

**TRANSPORTATION PLANNING WORK PROGRAM
FOR FISCAL YEAR 2026
FOR THE
SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION**

June 15, 2025

**Submitted to
MoDOT Southeast District Office
and MoDOT Central Office**

Submitted by:

The Southeast Missouri Regional Planning
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Prepared by:

Drew Christian, Deputy Director



SEMORPC

Southeast Missouri Regional Planning &
Economic Development Commission

June 15, 2025

Southeast Missouri Regional
Transportation Advisory Committee
and Southeast Missouri Regional Planning and
Economic Development Commission Membership
1 West St. Joseph Street, P. O. Box 366
Perryville, Missouri 63775

Ladies and Gentlemen:

Attached is the Work Program for provision of transportation planning in the seven-county Region for the fiscal year beginning July 1, 2025 and ending June 30, 2026. The enclosed Work Program includes all the tasks that have been indicated as being necessary by the Missouri Department of Transportation.

Expenses for the Work Program for the new fiscal year, which will begin on July 1, 2024, total \$113,000.53, with cash match of \$22,600.11 being provided by the RPC, and \$90,400.42 being provided by the Missouri Department of Transportation.

The Work Program has been submitted to the Missouri Department of Transportation's Southeast District office and the central office.

Sincerely,

Drew Christian
Deputy Director

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PRINCIPAL AUTHORS: Drew Christian, Deputy Director

DATE: June 15, 2025

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ABSTRACT:

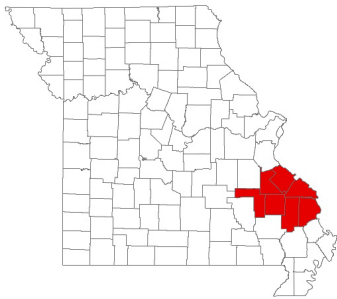
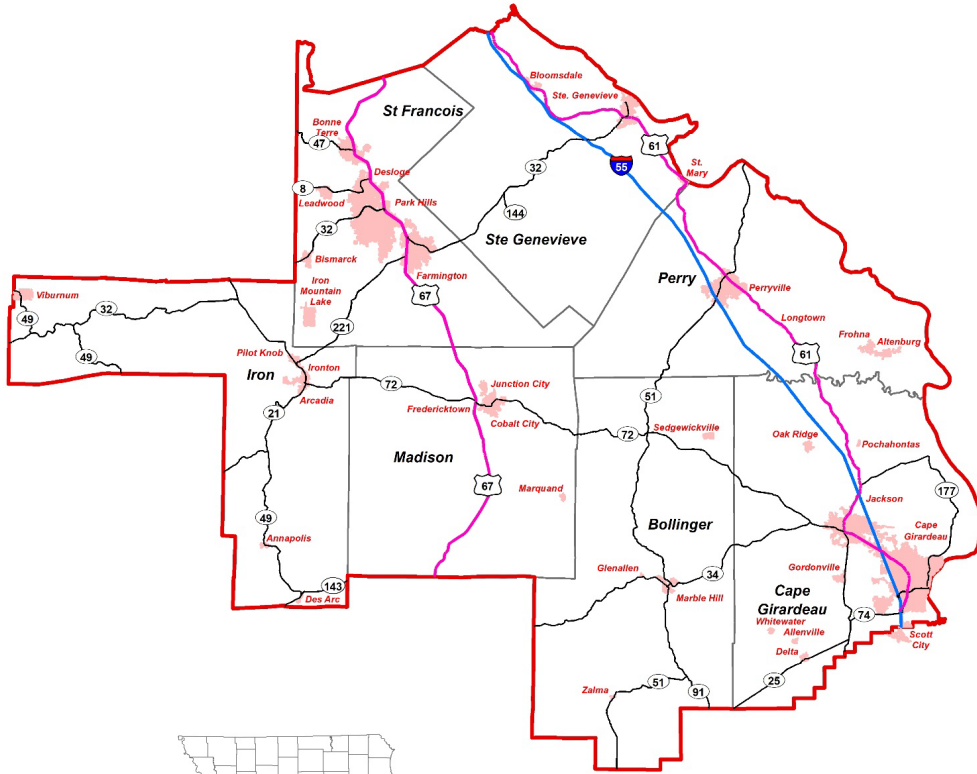
The enclosed Work Program contains the tasks that will be undertaken by the Southeast Missouri Regional Planning and Economic Development Commission's Transportation Advisory Committee and staff during the fiscal year beginning July 1, 2025, and running through June 30, 2026. The enclosed Work Program includes elements that have been indicated as necessary by the Missouri Department of Transportation in order to provide the type of service, support and data that is needed to provide appropriate planning information for the Region.

