

**FAYETTE/RALEIGH METROPOLITAN  
PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM  
FINAL DRAFT  
July 1, 2015 to June 30, 2016**

**Adopted May 18, 2015**

# UNIFIED PLANNING WORK PROGRAM FY 15/16

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## Introduction

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The Fayette/Raleigh Metropolitan Planning Organization (FRMPO) is the primary agency responsible for transportation planning in the urbanized areas of Fayette and Raleigh counties in West Virginia. The MPO was organized in 2012 upon the release of 2010 U.S. Census data designating parts of Fayette and Raleigh counties combined as an urbanized area.

### PLANNING AREA

The planning area of the FRMPO, shown in Map 1, extends to the county boundaries of both Fayette and Raleigh counties. The 2010 U.S. Census designated Urbanized Area is comprised of the Cities of Oak Hill and Mt. Hope and the Town of Fayetteville in Fayette County and the City of Beckley and the Towns of Mabscott and Sophia in Raleigh County. Along with representatives from the two respective County Commissions, representatives of the municipalities named to be within the Urbanized Area comprise the voting members of the FRMPO and their municipalities are assessed accordingly. Municipalities within the county lines but outside of the Urbanized Area are still within the planning area of the FRMPO, but their representatives do not have voting rights and their municipalities are not asked to pay assessments.

The Metropolitan Planning Organization's (MPO) planning area is located within the jurisdiction of Regional Planning and Development Councils 1 and 4 which oversee the overall administration of the MPO.

### ORGANIZATIONAL STRUCTURE

- **Policy Board**

The Policy Board of the MPO consists of representatives from each of the municipalities located within the planning area, representatives from each county commission, the Executive Directors of each Planning and Development Council, and the West Virginia Department of Transportation.

