

Central Alabama Rural Planning Organization (RPO)

Work Program Fiscal Year 2014



Central Alabama Regional Planning and Development Commission
5/21/2013

Central Alabama Rural Planning Organization (RPO)

Work Program FY 2014

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This document was prepared as a cooperative effort of the U. S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Alabama Department of Transportation (ALDOT), and local governments as a requirement of 23 USC 134 and 135, as amended by MAP-21, Sections 1201 and 1202, July 2012. The contents of this document do not necessarily reflect the official views or policies of the U. S. Department of Transportation.

DRAFT: May 21, 2013

Date adopted :

Dates Amended :

RPO MEMBERSHIP

VOTING MEMBERS

CENTRAL ALABAMA RURAL PLANNING ORGANIZATION

Autauga County Commission

1. Danny Chavers
2. A. G. Carter
3. Marshall Reese
4. Carl Johnson

CARPDC Executive Director

11. Greg Clark

Town of Autaugaville

12. F. B. Ward

Montgomery County Commission

5. Elton Dean
6. Reed Ingram

Town of Billingsley

13. Gregg Davis

Elmore County Commission

7. Mark Hragyil
8. James "Trey" Taylor
9. Stephanie Daniels Smoke

Town of Eclectic

14. J. Michael "Mike" Holton

City of Tallassee

15. Bobby Payne

ALDOT 6th Division Engineer

10. David Bohannon

Town of Pike Road

16. Gorden Stone

RPO MEMBERSHIP

NON VOTING MEMBERS

1. Division Administrator- Federal Highway Administration

Mark Bartlett

2. Bureau Chief, Transportation Planning and Modal Programs, ALDOT

Robert Jilla

3. MPO Chairman

Charles Jinright

4. County Technical Representatives *(if not appointed by a County Commissioner as a voting member representative)*

Montgomery County Engineer - George Speak

Elmore County Engineer - Ritchie Beyer

Autauga County Engineer - David Bufkin

Resolution

The Rural Planning Organization (RPO)
Adopting the Fiscal Year 2014 Work Program as prepared
by the Central Alabama Regional Planning and
Development Commission (CARPDC)

WHEREAS, the Central Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan consultation planning process for portions or all of Autauga, Elmore, and Montgomery counties in Alabama, as established in amended 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202); and

WHEREAS, the Rural Planning Organization (RPO) is interested in the continued development of the non-metropolitan transportation consultation 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 Central Alabama Regional Planning and Development Commission (CARPDC), serving as staff to the Rural Planning Organization, has prepared an FY 2014 Work Program outlining the tasks necessary to accomplish the goals of the consultation planning process and the Rural Planning Organization; and

WHEREAS, the Rural Planning Organization (RPO) FY 2014 Work Program has been duly reviewed, discussed, and approved by the RPO;

NOW THEREFORE, BE IT RESOLVED, this 29th day of May, 2013 that the Central Alabama Regional Planning and Development Commission (CARPDC) does hereby adopt and endorse the Central Alabama Rural Planning Organization (RPO) FY 2013 Work Program as the guide for tasks to be completed for the consultation planning process.

Jiles Williams, Jr. CARPDC Chairman

Margret White CARPDC Secretary

**Central Alabama Rural Planning Organization (RPO)
Work Program
Fiscal Year 2014**

Introduction

Purpose:

The purpose of this RPO document is to describe the work that will be performed by the Central Alabama Rural Planning Organization (RPO) in fiscal year 2014. The Rural Planning Organization exists for the purpose of conducting an organized rural transportation planning process in the three (3) Central Alabama counties of Autauga, Elmore and Montgomery. The planning process is sponsored by the Alabama Department of Transportation (ALDOT) and the Central Alabama Regional Planning and Development Commission. The rural transportation planning process features a comprehensive education component designed for complete awareness of rural transportation needs, deficiencies, public safety hazards and funding opportunities. The RPO education opportunities are directed toward Committee members, public officials, special interest groups and the general public and are an ongoing aspect of the RPO work program.

Goals:

The stated goals of the RPO program are:

- 1) 1)To effectively managed the rural transportation planning process;
- 2) To effectively conduct program committees;
- 3) To gather, maintain and distribute data related to the transportation planning process in areas outside the Montgomery Metropolitan Planning Boundary (MPO) in Autauga, Elmore and Montgomery Counties;
- 4) To prepare reports for all transportation planning process committees, the Alabama Department of Transportation and local governments within the RPO boundary; and
- 5) To educate the public and interested parties of the rural transportation planning process and to actively engage their involvement.

Format:

This work program is divided into five tasks. The tasks outline the transportation planning work to be performed by the staff at the Central Alabama Regional Planning and Development Commission over the one fiscal year period of 2014. The description provided for each task includes the objective, methodology, products, staffing, and schedule.

Task 1.0: Administration and Management

Objective: To effectively manage the rural transportation planning process

Proposed Work:

1. Continue management of the rural transportation planning process.
2. Documentation of Commission employee time associated with the RPO program through time sheets certified by the Executive Director.
3. Prepare and submit timely invoices and all supporting documentation as required by the ALDOT.
4. Submit monthly progress reports to the ALDOT.
5. Prepare and submit semi-annual progress reports to ALDOT.
6. RPO staff will participate in ALDOT approved training events. Out of state travel will be approved by ALDOT.

Products:

1. A professionally managed transportation planning process.
2. Certified Employee Timesheets.
3. Quarterly/Monthly invoice reports.
4. Monthly progress reports.
5. Semi-annual progress reports.
6. 2014 RPO meeting schedule.

