new software that will be utilized to update the CMP.

➤ PROJECT DESCRIPTION

The MPO is responsible for the development of CMP. The MPO staff uses the CMP to identify congestion on major arterials throughout the urban study area. The CMP report will be monitored and updated as required by the Federal Register. Process performance monitoring and proposed strategies will be integrated into the C-PCTS transportation planning process using the management systems and the data generated by them to create a feedback loop that will aid in the evaluation of the transportation planning process. These areas of congestion may need some type of transportation improvements depending on the type of congestion. The new project will be prioritized depending on the need and purpose.

➤ PRODUCT

Optimize the efficiency of existing transportation facilities. Update the CMP for Calendar Year 2015.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	Columbus MPO
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FUNDING SOURCE	AMOUNT
FEDERAL and GEORGIA DOT	\$18,168.96
FEDERAL and ALABAMA DOT	\$ 1,528.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 4,542.24
PHENIX CITY	\$ 382.00
TOTAL	\$24,621.20

TASK # 4.2**Sub-element: Air Quality Technical Studies****➤ OBJECTIVE**

The MPO staff will continue cooperating with EPA and EPD with regards to Federal Air Quality Requirements. The C-PCTS area may be designated non-attainment in the near future. The MPO may need to develop an Air Quality Conformity Report and revise transportation plans and programs to conform to the Alabama and Georgia State Implementation Plan (SIP).

➤ PREVIOUS WORK

Staff met with local agencies and businesses in regards to Air Quality. Staff attended the Prescribed Burning (Air Quality) meeting at Fort Benning, GA.

➤ PROJECT DESCRIPTION

The MPO staff will continue working with EPA, EPD, and interagency committees in its efforts concerning PM 2.5 and ozone. Staff will partner with the Air Quality Alliance of the Chattahoochee Valley to keep the surrounding areas updated and involved on all air quality issues. In the event that the Columbus-Phenix City area is designated non-attainment for PM2.5 or ozone an Air Quality Conformity Report will be prepared.

➤ PRODUCT

The MPO will develop plans and programs to insure that transportation activities do not worsen air quality or interfere with the purpose of the SIP.

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TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL and GEORGIA DOT	\$21,703.68
FEDERAL and ALABAMA DOT	\$ 1,500.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 5,425.92
PHENIX CITY	\$ 375.00
TOTAL	\$29,004.60

TASK # 4.3**Sub-element: Transportation Plan****➤ OBJECTIVE**

To amend and update the Long Range Transportation Plan (LRTP) to reflect substantive changes in land use assumptions, development plans, traffic estimates and air quality conformance issues.

➤ PREVIOUS WORK

The 2040 LRTP was updated and adopted in December 2014.

➤ PROJECT DESCRIPTION

The MPO will routinely use Synchro for its modeling process to assess the current and future transportation demand. The MPO will incorporate transportation safety into the planning process. Any recommended plan changes will be completed and presented to the MPO committees for their approval. Planning strategies, such as safety, security and freight movement are considered when new projects are implemented as well as bicycle and pedestrian planning.

➤ PRODUCT

Amend and update the 2040 LRTP as needed.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL and GEORGIA DOT	\$ 17,361.60
FEDERAL and ALABAMA DOT	\$ 1,222.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 4,340.40
PHENIX CITY	\$ 305.50
TOTAL	\$ 23,229.50

TASK # 4.4**Sub-element: Transportation Improvement Program (TIP)****➤ OBJECTIVE**

Develop the draft and final 2016/2019 TIP.

➤ PREVIOUS WORK

Prepared the draft/final FY 2015/2018 TIP. Amended the 2015-2018 TIP as needed.

➤ PROJECT DESCRIPTION

The MPO will collect multi modal transportation data and prepare a 4-year implementation program. The MPO will incorporate transportation safety into the planning process. The program will be financially constrained and include public involvement throughout. MAP-21 regulations will be included for all projects within the TIP. Planning strategies, such as safety, security and freight movement are considered when new projects are implemented as well as bicycle and pedestrian planning.

➤ PRODUCT

Develop the FY 2016 – 2019 TIP.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FEDERAL and GEORGIA DOT	\$15,191.04
FEDERAL and ALABAMA DOT	\$ 2,749.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 3,797.76
PHENIX CITY	\$ 687.25
TOTAL	\$22,425.05

5-0 TRANSIT SERVICE PLANNING

DRAFT

TASK # 5.1

Sub-element: Preparation and Administration of Transit Grants

➤ OBJECTIVE

Apply and contract for transit planning and capital grants with the Federal Transit Administration (FTA), Georgia Department of Transportation (GDOT) and other transit funding sources. Coordinate transportation planning activities with the MPO, GDOT, FTA, user agencies and transit stakeholders. Prepare and implement next year's UPWP, TIP, POP, and other program requirements that support transit in Columbus. Prepare special transit reports and programs that will enhance the quality of transit services in Columbus/Muscogee County.

➤ PREVIOUS WORK

5307, 5303, contracts with FTA, GDOT, DHR, TrAMS, ECHO and quarterly reports of activities. Transit section of the TIP, UPWP, Senior-Disabled Transportation Program, coordination with the Homeless Task Force, Regional Roundtable, and DFACS and transit enhancement activities.

➤ PROJECT DESCRIPTION

When we receive the 49 USC Section 5307, 5303 allocations, METRA will prepare and submit the grant applications to FTA and GDOT for capital, planning and operating funds. Program activities will be managed, reported and at year-end closed out for audits. Transit planning work element activities will be carried out as described. Prepare and maintain monthly and quarterly records of activities and expenditures of transit planning activities, community outreach, community involvement, capital procurement, transit information and education. Implement the UPWP elements and the TIP (i.e., bus replacement schedule, financial plan, capital schedule, and annual element). Address transit-planning activities for the urbanized area of Columbus, Georgia. Perform other required activities to maintain METRA's eligibility for public grants and contracts (i.e., enhancements, safety and security, energy conservation). When appropriate, apply for supplemental transit grants that support public transit needs and programs.

➤ PRODUCT

Section 5307, 5303 financial reports of capital, planning and operation activities. Transit sections of the TIP and UPWP. Quarterly activity reports. Area wide cooperative and collaborative transit planning activities. Coordination with the MPO, GDOT, FTA, and other community agencies with transportation interests.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FEDERAL TRANSIT ADMINISTRATION	\$ 80,416.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 10,052.00
GDOT	\$ 10,052.00
TOTAL	\$100,520.00

DRAFT

TASK # 5.2**Sub-element: Disadvantaged Business Enterprise (DBE) Program****➤ OBJECTIVE**

To afford Disadvantaged Business Enterprises (DBE's) the opportunity to participate in the procurement contracts financed in whole or in part with federal and state funds. Title VI updates was completed in July 2013; the next update is July 2016.

➤ PREVIOUS WORK

Administered FY13 DBE Program. Developed and advertised the FY16 DBE program update. Participate in the Unified DBE Program. Title VI update and monitoring as required.

