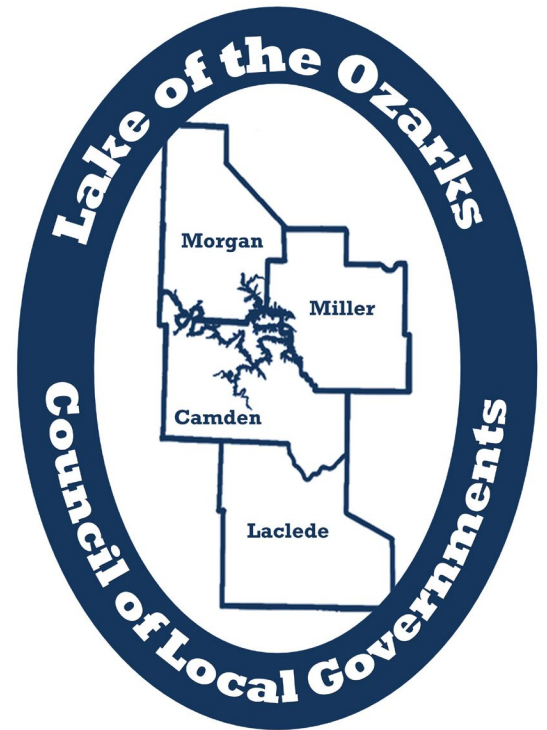
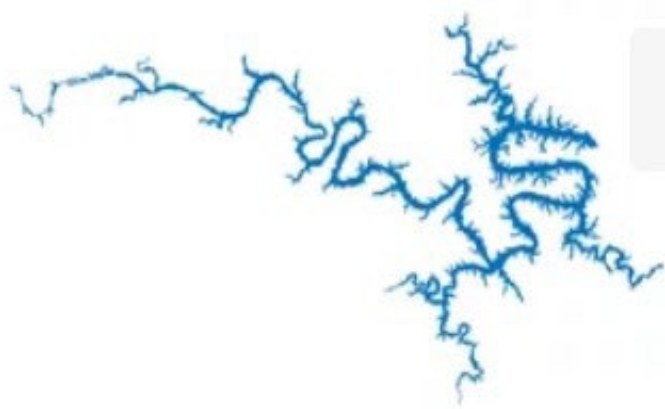