Staffing:

Existing planning staff and support personnel of the Central Alabama Regional Planning and Development Commission

Schedule: None

Financial Responsibility:

<u>Funding Sources</u>	Amount
1. State Planning and Research (SPR)	\$6,800.00
2. CARPDC	\$1,700.00
Total Task 1.0	\$8,500.00

Task 2.0: Committee Service

Objective: To effectively facilitate all Program Committee meetings.

Proposed Work:

1. Develop, maintain, and distribute a Program Committee mailing list.
2. Prepare and distribute required Program Committee notices.
3. Facilitate all Program Committee meetings.
4. Submit monthly progress reports to ALDOT.
5. Document meeting minutes as a permanent file record of all committee meetings.

Products:

1. Policy Committee mailing list.
2. Timely meeting notices.
3. Well-organized, professional Program Committee meetings.
4. Comprehensive minutes of all Program Committee meetings.
5. Plans and strategies for rural transportation development and growth throughout the RPO planning area.

Staffing:

Existing planning staff and support personnel of the Central Alabama Regional Planning and Development Commission.

Schedule: None

Financial Responsibility:

<u>Funding Sources</u>	Amount
1. State Planning and Research (SPR)	\$5,760.00
2. CARPDC	\$1,440.00
Total Task 2.0	\$7,200.00

Task 3.0: Data Management

Objective: To gather, maintain and distribute rural area data related to the non-metropolitan transportation planning process for Autauga, Elmore and Montgomery Counties.

Proposed Work:

1. Gather all information necessary to conduct committee meetings and produce all transportation planning documents required of the RPO.
2. Maintain the transportation data within databases, spreadsheets, and GIS files.
3. Distribute transportation data as required by the transportation planning process or by special request.
4. Disseminate data relevant to funding opportunities considered advantageous to the transportation planning process.

Products:

1. A professionally organized protocol for researching transportation data.
2. Transportation databases, spreadsheets, and GIS files.
3. Comprehensive systems for the distribution and use of transportation data.
4. Comprehensive minutes of all Program Committee meetings.
5. Grant funding and availability database by source.

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule: None

Financial Responsibility:

<u>Funding Sources</u>	Amount
1. State Planning and Research (SPR)	\$8,000.00
2. CARPDC	\$2,000.00
Total Task 3.0	\$10,000.00

Task 4.0: Reports

Objective: To prepare reports for the transportation planning process committees, the Alabama Department of Transportation, and local governments within the RPO boundary.

Proposed Work:

1. Prepare a summary document outlining the long-range transportation needs of the region based on input received from various committees and the general public.
2. Prepare a prospectus summarizing the Central Alabama rural transportation goals and objectives.
3. Monitor RPO activities and Bylaws to ensure operational effectiveness of the RPO.
4. Compile a list of safety suggestions based on input gathered during the rural transportation planning process and provide such information to the ALDOT and local engineers.
5. Prepare an annual Work Program.

Products:

1. A summary document outlining the long-range transportation needs of the region.
2. A prospectus which summarizes the rural transportation planning process.
3. Updated Bylaws ensuring the operational effectiveness of the RPO.
4. Draft and final FY 2015 Work Program.
5. Land use and housing analysis by municipality and county commission district.

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule: Draft and Final FY 2015 Work Program – April thru May, 2014

Financial Responsibility:

<u>Funding Sources</u>	Amount
1. State Planning and Research (SPR)	\$7,200.00
2. CARPDC	\$1,800.00
Total Task 4.0	\$9,000.00

Task 5.0: Public Involvement

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

Proposed Work:

1. Develop and maintain a rural mailing list for Autauga, Elmore and Montgomery Counties.
2. Prepare and distribute timely meeting notices.
3. Hold Annual Public Hearings.
4. Carefully document citizen comments and minutes from all public hearings.
5. Develop and maintain a news release mailing list.
6. Distribute news releases for all rural transportation planning process meetings.
7. Prepare a Public Involvement Plan in accordance with the Public Participation Process requirement for MPOs and RPOs [23 CFR 450.210].
8. Prepare a record of all public involvement efforts.
9. Hold public involvement meetings regarding all formal Plans.

Products:

1. A Citizen mailing list.
2. Timely meeting notices.
3. Well-organized, professionally facilitated meetings.
4. Carefully documented minutes of citizen public hearings.
5. A news release mailing list.
6. A local media and special interest group contact list.
7. A Public Involvement plan for the rural transportation planning process.
8. A complete record of public involvement activity.
9. Public involvement meetings in association with all formal plans.

Staffing:

Existing planning staff and support personnel employed by the Central Alabama Regional Planning and Development Commission

Schedule: None.

Financial Responsibility:

<u>Funding Sources</u>	Amount
1. State Planning and Research (SPR)	\$4,240.00
2. CARPDC	\$1,060.00
Total Task 5.0	\$5,300.00

**2014 Financial Tables
 Central Alabama Rural
 Planning Organization (RPO)**

Fiscal Year 2014

Task	Description	SPR	CARPO	Amount
1	Administration and Management	\$6,800	\$1,700	\$8,500
2	Committee Service	\$5,760	\$1,440	\$7,200
3	Data Management	\$8,000	\$2,000	\$10,000
4	Reports	\$7,200	\$1,800	\$9,000
5	Public Involvement	\$4,240	\$1,060	\$5,300
Total		\$32,000	\$8,000	\$40,000*

ALDOT Share.....\$32,000
CARPDC Matching Share.....\$8,000