➤ PROJECT DESCRIPTION

METRA will monitor the FY16 DBE program to ensure that the required participation is achieved in all FTA contracts. We will update and advertise the FY15 DBE program update. Coordinate DBE applications through GDOT as designated by the Unified DBE Program. METRA will monitor Title VI transit activities to ensure compliance with the regulations. The Title VI Transit Program activities will be updated, advertised for comments, printed and forwarded to FTA for final review and approval. Monitor the Small Business Component of the DBE Program.

➤ PRODUCT

Quarterly DBE Program Reports. DBE Program Update. Computation of the DBE share in the USDOT funded procurement. Monitor contracts for Title VI compliance.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FEDERAL TRANSIT ADMINISTRATION	\$7,208.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 901.00
GDOT	\$ 901.00
TOTAL	\$9,010.00

TASK # 5.3

Sub-element: Transit Planning and MIS

DRAFT

➤ **OBJECTIVE**

Maintain and update the long and short-range transit planning objectives and strategies. Maintain transit and para-transit data that may be needed to work effectively with the MPO and other agencies with transportation interests in Columbus/Muscogee County. Maintain financial, operating, and capital data and reports. Develop and utilize report data to analyze the effectiveness of service delivery, existing and proposed routes, and to plan for future transit needs. Maintain transit demographic, survey, historical, and anecdotal data. Provide data for route adjustments as needed to Operate. Provide transit planning information and project development support in planning meetings. Facilitate welfare to work, reverse commute activities. Encourage energy conservation; encourage the use of high occupancy vehicles, and making full use of public transportation. Increase public awareness of community wide advantages of public transit. Utilize ITS strategies as funding permits.

➤ **PREVIOUS WORK**

General Fare-box Information data (revenue and rider-ship), National Transportation Data Section 15 reports, Georgia Transit Fact Book reports, Long Range Transportation Plan, TIP, and annual report and special projects. Participation in community forums, information sessions, public speaking, schools. Interactions with agencies that are stakeholders in public transportation. Instrumental in the development of the Anti-Idling Resolution for heavy-duty vehicles and research on alternative cleaner fuels such as hybrid buses. Instrumental in promoting public transit as an alternative to driving personal vehicles. METRA works on Alternative Transportation Plans providing data for public forums, and agencies.

➤ **PROJECT DESCRIPTION**

Compilation of daily, weekly, monthly, quarterly, and annual reports of route performance and revenue. Preparation of FTA Triennial Review, MPO Certification, MIS reports, NTD report data, and other reports required to maintain the efficiency of the public transportation services. Coordination with the MPO report data, and other reports required to maintain the efficiency of the public transportation services. Coordination with the MPO on allocation, reports, project selection/prioritization. Participation in public meetings and forums. Continue dialogues with area agencies and community groups to provide information on transit routes and programs, identify deficiencies, and outline service changes as needed. Continue participation in the Clean Air Task Force. Participate in the process of reviewing and rewriting the City's Hazard Mitigation Plan, which is required by FEMA to continue to make our city eligible for federal disaster reimbursement funding as well as future funding. Bike to work day and other alternative transportation initiatives. Community wide information and coordination (i.e., Communities in Motion Day). Daily review of GFI information for consistency and effectiveness. Participation in the long and short-range transportation planning to secure a seamless system of transportation – inclusive of all modes of transportation. Continue to promote park and ride locations and the benefits of public transportation. Work with groups with Limited English Proficiency. Coordinated public transit and high need focus (i.e., homeless, battered abused individuals, rehabilitated offenders and disabled military personnel "Wounded Warrior". In coordination with the anticipated increase of personnel at Ft. Benning due to the Base Realignment and Closure, METRA will conduct a comprehensive review of services to insure transit facilities this process in a positive manner. METRA has partnered with the State Clean Air Campaign to promote a sustainable clean environment. Completed 1 year system analysis looking at current and future transit needs.

➤ **PRODUCT**

Transit MIS reports, Bus Route Analysis, Revenue and Rider-ship Analysis, GFI reports, NTD Monthly Safety Report, Section 15 NTD Annual Data Report. Georgia Transit Fact Book Annual Report, Quarterly 5307 Federal Financial Report, Quarterly 5307 Milestone Report, Quarterly 5303 Federal Financial Report, Quarterly 5303 Milestone Report, Weekly Recap Report, and Weekly Budget Report.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FEDERAL TRANSIT ADMINISTRATION	\$49,042.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$17,793.00
GDOT	\$111,098.00
TOTAL	\$177,933.00

DRAFT

TASK # 5.4**Sub-element: Training and Transit Conferences****➤ OBJECTIVE**

To keep the staff knowledgeable and aware of the current transit technologies, information, transit activities, regulations, and the required guidelines.

➤ PREVIOUS WORK

Staff attended various training sessions, workshops, and conferences (i.e., NTD Section 15, Transportation Planning, DBE, and PSR Workshop, Contracts and Procurement, TrAMS, MAP21).

➤ PROJECT DESCRIPTION

METRA staff will attend professional transit meetings and other mandated meetings for professional development and improvement. Staff will participate in relevant transit and air quality training to keep abreast of the latest technical information. Staff will keep abreast of the newest developments in equipment, service delivery, safety and security, transit amenities, enhancement activities, vehicles, contracts, regulations, and public information, and information communicating with special needs populations (i.e., disabled customers, ESL English as a Second Language).

➤ PRODUCT

Study guides, handouts, pertinent workshops or training course materials, innovative work strategies, and ways to improve service delivery. Training is continuous and ongoing.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FEDERAL TRANSIT ADMINISTRATION	\$4,664.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 583.00
GDOT	\$ 583.00
TOTAL	\$5,830.00

TASK # 5.5**Sub-element: Phenix City Transit Planning (LRCOG)****➤ OBJECTIVE**

To apply and administer Federal transit grants for capital and operating expenses. Administration will cover monthly and quarterly analysis and reporting of expenditures, revenues, capital procurement, to maintain eligibility for federal grants. Alternate sources of revenues will be identified. The coordination/consolidation of services in the community will be maximized with emphasis placed on developing services to meet the needs of transportation consumers. The development and maintenance of public/private partnership will continue to provide efficient delivery of services in a cost efficient manner.

➤ PREVIOUS WORK

Administration of Federal Transit Grants to Provide Transit Service for Phenix City, AL.

➤ PROJECT DESCRIPTION

Grant and reports will be completed in a timely manner with continued review of alternate funding sources. The coordination/consolidation of services will continue to be a priority. Technical assistance and marketing services will be provided to the public for increased awareness and maximum services.

➤ PRODUCT

Financial reports of monthly expenditure on capital, operating, and planning projects.

