

Lee-Russell Council of Governments (LRCOG)

**Lee and Russell Counties
Rural Planning Organization (RPO)**

FY 2019 Work Program



Loachapoka, Alabama

**Prepared for the RPO by the Lee-Russell Council of Governments
August 22, 2018**

Lee and Russell Counties Rural Planning Organization

FY 2019 Work Program

This document is posted on the Internet at
<http://www.lrcog.com>

For information regarding this document, please contact
Lisa Sandt, Director of Planning and Economic Development
Lee-Russell Council of Governments
2207 Gateway Drive
Opelika, Alabama 36801
Ph: 334-749-5264
Fax: 334-749-6582
Email: lsandt@lrcog.com

Date adopted: August 22, 2018

Dates Amended: TBD

This Work Program was financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Alabama Department of Transportation, and local governments, and prepared for the RPO by the Lee-Russell Council of Governments, in partial fulfillment of Task 2.4 of the FY-2019 RPO Work Program and requirements set forth in 23 USC 134 and 135 (as amended by the FAST Act, Sections 1201 and 1202, December 4, 2015).

Lee and Russell Counties Rural Planning Organization (RPO)

FY2019 Work Program

Lee-Russell Council of Governments
Staff to the RPO

2019 Lee and Russell Counties Rural Planning Organization

The Lee and Russell County Rural Planning Organization
adopting the
Fiscal Year 2019 Work Program
as prepared by the Lee-Russell Council of Governments

WHEREAS, The Lee-Russell Counties RPO was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan cooperative planning process, in cooperation with the Alabama Department of Transportation, for portions or all of Lee and Russell counties in Alabama, as established in 23 USC 134 and 135 (as amended by the FAST Act, Sections 1201 and 1202, December 4, 2015).

WHEREAS, the RPO is interested in the continued development of the non-metropolitan cooperative transportation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection of the rural transportation needs and issues of the citizens in the aforementioned counties; and

WHEREAS, the Lee-Russell Council of Governments serving as staff to the RPO is required to provide guidance to local governments in conducting the non-metropolitan planning process as a cooperative effort with the Alabama Department of Transportation as established in the Notice of Proposed Rulemaking June 13, 2014; and

WHEREAS, the Lee-Russell Council of Governments has prepared an FY 2019 Work Program outlining the tasks necessary to accomplish the goals of the cooperative planning process and the Rural Planning Organization; and

WHEREAS, the RPO work Program has been duly reviewed, discussed, and approved by the RPO; now

THEREFORE, BE IT RESOLVED, this 22 day of August 2018 that the Lee-Russell Counties RPO does hereby adopt and endorse the FY 2019 Work Program as the guide for tasks to be completed for the cooperative planning process.


Executive Director
Lee-Russell Council of Governments

Attest:



Table of Contents

Title and Contacts	i
RPO Membership	ii
Resolution	iii
Table of Contents	iv
1.0 Introduction	
1.1 Purpose	1
1.2 Goals	1
1.3 Title VI Compliance	1
1.4 Format	1
2.0 Tasks	
2.1 Administration and Management	2
2.2 Committee Service	3
2.3 Data Management	4
2.4 Reports	5
2.5 Public Involvement	6
3.0 Financial Tables for Fiscal Year 2019	8

Lee and Russell Counties Rural Planning Organization (RPO) FY 2019 Work Program

1.0 Introduction

1.1 Purpose

The purpose of this document is to describe the work that will be performed by the Lee and Russell County Rural Planning Organization (RPO) in fiscal year 2019. The Rural Planning Organization is a rural transportation planning process in the areas of East Central Alabama (Lee and Russell counties) not represented by the Auburn Opelika County Metropolitan Planning Organization or the Columbus-Phenix City Metropolitan Planning Organization. The planning process will be a one-year cooperative program sponsored by the Alabama Department of Transportation (ALDOT) and the Lee-Russell Council of Governments.

1.2 Goals

The goals of the RPO are: 1) A well-managed rural transportation planning process; 2) an effective transportation committee structure; 3) a comprehensive data library and distribution source; 4) reports that are useful to ALDOT and the local governments; and 5) a well-informed public who actively participates in the rural transportation planning process.

1.3 Title VI Compliance

The Lee and Russell Counties Rural Planning Organization is committed to ensuring public participation in the development of all transportation plans and programs. It is the goal of the RPO that the transportation planning process be accessible, transparent, and inclusive. The RPO is and will be compliant with all Title VI programs, processes, and procedures including, but not limited to, 42 USC 2000d.

1.4 Format

The work program is divided into five tasks. The tasks outline the transportation planning work that will be performed by the staff at the Lee-Russell Council of Governments over the one-year period from October 1, 2018 to September 30, 2019 (fiscal year 2019). The description of each task includes the objective, proposed work, products, staffing, and schedule.

2.0 Tasks

Task 2.1 - Administration and Management

Objective

To effectively manage the rural transportation planning process

Previous Work

- The LRCOG has managed the transportation planning process since FY 2007.
- The LRCOG has maintained timesheets since FY 2007.
- The LRCOG has submitted invoices as required by ALDOT since FY 2007.
- The LRCOG has prepared semi-annual progress reports since FY 2007.
- The LRCOG staff has participated in ALDOT approved training as needed and submitted any proposed out of state travel to ALDOT for approval since FY 2007.

Proposed Work

- The LRCOG will manage the transportation planning process.
- The LRCOG will maintain timesheets.
- The LRCOG will prepare and submit invoices as required by ALDOT.
- The LRCOG will prepare and submit monthly progress reports to accompany invoices as required by ALDOT
- The LRCOG will prepare annual progress reports.
- The LRCOG staff will participate in ALDOT approved training as needed. Out of state travel must first be approved by ALDOT.

