

**Fiscal Year 2023
Transportation Planning
Work Plan and Budget**



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Introduction

The Ozark Foothills Regional Planning Commission (OFRPC) and the Ozark Foothills Regional Transportation Advisory Committee (TAC) will participate in the Missouri Department of Transportation's (MoDOT) program for transportation planning activities for Fiscal Year (FY) 2023. We are excited for the opportunity to serve as a planning partner with MoDOT.

Part of the FY 2023 Work Plan is OFRPC's commitment to dedicate the necessary efforts to guarantee participation in and completion of the MoDOT's Planning Framework Process. When consent of the proposal is given, OFRPC staff will focus on carrying out the listed tasks.

Maintaining the Ozark Foothills Regional Transportation Plan (RTP) in alliance with the OFRPC and MoDOT district offices serves as a major part of the proposed FY 2023 Work Plan. The RTP was completed during 2008 and updated each year under the 2009-2022 Work Plans. Continued revisions on the RTP are presented as part of the proposed 2023 Work Plan. In the compilation of the information required for the RTP updates, technical resources and data from other regional, state, and national agencies and organizations will be utilized.

TAC meetings will be conducted once per quarter during the months of January, April, July, and October. The intent of the meetings will be to discuss general transportation planning and applicable issues, in addition to the identification and prioritization of construction, maintenance, and multi-modal transportation needs. Additionally, public forums will be held thereby making it easier for local residents to be active in shaping the content of the Ozark Foothills RTP.

These public forums will be convened at different locations throughout the five-county region. To ensure increased public access, the forums will be held in conjunction with city council and/or county commission meetings. In addition, each OFRPC Board of Director's Meeting will include a Transportation Report and the opportunity for public input.

The TAC plays an important role in Missouri's transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the five-county region and recommending these priorities to the Ozark Foothills Regional Planning Commission Board of Directors. The TAC recommendations are then presented to MoDOT by staff of the Regional Planning Commission for consideration in the development of the Statewide Transportation Improvement Program (STIP). The STIP is the tool used by MoDOT to define and guide the implementation of critical transportation investments in the State of Missouri.

In an effort to keep the public informed on critical transportation issues, news articles, press releases, and social media will be used. The FY 2023 Work Plan includes training and education when beneficial to the success of the Planning Framework Process and revision of the Ozark Foothills RTP. Expenditures will be tracked and reported via quarterly reports and invoices submitted to MoDOT.

All tasks and work elements will be fully documented and are in compliance with 23 CFR 420.111 – Documentation Requirements for Work Elements.

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
- FY23 Performance Evaluation
- FY24 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, if required

Prior Year Accomplishments:

- Staff completed and submitted quarterly invoices to MoDOT within 30 days of the end of each quarter.
- Staff completed and submitted quarterly financial and activity reports to MoDOT within 30 days of the end of each quarter.
- Staff reported upon transportation planning activities, needs and prioritization process, and major project investment activities to general membership and transportation stakeholders.
- Completed financial reporting to OFRPC Board of Directors on a quarterly basis.
- Completed FY22 Performance Evaluation
- Completed FY23 Transportation Planning Work Plan
- Completed external audit and submitted report to MoDOT.
- Submitted Direct/Indirect Cost Documentation to MoDOT.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submission of quarterly invoices/financial reports	Executive Director/ Fiscal Officer		October 2022, January 2023, April 2023, and July 2023.
Completed financial reporting to OFRPC Board of Directors on a quarterly basis	Executive Director/ Fiscal Officer		September 2022, December 2022, March 2023, and June 2023.
Submission of quarterly activity reports	Transportation Planning Coordinator		October 2022, January 2023, April 2023, and July 2023.
Prepare and submit annual performance evaluation on time.	Executive Director/ Transportation Planning Coordinator		April 24, 2023
Prepare and submit FY 2024 Work Plan	Executive Director/ Transportation Planning Coordinator		May 21, 2023
Provide certification of direct and/or indirect costs, as required.	Executive Director		June 2023
Complete external audit and share audit report with Office of Administration	Executive Director		March 2023
Prepare update of Title VI plan, if applicable. (Due on a three-year cycle.)	Executive Director		N/A until July 1, 2024
Total Staff Hours:		150	

Budgeted Funds:

Total Task Expense:	\$ 23,196.73
MoDOT 80% Share:	\$ 18,557.38
RPC 20% Share:	\$ 4,639.35

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 Ozark Foothills Regional Transportation Plan (RTP)
- Updated Ozark Foothills Sidewalk Inventory and Assessment
- Updated Ozark Foothills Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2022 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 and located on www.ofrpc.org

Prior Year Accomplishments:

- Updated the list of needs and priorities in the *Ozark Foothills RTP*.
- Updated the *Sidewalk Inventory and Assessment Plan*.

