

South Alabama Regional Planning Commission

Rural Planning Organization (RPO)

FINAL

Fiscal Year 2018 Work Program



This Work Program is prepared for the rural areas of Baldwin, Escambia, and Mobile Counties in Alabama by the South Alabama Regional Planning Commission, as staff to the RPO. Excluded are those portions of Baldwin and Mobile Counties which are in Metropolitan Planning Organization Study Areas.

Adopted: September 21, 2017

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FINAL

Work Program

Fiscal Year 2018

This document is posted on the Internet at
<http://www.mobilempo.org/>

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This Work Program has been financed in part by the U. S. Department of Transportation, Federal Highway Administration, the Federal Transit Administration, the Alabama Department of Transportation, and local governments, and produced for the Rural Planning Organization by the South Alabama Regional Planning Commission (SARPC) as required by amended 23 USC 134 (Fixing America's Surface Transportation - FAST Act, Section 1201 and 1202, December 2015). The contents of this plan do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

Member Governments of the South Alabama Rural Planning Organization

Baldwin County Commission	Town of Elberta
Escambia County Commission	City of Citronelle
Mobile County Commission	City of Brewton
City of Gulf Shores	City of East Brewton
Town of Summerdale	Town of Flomaton
City of Bay Minette	City of Atmore
Town of Magnolia Springs	Town of Riverview
City of Foley	Town of Pollard
Town of Perdido Beach	Town of Dauphin Island
Alabama Department of Transportation	Town of Mount Vernon
MOWA Band of Choctaw Indians	Poarch Band of Creek Indians

Resolution

South Alabama Rural Planning Organization (RPO) adopting the Fiscal Year 2018 Work Program as prepared by the South Alabama Regional Planning Commission (SARPC)

WHEREAS, the South Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance in conducting the non-metropolitan cooperative planning process for portions or all of Baldwin, Escambia, and Mobile Counties in Alabama, as provided in amended 23 USC 134 (Fixing America's Surface Transportation - FAST Act, Section 1201 and 1202, December 2015); and

WHEREAS, the South Alabama Rural Planning organization is interested in the continued development of the non-metropolitan transportation cooperative process as described in 23 CFR 450.210(b) through on-going public involvement and periodic review of the rural transportation needs and issues of the citizens in Baldwin, Escambia, and Mobile Counties; and

WHEREAS, the South Alabama Regional Planning Commission (SARPC), serving as staff to the Rural Planning Organization, in accordance with 23 CFR 450.308 (d), has prepared a FY 2017 Work Program outlining the tasks necessary to accomplish the goals of the cooperative planning process and of the Rural Planning Organization; and

WHEREAS, the South Alabama Rural Planning Organization FY 2018 Work Program has been duly reviewed and discussed by the South Alabama Rural Planning Organization;

NOW THEREFORE, BE IT RESOLVED, this 21st day of September, 2017 that the South Alabama Rural Planning Organization does hereby adopt and endorse the FY 2018 Work Program as the guide for tasks to be completed for the cooperative planning process.



Chairman


Attest:

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**South Alabama Regional Planning Commission
Rural Planning Organization (RPO)
Work Program for Fiscal Year 2018**

1.0 Rural Planning Organization Work Program Description

1.1 Purpose

The purpose of this document is to describe the work tasks that will be performed by the Transportation Planning Department of the South Alabama Regional Planning Commission (SARPC) in fiscal year 2018 pertaining to the Rural Planning Organization. The South Alabama Regional Planning Commission will continue the previous efforts to conduct a rural transportation planning process in the rural areas of Baldwin County, Escambia County and Mobile County. The planning process will be sponsored by the Alabama Department of Transportation (ALDOT) and the South Alabama Regional Planning Commission (SARPC).

1.2 Goals

The goals of the South Alabama Regional Planning Commission Rural Planning Organization are 1) a well managed rural transportation planning process; 2) an effective transportation committee structure with a well-informed public who actively participates in the rural transportation planning process; 3) a comprehensive data library and distribution source; and 4) reports that are useful to the Alabama Department of Transportation and the local governments.

1.3 Title VI in the Work Program

The South 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.

1.4 Format

The work program is divided into four tasks. The tasks outline the transportation planning work that will be performed by the staff at South Alabama Regional Planning Commission in fiscal year 2018. The description of each task includes the objective, methodology, products, staffing, schedule, and budget information. The final section of the document includes financial tables that summarize the work program budget.

2.0 Work Program

2.1 Task 1 – Administration and Management

Objective

To effectively manage the rural transportation planning process

Proposed Work

1. The SARPC RPO will manage the transportation planning process.
2. The SARPC RPO employees will maintain timesheets.
3. The SARPC RPO will prepare and submit invoices as required by ALDOT.
4. The SARPC RPO will prepare semi-annual progress reports.
5. The SARPC RPO will acquire new computer hardware, software, maintenance agreements, and other necessary equipment, etc. as conditions and program needs dictate.
6. The SARPC RPO staff will participate in ALDOT approved training as needed. Out of state travel will be approved by ALDOT.