TARGET START AND END DATES	July 1, 2015 to June 30, 2016	LEAD AGENCY	Phenix City, Lee/Russell Council of Governments
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FUNDING SOURCE	AMOUNT
FEDERAL TRANSIT ADMINISTRATION	\$23,106.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 0.00
PHENIX CITY	\$ 5,776.50
TOTAL	\$28,882.50

TRANSIT SERVICE PLANNING
Georgia Section

DRAFT

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.21.00: Program Support and Administration

➤ OBJECTIVE

Coordinate transportation-planning activities with the MPO, GDOT, FTA, user agencies, and transit stakeholders. Prepare and implement next year's Columbus, Georgia Section of the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), Program of Projects (POP), capital grants and planning grants, other program requirements that support transit in Columbus. Prepare special transit reports and programs that will enhance the quality of transit services in Columbus / Muscogee County.

➤ PREVIOUS WORK

FY2016 Program of Projects (POP), and the Georgia Section of the UPWP and TIP approved by 3-C Planning Process of Metropolitan Planning Organization (MPO), transit capital and planning contracts.

➤ PROJECT DESCRIPTION

Develop the annual POP and advertise in local media for a minimum of 30 days. If significant POP changes are required advertise with changes. Develop Georgia Section of the UPWP. UPWP submitted for approval by 3-C Planning Process of MPO. Develop for planning and program documents in coordination with MPO and transit related agencies. The documents include but are not limited to: Congestion Management Plan, Alternative Transportation Plan, Long Range Transportation Plan, Transit Development Program, Regional Transit Administrative Committee Report, and the Passengers Rail Commission.

➤ PRODUCT

FY 2016 Georgia POP, UPWP, and TIP, other reports and contracts that support transit services. Develop Triennial certification response package and support documents. Develop Georgia Transit section of the MPO certification package. Survey of transit customers and citizens for impacts, comments, and recommendations for current and future service.

TARGET START AND END DATES

July 1, 2015 – June 30, 2016

LEAD AGENCYMETRA Transit System
Columbus, Georgia

FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$25,192.00
STATE 5303 MATCH	\$ 3,149.00
LOCAL	\$ 3,149.00
TOTAL	\$31,490.00

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.22.00: General Development and Comprehensive Planning

➤ OBJECTIVE

Coordinate with local, regional and state agencies to develop planning activities that include a public transit component in Columbus/Muscogee County and improve the economic conditions of residents and riders.

➤ PREVIOUS WORK

Regional Coordinated Transportation Plan, Congestion Management Plan, 10-Year Regional Homeless Plan, Clean Air Task Force (headed subgroup – Fuel); Drug and Alcohol FT Audit, Transit Strategic Action Plan 2025 (SAP), and Transit Development Program (TDP).

➤ PROJECT DESCRIPTION

Participation with local, state, federal, and regional agencies that promote public transportation in safe and cost effective manner.

➤ PRODUCT

Continuation of anti-idling activities for large vehicles.
Approval/Implementation of 10-Year Homeless Plan
Transit Component in Regional transit and transportation planning for next 25 years. Alternative Transportation Plan – 10 Year Plan
TIA Transit Enhancements & Routes – 5 Year Plan

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$6,531.20
STATE 5303 MATCH	\$ 816.40
LOCAL	\$ 816.40
TOTAL	\$8,164.00

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.24.00: Short Range Transportation Planning

➤ OBJECTIVE

Transit planning activities and reports that relate the direct implementation of transit efficiency. This may include but is not limited to adjusting routes, enhancing current service, meeting with community groups, public forums and other activities that impact service delivery within 0-3 years.

➤ PREVIOUS WORK

Customer and public transit survey. Respond to transit comments, information request; Meetings with citizen groups to discuss transit needs; Citywide meetings to discuss transit and other public services; Meetings with students to provide public transit education; FY 2015 National Transportation Data Section 15 Report; Georgia Fact Book Report; GTA information, and readership surveys. Transit Section of the Long Range Transportation Plan, completion of Transit Assessment Documents.

➤ PROJECT DESCRIPTION

Garner information from citizens, agencies, and internal data (GFI data reports) for the purpose of insuring that transit services remain viable and short-term changes are developed for review, approval and upgrading as trends are available.

➤ PRODUCT

School meetings, meetings with public groups, meeting with public agencies, and meetings with special interest group (e.g., Hispanic Groups), and senior citizens homes. General Farebox Information (GFI) revenue and rider-ship reports, National Transportation Data Section 15 reports, Georgia Transit Fact Book reports, and special projects, LRTP Document and Transit Assessment Report Final. METRA staff will participate in Community forums, information sessions, public speaking, and interactions with agencies that are stakeholders in public transit. Voting members of the MPO, all committees.

TARGET START AND END DATES

July 1, 2015 – June 30, 2016

LEAD AGENCYMETRA Transit System
Columbus, Georgia

FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$6,531.20
STATE 5303 MATCH	\$ 816.40
LOCAL	\$ 816.40
TOTAL	\$8,164.00

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.25.00: Transportation Improvement Program (TIP) Georgia Transit Section

➤ OBJECTIVE

Develop the TIP data and report based on allocation, local matching funds, state matching funds, and local requirements. The TIP is a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by the MPO as part of the metropolitan transportation planning process, consistent with the Metropolitan Transportation Plan (MTP), and required for projects to be eligible for funding under Title 23 of the U.S. Code and 49 U.S.C. Chapter 53.

➤ PREVIOUS WORK

FY 2015 Georgia Section of the TIP and Financial Plan

➤ PROJECT DESCRIPTION

Submit the Georgia Transit section of the TIP and Financial Plan to the full MPO for approval by the 3-C planning committees (Citizens Advisory Committee – CAC, Technical Coordinating Committee – TCC, and the Policy Coordinating Committee – PCC. METRA staff is a voting member of the TCC and the PCC and a non-voting member on the CAC.

➤ PRODUCT

FY 2016 TIP, Financial Plan and all support documentation

TARGET START AND END DATES	Activities are ongoing July 2015 – June 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$6,531.20
STATE 5303 MATCH	\$ 816.40
LOCAL	\$ 816.40
TOTAL	\$8,164.00

TASK # 5.3 Transit Planning and MIS**Sub-element: 44.26.12: Coordination of Non-Emergency Human Service Transportation****➤ OBJECTIVE**

Coordinated activities with the Department of Human Resources and the MPO, and the Regional Planning Organization for the purpose of providing transportation to customers.

➤ PREVIOUS WORK

METRA's Para-transit Transportation Program, Coordinated effort with River Valley (16 County - Regional County Planning Agency) and public/private non-emergency transportation agencies.

➤ PROJECT DESCRIPTION

METRA will continue coordination with the River Valley (16 County - Regional County Planning Agency) by attending meetings and working to provide coordinated transportation with the other transportation providers. Continue to transition customers into METRA's Para-transit transportation program to those customers that are eligible for this service. Encourage persons with disabilities to use the fixed route buses as often as feasible.

➤ PRODUCT

Coordinated transportation with other transportation providers, Night transportation funded by TSPLOST grant.