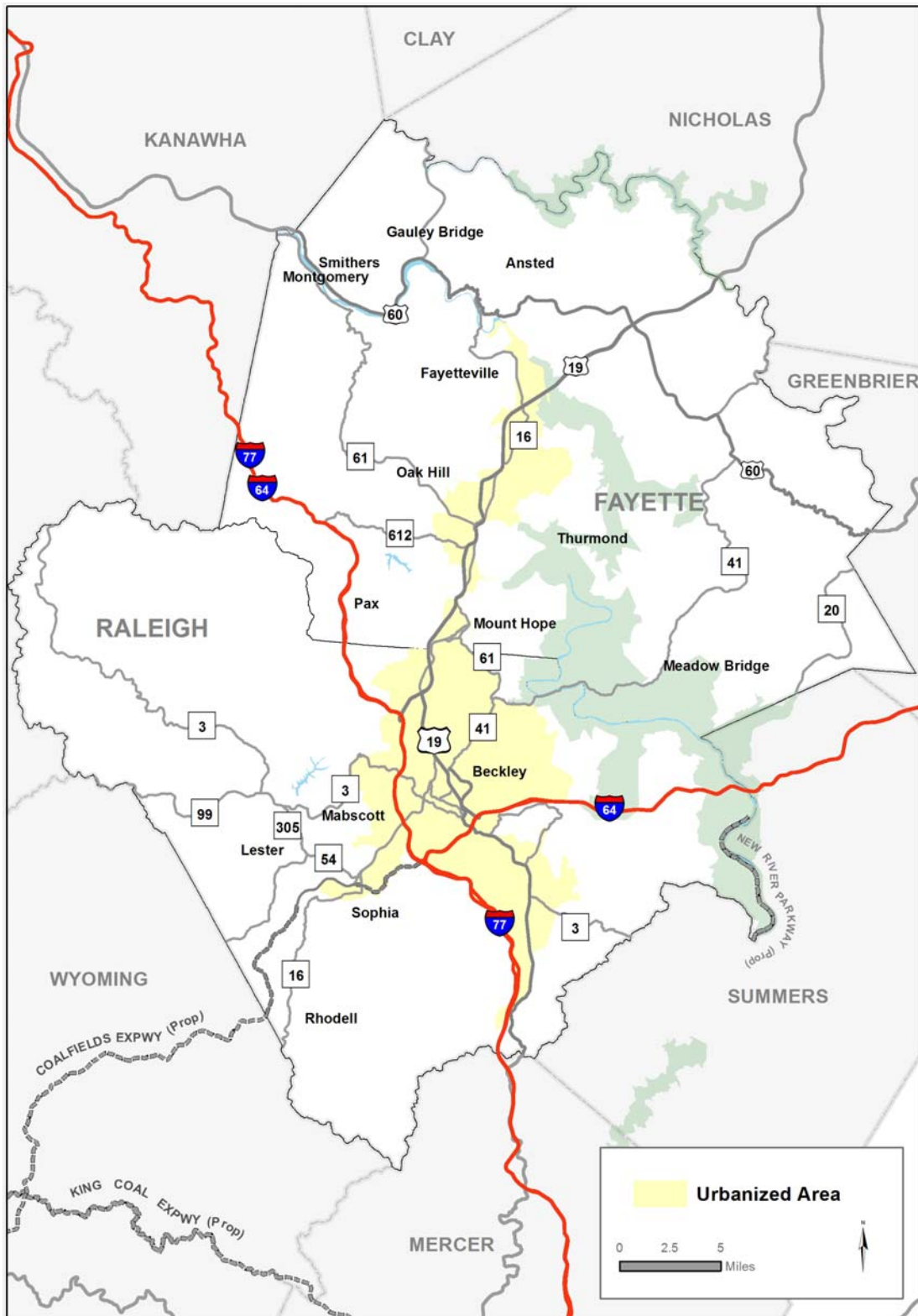
- **Technical Advisory Committee**

The MPO Technical Advisory Committee (TAC) is comprised of technical representatives (such as county engineers, city engineers/planners, etc.) from each of the counties, municipalities and transit organizations within the MPO region.

- **MPO Staff**

The MPO staff consists of several positions including, Executive Director, Transportation Planner/Engineer, Associate Planner/GIS, Associate Planner/GIS Specialist, Fiscal/Office Manager, Bookkeeper, and Transportation Technician/Administrative Assistant. Position responsibilities and requirements are described in the MPO's Employee Prospectus.

**MAP 1: FAYETTE/RALEIGH MPO REGION**



## OPERATIONAL PROCEDURES AND BYLAWS

The MPO operates under its own set of bylaws. In addition to the bylaws, the MPO has executed Memoranda of Understanding with the West Virginia Department of Transportation as well as Intergovernmental Agreements with Region 1 and 4 Planning and Development Councils outlining the roles and responsibilities of the various agencies. Included within these agreements are sections referring to purpose, responsibilities, administration, compensation, finances, accounting, termination and debarment and suspension.

Organizational documents, financial records and other official records of the FRMPO are located at the FRMPO headquarters at:

885 Broad Street, Suite 100  
Summersville, WV 26651

All FRMPO records are available for public inspection by appointment during regular business hours (Monday through Friday 8:30 a.m. to 4:30 a.m., except holidays).

## PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) of the FRMPO is designed to set forth the details of transportation work tasks to be performed within the Fiscal Year running July 1 to June 30. The objective of this work program is to ensure that a continuing, cooperative and comprehensive approach for short and long range transportation planning is established and maintained for the metropolitan area, with proper coordination with neighboring jurisdictions and the Department of Transportation for the State of West Virginia. Its activities help to implement the Moving Ahead for Progress in the 21st Century (MAP-21) planning factors as shown below.

PLANNING FACTORS / TASKS	Program Administration	Short-Range Planning	Multimodal Planning	Transportation Improvement Program	Long-Range Planning & Model	Public Participation
Support the economic vitality of the metropolitan area	X	X	X	X	X	X
Improve transportation system safety for motorized and non-motorized users	X	X	X	X	X	X
Improve transportation system security for motorized and non-motorized users	X	X	X	X	X	X
Increase accessibility and mobility of people and freight	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency in planning for land use, transportation and economic development	X	X	X		X	X
Enhance multimodal/intermodal integration and connectivity	X	X	X	X	X	X
Promote efficient system management and operations	X	X	X	X	X	X
Emphasize preservation of the existing system	X	X		X	X	X

**A. Objective**

The purpose of this task is to administer the MPO in a manner that provides a continuous, cooperative and comprehensive transportation planning and programming process for the region and maintains its eligibility to receive federal transportation funds.

**B. Previous Work**

This is a continuing work activity.