The enclosed Work Program will provide for a variety of tasks to be undertaken in the seven-county Region, which covers Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois and Ste. Genevieve Counties and the cities therein.

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Geographic Location

Southeast Missouri Regional
Planning & Economic
Development Commission



**TRANSPORTATION PLANNING WORK PROGRAM
FOR FISCAL YEAR 2026
FOR THE
SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION**

INTRODUCTION

The enclosed work program provides information concerning the services that are anticipated to be provided by the staff of the Southeast Missouri Regional Planning and Economic Development Commission (“RPO”) to the Southeast Missouri Regional Transportation Advisory Committee (“TAC”), the Missouri Department of Transportation’s (“MoDOT”) Southeast District office, and MoDOT’s central office in Jefferson City.

The continued working relationship among MoDOT, its District office, the TAC, and the RPO and its staff continues to result in a better relationship between local entities and MoDOT. Because it is not known what requests for service may need to be addressed during the year, some of the following items may require adjustment as special needs arise or when new direction is given by the Missouri Department of Transportation or the TAC.

The enclosed work program includes elements that are required by MoDOT as part of the FY 2026 Work Program Framework. In addition, the Southeast Missouri Regional Planning and Economic Development Commission will follow the documentation requirements for use of FHWA planning and research funds (23 CFR 420.111) and ensure that information included in 23 CFR 420.117(b) is included as a part of the quarterly reports to MoDOT.

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 agreed upon timeframe
- FY 26 Performance Evaluation
- FY 27 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, as required

Prior Year Accomplishments:

- Reviewed time sheets to ensure correct tasks were assigned to the contract
- Filing-transportation contract and general MoDOT information
- Fiscal work for MoDOT contract
- Prepared meeting room for TAC meetings
- Staff meetings on MoDOT, TAC and other transportation issues
- Prepared and submitted 4th quarter FY24 and 1st, 2nd, and 3rd quarter FY25 MoDOT reports
- Transmitted FY25 audit to MoDOT
- Worked with auditors regarding MoDOT contract
- Review work program and adjusted budget
- Prepared FY25 Transportation Work Program, submitted same
- Updated RPC Executive Board and TAC membership list and transmitted to MoDOT
- Contacted TAC members, updated email address in records

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submit invoices/financial reports on agreed-upon timeframe.	Executive Director, Deputy Director, Fiscal Officer	31	Quarterly
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Executive Director, Deputy Director, Executive Assistant	32	Quarterly
Prepare and submit annual performance evaluation on time.	Executive Director, Deputy Director	22	April 20, 2026
Prepare and submit annual work plan on time.	Executive Director, Deputy Director,	22	May 23, 2026
Provide certification of direct and/or indirect costs, as required.	Fiscal Officer	22	As requested
Complete audit and share audit report with Office of Administration.	Executive Director, Fiscal Officer	68	As completed
Update of Title VI plan, if needed.	Deputy Director	8	As needed

Budgeted Funds:

Total Task Expense:	\$32,697.45
MoDOT 80% Share:	\$26,157.96
RPC 20% Share:	\$6,539.49
*Note: Task 1 total includes \$1,375 for admin tasks related to Task 4	

Task 2 – Core Planning Activities/Public Engagement

Purpose:

To cover all 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 and enhance the general transportation for the region, including activities that provide 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 and information sharing with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends and assistance with local financing options for communities.

End Documents:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2027 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
- Other planning documents as requested by local communities

Prior Year Accomplishments:

- Reviewed news articles involving transportation, transit, and various statewide projects, priorities, etc.
- Set up date, maps, and web services to use with transportation priority planning and scoring meetings
- Drafted sections of Regional Planning Commission minutes regarding recommendations and review of prioritization of transportation projects
- Discussed schedule and action for public meetings
- Attended meeting at Southeast District office and prioritized projects
- Researched new STIP for projects in our region
- Discussion with local officials about transportation needs and priorities
- Researched requirements for freight intermodal connector status
- Prepared information and sent out letters requesting top three maintenance priorities
- Reviewed project priorities