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$ 9,330.40
STATE 5303 MATCH	\$ 1,166.30
LOCAL	\$ 1,166.30
TOTAL	\$11,663.00

TASK # 5.3 Transit Planning and MIS**Sub-element: 44.26.13: Participation of Transit System in MPO and Statewide Planning****➤ OBJECTIVE**

To attend and represent the Transit System in the MPO and at Statewide planning meetings by attending events and training that are aimed at improving the transit options locally, regionally, and statewide.

➤ PREVIOUS WORK

Georgia Transit Association Conference attendance, participation in Legislative Day, Georgia Transit Day and Local Try Transit Day. METRA participated fully as a member of Columbus-Phenix City Metropolitan Planning Organization (MPO), participating as a member on the CAC, TCC, and PCC.

➤ PROJECT DESCRIPTION

Coordinate statewide transit planning as part of GDOT TIA Transportation Grant. METRA Staff will attend Legislative Day, statewide planning, and training and other events that aim to improve the transit options locally, regionally, and statewide.

➤ PRODUCT

Statewide transit planning as GTA Board member. Year round Transit planning as a member of the Columbus-Phenix City MPO – year round. Representation on the CAC, TCC, & PCC of MPO (year round). Participates on the Taxi Cap Commission and Railroad Study.

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$ 9,330.40
STATE 5303 MATCH	\$ 1,166.30
LOCAL	\$ 1,166.30
TOTAL	\$11,663.00

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.26.14: Transit System Planning in Coordination with Operations and Ridership

➤ OBJECTIVE

To develop local surveys, revenue reports, ridership reports, and other data provided by Operations for their use in management and operations of transit service as well as maintenance.

➤ PREVIOUS WORK

Communities in Motion Day Surveys, Daily GFI Reports, LEP implementation, Wounded Warrior Program Participation, Comprehensive review of service for BRAC, Homeless Task Force program, Career Days at area schools and Hispanic Outreach, Unity, Diversity and Prosperity, Mayor's Commission for Persons with Disabilities and Youth Advisory Council.

➤ PROJECT DESCRIPTION

METRA will develop local surveys, revenue reports, ridership reports and other data provided by Operations to include Customer Surveys, GFI Revenue and Ridership Reports.

➤ PRODUCT

Customer Surveys – Fall 2015
 Promotion of park and ride locations – year round.
 Work with groups with Limited English Proficiency – year round
 Coordinated public transit and high need focus (i.e., homeless, battered, abused individuals, rehabilitated offenders and teens from juvenile court) – year round.
 Conduct a review of services to insure transit facilitates activities and facilities management.
 Limited English Proficiency (LEP) Title VI activities that promote public transit.

TARGET START AND END DATES

July 1, 2015 – June 30, 2016

LEAD AGENCYMETRA Transit System
Columbus, Georgia**FUNDING SOURCE****AMOUNT**

FTA (FEDERAL)

\$ 9,330.40

STATE 5303 MATCH

\$ 1,166.30

LOCAL

\$ 1,166.30

TOTAL**\$11,663.00**

TASK # 5.3 Transit Planning and MIS**Sub-element: 44.26.15: Support Capital Investment Decisions****➤ OBJECTIVE**

Apply and contract for transit capital grants with the Federal Transit Administration (FTA), Georgia Department of Transportation (GDOT) and other transit funding sources.

➤ PREVIOUS WORK

FY 2015 5307 GDOT and FTA Capital contracts.

➤ PROJECT DESCRIPTION

METRA will prepare and submit the grant applications to FTA and GDOT for capital funds. Program activities will be managed, reported and at year-end closed out for audit. Transit planning work element activities will be carried out as described. Prepare and maintain monthly and quarterly records of activities and expenditures of transit planning activities, community outreach, community involvement, capital procurement, transit information and education. Implement the UPWP elements and the TIP (i.e., bus replacement schedule, financial plan, capital schedule, and annual element). Address transit-planning activities for the urbanized area of Columbus, Georgia. Perform other required activities to maintain METRA's eligibility for public grants and contracts (i.e., enhancements, safety and security, energy conservation). When appropriate, apply for supplemental transit grants that support public transit needs and programs (i.e., TIA State Transit Program).

➤ PRODUCT

FY 2015 GDOT/FTA 5307 Capital Assistance and FTA 5309 Discretionary Capital Contract – February 2016 – March 2017

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$ 9,330.40
STATE 5303 MATCH	\$ 1,166.30
LOCAL	\$ 1,166.30
TOTAL	\$11,663.00

TASK # 5.3 Transit Planning and MIS**Sub-element: 44.26.16: Incorporating Safety and Security Transportation Planning****➤ OBJECTIVE**

Develop a plan and implement safety and security at all METRA facilities for the benefit of employees and customers.

➤ PREVIOUS WORK

Safety and Security Team annual review and improvements; Quality Check team monthly check of review vehicles; Participation on the Regional Homeland Security Team; Tabletop Safety and Security Activities.

➤ PROJECT DESCRIPTION

METRA's Safety and Security team will review transit facilities for the purpose of improving staff and customer safety. The Quality Check Team will evaluate revenue vehicles monthly for the purpose of providing improved quality and safety. METRA will participate on the Regional Homeland Security Team for the purpose of remaining current on all evacuation needs for the city/county, and in other agreements regarding public safety. METRA will participate in tabletop safety security activities and in evacuation exercises and practice sessions. Staff will retain AED and CPR Certifications. Each building will be checked annually regarding: fire extinguishers, evacuation system, AC/heating system, camera system, AED machines, and fire alarms.

➤ PRODUCT

Safety and Security Review Reports – annual
 Quality Check Team Reports – monthly
 Participation on the Regional Homeland Security Team – year round.
 NTD Safety Reports - annual

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$ 9,330.40
STATE 5303 MATCH	\$ 1,166.30
LOCAL	\$ 1,166.30
TOTAL	\$11,663.00

TASK # 5.3 Transit Planning and MIS

Sub-element: 44.27.00: Other Activities

➤ OBJECTIVE

To participate in all FTA and GDOT planning activities as determined by the Federal Administrator based on national or state legislation. This activity covers planning activities that are updated during the fiscal year.

➤ PREVIOUS WORK

Yearly participation in FTA and GDOT planning activities.

➤ PROJECT DESCRIPTION

METRA will participate in all FTA and GDOT planning activities as determined by the Federal Administrator based on national or state legislation.

➤ PRODUCT

FTA and GDOT activities reports – year round.

