



Transportation Work Plan



Bootheel Regional Planning &
Economic Development Commission

FY 2025

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Introduction

The Bootheel Regional Planning and Economic Development Commission's (BRP & EDC) Transportation Planning Work Program is a description of the proposed activities for Fiscal Year 2025. The program is prepared annually. All tasks are to be completed by BRP & EDC unless otherwise identified.



The Transportation Planning Work Program also serves as a management tool for scheduling, budgeting, and monitoring the transportation planning activities of the Planning Commission. This document is prepared by the staff of the Bootheel Regional Planning and Economic Development Commission with assistance from the Missouri Department of Transportation.

Public awareness of the BRP& EDC's Transportation Activities are posted on the website bootrpc.com presentations at the bi-monthly board meetings, bi-monthly Transportation Advisory Meetings, and monthly meetings of the Southeast Missouri County Commission Association.

The Transportation Planning Goals are as follows:

- Enhanced safety
- Facility Improvements
- Intermodal Connections
- Preservation of Environmental Quality
- Economic Development
- Partnerships with other Agencies/Organizations

These statements are a result of a review of the Bootheel Regional Planning and Economic Development Commission's Transportation Advisory Committee (TAC) identified needs and input received from city/county officials and relevant technical information on transportation trends, congestion, travel time and safety. The overall goal is: *"to promote economic activity by efficient movement of people, goods and services, while enhancing travel safety, maintaining environmental integrity and preserving regional quality of life"*.

Task 1-General 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.*



Work Elements:

- ❖ **Financial Management:** Preparation of monthly balance sheets; accounting reports for cost reimbursements; generating invoices; quarterly report and annual report; Financial audit; Direct/Indirect Cost Documentation.
- ❖ **FY 2025 Planning Work Program:** The FY 2025 Transportation Work Program will be prepared by BRP & EDC staff. For FY 2025 BRPC will be working with the Transportation Advisory Committee (TAC) to modify tasks, add educational pieces to the next FY Work Program, but wants to do a bottom-up approach, which will involve community members input on what they would like to see Bootheel Regional Planning Commission (BRPC) accomplish in the region for transportation related activities, including transportation education.
- ❖ **Administrative Professional Development:** Professional development for administrative staff on transportation related activities. BRPC must expend at or in excess of 1,200 hours of staff time devoted to the Work Plan.
- ❖ **Web Site:** The BRP & EDC will provide links to the Regional Transportation Plan, the Human Services Transit Coordination Plan, the Natural Hazard Mitigation Plan, Location One Information System, BRP & EDC Work Plan, Educational Material (Earthquake & Water Resources) and meeting notices. Develop on-line survey to identify local transportation needs.
- ❖ **Contract Management:** Assist city/county officials with review of Contracts for Services for transportation related activities.
- ❖ **Electronic Support for BRP & EDC Operations:** Maintain and update website. Software upgrades and maintenance contracts. Post upcoming construction projects on the BRP & EDC web-site.
- ❖ **Disadvantaged Business Compliance:** The BRP & EDC will notify by mail WBE's and MBE's on file with the BRP & EDC any request for bids on all CDBG construction projects.
- ❖ **Travel, Meals, Lodging and Conference Registrations:** All direct reimbursable cost for travel, meals, lodging and conference registrations related to transportation activities will be posted in this task.
- ❖ **Equipment and Supplies:** All direct and indirect reimbursable cost for equipment and supplies will be posted in this task.

- ❖ **Membership**: Participate and membership dues in the monthly MACOG (Missouri Association of Council of Governments) meetings. Participation and membership dues in local Chambers of Commerce.
- ❖ **Legislature**: The BRP & EDC staff will meet with state and federal legislators when the opportunity is available to discuss the transportation needs of the region. Attending conferences as available.
- ❖ **Title VI update, if required**

FY 2024 Accomplishments:

Submitted monthly balance sheets and accounting reports to Board of Directors; Prepared FY2025 Work Plan; Prepared monthly balance sheets and accounting reports for cost reimbursements; Posted contract Notice to Bidders on BRP & EDC website and Facebook page; Staff attended various MoDOT planning partners virtual and in person meetings. In FY2024 more time was actually spent on Task 1, than other Tasks. General administration work is a large part of our daily tasks with MODOT; therefore, BRPC will budget most staff time to Task 1.