# FY 2026 TRANSPORTATION PLANNING WORK PLAN



**Building Stronger Communities  
Since 1969**

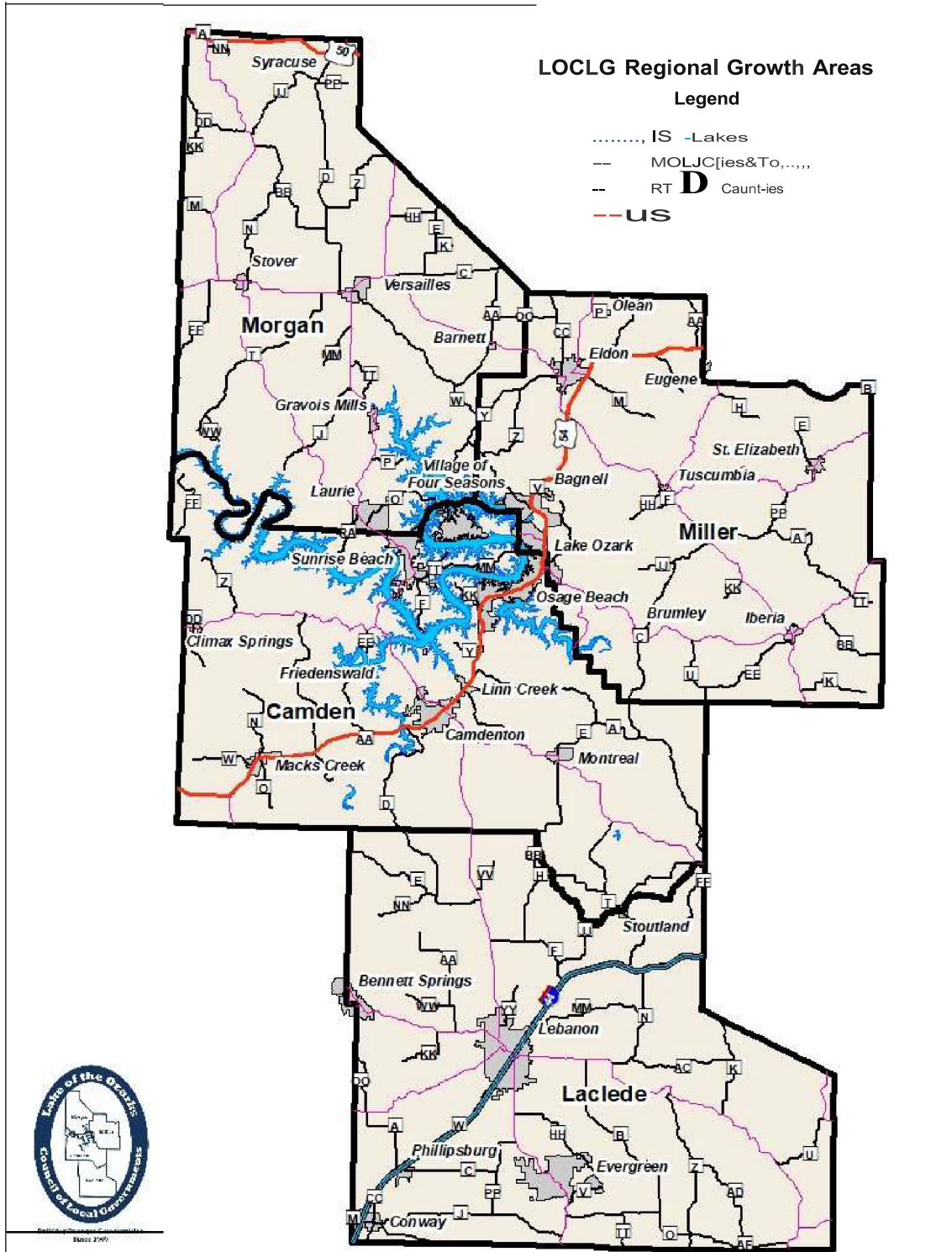


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Mitch Shields, Executive Director

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# Regional Planning Area Map



## Introduction

The Transportation Planning Work Plan has been developed for FY 2026 by the Lake of the Ozarks Council of Local Governments (LOCLG) in cooperation with the Missouri Department of Transportation (MoDOT) and with the support of Missouri Association of Council of Governments (MACOG). This plan is an outline of our proposed transportation initiatives that have been identified within our four-county region comprised of Camden, Laclede, Miller, and Morgan counties. LOCLG counties are in the middle of the state, on the western border of MoDOT's Central District, and for the purposes of this plan, they are represented by citizens of each county through a Transportation Advisory Committee (TAC). LOCLG Board of Directors has established a fair and equitable appointment process to ensure that the TAC is representatives of the entire region as well as a diversity of transportation-related stakeholders and disciplines.

LOCLG staff work with TAC to identify the transportation needs of the region through bi-monthly advisory committee meetings, written correspondence, and civic announcements to communicate and encourage public involvement. Identified needs are prioritized according to the overall benefit to the region and district, then reported to the LOCLG Board of Directors. The Board-approved TAC recommendations are then presented for consideration in the development of the MoDOT Statewide Transportation Improvement Program (STIP). LOCLG recognizes the importance of STIP and its use to make critical transportation investment decisions at the regional, district, and state levels.

This plan details the processes used by LOCLG to provide information collected for the improvements and advancement of transportation in the Lake of the Ozarks region. This plan is presented to MACOG and MoDOT for approval of procedures and guidance in actions.

Mitch Shields, Executive Director

Jeana Woods, Fiscal Officer

## Task 1 – Administration

### Purpose:

*This task covers general administration tasks related to the execution of the contract to include, but not limited to: accounting, reporting, performance evaluation, and general correspondence. All reporting will follow the guidelines described in 23 CFR 420.117(b), as well as maintain the required documentation for work elements as described in 23 CFR 420.111. This is necessary for reimbursement of RPO funds from MODoT and provides the audit detail to justify the continued funding availability.*

### End Documents:

- Invoices
- Activity and financial reports, on an agreed-upon timeframe
- FY 2025-2026 Performance Evaluation
- FY 2025-2026 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, if required
- To receive the top evaluation score, an RPC must expend at or in excess of 1,200 hours of staff time devoted to the Work Plan and document that time.