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- Update project listings
- Attended Planning Partners meeting
- Traveled to and from Jefferson City and attended MoDOT partner meeting
- Updated and reviewed information in Transportation Plan
- Reviewed census data for inclusion in Regional Transportation Plan
- Inserted new/updated exhibits and updated narrative to Chapter 2-Trends and Conditions, Chapter 5-Needs Identification; Chapter 6-Future Project Plan; Chapter 7-Financing; and Chapter 9-Plan implementation
- Staff meetings on transportation plan
- Discussions with staff concerning the priority projects for inclusion in the Regional Transportation Plan
- Worked on maps for Transportation Plan
- Worked on graphics for Transportation Plan
- Gathered list of projects for use in plan update
- Prepared meeting notices and agendas for TAC meetings, forwarded to TAC membership, conducted those meetings, and prepared minutes for same
- Provided information to city officials regarding the TIP application process
- Reviewed news articles regarding transportation planning, transit funding, accidents, etc.
- Researched intermodal freight connector guidelines
- Attended Safety Coalition meetings
- Participated in FAST act conference calls
- Conducted traffic counts
- Produced topographical maps from LiDAR data
- Prepared road system maps for use on website
- Attended EMAC meeting
- Attended Cape Advisory Council meeting
- Inventoried local streets in communities
- Developed major street plans for communities' comprehensive plans
- Updated street line maps and major street plan maps
- Updated and set-up street mapping for printing
- Gathered information on latest employment stats for traffic generators
- Conducted ADA self-assessments for communities

Task Deliverables:

Task 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 monthly MODOT leadership calls (district-level meetings include district prioritization meetings, high-priorities, unfunded needs prioritization meeting and project selection meetings for TAP and BRO projects).	Executive Director, Deputy Director	35	June 30, 2026
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Deputy Director	105	July, 2026
Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Regional Needs for use in statewide planning	Deputy Director	60	June, 2026
Provide support towards the development of statewide planning efforts.	Executive Director, Deputy Director	40	June 30, 2026 Ongoing
Engage in specific MODOT transportation studies conducted by MODOT.	Executive Director, Deputy Director, GIS Specialist	40	As needed
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, Deputy Director	60	Ongoing, June 30, 2026

Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director, Deputy Director	60	Ongoing, June 30, 2026
Collect traffic counts and other transportation related data for communities and counties.	Deputy Director, GIS Specialist	80	As requested
Conduct analysis of transportation related data (traffic, road surface, flood events, etc.) for communities and counties.	Deputy Director, GIS Specialist	140	As requested
Develop transportation related plans for counties and communities (e.g. surface improvement plans, major street plans, etc.).	Executive Director, Deputy Director, GIS Specialist	149	As requested
Produce transportation related maps for communities, counties, and citizens.	Executive Director, Deputy Director, GIS Specialist	59	As requested
Assist communities with ADA self assessments and transition plans.	Deputy Director, GIS Specialist	129	As requested
Work with SEMPO to facilitate transportation planning in Cape Girardeau County.	Deputy Director	19	As requested
Conduct sidewalk inventories for communities as needed or requested	Deputy Director, GIS Specialist	79	As requested
Purchase necessary software and equipment to deliver above products.	Executive Director, Deputy Director		As needed

Budgeted Funds:

Total Task Expense:	\$58,452.20
MoDOT 80% Share:	\$46,761.76
RPC 20% Share:	\$11,690.44

Task 3 – Professional Development

Purpose:

Includes activities necessary to support transportation planning staff activities. RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer's quarterly meetings, transportation planners quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCs. This category should also include any 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:

- Attended MACOG financial meeting in Jefferson City and conference call on same
- Attended monthly MACOG meetings, both in Jefferson City and by teleconference
- Attended planning partners meetings
- Attended MGISAC meetings
- Attended quarterly transportation planners meeting
- Attended Missouri Mappers Conference
- Attended MAGIC Conference
- Attended the SEMO GIS symposium
- Attended drone workshops
- Attended EMAC meetings
- Attended quarterly Environmental Quality Committee meetings
- Attended FAST Act/BIL Webinars
- Attended Freight Webinars
- Attended LRTP Webinars

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference	Executive Director	56	June 30, 2026
Participate in quarterly transportation planners workgroup.	Deputy Director	56	June 30, 2026
Complete LPA certification for at least one staff member	Grant Writer/Executive Director	6	June 30, 2026
Attend GIS and mapping related symposiums, seminars, and webinars	Executive Director, Deputy Director, GIS Specialist	16	As available
Attend transportation related symposiums, seminars, and webinars	Executive Director, Deputy Director, GIS Specialist	16	As available

Budgeted Funds:

Total Task Expense:	\$8,860.00
MoDOT 80% Share:	\$7,088.00
RPC 20% Share:	\$1,772.00

Task 4 – Multi-Modal Activities

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(s). Subcommittee will 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 subcommittee, 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 as developed
- Any multi-modal assessments, inventories and plans that may have been developed.
- Certificates from any completed trainings.