Deliverables:

Completion Date: June 30, 2024

- Completed quarterly and end-of-year reports for MoDOT
 - September, December, 2023; March, June, 2024
- Completion of the 2025 Transportation Work Program
 - June, 2024
- Attendance by BRP & EDC staff at the various transportation training programs
 - As directed by MoDOT, June, 2024
- Monthly updates of the web-site
 - July-December 2023
 - January - June 2024
- Financial Reporting to Board of Directors
 - August, October, December, 2023
 - February, April, June, 2024
- Notices to DBE's of Advertisements for BRP & EDC Administered Construction Projects
 - Project specific with contract advertising, July 2023 thru June 2024
- Professional Membership in MACOG.
- Meet with state and federal officials or legislators to discuss transportation needs in the region when the opportunity is available.
- BRP & EDC staff will participate in conferences that align with transportation.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submission of quarterly invoices/financial reports	Lambert	50	June 30, 2025
Complete audit and share audit report with Office of Administration	Lambert	50	March 1, 2025
Submission of quarterly activity reports	Grebing/Brown/Lambert	360	June 30, 2025
Prepare and submit FY 2025 Work Plan	Lambert/Brown	350	May 18, 2025
Submission of annual performance and activity	Grebing/Brown	255	April 21, 2025
Total Staff Hours:		1065	

Budgeted Funds:

Total Task Expense:	\$54,757.53
MoDOT 80% Share:	\$43,806.02
RPC 20% Share:	\$10,951.51



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.

Work Elements:

- ❖ **Plan Implementation:** The Regional Transportation Plan will be updated as needed, given the release of new information or changes in existing information.
- ❖ **Transportation Advisory Committee:** Coordinate 4 or more TAC meetings. Identify emerging transportation needs and prioritize annually and submit to the MoDOT Southeast District.
- **Regional Transportation Plan Goals and Objectives:** Review goals and objectives of the Regional Transportation Plan and adjust if recommended by the TAC. Document emerging needs and prioritize as necessary. Each year TAC Priorities for the region submitted to MoDOT in a timely manner.
- ❖ **State and Regional Transportation Planning:** BRP & EDC staff will assist MoDOT in the State and the Southeast District transportation planning efforts. The BRP & EDC staff will participate in transportation studies contracted by MoDOT and regional studies as approved by the TAC. BRP & EDC will also assist communities in sidewalk assessments by request, as well as ADA transition planning.
- ❖ **Transportation Planning and Decision-Making Process:** BRP & EDC staff will participate in the transportation planning and decision-making process when invited by MoDOT.
- ❖ **River Port Authorities:** The BRP & EDC staff will assist the Executive Directors of the port authorities in port development projects.
- ❖ **General Aviation:** The BRP & EDC will provide technical assistance to the cities and counties with airport development projects when requested.
- ❖ **Railways:** The BRP & EDC will provide technical assistance to the cities and counties on railway projects as requested.

- ❖ **Non-Traditional Transportation:** The BRP & EDC staff will assist the city/county/state in non-traditional transportation activities such as the Transportation Alternative Program.
- ❖ **Missouri Highway and Transportation Commission:** Make presentations to MHTC when invited by MoDOT or ask by TAC and BRP & EDC membership on their behalf.
- ❖ **GIS Development Activities:** Develop GIS databases to assist in transportation, flood modeling and economic development planning. ArcView/ArcEditor annual single-user license maintenance with Spatial Analyst Extension. Purchase updated license agreement to continue mapping and GIS Development Activities.
- ❖ **Transit Activities:** The BRP & EDC will assist local transit providers with activities that will accomplish the goals and objectives in the Human Services Transit Coordination Plan.

FY 2024 Accomplishments:

BRP & EDC updated the Regional Transportation Plans identified needs approved by the TAC for FY2024; BRP & EDC staff provided technical assistance to numerous communities in our six-county region; BRP & EDC staff coordinated TAC meetings on July 20, 2023, October 26, 2023, January 18, 2024 and April 18, 2024. The HSTCP was updated in FY2024. BRP & EDC staff prepared Delta Regional Authority quarterly reports and closeout reports when warranted; BRP & EDC prepared closeout reports on eight (8) projects in the six-county region.

Deliverables:

Completion Date: June 30, 2024

- Update Chapters 1 thru 9 as needed
 - As needed July 2023 thru June 2024
- Coordinate quarterly TAC meetings.
 - July, October 2023; January, April 2024
- Adjust goals and objectives as directed by the TAC Committee
 - July, October 2023; January, April 2024
- Assist MoDOT in State and District planning efforts
 - As requested by MoDOT Headquarters. & Southeast District, July 2023 thru June 2024
- Attend MoDOT sponsored events and public meetings
 - As scheduled by MoDOT Southeast District , July 2023 thru June 2024
- Assist in the Transportation Planning and Decision-making process as requested
 - When invited by MoDOT Headquarters & Southeast District, July, 2023 thru June 2024
- Assist with needs identification and prioritization including the Transportation Alternative Program
 - As scheduled by MoDOT Southeast District, July, 2023 thru June, 2024
- Participate in activities associated with MoDOT Investment Priorities Process
 - As scheduled by MoDOT Headquarters.
- Send notices by mail or electronically to city/county officials when necessary.