- Coordinated with local transportation stakeholders, members of the TAC, and MoDOT to analyze transportation needs, identify needs, and prioritize construction and maintenance projects.
- Completed major structure, content, and data revisions of the *Ozark Foothills RTP*.
- Staff attended meetings with MoDOT District personnel to discuss developments within the region.
- Staff assisted several communities in consideration of possible grant funding sources.
- Assisted in public education/relations activities related to transportation issues within the region and assisted MoDOT and other entities in publicizing statewide transportation needs, and identifying and developing potential solutions.
- Facilitated TAC participation in determining the region’s priorities for inclusion in the Statewide Transportation Improvement Program.
- Represented the region at public meetings and other functions as requested by MoDOT.
- Completed updates on the RPC website as needed.
- Visited city councils and county commissions and presented information relative to transportation needs, solutions, and potential funding sources.
- Kept member cities and counties informed of pertinent Federal and state legislation regarding transportation issues and services.
- Participated in regularly scheduled Safety Coalition meetings held by MoDOT Southeast District and provided safety and Arrive Alive items.

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.	Transportation Planning Coordinator		June 30, 2023
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Transportation Planning Coordinator		July-April
Provide identification and prioritization of Tier 1, 2 and 3 Unfunded Regional Needs for use in statewide planning	Transportation Planning Coordinator		Ongoing, As Needed

Provide support towards the development of statewide planning efforts.	Transportation Planning Coordinator		Ongoing, June 30, 2023
Engage in specific MODOT transportation studies conducted by MODOT.	Transportation Planning Coordinator		As needed, June 30, 2023
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.	Transportation Planning Coordinator		Ongoing, June 30, 2023
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Transportation Planning Coordinator / Executive Director		July 2022, October 2022, January 2023, and April 2023.
Total Staff Hours:		1,250	

Budgeted Funds:

Total Task Expense:	\$ 63,007.19
MoDOT 80% Share:	\$ 50,405.75
RPC 20% Share:	\$ 12,601.44

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

Prior Year Accomplishments:

- Attended monthly MACOG meetings and quarterly fiscal officer and transportation planning coordinator meetings.
- Attended the MoDOT Statewide Planning Partners Virtual Meeting.
- Attended multiple trainings/webinars upon subjects such as grant writing, project administration, GIS, trail development, and public engagement.
- Attended Monthly FAST Act/MAP-21 MoDOT conference calls
- Participated in Southeast Coalition for Roadway Safety Meetings and served on the regional coalition Board of Directors.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference	Executive Director		June 30, 2023
Participate in quarterly transportation planners workgroup.	Transportation Planner		June 30, 2023

Attend MoDOT training workshops throughout the year	Transportation Planning Coordinator		Ongoing
Attend other professional development activities to support transportation planning activities	Executive Director/ Transportation Planning Coordinator		Ongoing
Total Staff Hours:		160	

Budgeted Funds:180+160

Total Task Expense:	\$ 10,303.43
MoDOT 80% Share:	\$ 8,242.74
RPC 20% Share:	\$ 2,060.69

Description	Total Hours Budgeted	Total Budget	Task 1 - Administration	Task 2 - Core Activities	Task 3 - Professional Development
Salaries					
Andrew Murphy - Transportation Planner	1270	\$40,775.89	4077.59	32620.72	4077.58
Alan Lutes - Executive Director	270	\$12,336.03	2467.21	7401.62	2467.2
Camille Donnell - Fiscal Officer	10	\$298.40	298.4	-	-
Brooke Hinklin - Executive Secretary	10	\$185.24	185.24	-	-
Subtotal		\$53,595.56	\$7,028.44	\$40,022.34	\$6,544.78
Fringe					
Andrew Murphy - Transportation Planner		\$14,271.56	1427.15	11417.27	1427.14
Alan Lutes - Executive Director		\$4,317.61	863.52	2590.57	863.52
Camille Donnell - Fiscal Officer		\$104.44	104.44	-	-
Brooke Hinklin - Executive Secretary		\$64.83	64.83	-	-
Total Personnel Expenses	1560	\$72,354.00	\$9,488.38	\$54,030.18	\$8,835.44
Direct Expenses					
Postage		\$200.00	\$200.00	\$0.00	\$0.00
Telephone & Internet		\$1,000.00	\$1,000.00	\$0.00	\$0.00
Equipment		\$500.00	\$500.00	\$0.00	\$0.00
Supplies incl. copies		\$1,131.87	\$1,131.87	\$0.00	\$0.00
Employee Training		\$1,300.00	\$1,300.00	\$0.00	\$0.00
Meeting Expenses		\$1,700.00	\$1,700.00	\$0.00	\$0.00
Dues & Subscriptions		\$2,700.00	\$2,700.00	\$0.00	\$0.00
Travel					
Mileage		\$1,800.00	\$1,800.00	\$0.00	\$0.00
Lodging		\$600.00	\$600.00	\$0.00	\$0.00
Meals		\$500.00	\$500.00	\$0.00	\$0.00
Contractual		\$300.00	\$300.00	\$0.00	\$0.00
Advertising		\$300.00	\$300.00	\$0.00	\$0.00
Other		\$100.00	\$100.00	\$0.00	\$0.00
Total Direct Expenses		\$12,131.87	\$12,131.87	\$0.00	\$0.00