TARGET START AND END DATES	July 1, 2015 – June 30, 2016	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA (FEDERAL)	\$1,867.20
STATE 5303 MATCH	\$ 233.40
LOCAL	\$ 233.40
TOTAL	\$2,334.00

FY 2016 SOURCE OF FUNDS

DRAFT

FISCAL YEAR 2016 SOURCE OF FUNDS

*The FHWA PL and FTA Planning funds have been consolidated into PL category for Alabama

WORK ELEMENTS	GEORGIA											ALABAMA				GRAND TOTAL
	SPR (GADOT)		PL (MPO)			SEC 5303 (METRA)			SEC 5307 (METRA)			SPR (ALDOT)		*PL (MPO)		
	FHWA	GADOT MATCH	FHWA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FHWA	ALDOT MATCH	FHWA	P.C. MATCH	
ADMINISTRATION																
1.1 Operations and Administration	0.00	0.00	26,041.60	0.00	6,510.40							0.00	0.00	9,171.00	2,292.75	44,015.75
1.2 Quarterly & Annual Reports	0.00	0.00	6,507.50	0.00	1,626.88							0.00	0.00	1,527.00	381.75	10,043.13
1.3 Training/Employee Education	0.00	0.00	10,851.20	0.00	2,712.80							0.00	0.00	3,055.00	763.75	17,382.75
1.4 UPWP	0.00	0.00	10,851.20	0.00	2,712.80							0.00	0.00	3,054.00	763.50	17,381.50
Subtotal	0.00	0.00	54,251.50	0.00	13,562.88							0.00	0.00	16,807.00	4,201.75	88,823.13
PUBLIC INVOLVEMENT																
2.1 Community Outreach/Education	0.00	0.00	3,036.48	0.00	759.12							0.00	0.00	0.00	0.00	3,795.60
2.2 Environmental Justice/Title VI	0.00	0.00	3,036.48	0.00	759.12							0.00	0.00	0.00	0.00	3,795.60
2.3 Public Involvement Plan	0.00	0.00	9,116.16	0.00	2,279.04							0.00	0.00	1,550.00	387.50	13,332.70
Subtotal	0.00	0.00	15,189.12	0.00	3,797.28							0.00	0.00	1,550.00	387.50	20,923.90
DATA COLLECTION																
3.1 Trans. Analysis, Models, Surveys	0.00	0.00	15,763.20	0.00	3,940.80							0.00	0.00	3,055.20	763.80	23,523.00
3.2 GIS Development	0.00	0.00	13,022.40	0.00	3,255.60							0.00	0.00	3,665.20	916.30	20,859.50
3.3 Regional Studies	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00	0.00
3.4 Special Trans. Studies	0.00	0.00	80,230.69	0.00	20,057.67							0.00	0.00	47,084.60	11,771.15	159,144.11
Subtotal	0.00	0.00	109,016.29	0.00	27,254.07							0.00	0.00	53,805.00	13,451.25	203,526.61
SYSTEM PLANNING																
4.1 Congestion Management	0.00	0.00	18,168.96	0.00	4,542.24							0.00	0.00	1,528.00	382.00	24,621.20
4.2 Air Quality Technical Studies	0.00	0.00	21,703.68	0.00	5,425.92							0.00	0.00	1,500.00	375.00	29,004.60
4.3 Transportation Plan	0.00	0.00	17,361.60	0.00	4,340.40							0.00	0.00	1,222.00	305.50	23,229.50
4.4 Transportation Improvement Plan	0.00	0.00	15,191.04	0.00	3,797.76							0.00	0.00	2,749.00	687.25	22,425.05
Subtotal	0.00	0.00	72,425.28	0.00	18,106.32							0.00	0.00	6,999.00	1,749.75	99,280.35
TRANSIT SERVICE PLANNING																
5.1 Prepare & Administer Grants									80,416.00	10,052.00	10,052.00					100,520.00
5.2 DBE									7,208.00	901.00	901.00					9,010.00
5.3 Transit MIS						0.00	104,968.00	11,663.00	49,042.00	6,130.00	6,130.00					177,933.00
5.4 Training & Conferences									4,664.00	583.00	583.00					5,830.00
5.5 Phenix City Transit Planning														23,106.00	5,776.50	28,882.50
Subtotal			0.00	0.00	0.00	0.00	104,968.00	11,663.00	141,330.00	17,666.00	17,666.00			23,106.00	5,776.50	322,175.50
GRAND TOTAL	0.00	0.00	250,882.19	0.00	62,720.55	0.00	104,968.00	11,663.00	141,330.00	17,666.00	17,666.00	125,000.00	31,250.00	102,267.00	25,566.75	734,729.49

The SPR funds are used for Alabama DOT Staff only. They are not added to the Grand Total of PL funds allotted to the MPO

APPENDIX

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COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

POLICY COMMITTEE

By-Laws

(Last Amended: March 2015)

ARTICLE I

Name

The name of the organization shall be the Policy Committee for the Columbus-Phenix City Transportation Study.

ARTICLE II

Composition

The Policy Committee shall be composed of officials of participating governmental jurisdictions. Membership shall be determined by organization position with the following positions being members:

Voting Members

Mayor - Columbus, Georgia - Committee Chair
Mayor - Phenix City, Alabama - Committee Vice-Chair
Chairman of County Commission - Russell County, Alabama
Chairman of County Commission - Lee County, Alabama
Commissioner - Georgia Department of Transportation
Representative - District 3, Georgia State Transportation Board
Division 4 Engineer - Alabama Department of Transportation
Project Director - Columbus, Phenix City Transportation Study
Chairman – Citizen’s Advisory Committee
Chairman of County Commission – Chattahoochee County, Georgia
Transit Manager – METRA - Columbus, Georgia
Transit Manager – PEX – Phenix City, Alabama

Advisory Members (Non-Voting)

Division Administrator - Federal Highway Administration, Alabama
Division Administrator - Federal Highway Administration, Georgia
Intermodal Planning Engineer - Federal Highway Administration, Georgia
Chief of Urban Planning Bureau - Georgia Department of Transportation
District III Engineer - Georgia Department of Transportation
Transportation Planning Engineer - Alabama Department of Transportation
Commanding General - Fort Benning, Georgia
Others as determined by the Chairman

ARTICLE III

Duties

The Policy Committee is the body responsible for review and approval of the Columbus-Phenix City Transportation Study and all aspects including goals, objectives, plans, and programs developed by the Study.

The Policy Committee has the responsibility for insuring that the Study is kept up-to-date, that timely reports are made to inform the public of progress of the Study, that a complete multi modal work program is developed for all aspects of the Study and that the respective agencies, jurisdictions, or commissions are kept informed of Study progress.

The Policy Committee shall serve as a liaison representative between governmental units in the study area in order to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the plan.

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Citizen's Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

ARTICLE IV

Organization

The Policy Committee shall elect a chairperson and vice chairperson from among its voting members. Such election shall be by a majority of that voting membership.

Elections shall take place on the first meeting of the calendar year providing there is a majority of the voting members present.

An officer may succeed himself with no limitation of number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.

The term of office shall be one year, from January to January or until such time new officers are elected.

The chairperson or vice chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee.

ARTICLE V

Duties of the Chairperson

The chairperson shall preside at all meetings of the Policy Committee.

The chairperson shall authenticate by signature all resolutions adopted by the Policy Committee.

The chairperson shall serve as chief policy advocate for the Committee.

The chairperson shall represent the Committee as hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his place.

ARTICLE VI

Project Director

The Project Director shall be appointed by the Policy Committee but shall be the chief executive of the primary agency responsible for the planning activities of the Columbus-Phenix City Transportation Study.

