

CENTRAL ALABAMA RURAL PLANNING ORGANIZATION

**Fiscal Year 2020
RPO Work Program
October 1, 2019 – September 30, 2020**

**Central Alabama Regional
Planning and Development Commission
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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 Central Alabama Regional Planning and Development Commission, in partial fulfillment of Task 2.4 of the FY-2018 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).

RPO COMMITTEE

VOTING MEMBERS:

Autauga County Commission

John Mark Davis, County Engineer
Ralph Golden, Member at Large
Vacant, County Commission Representative

Elmore County Commission

Kenny, Holt, County Commissioner
Richie Beyer, P.E., Chief Engineer and Operations Officer
Charles King, P.E., Assistant County Engineer

Montgomery County Commission

Andrew Hall, Commission Representative
George Speak, County Engineer
Marion Giles, Member at Large

Town of Autaugaville

Joseph Howard, Town Council Member

Town of Billingsley

Gregg Davis, Mayor

Town of Eclectic

Gary Davenport, Mayor

City of Tallassee

John Hammock, Mayor

CARPDC

Greg Clark, Executive Director

NON VOTING MEMBERS

ALDOT

D.E. Phillips Jr, P.E., Bureau Chief Local Transportation
Steve Graben, P.E. Southeast Region Engineer

FHWA

Mark Bartlett, P.E. Division Administrator

MPO

Charles Jinright,, MPO Chairman

Town of Pike Road

Rob Steindorff, Councilman

Autauga County Rural Transportation

Rose Thomas Williams, Transportation Director

RESOLUTION

Central Alabama Rural Planning Organization Steering Committee Adoption of the Fiscal Year 2020 RPO Work Program

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 cooperative planning process, in cooperation with the Alabama Department of Transportation, for portions or all of Autauga, Elmore and Montgomery counties in Alabama, as established in 23 USC 134 and 135 (as amended by the FAST Act, Section 1201 and 1202, December 4, 2015); and

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 the on-going public involvement and data collection of the rural transportation needs and issues of the citizens in the aforementioned counties; and

WHEREAS, the Central Alabama Regional Planning and Development Commission, 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 Central Alabama Regional Planning and Development Commission has prepared an FY 2020 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 8th day of August, 2019 that the Central Alabama Regional Planning & Development Commission RPO does hereby adopt and endorse the FY 2020 Work Program as the guide to tasks to be completed for the cooperative planning process.

ATTEST:



Darrell D. Rigsby
Transportation Planning Process Coordinator



Chairperson, RPO Committee

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1.0 Introduction

1.1 Purpose

The purpose of this document is to describe the work tasks that will be performed by the Central Alabama Rural Planning Organization (CARPO) in fiscal year 2020. The CARPO has been organized in order to conduct a cooperative rural transportation planning process in Autauga, Elmore, and Montgomery counties in central Alabama. The planning process will be sponsored by the Alabama Department of Transportation (ALDOT) and the Central Alabama Regional Planning & Development Commission (CARPDC).

1.2 Goals

The goals of the Central Alabama RPO program 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 Alabama Department of Transportation and the local governments
5. a well-informed Rural Transportation Planning Organization Committee who actively participate in the cooperative rural transportation planning process

1.3 Format

The Work Program is divided into four (4) tasks. These tasks outline the transportation planning work to be performed by the staff at the Central Alabama Regional Planning and Development Commission in fiscal year 2020. The description of each task includes the objective, methodology, products, staffing, schedule, and budget information. The final section of the Work Program includes a summary of the work program budget.

1.4 Title VI in the Work Program

The Central Alabama 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.

2.0 Tasks

2.1 Administration and Management

Objective:

To effectively manage the rural transportation planning process and to inform the public about the Rural Transportation Planning Process and to actively seek public involvement

Proposed Work:

1. The RPO Staff will manage the rural transportation planning process
2. The RPO Staff will maintain employee timesheets
3. The RPO Staff will prepare and submit invoices and work logs as required by ALDOT
4. The RPO Staff will prepare and submit reports required by ALDOT
5. The RPO Staff will participate in ALDOT approved training as needed. Out of state travel will be approved by ALDOT
6. The RPO Staff will renew one (1) Arcview ArcGIS license
7. The RPO Staff will purchase necessary office supplies and office equipment pertinent to rural transportation planning process

Products:

1. A professionally managed transportation planning process
2. Employee Timesheets
3. Quarterly invoice reports
4. Staff work logs (submitted with quarterly invoices)
5. Annual report
6. Staff training and travel

Staffing:

Central Alabama Regional Planning and Development Commission

Schedule:

Quarterly invoices and progress reports

Financial Responsibility:

Funding Sources	Amount
State Funding	\$9,600
Local Funding	\$2,400
Total Task 1.0	\$12,000

2.2: Committee Service

Objective:

To conduct RPO Committee meetings, to inform the public of the rural transportation planning process, and to actively seek public involvement.