Products

- A well-managed transportation planning process
- Employee timesheets
- Timely invoice reports
- Monthly progress reports
- Annual progress reports

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$ 10,300
LRCOG	\$ 2,575
Total	\$12,875

Task 2.2 - Committee Service

Objective

To effectively conduct RPO Committee meetings

Previous Work

- The LRCOG has maintained RPO committee mailing lists since FY 2007.
- The LRCOG has prepared and distributed notices for RPO committee meetings since FY 2007.
- The LRCOG has facilitated RPO committee meetings since FY 2007.
- The LRCOG has prepared and distributed minutes for RPO Committee meetings since FY 2007.

Proposed Work

- The LRCOG will maintain RPO committee mailing lists.
- The LRCOG will prepare and distribute meeting notices for RPO Committee meetings.
- The LRCOG will facilitate RPO Committee meetings.
- The LRCOG will prepare and distribute minutes for RPO committee meetings.
- The LRCOG will facilitate Rural Transportation Open Houses/Community Meetings.

Products

- RPO Committee mailing lists
- RPO committee meeting notices
- Organized RPO committee meetings
- RPO committee meeting minutes
- Organized Rural Transportation Open Houses and Community Meetings

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$5,000
LRCOG	\$1,250
Total	\$6,250

Task 2.3 - Data Management

Objective

To gather, maintain, and distribute data related to the transportation planning process

Previous Work

- The LRCOG has gathered the necessary data to conduct meetings and produce transportation planning documents since FY 2007.
- The LRCOG has maintained transportation data within database, spreadsheet, and GIS files since FY 2007.
- The LRCOG has distributed transportation data as required by the transportation planning process and by request to the general public since FY 2007.

Proposed Work

- The LRCOG will gather the necessary data to conduct meetings and produce transportation planning documents.
- The LRCOG will maintain transportation data within database, spreadsheet, and GIS files.
- The LRCOG will distribute transportation data as required by the transportation planning process and by request.

Products

- An organized method for researching transportation data
- Transportation database, spreadsheet, and GIS files

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$5,000
LRCOG	\$1,250
Total	\$6,250

Task 2.4 - Reports

Objective

To prepare reports for the RPO committees and ALDOT

Previous Work

- The LRCOG has prepared and maintained bylaws that govern the rural transportation planning process since FY 2007.
- The LRCOG has prepared lists of safety suggestions since FY 2007.
- The LRCOG has prepared a work programs annually since FY 2007.
- The LRCOG has prepared and maintained a regional human services coordinated transportation plan.
- The LRCOG has prepared and submitted monthly progress reports to accompany invoices as required by ALDOT.

Proposed Work

- The LRCOG will maintain the bylaws that govern the rural transportation planning process.
- The LRCOG will prepare a list of safety suggestions based on input gathered during the rural transportation planning process.
- The LRCOG will prepare a Draft and Final FY 2020 Work Program.
- The LRCOG will maintain a regional human services coordinated transportation plan.
- The LRCOG will prepare and submit monthly progress reports to accompany invoices as required by ALDOT.

Products

- Current bylaws
- Safety suggestion lists
- Draft and Final FY 2020 Work Program
- A current regional human services coordinated transportation plan
- Monthly accounting of work descriptions and accomplishments

Staffing

Lee-Russell Council of Governments

Schedule

Draft and Final FY2020 Work Program – June 2019 and August 2019

Financial Responsibility:

Funding Source	Amount
ALDOT	\$5,600
LRCOG	\$1,400
Total	\$7,000

Task 2.5 - Public Involvement

Objective

To inform the public of the rural transportation planning process and to actively seek public involvement

Previous Work

- The LRCOG has developed and maintained a news release mailing and contact list since FY 2007.
- The LRCOG has prepared and distributed news releases for all rural transportation planning process meetings since FY 2007.
- The LRCOG has developed and maintained sign-in rosters for all meetings since FY 2007.
- The LRCOG has developed and maintained a public involvement plan.

Proposed Work

- The LRCOG will maintain a news release mailing and contact list.
- The LRCOG will prepare and distribute news releases for all rural transportation planning process meetings.
- The LRCOG will maintain sign-in rosters for all rural transportation planning process meetings, community meetings, and Rural Transportation Open Houses.
- The LRCOG review and update the public involvement plan.
- The LRCOG will maintain a social media presence for the Lee and Russell County RPO.
- The LRCOG will attend County Commission and Town Hall meetings, as well as MPO meetings, to stay abreast of transportation concerns.
- The LRCOG will coordinate, as needed, with local governments, ALDOT, and FHWA on ADA Transition Plan activities.
- The LRCOG will host public involvement meetings to gain public input for the FY2020-2023 Statewide Transportation Improvement Program (STIP).

Products

- A news release mailing list
- Timely meeting notices to media
- A record of public involvement in meetings or public hearings
- An updated public involvement plan for the rural transportation planning process
- A Lee and Russell County RPO Facebook page

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$8,000
LRCOG	\$2,000
Total	\$10,000

3.0 Financial Tables for FY 2019

FY 2019

TASK	ALDOT	LRCOG	TOTAL
1. Administration and Management	\$ 10,300	\$ 2,575	\$ 12,875
2. Committee Service	\$ 5,000	\$ 1,250	\$ 6,250
3. Data Management	\$ 5,000	\$ 1,250	\$ 6,250
4. Reports	\$ 5,600	\$ 1,400	\$ 7,000
5. Public Involvement	<u>\$ 8,000</u>	<u>\$ 2,000</u>	<u>\$ 10,000</u>
Totals	\$ 33,900	\$ 8,475	\$ 42,375