### Prior Year Accomplishments:

- Began Audit Report for FY 2024.
- Prepared and submitted financial reports to MoDOT routinely
- Prepared and filed quarterly progress reports
- Prepared performance and expense reports
- Prepared and submitted MACOG annual evaluation
- Prepared 2025-2026 MoDOT Annual Work Plan
- Title VI Plan update – If required. Due October 2025

**Task 1 Deliverables:**

<b>Task 1 Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Submit invoices/financial reports on agreed-upon timeframe.	Executive Director Fiscal Officer		Monthly
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Executive Director Fiscal Officer *Transportation Planner		Quarterly
Prepare and submit annual performance evaluation on time.	Executive Director Fiscal Officer		April 2026
Prepare and submit annual work plan on time.	Executive Director Fiscal Officer *Transportation Planner		May 2026
Provide certification of direct and/or indirect costs, as required.	Executive Director Fiscal Officer		As Needed
Complete audit and share audit report with Office of Administration.	Executive Director Fiscal Officer		Annually
Prepare update of Title VI plan, if applicable. (Due on a three-year cycle.)	Executive Director Fiscal Officer *Transportation Planner		October 2024
<b>Total Task 1 Staff Hours</b>		<b>348</b>	

**Budgeted Funds Task 1:**

<b>Total Task 1 Expense:</b>	<b>\$ 29,895.42</b>
MODoT 80% Share:	\$ 23,916.34
RPC 20% Share:	\$ 5,979.08

\*Transportation Planner to be added to staff late FY 2026 to early FY 2027

## Task 2 – Core Planning Activities/Public Engagement

### **Purpose:**

*This task encompasses planning and public engagement activities necessary to complete the identified activities, including regional needs identification and prioritization; updating the Regional Transportation Plan, including needs and priorities, data, multi-modal asset and prioritization information and sidewalk inventories, assessments, and mapping; engaging the citizens, stakeholders, TAC and board to ensure a complete and accurate needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; and hold at least four TAC meetings per year. This task will also include all activities that encourage public engagement and education to enhance the general transportation for the region, including opportunities to interface with the public, such as attending public hearings, hosting forums and workshops, TAC meetings, board meetings, newsletters, social media, and other methods of communication with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends updates, and assistance with local financing options.*

### **End Documents:**

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2026 TAC Priorities for the region submitted to MoDOT.
- GIS/maps as developed
- TAC agendas, minutes, and other documents used to conduct at least four TAC meetings throughout the FY

**Prior Year Accomplishments:**

- Held 6 TAC meetings throughout FY 2025.
- Updated and conducted votes for the Unfunded Needs List twice in FY 2025.
- Participated in the BRO scoring and ranking process.
- Identified regional needs for RTP
- Attended district planning meetings
- Worked with MoDOT on development of STIP
- Supported and participated in MoDOT public meetings/events
- Provided administrative support to Transportation Advisory Committee (TAC)
- Created TAC meeting agendas, meeting summaries, other documents, and facilitate speaker coordination
- Prioritized road and safety projects
- Conducted transportation grant research and writing
- Provided technical assistance to communities on transportation related activities
- Informed communities of resources available to obtain funding on transportation related projects

**Task 2 Deliverables:**

Task 2 Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Participate in MODOt sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings and periodic MODOt leadership calls. District level meeting include district prioritization meetings, high-priorities, unfunded needs prioritization meetings and project selection meetings for TAP and BRO projects	Executive Director *Transportation Planner		Ongoing through June 2026

Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Executive Director *Transportation Planner		Ongoing
Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Needs for use in statewide planning	Executive Director *Transportation Planner		Ongoing
Provide support towards the development of statewide planning efforts.	Executive Director *Transportation Planner		June 30, 2026 Ongoing
Engage in specific MoDOT transportation studies conducted by MoDOT.	Executive Director *Transportation Planner		Ongoing
Update Regional Transportation Plan, to include Needs and Priorities, including soliciting, fielding and following needs submitted by citizens; updated data gathered from Census, cities, counties and other sources; updated list of transportation stakeholders; update of multi-modal asset and prioritization information and update sidewalk assessments/mapping.	Executive Director *Transportation Planner		Ongoing
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director *Transportation Planner		Ongoing, June 30, 2026
<b>Total Staff Hours Task 2</b>		<b>820</b>	

# Budgeted Funds Task 2:

<b>Total Task 2 Expense:</b>	<b>\$ 43,968.62</b>
MODoT 80% Share:	\$ 35,174.90
RPC 20% Share:	\$ 8,793.72

\*Transportation Planner to be added to staff late FY 2026 to early FY 2027.