**C. FY15/16 Activities**

- Develop and oversee the implementation of tasks in the Unified Planning Work Program.
- Maintain current membership list; prepare and distribute agenda and supporting materials for meetings of the Technical Advisory Committee, Policy Board, and other special meetings; and record meeting minutes.
- Respond to periodic requests from WVDOT and other agencies for transportation information relating to the MPO planning area.
- Participate in transportation conferences, workshops and training to remain informed of MPO requirements, emerging trends and technical methods.
- Prepare regular progress reports and reimbursement requests for submittal to WVDOT.
- Ensure the agency's compliance with all federal and state requirements, including Title VI, and maintain appropriate documentation.
- Identify transportation training and other resources from the WV Local Technical Assistance Program (LTAP) that would be of benefit to MPO members.

**D. Products**

1. A transportation planning program that identifies the area's needs and recommends ways to address them, consistent with federal requirements. (Ongoing)
2. Regular meetings of the TAC and Policy Board (Quarterly)
3. Current membership list (Ongoing)
4. Regular progress reports and invoices (Quarterly)
5. FY15-16 UPWP (adoption by May 2016)
6. Participation in conferences, workshops and professional training. (Ongoing)

**A. Objective**

The objective of the Short Range Planning task is to analyze and identify potential solutions to address transportation problems in particular areas, and/or further refine the scope of projects and programs recommended in the Long Range Transportation Plan. Recommendations may lead to the adoption of local and/or regional policies, as well as specific projects that can be considered for funding in the MPO's Transportation Improvement Program.

**B. FY15/16 Activities**

- Conduct a workshop for local agencies on snow/ice removal, and facilitate the development of policies by local governments to implement best practices.
- Evaluate subarea traffic impacts resulting from the opening of the East Beckley Bypass Industrial Drive Connector and identify any further operational or roadway modifications needed to ensure safety and discourage neighborhood cut-thru traffic.
- Conduct intersection improvement analyses for selected corridors and intersections within the planning area.
- Build scope to pursue assessment of roadway infrastructure in the urbanized area to identify areas of vulnerability to extreme weather events, including flooding, and recommend steps to address safety risks and reduce roadway damage at those locations.

**C. Products**

1. Workshop on snow/ice removal workshop and adoption of best practices. (Fall 2015)
2. Maxwell Hills/Pinewood Area Impact Study (Summer 2016)
3. Recommended changes to signal timing, safety improvements, and other modifications on selected congested corridors and intersections. (Spring 2016)
4. Map of areas of the roadway system identified as being particularly at risk from extreme weather events. (Spring 2016)



**A. Objective**

The purpose of this task is to analyze the needs of transit users, bicyclists and pedestrians, develop recommendations to address needs, and ensure they are incorporated into the region's LRTP and TIP.

**B. Previous Work**

- *Recommendations for Transition to an Urban Transit System* (2014)
- Organization and creation of the New River Transit Authority (NRTA)

**C. FY15/16 Activities*****Transit***

- Collect and analyze ridership data by location, route and service type. Produce reports on ridership to monitor trends and identify any potential needs to modify or expand transit service.
- Perform boarding and alighting counts to support decisions related to bus stop location and prioritizing specific stops for improvements.
- Conduct passenger surveys to obtain information on customer demographics, trip purpose, and perception of service.
- Coordinate with NRTA to maintain current information on the scope, status and funding for transit projects and programs in the TIP.
- Coordinate with WVDOT to provide input and assist with public and stakeholder involvement for the Coordinated Human Services-Public Transit Plan.

MPO staff will also implement the following short-term recommendations from the 2014 transit study:

- Develop presentations and related materials to communicate the economic importance of planning and funding for public transit to local officials, business leaders and the general public.
- Meet with local employers to identify the level of demand for transit services and the potential for vanpools.

***Bicycle and Pedestrian***

- Evaluate and document the best way to incorporate bicycle and pedestrian facilities into roadway and transit projects that are funded for development.

**D. Products*****Transit***

1. Monthly ridership data and semi-annual reports on trends (Bi-annually)
2. Passenger survey – summary and analysis of responses (Annually)
3. Boarding and alighting counts and mapped results (Annually)

***Bicycle/Pedestrian***

1. Recommendations to incorporate bicycle and pedestrian facilities into the projects in the FRMPO's Transportation Improvement Program. (Ongoing)

**A. Objective**

The purpose of this task is to maintain a fiscally constrained program that directs federal, state and local funds toward the projects and services outlined in adopted transportation plans.

**B. Previous Work**

- Provided formal input to WVDOT on proposed amendments to the Statewide Transportation Improvement Program affecting Fayette and Raleigh counties.

**C. FY15/16 Activities**

- Coordinate review and approval of the consolidated multi-year, multi-modal projects proposed in the Transportation Improvement Program (TIP) by the West Virginia Department of Transportation (WVDOT), transit providers and other members of the FRMPO.
- Coordinate public participation in the review and adoption process. This will include providing an opportunity for input prior to formation of the TIP as well as review and comment on the “Consolidated TIP” proposed for adoption.
- Review the projects submitted by the West Virginia Department of Transportation and transit providers for consistency with the Long Range Transportation Plan, as well as any Short Range Planning objectives.
- Review the proposed “Consolidated TIP” for consistency with regional and local comprehensive plans. Where inconsistencies are identified, efforts will be made to revise the scope, location or design of the proposed improvements to better fit existing community plans.

**D. Products**

1. A fiscally constrained Transportation Improvement Program that contains all federally funded and/or regionally significant projects for roadways, transit, the bicycle and pedestrian network, and other transportation enhancements in the MPO region. (Oct. 2015)
2. Publication of an Annual List of Obligated Projects to report to the public on progress made in implementing the TIP during the previous program year. (Sept./Oct. 2015)

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**Task V**

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**Long Range Planning and Regional Model**

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**A. Objective**

The purpose of this task is to maintain a multimodal Long Range Transportation Plan which addresses regional issues relative to highways, transit (public transportation and human services transportation), bicycle/pedestrian, safety, freight and homeland security issues and other transportation enhancements and meets the basic requirements of Federal rules and regulations including provisions of MAP-21. This includes ongoing data collection needed to monitor and report on the performance of the transportation system, and periodic updates to the regional travel demand model.

**B. Previous Work**

- Analyzed existing conditions and developed a regional travel demand model
- Conducted public and stakeholder meetings and an on-line survey to obtain input on regional goals and needs
- Completed a fiscally constrained, multi-modal plan to address issues identified through technical analysis and public/stakeholder input
- Explored strategies, policies and organizational structure needed to implement the goals of the LRTP.

**C. FY15/16 Activities**

- Minor clarifications/adjustments necessary to fulfill the requirements of the 14/15 Long Range Planning work task.
- Monitor travel times and delay at key intersections for congested corridors identified in the Regional Transportation Plan.
- Map and analyze data for injury crashes and fatal crashes reported by law enforcement agencies in the MPO area.
- Track development changes in Fayette and Raleigh counties that significantly affect population or the number of employees in a traffic analysis zone.
- Coordinate with WVDOT and the NRTA to establish targets for the transportation performance measures required by MAP-21.
- Amend the LRTP as necessary to incorporate performance measurement.

**D. Products**

1. Annual report on transportation system performance, focusing on congested corridors.
2. Identification of high crash locations where safety studies will be requested.
3. Updated socioeconomic inputs for the MPO's regional travel demand model.

**A. Objective**

The purpose of this task is to ensure participation by interested parties and the general public in the development of the MPO's Long Range Transportation Plan, Transportation Improvement Program and various planning studies. The FRMPO maintains a Public Participation Plan to ensure the involvement of citizen special interest groups, freight haulers, commerce associations, major economic developments, education institutions, public transit providers of transportation and other interested persons or groups.

**B. Previous Work**

- Adopted a Public Participation Plan
- Established an MPO website

**C. FY15/16 Activities**

Continued opportunities for stakeholder input on plans and projects will be provided thru various state and local media outlets as well as public notifications and electronic media. Input will be compiled and made part of the decision making process of the FRMPO.