- Prepare city/county base maps, traffic volumes, transportation cost estimates, demographics, housing units vacant and occupied and other data that includes the elements of an economic base, environmental management and social capital needed for economic sustainability.
- Provide technical assistance to the Southeast Missouri Port, Mississippi County Port, New Madrid County Port and the Pemiscot County Port in development activities.
- Provide technical assistance when requested by airport managers preparing applications for airport layout plans or runway and taxiway improvements including airport lighting and security.
- Provide technical assistance to cities/county/state/federal and railroad officials in activities that would enhance the safety of roadway and railway crossing conflicts. Assist cities and counties in the preparation of applications for financial assistance to add spur rails into industrial parks.
- Provide technical assistance to the cities and counties in preparation of applications for financial assistance for the Rails to Trails Program and other non-traditional transportation projects as requested.
- Provide maps to local, state and federal officials when requested.
- BRP & EDC will purchase a license to utilize GIS software.
- Develop and maintain GIS databases with transportation, and economic attributes.
- Update infrastructure inventory when new data is received, July 2023 to June 2024.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
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.	Brown	150	Ongoing, June 30, 2025
Engage in specific MODOT transportation studies conducted by MODOT.	Brown/Grebing	75	June 30, 2025
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Brown/Grebing	100	June 30, 2025
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Brown/Lambert/Grebing	200	June 30, 2025

Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings and periodic 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.	Brown/Grebing/Lambert	205	June 30, 2025
Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Needs for use in statewide planning	Lambert/Grebing/Brown	30	June 30, 2025
Assist communities with transportation funding opportunities	Brown/Grebing/Lambert	100	June 30, 2025
Provide support towards the development of statewide planning efforts.	Lambert/Brown	50	June 30, 2025
Economic Development Activities	Grebing	20	June 30, 2025
Port Authority Activities	Brown	20	June 30, 2025
Non-Traditional Transportation Act.	Brown	20	June 30, 2025
GIS Development Activities	Lambert/Brown	30	June 30, 2025
Total Staff Hours:		1000	

Budgeted Funds:

Total Task Expense:	\$32,104.00
MoDOT 80% Share:	\$25,683.20
RPC 20% Share:	\$6,420.80



Task 3-Professional Development

Purpose: This activity will include the professional development activities necessary to support transportation planning staff activities. This task includes membership to professional state or national organizations.

Work Elements:

- ❖ **Certificates of Achievement:** Participate in training as needed. Participate in Department of Labor workshops in the region as needed. Attending peer group meetings as necessary.
- ❖ **Conferences:** Participate in the MACOG Annual Conference, and the Annual MoDOT Investment Priorities and Planning Conference. The BRP & EDC Transportation Planner will attend quarterly transportation planner meetings in person or virtually. Participate in the NADO Annual Conference's and other transportation related trainings/conferences.

FY 2024 Accomplishments:

BRP & EDC attended MACOG monthly meetings by teleconference; BRP & EDC staff participates in training for E-verify, Grants.gov and Indirect Cost Training provided by MACOG; and BRP & EDC staff reported a total of 253.59 hours of professional development to the Missouri Office of Administration (SB68).

Deliverables:

Completion Date July, 2023 thru June 30, 2024

- Staff participated in trainings as needed
- Obtained memberships to professional, state or national organizations and other staff activities to stay current on transportation issues and trends.
- BRP & EDC attends MACOG meetings, Annual Conference and Delta Regional Authority Conference.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference	Grebing/Brown/Lambert	250	June 30, 2025
Attend Transportation Planners' workgroup	Grebing/Brown/Lambert	50	June 30, 2025
Total Staff Hours:		300.00	

Budgeted Funds:

Total Task Expense:	\$11,139.00
MoDOT 80% Share:	\$8,911.20
RPC 20% Share:	\$2,227.80

Task Summary

<i>Task</i>	<i>% Hours</i>
<i>Task 1</i>	45.03%
<i>Task 2</i>	42.28%
<i>Task 3</i>	12.68%
Total	*100 %

*Totals may not add to 100% because of rounding.

Financial Summary Table

Task	Description	Salary Expense	Direct Expenses	Indirect Expenses	Total Expenses	Staff Hours
Task 1	Administration	\$34,793.75	\$15,100.00	\$4,863.78	\$54,757.53	1065
Task 2	Core Planning Activities/Public Engagement	\$32,104.00	\$0	\$0	\$32,104.00	1000
Task 3	Professional Development	<u>\$11,139.00</u>	<u>\$0</u>	<u>\$0</u>	<u>\$11,139.00</u>	<u>300</u>
	Grand Total	\$78,036.75	\$15,100.00	\$4,863.78	\$98,000.53	2,365

Boundary Map