## Task 3 – Professional Development

### **Purpose:**

*This task includes activities necessary to support transportation planning staff development. LOCLG will partner with MACOG on the coordination of transportation planning activities, including fiscal officer's quarterly meetings, transportation planner's quarterly meeting, transit and bike/ped information and other transportation-related work. This category also includes memberships to professional, state or national organizations and other staff activities to stay current on transportation issues and trends.*

### **End Documents:**

- Certificates of achievement.
- Conference attendance.
- LPA certification for at least one staff member

### **Prior Year Accomplishments:**

- Staff attended monthly MACOG Meetings
- Educate LOCLG staff on state and federal regulations and changes that impact transportation
- Preserve relationships with regional transportation entities through memberships and networking

**Task 3 Deliverables:**

<b>Task 3 Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Attend MACOG meetings and MACOG annual professional development conference	Executive Director		June 30, 2026
Participate in quarterly transportation planner's workgroup.	*Transportation Planner		June 30, 2026
Complete LPA certification for at least one staff member	Executive Director		June 30, 2026
Attend other professional development activities to support transportation planning activities	Executive Director *Transportation Planner		Ongoing
<b>Total Staff Hours Task 3</b>		<b>170</b>	

**Budgeted Funds Task 3:**

<b>Total Task 3 Expense:</b>	<b>\$ 8,567.25</b>
MODoT 80% Share:	\$ 6,853.80
RPC 20% Share:	\$ 1,713.45

\*Transportation Planner to be added to staff late FY 2026 or early 2027.

## Task 4 – Multi-Modal Activities for 2025-26

### Purpose:

This task encompasses planning and public engagement activities through the formation of a Multi-Modal Subcommittee to provide input and guidance to the RPC’s established Transportation Advisory Committee and expand TAC to include a Multi-Modal Subcommittee position. The subcommittee would be made up of subject-matter experts who have an understanding of multi-modal transportation needs in the region.

### End Documents:

- Documentation of an established TAC Committee, focused on multi-modal transportation, and related documents such as membership list, updates to the TAC bylaws to reflect standing committee and new position, meeting schedule, etc.
- Provide subcommittee agendas, minutes, sign-in sheets and other meeting hand-outs, documenting that at least two subcommittee meetings were held, and that subcommittee recommendations were shared with the TAC for consideration.
- Any multi-modal GIS/maps are developed
- Any multi-modal assessments, inventories, and plans that may have been developed.
- Certificates from any completed training.

### Task Deliverables:

Task 4 Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Maintain and coordinate a Multi-Modal Subcommittee to advise the RPC’s Transportation Advisory Committee. Continue to enhance process that includes public engagement for selecting multi-modal representation. Maintain at least one seat on the TAC for a Multi-	Executive Director		June 30, 2026

Modal Subcommittee Liaison, who will ensure communication between the two groups.			
Coordinate at least two subcommittee meetings. Incorporate presentations from MoDOT multi-modal divisions into the subcommittee and TAC meetings to increase understanding of various modes. Document meetings through agendas, minutes, and sign-in sheets.	Executive Director *Transportation Planner		June 30, 2026
Maintain/update an inventory of multi-modal transportation stakeholders with contact information.	Executive Director *Transportation Planner		June 30, 2026
Create/update sections of the Regional Transportation Plan to reflect multi-modal inventory, needs, service providers, stakeholders, High-Priority Unfunded Multi-Modal needs, and incorporate maps/GIS as needed.	Executive Director *Transportation Planner		Ongoing
Work with subcommittee, multi-modal stakeholders and TAC to update and develop Multi-Modal high Priority, Unfunded Needs (HPUN) list to be approved by RPC board and submitted to MoDOT.			
Attend meetings, trainings, and conferences to expand knowledge of modes.			
Participate in MoDOT multi-modal meetings as required.			
<b>Total Staff Hours Task 4</b>		508	

**Budgeted Funds Task 4:**

<b>Total Task 4 Expense:</b>	<b>20,689.71</b>
MODoT 80% Share:	\$ 16,551.77
RPC 20% Share:	\$ 4,137.94

**Task Summary Table**

## **Task 1 – Administration**

- Prepare and submit financial reports to MoDOT monthly
- Prepare and file quarterly progress reports
- Prepare performance and expense reports
- Prepare and submit the MACOG annual evaluation
- Prepare 2025-2026 MoDOT Annual Work Plan
- Complete Annual Financial Audit reporting and file with the Missouri Office of Administration
- Direct/Indirect Costs evaluation and supporting documentation to MoDOT
- Title VI Plan update (3-Year Update)