**D. Products**

1. A proactive public participation process that provides complete and user friendly information, timely public notices and full public access to key decisions. (Ongoing)
2. Maintenance of a website where the public can learn about the MPO's functions and responsibilities, view plans and other documents, learn about upcoming meetings, and provide input to the transportation planning and programming process. (Ongoing)

**REGION 1 & 4**  
**FAYETTE - RALEIGH MPO BUDGET**  
**JULY 1, 2015 - JUNE 30, 2016**

**ADMINISTRATION - REGION 4**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$57,663.54	\$57,663.54
FRINGE BENEFITS													\$0.00	\$15,360.88	\$15,360.88
TRAVEL													\$0.00	\$3,996.00	\$3,996.00
EQUIP / SOFTWARE													\$0.00	\$1,910.76	\$1,910.76
INDIRECT COSTS													\$0.00	\$4,145.53	\$4,145.53
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,076.71	\$83,076.71
CONSULTANT/TA													\$0.00	\$5,846.58	\$5,846.58
LEGAL													\$0.00	\$3,000.00	\$3,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91,923.29	\$91,923.29

**LONG RANGE PLANNING & REGIONAL MODEL - REGION 1**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$14,150.00	\$14,150.00
FRINGE BENEFITS													\$0.00	\$7,150.00	\$7,150.00
TRAVEL													\$0.00	\$1,000.00	\$1,000.00
EQUIP / SOFTWARE													\$0.00	\$1,000.00	\$1,000.00
INDIRECT COSTS													\$0.00	\$3,200.00	\$3,200.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	\$26,500.00
ENGINEERING/TA													\$0.00	\$10,000.00	\$10,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,500.00	\$36,500.00

**SHORT RANGE PLAN (SRP) - REGION 1**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$8,250.00	\$8,250.00
FRINGE BENEFITS													\$0.00	\$4,250.00	\$4,250.00
TRAVEL													\$0.00	\$220.00	\$220.00
EQUIP / SOFTWARE													\$0.00	\$200.00	\$200.00
INDIRECT COSTS													\$0.00	\$1,500.00	\$1,500.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,420.00	\$14,420.00
ENGINEERING/TA													\$0.00	\$60,000.00	\$60,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,420.00	\$74,420.00

TRANSPORTATION IMPROVEMENT PLAN (TIP) - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$5,100.00	\$5,100.00
FRINGE BENEFITS													\$0.00	\$2,550.00	\$2,550.00
TRAVEL													\$0.00	\$520.00	\$520.00
EQUIP / SOFTWARE													\$0.00	\$200.00	\$200.00
INDIRECT COSTS													\$0.00	\$900.00	\$900.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,270.00	\$9,270.00

MULTIMODAL PLANNING (MMP) - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$13,500.00	\$13,500.00
FRINGE BENEFITS													\$0.00	\$6,750.00	\$6,750.00
TRAVEL													\$0.00	\$1,000.00	\$1,000.00
EQUIP / SOFTWARE													\$0.00	\$500.00	\$500.00
INDIRECT COSTS													\$0.00	\$3,250.00	\$3,250.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
ENGINEERING/TA													\$0.00	\$5,000.00	\$5,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00

PUBLIC PARTICIPATION PROCESS (PPP) - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$4,300.00	\$4,300.00
FRINGE BENEFITS													\$0.00	\$2,100.00	\$2,100.00
TRAVEL													\$0.00	\$336.71	\$336.71
EQUIP / SOFTWARE													\$0.00	\$100.00	\$100.00
INDIRECT COSTS													\$0.00	\$1,050.00	\$1,050.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,866.71	\$7,866.71

TOTAL MPO REGION 1 & 4

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,963.54	\$102,963.54
FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,160.88	\$38,160.88
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,072.71	\$7,072.71
EQUIP / SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,910.76	\$3,910.76
INDIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,045.53	\$14,045.53
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166,153.42	\$166,153.42
CONSULTANT/TA													\$0.00	\$80,846.58	\$80,846.58
LEGAL													\$0.00	\$3,000.00	\$3,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00



## METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

WHEREAS the USDOT Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation requires the Metropolitan Planning Organization (MPO) to certify that its transportation planning process is in conformance with regulations; in accordance with 23 CFR 450.334, the West Virginia Department of Transportation and the Fayette - Raleigh Metropolitan Planning Organization, the Metropolitan Planning Organization for the Beckley, WV urbanized area, hereby certify that that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- II. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Fayette - Raleigh Metropolitan  
Planning Organization