Proposed Work:

1. The RPO staff will develop and maintain Committee and Stakeholder Mailing lists
2. The RPO staff will prepare and distribute meeting notices
3. The RPO staff will facilitate Committee meetings and other meetings concerning the rural transportation cooperative process
4. The RPO staff will prepare meeting summaries and minutes for committee meetings
5. The RPO staff will arrange for "special transportation topic" speakers
6. The RPO staff will develop materials (documents, work programs, project lists, maps, etc.) for all committee meetings
7. The RPO staff will consult with RPO committee members on potential projects and coordinate efforts with ALDOT Regions
8. The RPO staff will distribute news releases for all rural transportation planning process meetings
9. The RPO staff will develop and maintain a public involvement plan
10. The RPO staff will hold public involvement meetings concerning the Human Services Coordinated Transportation Plan (HSCTP)
11. The RPO staff will prepare and maintain records of all public involvement meetings

Products:

1. Committee and Stakeholder Mailing Lists
2. Timely meeting notices
3. Well-organized, professional Program Committee meetings
4. Minutes of all Program Committee meetings
5. Special Topic Speakers/Training
6. Well-prepared maps, project lists and documents for committee meetings
7. Record of public involvement activities

Staffing:

Central Alabama Regional Planning and Development Commission

Schedule:

Not Applicable

Financial Responsibility:

Funding Sources	Amount
State Funding	\$11,400
Local Funding	\$2,850
Total Task 2.0	\$14,250

2.3 Data Management

Objective:

To gather, maintain and distribute data related to the Rural Transportation Planning Process

Proposed Work:

1. The RPO staff will gather all information necessary to conduct committee meetings and produce all transportation planning documents
2. The RPO staff will maintain the transportation data within databases, spreadsheets, and GIS files
3. The RPO staff will distribute transportation data as available for the rural transportation planning process to committee members and the public as needed, or by request
4. The RPO staff will disseminate data relevant to funding opportunities considered advantageous to the transportation planning process

Products:

1. Rural transportation databases, spreadsheets, and GIS files
2. Transportation funding opportunities

Staffing:

Central Alabama Regional Planning and Development Commission

Schedule:

Not Applicable

Financial Responsibility:

Funding Sources	Amount
State Funding	\$8,000
Local Funding	\$2,000
Total Task 3.0	\$10,000

2.4 Reports

Objective:

Prepare and distribute informative reports for all transportation planning process committees, ALDOT and local governments within the RPO boundary

Proposed Work:

1. The RPO staff will maintain and update as necessary the Human Services Coordinated Transportation Plan (HSCTP)
2. The RPO staff will update and maintain bylaws that govern the rural transportation planning process
3. The RPO staff will produce planning materials and conduct surveys related to all modes of transportation in the RPO region
4. The RPO staff will prepare and distribute information, such as traffic count data, functional highway classification maps, project location maps, and project database information, for each county;
5. The RPO staff will prepare the FY 2021 RPO Work Program

Products:

1. Updated Human Services Coordinated Transportation Plan (HSCTP)
2. Updated Bylaws ensuring the operational effectiveness of the RPO
3. List of Rural Transportation issues and safety suggestions
4. Draft and final FY 2021 Work Program

Staffing:

Central Alabama Regional Planning and Development Commission

Schedule:

Updated Human Services Coordinated Transportation Plan (HSCTP)	March 2020
Draft FY 2021 Work Program, submit for ALDOT approval	June 2020
Final FY 2021 Work Program, Adoption by CARPDC RPO	August 2020

Financial Responsibility:

Funding Sources	Amount
State Funding	\$8,000
Local Funding	\$2,000
Total Task 4.0	\$10,000

3.0 Financial Summary

Central Alabama Regional Planning & Development Commission
Rural Planning Organization (RPO)
Work Program Budget Sheet for Fiscal Year 2020

TASK	State Funds (80%)	Local Funds (20%)	Total Funds
1. Administration and Management	\$9,600	\$2,400	\$12,000
2. Committee Services	\$11,400	\$2,850	\$14,250
3. Data Management	\$8,000	\$2,000	\$10,000
4. Reports	\$8,000	\$2,000	\$10,000
TOTAL	\$37,000	\$9,250	\$46,250