Products

1. A well-managed transportation planning process.
2. Employee timesheets.
3. Monthly invoice reports.
4. Semi-annual progress reports.
5. A quick, efficient, and flexible transportation planning tool for the RPO area.

Staffing

South Alabama Regional Planning Commission

Schedule

FY 2018 Mid-Year Progress Report due date: April 30, 2018

FY 2018 End of Year Progress Report due date: October 1, 2018

Financial Responsibility for Fiscal Year 2018

State	\$12,500
Local	<u>\$ 3,125</u>
Total	\$15,625

2.2 Task 2 – Committee and Public Service

Objective

To inform the public and effectively conduct open committee meetings

Proposed Work

1. The SARPC RPO will develop and maintain committee, media, and special interest group mailing lists.
2. The SARPC RPO will prepare and distribute meeting notices for the committee meetings.
3. The SARPC RPO will prepare and maintain Public Participation Procedures mirroring the Metropolitan Planning Organization's Public Participation Procedures.
4. The SARPC RPO will hold the committee meetings, and advertise as prescribed in the SARPC RPO Public Participation Procedures. In the event that the meetings go into lunch time hour, a frugal lunch will be provided.
5. The SARPC RPO will take minutes at the committee, meetings, and maintain records of all public involvement meetings.
6. The SARPC RPO will hold public involvement meetings as warranted by the SARPC RPO Public Participation Procedures.
7. The SARPC RPO will assist in the coordination of ADA Transition Plan activities among local governments, the state, and FHWA, as needed. This work item will be strictly for coordination purposes only (such as disseminating information), not for writing of the transition plans.

Products

1. Committee mailing lists, including media and special interests groups.
2. SARPC RPO Public Participation Procedures.
3. Timely meeting notices in accordance with SARPC public participation procedures.
4. Well-organized committee meetings.
5. Well-written minutes of the committee meetings.
6. A record of public involvement.
7. A well informed committee.
8. A well informed public.

Staffing

South Alabama Regional Planning Commission

Schedule

None

Financial Responsibility for Fiscal Year 2018

State	\$15,000
Local	<u>\$ 3,750</u>
Total	\$18,750

2.3 Task 3 – Data Management

Objective

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

Proposed Work

1. The SARPC RPO will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
2. The SARPC RPO will maintain the transportation data within databases, spreadsheets, and Geographic Information System (GIS) files.
3. The SARPC RPO will acquire new data sets as conditions and program needs dictate.
4. The SARPC RPO will distribute the transportation data as required by the RPO transportation planning process and by request.

Products

1. An organized method for researching and collecting transportation data.
2. Transportation databases, spreadsheets, and GIS files.
3. An organized distribution system for transportation data.

Staffing

South Alabama Regional Planning Commission

Schedule

None

Financial Responsibility for Fiscal Year 2018

State	\$10,000
Local	<u>\$ 2,500</u>
Total	\$12,500

2.4 Task 4 – Reports

Objective

To prepare transportation planning progress reports for committees and the Alabama Department of Transportation (ALDOT).

Proposed Work

1. The SARPC RPO will prepare a document that summarizes the transportation needs of the region based on input received from the committees and the general public.
2. The SARPC RPO will prepare a Fiscal Year 2019 Work Program that summarizes the upcoming fiscal year's rural transportation planning process.
3. The SARPC RPO will prepare a list of safety suggestions based on input gathered during the rural transportation planning process.

Products

1. A document that summarizes the transportation needs of the region.
2. The Draft and Final Fiscal Year 2019 Work Program.
3. Safety Needs List of Projects.

Staffing

South Alabama Regional Planning Commission

Schedule

Draft Fiscal Year 2018 Work Program due August 2018

Final Fiscal Year 2018 Work Program due date: October 1, 2018

Transportation Plan and Safety Needs List of Projects due date: October, 2018

Financial Responsibility for Fiscal Year 2018

State	\$12,500
Local	<u>\$ 3,125</u>
Total	\$15,625

**South Alabama Regional Planning Commission
Rural Planning Organization
Work Program Budget
Fiscal Year 2018**

Task	State Funding	Local Funding	Total Funding
1 Administration and Management	\$12,500	\$3,125	\$ 15,625
2 Committee and Public Service	\$15,000	\$3,750	\$18,750
3 Data Management	\$10,000	\$2,500	\$ 12,500
4 Reports	\$12,500	\$3,125	\$ 15,625
Total	\$50,000	\$12,500	\$62,500