

Lee-Russell Council of Governments (LRCOG)

Lee and Russell County Rural Planning Organization (RPO)

FY 2012 Work Program DRAFT



Loachapoka, Alabama

Prepared for the RPO by the Lee-Russell Council of Governments

June-2011

Lee and Russell County Rural Planning Organization

Work Program Fiscal Year 2012

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 Lee-Russell Council of Governments and the Alabama Department of Transportation, and prepared for the RPO according to requirements set forth in amended Title 23, USC 134 (SAFETEA-LU, Sec. 6001, August 2005). 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 County Rural Planning Organization (RPO)

Work Program Fiscal Year 2012

Chair: Vacant
Vice-Chair: Vacant

Lee-Russell Council of Governments
Staff to the RPO

2012 Rural Planning Organization

The Lee and Russell County Rural Planning Organization
adopting the
Fiscal Year 2012 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 consultation planning process for portions of Lee and Russell counties in Alabama, pursuant to the requirements and provisions of amended 23 USC 134 (SAFETEA-LU Sec. 6001, August 2005); and

WHEREAS, the Lee and Russell 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 Lee-Russell Council of Governments is serving as staff to the Rural Planning Organization and has prepared an FY 2012 Work Program outlining the tasks necessary to accomplish the goals of the consultation planning process and the Rural Planning Organization;

NOW THEREFORE, BE IT RESOLVED _____, 2011 that the Lee and Russell County Rural Planning Organization (RPO) does adopt and endorse the FY 2012 Work Program as the guide for tasks to be completed for the consultation planning process.

Chair, Lee and Russell RPO

Attest:

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Lee and Russell County Rural Planning Organization (RPO) Fiscal Year 2012 Work Program

I. Introduction

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 2012. 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 program sponsored by the Alabama Department of Transportation (ALDOT) and the Lee-Russell Council of Governments.

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.

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 (fiscal year 2012). The description of each task includes the objective, proposed work, products, staffing, and schedule.

II. Tasks

Task 1.0 - 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 the ALDOT since FY 2007.

The LRCOG has prepared semi-annual progress reports 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 the ALDOT.

The LRCOG will prepare semi-annual progress reports.

Products

A well-managed transportation planning process

Employee timesheets

Timely invoice 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 2.0 - 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.

Products

RPO Committee mailing lists

RPO committee meeting notices

Organized RPO committee meetings

RPO committee meeting minutes

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

Funding Source	Amount
ALDOT	\$7,000
LRCOG	\$1,750
Total	\$8,750

Task 3.0 - 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 databases, spreadsheets, 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 databases, spreadsheets, 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 databases, spreadsheets, 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 4.0 - Reports

Objective

To prepare reports for the RPO committees and the 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.

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 2013 Work Program.

The LRCOG will maintain a regional human services coordinated transportation plan.

Products

Current bylaws

Safety suggestion lists

The FY 2013 Work Program

A current regional human services coordinated transportation plan

Staffing

Lee-Russell Council of Governments

Schedule

Draft and Final FY2013 Work Program – June 2012

Financial Responsibility:

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

Task 5.0 - 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.

The LRCOG review and update the public involvement plan.

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

Staffing

Lee-Russell Council of Governments

Schedule

None

Financial Responsibility:

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

III. Financial Tables for FY2012

FY 2012

<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	\$ 7,000	\$ 1,750	\$ 8,750
3. Data Management	\$ 7,000	\$ 1,750	\$ 8,750
4. Reports	\$ 4,000	\$ 1,000	\$ 5,000
5. Public Involvement	<u>\$ 4,000</u>	<u>\$ 1,000</u>	<u>\$ 5,000</u>
Totals	\$ 32,000	\$ 8,000	\$ 40,000