Signature

Executive Director,  
Region 4 Planning and Development  
Council

Date

4-27-15

West Virginia Department of Transportation

Signature

Title

Date

Deputy State Highway Engineer  
7/23/15



# Appendix A

# **Fayette/Raleigh Metropolitan Planning Organization Employee Prospectus**

***Executive Director*** - The Executive Director is the chief administrator of the agency and implements directive of the Executive Committee regarding operations of the agency and is solely responsible for execution and interpretation of policy established by the Policy Board. The Executive Director oversees work programs, staff relationships, personnel administration, legal advisement, and day-to-day support functions. The Executive Director is responsible for retaining professional, technical and office support staff that is required to carry out objectives and policies of the organization. The Executive Director also interacts at both the federal and state level to help secure funding for projects and programs developed and completed by the FRMPO. Additional areas of involvement for the Executive Director include the following:

- Consults with citizen groups and city, county, state and federal officials regarding plans and research activities.
- Prepares portions of the annual budget for the agency by estimating revenues from programs related to the individual projects and recommending expenditures for annual operation.
- Defines needed professional staff and makes selections as needed.
- Monitors and evaluates staff performance in terms of project objectives and in cases of programs support staff in terms of agreed upon objectives.
- Instrumental in setting department policies and procedures for the FRMPO.
- Addresses consultants of FRMPO, city councils, planning commissions, county, state and federal authorities and civic groups regarding planning issues and explains the policies and actions of the agencies.
- Attends all meetings of the Policy Committee and other appropriate committee meetings to report progress and assist in making decisions and to recommend policies.

***Transportation Planner/Engineer*** – The Transportation Planner/Engineer oversees planning and environmental issues addressed by the FRMPO. The Transportation Planner/Engineer serves as the chief technical staff employee in cooperation with, and under the direction of, the Executive Director and directs, reviews, monitors and develops staff performance based on the agencies outcome. The Transportation Planner/Engineer manages the development and maintenance of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) insuring consistency with Policy Board goals, federal regulations and state directives. The Transportation Planner/Engineer also is in charge of managing transportation forecasting and modeling activities as well as being responsible for the preparation, review and implementation of contracts when utilizing consultant services. This individual must possess both technical and computation skills and foresight to develop and maintain the Unified Planning Work Program and be responsible for the application of specific federal funds placed under

direct administration of the FRMPO by the West Virginia Department of Transportation. Additional areas of involvement for the Transportation Planner/Engineer include the following:

- Consults with citizen groups, city, county, state and federal officials regarding planning and research activities.
- Establishes and maintains close communication and effective working relationships with the Executive Director and Policy Board.
- Evaluates the effectiveness of programs and revises as appropriate.
- Develops a transportation budget on a fiscal year basis, as well as project and expenditures for new and existing programs. Monitors and controls expenditures and takes appropriate steps to reduce costs if needed.
- Attends all meetings of the Policy Committee and other appropriate committee meetings to report progress and assist in making decisions and to recommend policies.
- Represents the Executive Director before governmental bodies and other public meetings.
- Keeps FRMPO certified by meeting all federal planning requirements.

***Associate Planner/GIS*** - The Associate Planner works under the direction of the Executive Director and also assists the Transportation Planner/Engineer in maintaining the Transportation Improvement Program and Long Range Transportation Plan. The Associate Planner is required to attend all transportation related training and workshop seminars as requested by appropriate other staff. This individual must possess technical skills for creating and maintaining computer based maps under a GIS format. This individual assists the Transportation Planner/Engineer in coordinating requests for specialized transit programs and assists the Transportation Planner/Engineer in maintaining the Unified Planning Work Program. Additional areas of involvement for the Associate Planner include in the following:

- Responsible for performing in all areas of the agencies related transportation activities.
- Develops project design, methodology, scheduling and recommendations for planning projects with limited guidance from the Transportation Planner/Engineer.
- Provides guidance and review of the work of the Transportation Planner/Engineer in the compilation and analysis of data for planning purposes.
- Conducts and analyzes field studies and surveys to collect primary data for planning purposes.
- Prepares planning reports and summaries; including graphics, texts, charts, visual aids, etc.
- Work directly with consultants to provide information required for studies.