Prior Year Accomplishments:

- Held two MTAC meetings.

Task Deliverables:

Task 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 a process that includes public engagement for selecting multi-modal representation. Maintain at least one seat on the TAC for a Multi-Modal Subcommittee Liaison, who will ensure communication between the two groups.	Executive Director, Deputy Director	38	January 1, 2025
Facilitate 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, sign-in sheets.	Deputy Director	48	June 30, 2025
Maintain/update an inventory of multi modal transportation stakeholders with contact information.	Deputy Director, Executive Assistant	8	As needed
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.	Deputy Director, GIS Specialist	48	June 30, 2025
Work with subcommittee, multi-modal stakeholders and TAC to update and prioritize regional multi-modal needs list and develop Multi-Modal High Priority, Unfunded Needs (HPUN) list to be approved by RPC board and submitted to MODOT.	Deputy Director	48	June 30, 2025
Attend meetings, training, and conferences to expand knowledge of modes.	Executive Director, Deputy Director	18	As available
Participate in MODOT multi-modal meetings as requested.	Executive Director, Deputy Director	17	As requested

Budgeted Funds:

Total Task Expense:	\$13,017.91
MoDOT 80% Share:	\$10,414.33
RPC 20% Share:	\$2,603.58
*Note: \$1,375 of Task 1 total is for admin tasks associated with Task 4.	

Detailed Budget

Task 1. Administration								
	Total	Kara	Sarah	Jeremy	Leslie	Drew	Erica	Samantha
Estimated No. of Hours	195	0	0	25	0	20	100	50
Staff Hourly Rate & Fringe	9,097.45	0.00	0.00	1828.25	0.00	1181.20	4844.00	1244.00
Travel/Per Diem	5,500.00							
Copy	1,000.00							
Equipment/Software	10,000.00							
All Other Direct Expenses	7,100.00							
Supplies	1,500.00							
Audit and Contracted	2,000.00							
Depreciation	1,500.00							
Facilities Cost	2,100.00							
Funds for FY 2026	32,697.45	0.00	0.00	1,828.25	0.00	1,181.20	4,844.00	1,244.00
Task 2. Core Activities								
	Total	Kara	Sarah	Jeremy	Leslie	Drew	Erica	Samantha
Estimated No. of Hours	1055	40	150	150	40	600	25	50
Staff Hourly Rate & Fringe	58,452.20	1566.00	5878.50	10969.50	2147.20	35436.00	1211.00	1244.00
Funds for FY 2026	58,452.20	1,566.00	5,878.50	10,969.50	2,147.20	35,436.00	1,211.00	1,244.00
Task 3. Professional Development								
	Total	Kara	Sarah	Jeremy	Leslie	Drew	Erica	Samantha
Estimated No. of Hours	150	5	25	50	0	60	10	0
Staff Hourly Rate & Fringe	8,860.00	195.75	979.75	3656.50	0.00	3543.60	484.40	0.00
Funds for FY 2026	8,860.00	195.75	979.75	3,656.50	0.00	3,543.60	484.40	0.00

Task 4. Multimodal TAC Subcommittee								
	Total	Kara	Sarah	Jeremy	Leslie	Drew	Erica	Samantha
Estimated No. of Hours	226	5	30	70	0	96	10	15
Staff Hourly Rate & Fringe	13,017.91	195.75	1175.70	5119.10	0.00	5669.76	484.40	373.20
Funds for FY 2026	13,017.91	195.75	1,175.70	5,119.10	0.00	5,669.76	484.40	373.20
TOTAL								
	Total	Kara	Sarah	Jeremy	Leslie	Drew	Erica	Samantha
Estimated No. of Hours	1,400	45	175	225	40	680	135	100
Staff Hourly Rate & Fringe	89,427.56	1761.75	6858.25	16454.25	2147.20	40160.80	6539.40	2488.00
Travel/Per Diem	5,500.00	-	-	-	-	-	-	
Copy	1,000.00							
Equipment/Software	10,000.00							
All Other Direct Expenses	7,100.00	-	-	-	-	-	-	
Supplies	1,500.00							
Audit and Contracted	2,000.00							
Depreciation	1,500.00							
Facilities Cost	2,100.00							
TOTAL	113,027.56	1,761.75	6,858.25	16,454.25	2,147.20	40,160.80	6,539.40	2,488.00
80% MODOT Allocation	90,400.42							
20% Local Allocation	22,600.11							
100% Allocation	113,000.53							