## **Task 2 - Core Planning Activities and Public Engagement**

- Update Regional Transportation Plan
- Identify regional needs for RTP
- Attend statewide planning meetings
- Attend district planning meetings
- Work with MoDOT on the development of STIP
- Support and participate in MoDOT public meetings/events
- Provide administrative support to the Transportation Advisory Committee (TAC)
- Facilitate bi-monthly TAC meetings
- Create TAC meeting agendas, meeting summaries, other documents, and facilitate speaker coordination
- Prioritize road and safety projects
- Conduct transportation grant research and writing
- Provide technical assistance to communities on transportation-related activities
- Assist with identifying and maintaining state and regional transportation goals
- Implement and complete goals set forth in the RTP, involving sidewalks, rail, waterways, pedestrian, aviation, etc.
- Inform communities of resources available to obtain funding on transportation-related projects
- Maintain transportation development information via the LOCLG website and newsletters
- Create and distribute articles and press releases to the public regarding transportation-related activities

### **Task 3 – Professional Development**

- Represent LOCLG at MACOG Meetings
- Educate LOCLG staff on state and federal regulations and changes that impact transportation
- Attend MoDOT training events
- Preserve relationships with regional transportation entities through memberships and networking
- Attend all transportation-related training events

### **Task 4– Multi-Modal Activities for 2025-2026**

#### **Purpose:**

This task encompasses planning and public engagement activities through the formation of a separate Multi-Modal Transportation Advisory Committee, focusing on multi-modal transportation to complete the identified activities.

#### **End Documents**

- Documentation of an established multi-modal transportation advisory committee and related documents such as membership list, bylaws, meeting schedule, etc.
- Provide MMTAC agenda, minutes, sign-in sheets, and other meeting handouts, documenting that at least four MMTAC meetings were held, and at least one meeting being a joint meeting between TAC and MMTAC.
- Any multi-modal GIS/map as developed.
- Any multi-modal assessments, inventories, and plans that may have been developed.
- Certificates from any completed training. +

#### **Prior Year Accomplishments:**

- Staff discussed multi-modal needs with managers and TAC members throughout the year.
- Staff provided final ranking of High Priority Unfunded Needs (HPUN) or MoDOT after the February 2025 TAC/MMTAC meeting.
- Staff discussed multi-modal needs at the county-level meetings for the Safe Streets and Roads for All action plan.
- Staff discussed multi-modal needs at each county visit with commissioners and members of the public in all four counties.

LOCLG FY 2026 Work Plan --- July 1, 2025 - June 30, 2026						
Description	Budget Hours	Total Budget	Task 1 Administration	Task 2 Core Activities	Task 3 Professional Development	Task 4 Multi-Modal
<b>Salaries &amp; Fringe</b>						
Executive Director - Mitch Shields	1,040	46,872.80	9,374.56	23,436.40	4,687.28	9,374.56
Project Manager/Administrative Asst - TBD	666	18,317.31	-	8,242.79	1,831.73	8,242.79
Fiscal Officer - Jeana Woods	140	10,498.50	10,498.50	-	-	-
<b>Total Salaries &amp; Fringe</b>	<b>1,846</b>	<b>75,688.61</b>	<b>19,873.06</b>	<b>31,679.19</b>	<b>6,519.01</b>	<b>17,617.35</b>
<b>Direct Expenses</b>						
Copies		500.00	500.00	-	-	-
Postage		250.00	250.00	-	-	-
Phone		1,000.00	1,000.00	-	-	-
Travel						
Mileage		2,000.00	2,000.00	-	-	-
Lodging		500.00	500.00	-	-	-
Meals		200.00	200.00	-	-	-
Conference Registrations & Memberships		1,500.00	1,500.00	-	-	-
Equipment & Supplies		500.00	500.00	-	-	-
Other		500.00	500.00	-	-	-
<b>Total Direct Expenses</b>		<b>6,950.00</b>	<b>6,950.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Indirect Expenses</b>		<b>20,482.39</b>	<b>3,072.36</b>	<b>12,289.43</b>	<b>2,048.24</b>	<b>3,072.36</b>
<b>Total Expenses</b>		<b>103,121.00</b>	<b>29,895.42</b>	<b>43,968.62</b>	<b>8,567.25</b>	<b>20,689.71</b>
	MoDOT 80%	82,496.80	23,916.33	35,174.90	6,853.80	16,551.77
	LOCLG 20%	20,624.20	5,979.08	8,793.72	1,713.45	4,137.94

## Financial Summary Tables

### Staff as of May 1, 2025

**Mitch Shields –Executive Director**

**Vacant Position – Administrative Assistant/Project Manager**

**Jeana Woods – Fiscal Officer**

**\*Transportation Planner to be added by late spring 2026**