Total Indirect Expenses (Salaries * 22.43%)	\$12,021.48	\$1,576.48	\$8,977.01	\$1,467.99
Total Expenses	\$96,507.35	\$23,196.73	\$63,007.19	\$10,303.43

OFRPC Board of Directors

Board of Directors				
Membership	# of Reps	Name	Title	Representing
Butler County	1	Vince Lampe	Presiding Commissioner	Butler County
Butler Co. Municipalities	4	Doug Moseby	Mayor	Fisk
		Kevin Bynum	Mayor	Neelyville
		Steve Davis	Mayor	Poplar Bluff
		Justin Parks	Mayor	Quin
Carter County	1	Ron Keeney	Presiding Commissioner	Carter County
Carter Co. Municipalities	3	Wayne Ogden	Mayor	Ellsinore
		Rick Julius	Mayor	Grandin
		Mike Hoerner	Mayor	Van Buren
Reynolds County	1	Joe Loyd	Presiding Commissioner	Reynolds County
Reynolds Co. Municipalities	3	Gary Conway Jr.	Mayor	Bunker
		Stanley Barton	Mayor	Centerville
		Paul Wood	Mayor	Ellington
Ripley County	1	Jesse Roy Jr.	Presiding Commissioner	Ripley County
Ripley Co. Municipalities	2	Dennis Cox	Mayor	Doniphan
		Dale Day	Mayor	Naylor
Wayne County	1	Brian Polk	Presiding Commissioner	Wayne County
Wayne Co. Municipalities	4	Ronnie Lawrence	Mayor	Greenville
		Angela Clyburn	Village Chairman	Mill Spring
		William Kirkpatrick	Mayor	Piedmont
		Sandy Joy	Mayor	Williamsville
Total	21			
Non-Government Representatives				
Finance Rep.	2	Margaret Carter	Vice President	First Midwest Bank
Finance Rep.		VACANT		
Business Rep.	2	Darrell Dement	Business owner	Dement Asphalt
Business Rep.		VACANT		
Senior Citizen Rep.	2	Paul Johnson	Retired	Black River Elec. Coop.
Senior Citizen Rep.		Bill Moriarty	Retired	Current River Local
Agriculture Rep.	2	Wayne Gibbs	Farmer	Land Owner
Agriculture Rep.		VACANT		
Professions Rep.	2	Russell French	Business owner	Semo Risk Management
Professions Rep.		VACANT	Lawyer	Law firm
S/WMD Rep	2	Brian Polk	Presiding Commissioner	Wayne County
S/WMD Rep		Chad Henson	Owner, Heson Trash	Wayne County
Social Agencies Rep.	2	Greg Kirk	Director	UGRM
Social Agencies Rep.		Rebeca Pacheco	Director	Butler County CRC
Education Rep.	2	VACANT	Retired	Superintendent
Education Rep.		Teresa Lee	Reporter	Prospect News
Minority Rep.	2	VACANT		
Minority Rep.		Mildred Coursey	Retired	Veterans Admin.
Disadvantaged Sector	2	VACANT		
Disadvantaged Sector		VACANT		
Total	20			
Board Total	41			

Ozark Foothills TAC Membership

Transportation Advisory Committee (TAC)

Membership	# of Reps	Name	Title	Representing
Butler County	5	Vince Lampe	Presiding Commissioner	Butler County
		Don Anderson	Associate Commissioner	Butler County
		Dennis LeGrand	Associate Commissioner	Butler County
		Jeff Darnell	Public Administrator	Green Forest
		Bill Robison	Engineer	Smith&Co.
Carter County	5	Ron Keeney	Presiding Commissioner	Carter County
		Randy Jenkins	Street Supervisor	City of Van Buren
		Wayne Gibbs	Private Landowner	Owner
		Jordan Collins	Business Owner	Collins Bros. LLC
		Tom Wilder	Public Works Director	City of Ellsinore
Reynolds County	5	Joe Loyd	Presiding Commissioner	Reynolds County
		Denise Smith	Deputy Clerk	Reynolds County
		Eddie Williams	Associate Commissioner	Reynolds County
		Renee Horn	EMA Director	Reynolds County
		Darrell Dement	Business Owner	Dement Asphalt
Ripley County	5	Jesse Roy Jr.	Presiding Commissioner	Ripley County
		Gary Emmons	Associate Commissioner	Ripley County
		Dennis Cox	Mayor	City of Doniphan
		Ricki Maples	Director	Big Springs Worksho
		Tami Hale	Director	Ozark Vitality
Wayne County	5	Brian Polk	Presiding Commissioner	Wayne County
		Chad Henson	Owner Henson Trash	Wayne County
		William Kirkpatrick	Mayor	City of Piedmont
		Anglea Smith	Publis Affairs Officer	Veterans Admin.
		Doug Wood	Associate Commissioner	Wayne County
Total	25			

Staff

Executive Director – Alan Lutes, alan@ofrpc.org

Transportation Planning Coordinator – Andrew Murphy, andrew@ofrpc.org

Fiscal Officer – Camille Donnell, camille@ofrpc.org

Executive Secretary – Brooke Hinklin, brooke@ofrpc.org

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