The Project Director shall serve as Secretary of the Policy Committee and chairperson of the Technical Coordinating Committee and shall coordinate all activities of the Columbus-Phenix City Transportation Study.

ARTICLE VII

Meetings

The Policy Committee shall meet monthly on the third (3rd) Tuesday unless otherwise specified.

The Policy Committee shall meet at least twice each year or as development dictates for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation.

In order for business to be transacted there must be a recognized quorum of voting members or their alternates and such quorum consists of a majority.

All voting members shall designate alternatives, who shall in the event of a member's absence, serve in the member's place.

ARTICLE VIII

Rules of Order

The Policy Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas unless prescribed otherwise by these by-laws.

The Parliamentarian shall be the Secretary of the Policy Committee.

ARTICLE IX

Amendments to By-Laws

These By-Laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A By-Law change shall be presented for consideration at a regular meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the By-Laws change was proposed.

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

TECHNICAL COORDINATING COMMITTEE

By-laws

(Last Amended, November 2003)

ARTICLE I

Name

The name of this organization shall be the Technical Coordinating Committee of the Columbus-Phenix City Transportation Study.

ARTICLE II

Composition

The Technical Coordinating Committee shall be composed of key staff members of participating governmental jurisdiction or a designated alternate of these members. Membership shall be based upon the organizational position held, with the following persons being members:

Voting Members

Columbus, Georgia

Director - Department of Planning - Committee Chair

Chief - Transportation Planning Division - Committee Vice Chair

Deputy City Manager

Chief - Traffic Engineering Division - Department of Engineering

Highway Coordinator - Department of Planning

Director - Department of Transportation (METRA)

Airport Manager

Executive Director – River Valley Regional Commission

Fort Benning, Georgia

Civil Engineer

Georgia Department of Transportation

Urban Transportation Planner

District III Preconstruction Engineer

Phenix City, Alabama
City Manager

Phenix City, Alabama
City Engineer

Russell County, Alabama
County Engineer

Lee County, Alabama
County Engineer

Alabama Department of Transportation
Transportation Planning Engineer
Preconstruction Engineer, Division 4

Chattahoochee County Commission

Advisory Members (Non-Voting)

Representative - District III, State Transportation Board, Georgia
Chairman - Columbus Airport Commission - Columbus, Georgia
Planning and Research Engineer - FHWA, Alabama Division
Urban Planning Engineer - FHWA, Georgia Division
Georgia Department of Transportation - Multi-modal Planner
Georgia Department of Transportation - District III Scheduling Engineer
Chairman – Citizen’s Advisory Committee
Inter-modal Planning Engineer - FHWA, Georgia Division
District 6 Engineer
Resident Engineer - Georgia Department of Transportation
Others as determined by the Chairman
 Lee-Russell Council of Governments
 County Planner - Hamilton, Georgia
 Cooperative Extension Service - Columbus, Georgia

ARTICLE III

Duties

The Technical Coordinating Committee shall prepare the Unified Planning Work Program, review all studies related to transportation with the Columbus-Phenix City Transportation Study area, and make recommendations to the Policy Committee and other agencies upon the work program and studies.

The Technical Coordinating Committee shall maintain inventories of current data used as input to the planning process.

The Technical Coordinating Committee shall review the status of several activities necessary to keep the study current and those activities necessary to update the study plan with timely reports made to the Policy Committee regarding such reviews.

The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans and programs.

The Technical Coordinating Committee shall prepare for consideration by Policy Committee, an Annual Report that demonstrates to the general citizenry, the status of transportation in the Columbus-Phenix City Transportation Study area.

The Technical Coordinating Committee and participating agencies shall adopt and follow a specific work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Technical Coordinating Committee for consideration, action, and/or information.

ARTICLE IV

Organization

The Director, Department of Planning, of which the Columbus-Phenix City Transportation Study comes under, shall be the chairperson of the Technical Coordinating Committee.

The Chief, Transportation Planning Division of the Columbus-Phenix City Transportation Study shall be the vice chairperson of the Technical Coordinating Committee.

The Chairperson shall appoint members to subcommittees, subject to Technical Coordinating Committee approval.

The Transportation Planning Division staff of the Department of Planning shall be the coordinating staff for the Columbus-Phenix City Transportation Study and the Technical Coordinating Committee

ARTICLE V

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Technical Coordinating Committee.

The Chairperson shall authenticate by his signature, the minutes and resolutions adopted by the Technical Coordinating Committee.

The Chairperson, as required, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his place.

During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all of the duties of the Chairperson.

The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than (1) week prior to any scheduled meeting. Members desiring on item to be included on a meeting agenda shall notify the chairperson no later than two (2) weeks prior to the meeting.

The Chairperson, as the Project Director of the Columbus-Phenix City Transportation Study and Director of the Columbus, Georgia Department of Planning, shall maintain necessary staff in the Department of Engineering in order to continually execute the planning responsibilities required to keep the study up to date.

ARTICLE VI

Meetings

The regular meeting date of the Technical Coordinating Committee shall be on Thursday of the second full week of the month, unless otherwise specified.

In order for business to be transacted, there must be at least six (6) voting members. A quorum for voting purposes exists when a simple majority is present.

In the event a regular voting question is brought up during a committee meeting and a quorum is not present, a vote will be taken (recording those voting for and against the question). At the next regular scheduled meeting, a vote will be taken whether approving or disapproving the minutes of the previous meeting (the minutes being sent to all members prior to the meeting) making the vote official. If the minutes are disapproved based on the decision voted on at the previous meeting, discussion of the question will be re-opened and voted on again.

If a quorum is not present again at the next regularly scheduled committee meeting, proxy cards will be sent to those who were not in attendance when the question was originally voted on to obtain their vote which will be entered in the minutes of the original meeting.

In the event an important question is known prior to a meeting and must be decided at that committee meeting, proxy cards will be mailed in advance of the meeting in order for those who cannot be present to send in his vote prior to the meeting. This method will be used only in extreme cases.

In the event an important question is brought up for the first time during a committee meeting when a quorum is not present, and a decision is needed immediately, the Chairperson will determine if proxy cards should be sent immediately following the meeting (as opposed to the procedure in paragraphs A and B) to those who were not in attendance to obtain their vote which will be entered in the minutes of the next meeting.

Membership on the Technical Coordinating Committee is by virtue of the expertise concurrent with the position held and as such, attendance is of the utmost importance. Therefore, the Chairperson to the Policy Committee for review and direction shall report more than three (3) un-excused absences of regular scheduled meetings by a member or his designated alternate during a calendar year.

ARTICLE VII

Rules of Order

The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure unless prescribed otherwise by these by-laws.

The Parliamentarian shall be appointed by the Chairperson with the Technical Coordinating Committee approval.

ARTICLE VIII

Amendments to By-Laws

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A by-law change shall be presented for consideration at a regular scheduled meeting of the committee; however, voting shall be deferred until the regular schedule meeting following the meeting at which the by-laws change was proposed.

