

**South Alabama Regional Planning Commission
Rural Planning Organization Program**

Adopted September 24, 2008



Fiscal Year 2009

Table of Contents

Rural Planning Organization Work Program Description.....	3
Task 1 – Administration and Management.....	4
Task 2 – Committee and Public Service	5
Task 3 – Data Management.....	7
Task 4 – Reports.....	8
Budget Table.....	9

**South Alabama Regional Planning Commission
Rural Planning Organization (RPO)
Work Program for Fiscal Year 2009**

Purpose

The purpose of this document is to describe the work tasks that will be preformed by the Transportation Planning Department of the South Alabama Regional Planning Commission (SARPC) in fiscal year 2009 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 Baldwin County, Escambia County and that area which is outside of the Mobile Area Transportation Study area in Mobile County. The planning process will be sponsored by the Alabama Department of Transportation (ALDOT) and the South Alabama Regional Planning Commission (SARPC).

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.

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 2009. 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.

Task 1 – Administration and Management

Objective

To effectively manage the rural transportation planning process

Methodology

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

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

Start Date: 10/01/08

End Date: 9/30/09

Financial Responsibility for Fiscal Year 2009

State	\$6,000
Local	\$1,500
Total	\$7,500

Task 2 – Committee and Public Service

Objective

To inform the public and effectively conduct open Policy Committee, Technical Coordinating Committee and Citizen Advisory Committee meetings

Methodology

1. The SARPC RPO will develop and maintain Policy Committee, Technical Coordinating Committee, Citizens Advisory Committee, media and special interest group mailing lists.
2. The SARPC RPO will prepare and distribute meeting notices for the Policy Committee, Technical Coordinating Committee and Citizens Advisory 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 Policy Committee, Technical Coordinating Committee and Citizens Advisory Committee meetings, and advertise as prescribed in the SARPC RPO Public Participation Procedures.
5. The SARPC RPO will take minutes at the Policy Committee, Technical Coordinating Committee and Citizens Advisory 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.

Products

1. Policy Committee, Technical Coordinating Committee and Citizens Advisory 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 Policy Committee, Technical Coordinating Committee and Citizens Advisory Committee meetings
5. Well-written minutes of the Policy Committee, Technical Coordinating Committee and Citizens Advisory Committee meetings.
6. A record of public involvement
7. A well informed Policy Committee, Technical Coordinating Committee and Citizens Advisory Committee
8. A well informed public

Staffing

South Alabama Regional Planning Commission

Schedule

Start Date: 10/01/08

End Date: 9/30/09

Financial Responsibility for Fiscal Year 2009

State	\$21,000
Local	\$ 5,250
Total	\$26,250

Task 3 – Data Management

Objective

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

Methodology

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 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

Start Date: 10/01/08

End Date: 9/30/09

Financial Responsibility for Fiscal Year 2009

State	\$13,500
Local	\$ 3,375
Total	\$16,875

Task 4 – Reports

Objective

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

Methodology

1. The SARPC RPO will prepare a document that summarizes the long-range transportation needs of the region based on data, input received from the committees and the general public.
2. The SARPC RPO will prepare a work program that summarizes the upcoming fiscal year's rural transportation planning process.
3. The SARPC RPO will analyze high accident intersections and mid-blocks in the RPO study area using CARE software.
4. 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 long-range transportation needs of the region.
2. An annual work program.
3. An inventory of high accident intersections and mid-blocks.
4. Safety Suggestion list.

Staffing

South Alabama Regional Planning Commission

Schedule

Start Date: 10/01/08

End Date: 9/30/09

Financial Responsibility for Fiscal Year 2009

State	\$ 9,500
Local	\$ 2,375
Total	\$11,875

**South Alabama Regional Planning Commission
Rural Planning Organization
Work Program Budget
Fiscal Year 2009**

Task	State Funding	Local Funding	Total Funding
1. Administration and Management	\$ 6,000	\$1,500	\$ 7,500
2. Committee and Public Service	\$21,000	\$5,250	\$26,250
3. Data Management	\$13,500	\$3,375	\$16,875
4. Reports	\$ 9,500	\$2,375	\$11,875
Total	\$50,000	\$12,500	\$62,500

South Alabama Rural Planning Organization

RESOLUTION

Adopting the FY 2009 Work Program

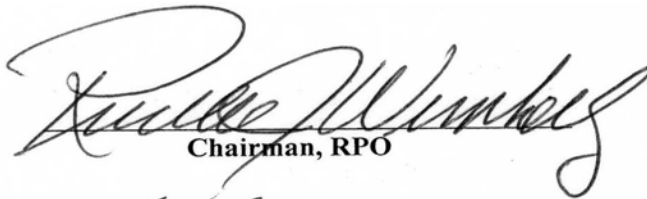
WHEREAS, the South Alabama Regional Planning Commission serves as the host agency for the Rural Planning Organization, planning and coordinating transportation improvements in the rural areas of Baldwin, Escambia and Mobile Counties in cooperation with the Alabama Department of Transportation, and

WHEREAS, The South Alabama Rural Planning Organization has developed a work program for fiscal year 2009 which outlines the work to be performed by staff and the budget for said work in FY 2009

NOW, THEREFORE BE IT RESOLVED, THAT the South Alabama Rural Planning Organization Policy Committee does adopt this FY 2009 Work Program

APPROVED THIS 24TH DAY OF SEPTEMBER 2008.

VED:


Chairman, RPO

EST:

