

Lee-Russell Council of Governments (LRCOG)

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

FY 2016 Work Program



Main Street; Hurtsboro, AL

Prepared for the RPO by the Lee-Russell Council of Governments
August 24, 2015

Lee and Russell Counties Rural Planning Organization

FY 2016 Work Program

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

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Date adopted:
Dates Amended:

This Work Program has been 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 according to requirements set forth in Title 23, USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202, July 2012). The contents of this work program do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Lee and Russell Counties Rural Planning Organization (RPO)

FY 2016 Work Program

Chair: John Andrew Harris
Vice Chair: Vacancy

Lee-Russell Council of Governments
Staff to the RPO

2016 Lee and Russell Counties Rural Planning Organization

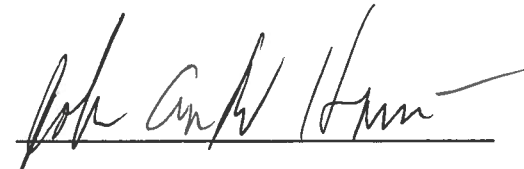
The Lee and Russell County Rural Planning Organization
adopting the
Fiscal Year 2016 Work Program
as prepared by the Lee-Russell Council of Governments

WHEREAS, the Lee and Russell County Rural Planning Organization was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan cooperative planning process for portions of Lee and Russell counties in Alabama, pursuant to the requirements and provisions of Title 23, USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202, July 2012); and

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

WHEREAS, the Lee-Russell Council of Governments is serving as staff to the Rural Planning Organization and has prepared an FY 2016 Work Program outlining the tasks necessary to accomplish the goals of the cooperative planning process and the Rural Planning Organization; now

THEREFORE, BE IT RESOLVED on August 24, 2015 that the Lee and Russell County Rural Planning Organization (RPO) does adopt and endorse the FY 2016 Work Program as the guide for tasks to be completed for the cooperative planning process.



Chair, Lee and Russell RPO

Attest:



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Lee and Russell Counties Rural Planning Organization (RPO) FY 2016 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 2016. 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 the ALDOT and the local governments; and 5) a well-informed public who actively participate 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 will 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, 2015 to September 30, 2016 (fiscal year 2016). 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 semi-annual progress reports.
- The LRCOG staff will participate in ALDOT approved training as needed. Out of state travel will be approved by ALDOT.

Products

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

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$10,000
LRCOG	\$ 2,500
Total	\$12,500

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	\$4,000
LRCOG	\$1,000
Total	\$5,000

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	\$7,000
LRCOG	\$1,750
Total	\$8,750

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 2017 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 2017 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 FY2017 Work Program – June 2016

Financial Responsibility:

Funding Source	Amount
ALDOT	\$4,000
LRCOG	\$1,000
Total	\$5,000

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.

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	\$7,000
LRCOG	\$1,750
Total	\$8,750

3.0 Financial Tables for FY 2016

FY 2016

<u>TASK</u>	<u>ALDOT</u>	<u>LRCOG</u>	<u>TOTAL</u>
1. Administration and Management	\$10,000	\$ 2,500	\$ 12,500
2. Committee Service	\$ 4,000	\$ 1,000	\$ 5,000
3. Data Management	\$ 7,000	\$ 1,750	\$ 8,750
4. Reports	\$ 4,000	\$ 1,000	\$ 5,000
5. Public Involvement	<u>\$ 7,000</u>	<u>\$ 1,750</u>	<u>\$ 8,750</u>
Totals	\$ 32,000	\$ 8,000	\$ 40,000