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

CITIZEN ADVISORY COMMITTEE

By-Laws

(Last Amended, March 2015)

ARTICLE I

Name

The name of this Committee shall be the Citizen Advisory Committee (CAC) for the Columbus-Phenix City Transportation Study.

Origin: the Policy Committee of the Columbus-Phenix City Transportation Study creates The Citizen Advisory Committee.

Purpose: The purpose of the Citizen Advisory Committee is to advise the Policy Committee and Technical Coordinating Committee of the viewpoint of the citizenry of the Columbus-Phenix City Regional Area.

ARTICLE II

Composition

Membership shall consist of citizens or individuals from organizations within the region who reflect citizen's viewpoints. The Policy Committee or Citizen's Advisory Committee may appoint such other members whose knowledge and experience in the Region will provide the Policy Committee with a better understanding of the average citizen's point of view.

A membership subcommittee consisting of the Chairperson, Vice Chairperson and Secretary and will screen and recommend possible members of the Citizen's Advisory Committee. The membership of the Committee shall not exceed twenty-five (25) members.

ARTICLE III

Duties

Provide general advice to the Policy Committee and Technical Coordinating Committee concerning the citizen's viewpoint.

Review and participate in the various work elements as well as the future plans and systems as they are submitted to the Policy Committee.

Carry back the various data, discussions, and the decisions made by this and other Committees of the Columbus-Phenix City Transportation Study to the citizenry.

ARTICLE IV

Organization

The officers shall consist of a Chairperson, Vice Chairperson, and a Secretary.

The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizen's Advisory Committee at the regular June Meeting, to take office on July 1, to serve for a one year term, and not more than two consecutive terms. Vacancies in offices shall be filled by appointment by the chairperson, at the next regular meeting after the vacancy occurs for the unexpired term.

The Secretary shall be the Chief Transportation Planner of the Columbus-Phenix City Transportation Study.

ARTICLE V

Duties of Officers

Chairperson - To preside at all meetings of the Citizen's Advisory Committee and to call special meetings as needed.

Vice Chair - To perform the duties of the Chairperson in his absence.

In the absence of the Chairperson and the Vice Chairperson, the members present shall select a temporary Chairperson.

Secretary - To record the minutes and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the Chairperson. Notice of meetings shall be mailed as least one week in advance of meeting date whenever practical.

ARTICLE VI

Meetings

1. The regular meeting date of the Citizen's Advisory Committee shall be on Tuesday of the second full week of the month at 3:00 p.m. at a place to be determined by the Chairperson. The Chairperson shall call special meetings as may be required and as herein provided. Committee can review and approve minor revisions to documents by emails.
2. Subcommittees shall meet as determined by the Chairperson of said committee.
3. In order for business to be transacted, there must be at least seven (7) members, or one-third of the membership present, whichever is less, shall be constitute a quorum.
4. Any member who is absent without excuse for three consecutive meetings is removed from membership.

ARTICLE VII

Amendment of Article

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the Committee. A by-law change may be presented for consideration at a regular scheduled meeting of the Committee; however, voting on a change shall be conducted at the next regular scheduled meeting.

(64)

METROPOLITAN PLANNING ORGANIZATION

**MEMORANDUM OF UNDERSTANDING
FOR THE
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY**

BETWEEN

The Consolidated Government of Columbus, Georgia; the City of Phenix City, Alabama; the Counties of Lee and Russell, Alabama; Fort Benning, Georgia; Chattahoochee County, Georgia; Harris County, Georgia; the Alabama Department of Transportation and the Georgia Department of Transportation in cooperation with the U.S. Department of Transportation.

RELATIVE TO

The continuing, comprehensive, and cooperative urban transportation planning process known as the "Columbus-Phenix City Transportation Study" (C-PCTS).

1. **IT IS THE INTENTION OF THE PARTIES**, that the Columbus-Phenix City Transportation Study is to:
 1. Moving Ahead for Progress in the 21st Century (MAP-21) carries on the planning process which calls for continuous, comprehensive, and cooperative planning by the state and local governments as defined in Title 23 USC Section 134 and Section 5303 of the Federal Transit Act. The eight (8) SAFETEA-LU Planning Factors are retained in MAP-21 as the Scope of the Planning Process and results in plans and programs consistent with comprehensive planning development of the urbanized area.
 2. Update and revise the Columbus-Phenix City Multi-Modal Transportation Plan, to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, rail systems, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, energy conservation plans, goals and objectives.
 3. Create a functional relationship between transportation planning and the development of the cities and counties in the area.
 4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated as necessary.
 5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.

2. **IT IS FURTHER INTENDED** that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lie within the Metropolitan Area Boundary established by the Policy Committee as the Columbus-Phenix City Transportation Study.
3. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governors of Georgia and Alabama is the Columbus Department of Planning. With majority consent from the Columbus-Phenix City Policy Committee, the MPO shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work program, transportation plan, and transportation improvement program.
4. **IT IS FURTHER INTENDED**, that the C-PCTS shall be coordinated by a project director, who shall be the Director of the Department of Planning or his designee; and the staff of the Transportation Planning Division of the Department of Planning shall serve, as the primary staff to the C-PCTS program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and existing staff resources of the participating agencies and governments. The Project Director shall coordinate all requests under the direction of the Policy Committee.
5. **IT IS FURTHER INTENDED**, that the C-PCTS Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Columbus-Phenix City area. The Policy Committee shall be the MPO forum for cooperative decision making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the C-PCTS planning process and other involved agencies shall comprise the Policy Committee Bylaws. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have the final authority in the matters of policy and plan adoption for the Columbus-Phenix City Transportation Study.
6. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and Multi-modal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Columbus-Phenix City Transportation Study shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.

7. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the communities. The CAC shall keep the Policy and the Technical Coordinating Committee informed of the communities perspective and shall provide information to the community about transportation policies and issues. The membership shall be enumerated in the Citizens Advisory Committee Bylaws.
8. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted by each committee.
9. **IT IS FURTHER INTENDED**, that the Georgia Department of Transportation (GDOT), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:
 1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
 2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. The models shall be the "official" C-PCTS models. The Department shall also provide the expertise and computer software for the above mentioned tasks.
 3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the Multi-modal transportation plan.
 4. Aid the MPO in the preparation of planning oriented preliminary engineering, right-of-way, construction cost estimates, and certain transit, rail, aviation, and port records where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 5. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
 7. Enter into a cooperative process and coordinate with MPO participants an understanding of the development and amendment process for the State Transportation Improvement Program (STIP).
 8. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
 9. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

10. Provide various types of traffic count data.
11. Provide other assistance as mutually agreed upon.

10. **IT IS FURTHER INTENDED**, that the Alabama Department of Transportation, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way cost, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
3. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
4. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
5. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
6. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
7. Provide various types of traffic data.
8. Provide other assistance as mutually agreed upon.