***Associate Planner/GIS Specialist*** – The Associate Planner works under the direction of the Executive Director and also assists the Transportation Planner/Engineer in maintaining the Transportation Improvement Program and Long Range Transportation

Plan. The Associate Planner is required to attend all transportation related training and workshop seminars as requested by appropriate other staff. This individual must possess technical skills for creating and maintaining computer based maps under a GIS format. This individual assists the Transportation Planner/Engineer in coordinating requests for specialized transit programs and assists the Transportation Planner/Engineer in maintaining the Unified Planning Work Program.

Major duties and responsibilities:

- Develop local area inputs that the Department of Transportation requires for transportation models (e.g. demographics, network inventories and forecasts).
- Research and analyze employment, population, housing and land use data for use in the transportation model. Construct transportation network computer models for present and future years based on demographic forecasts.
- Conduct/assist in socio-demographic research using Census data
- Develop, document and produce travel demand estimates and conduct analyses of different transportation scenarios related to local transportation plans, corridor studies, plan updates and other special studies using the transportation model.

Required knowledge, skills and abilities:

- Broad knowledge of the principles, methods and practices of statistical models and transportation planning. Knowledge of transportation modeling processes and data needs, modeling theory and steps necessary to design, run and evaluate computer models.
- Ability to effectively communicate both verbally and in writing, prioritize goals; prepare clear and concise reports, prepare informational materials and present complex technical material in non-technical terms to a variety of audiences.
- Ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public.

***Fiscal/Office Manager*** – The Fiscal/Office Manager works under the direction of the Executive Director and in cooperation with the Transportation Planner/Engineer. This individual is the primary staff person who maintains day to day office administration functions such as accounting, financial tasks, secretarial tasks, preparation of the agency's budget and creating invoices and financial reports required by funding agencies. The Fiscal/Office Manager provides payroll, accounts receivable and payable and purchasing services. The Fiscal/Office Manager is responsible for audit standards applicable to financial audits contained in Government Audit Standards issued by the Comptroller of the United States. Additional areas of involvement for the Fiscal/Office Manager include the following:

- Prepares monthly agency financial statements.
- Meets periodic financial requirements for FRMPO.
- Manages and maintains all accounting records.
- Manages internal auditing functions, including reviews of account distribution on purchase orders, account analyses and reconciliations.
- Monitors and manages agency cash flow.
- Coordinates with outside auditors and provides accounting and other information to independent and government auditors.
- Assists with contract administration relating to financial accounting, budgeting and auditing matters.
- Develop, implement and revise accounting procedures.
- Performs other tasks as required.

***Bookkeeper*** – Serves as a backup to the Fiscal/Office Manager in all accounting and bookkeeping functions and the performance of other related secretarial and clerical duties as assigned by either/or the Executive Director and the Office/Fiscal Manager. Additional areas of involvement are as follows:

- Performs clerical, accounting and accounts receivable functions.
- Prepares vouchers for payment and performs data entry.
- Operates certain aspects of the payroll system.
- Prepares a variety of accounting documents and reports such a purchase orders and invoices.
- Prepares a variety of reports using electronic spreadsheets and database programs, making all necessary computations.
- Maintains office accounting files as needed.
- Sorts, indexes, compiles and distributes vouchers and other accounting documents.

***Transportation Technician/Administrative Assistant*** - The Transportation Technician/Administrative Assistant works under the direction of the Executive Director and the Transportation Planner/Engineer. This person performs a variety of complex administrative and transportation related duties in a timely manner with a high degree of professionalism and efficiency. The Transportation Technician/Administrative Assistant supports and assists the Executive Director and the Transportation Planner/Engineer in all aspects of day-to-day department operations. This is a responsible and visible position requiring great confidentiality and high organizational skills, including knowledge of transportation technical terminology. Additional areas of involvement for the Transportation Technician/Administrative Assistant include the following:

- Serves as Administrative Assistant to the Executive Director and the Transportation Planner/Engineer.
- Ensures that all correspondence, memos, etc. meet FRMPO standards before they are distributed, mailed, faxed, bound, etc.

- Provides administrative and secretarial support for and during meetings and to committees, including scheduling and coordinating materials and arrangements as necessary.
- Provides secretarial and administrative support to department staff as requested.
- Exhibits a high level of proficiency and professionalism in dealing with staff and the public, both personally and professionally.
- Performs other miscellaneous administrative and departmental tasks as required.

# Fayette/Raleigh Metropolitan Planning Organization

Organization Chart  
FY 2015-2016