11. **IT IS FURTHER INTENDED**, that the Columbus Department of Planning/Metropolitan Planning Organization (MPO), only to the extent that it may be bound by contracts, which may hereafter be entered into, shall be responsible for the following:

1. Prepare planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land development in comparison with projections.
3. Review zoning and subdivision request in accordance with the C-PCTS Transportation and Land Use Plans.
4. Provide social and community development plans as may relate to transportation needs.

5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
6. Make recommendations for revisions of the Columbus-Phenix City Multi-modal Transportation Plan to conform to new planning goals, objectives, policies, or developments.
7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
9. Collect, analyze, and distribute traffic data such as traffic counts and accident rate to the public, governmental agencies, and other parties.
10. Prepare and publish as necessary, a fiscally constrained 20 Year Multi-modal Transportation Plan that leads to the development of an integrated inter-modal transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five (5) years.
11. Prepare and maintain a financially balanced Four (4) Year Multi-modal Transportation Improvement Program (TIP), which will be updated annually.
12. Prepare an annual Unified Planning Work Program (UPWP) to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, and the products that it will produce.
13. Prepare Georgia Department of Transportation Planning Contract for approval by Council of the Columbus Consolidated Government. Prepare transportation quarterly reports and submit reimbursement request to Georgia and Alabama Department's of Transportation. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.
14. Compile, maintain, and document data on existing water, air, motor freight, and rail terminals, and transfer facilities.
15. Prepare and publish as necessary a Public Involvement Plan, which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIP's; and meets the criteria specified in 23 CFR Part 450.
16. Cooperate with the Alabama and Georgia Department's of Transportation in the development and implementation of the MAP-21 management systems and the traffic monitoring system (23 CFR Part 500). The MPO will have the lead responsibility in the development of the C-PCTS Congestion Management Process.
17. Ensure that the Congestion Management Process, the Public Transportation Management System, and the Inter-modal Management System shall, to the extent appropriate, be part of the metropolitan transportation planning process; and that the results of the six individual management systems shall be considered in the development of the transportation plan and TIP.

18. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
19. Annually certify, concurrently with the Georgia Department of Transportation and the Alabama Department of Transportation, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

12. **IT IS FURTHER INTENDED**, that the Columbus Consolidated Government within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.
2. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for the C-PCTS construction projects and be the agent responsible for acquiring said right-of-way.
3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
4. Prepare, maintain, and fund an annual budget for the MPO's operations.

13. **IT IS FURTHER INTENDED**, that Phenix City, Alabama within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.
2. Maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
4. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for C-PCTS construction and be the agent responsible for acquiring said right-of-way.

14. **IT IS FURTHER INTENDED**, that Lee County, Alabama within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

15. **IT IS FURTHER INTENDED**, that Russell County, Alabama within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

16. **IT IS FURTHER INTENDED**, that Chattahoochee County, Georgia (The Unified Government of Cusseta-Chattahoochee County) within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.

3. With assistance from the Georgia Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Georgia Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

17. **IT IS FURTHER INTENDED**, that Harris County, Georgia within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Georgia Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Georgia Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

18. **IT IS FURTHER INTENDED**, that Fort Benning, Georgia either provide or assist the MPO Staff in gathering information and data relating to the planning process as may be necessary to insure that Fort Benning is adequately served by the C-PCTS. Such data includes but is not limited to employment, traffic, population and major streets or gate changes.

19 **IT IS FURTHER INTENDED**, that METRA, Columbus' public transportation provide and PEX, Phenix City's public transportation provider shall:

1. Make available to the Columbus Department of Planning any records, documents or information necessary to accomplish the transit department's planning objectives and the development of the Columbus-Phenix City Multi-modal Transportation Plan and the TIP.
2. Coordinate with the MPO and Alabama and Georgia Department's of Transportation in the development of the Public Transportation Management System and the Inter-modal Management System.

3. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).

20 IT IS FURTHER INTENDED, that:

1. The Study shall be a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Alabama Department of Transportation, the Georgia Department of Transportation and the U.S. Department of Transportation.
2. A reappraisal shall be made of the Study whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics or at least once every five (5) years.
3. The participating agencies shall cooperate in all phases of the Study. Adequate and competent personnel shall be assigned to insure development of adequate and reliable data.
4. All parties to this agreement shall have access to all information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity, which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, and analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this

3rd day of June 2014.

Columbus Consolidated Government, Columbus, Georgia


Mayor


Witness


Notary Public



EXECUTION AUTHORIZED

By Resolution No. 73-14


Clerk of Council

City of Phenix City, Alabama

Eddie N. Lowe

Mayor

Mark S.

Witness

Jackie W. Sanders

Notary Public

JACKIE D. SANDERS
Notary Public, AL State at Large
My Commission Expires June 02, 2014

Lee County, Alabama

Bill English

Commission - Chairman

Patricia Hunt

Witness

Joey Roger Hundley

Notary Public



Russell County, Alabama


Commission - Chairman


Witness


Notary Public

MY COMMISSION EXPIRES **MAY 31, 2015**

The Unified Government of Cusseta-Chattahoochee County, Georgia

Donald Hester
Commission - Chairman → Vice

Supreme Woa
Witness

Lisa
Notary Public



Harris County, Georgia

J. Harry Lange
Commission - Chairman

[Signature]
Witness

Betty S Jarrett
Notary Public

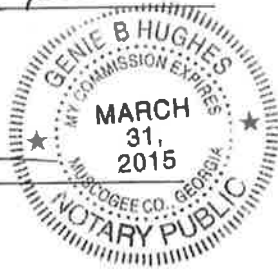


Fort Benning, Georgia


Garrison Commander


Witness


Notary Public

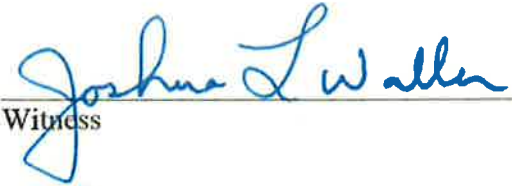


Recommended by:

Georgia Department of Transportation



Director of Planning



Witness




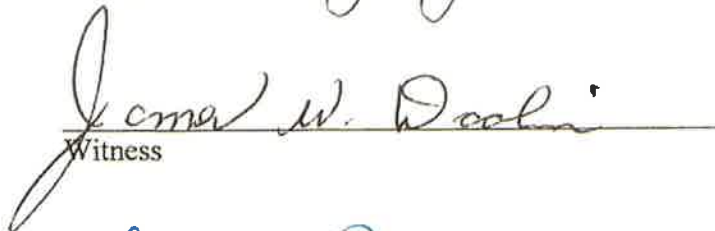
Notary Public



Recommended by:

Alabama Department of Transportation


Transportation Planning Engineer


Witness


Notary Public

**Donna Newman
Notary Public
State of Alabama
My Comm. Expires 8-5-2017**

Recommended by:

**Columbus Consolidated Government
Director, Department of Planning / Metropolitan Planning Organization**



Director



Witness



Notary Public

exp 3/20/16



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