

**TRANSPORTATION PLANNING WORK PROGRAM
FOR FISCAL YEAR 2024
FOR THE
SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION**

May 14, 2024

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

Submitted by:

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Prepared by:

Drew Christian, Deputy Director



SEMORPC

Southeast Missouri Regional Planning &
Economic Development Commission

May 14, 2024

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, 2024 and ending June 30, 2025. 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 \$99,250.53, with cash match of \$19,850.11 being provided by the RPC, and \$79,400.43 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

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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, 2024 and running through June 30, 2025. 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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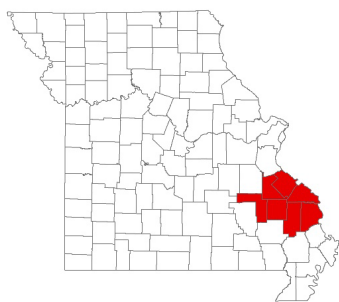
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**Southeast Missouri Regional
Planning & Economic
Development Commission**



**TRANSPORTATION PLANNING WORK PROGRAM
FOR FISCAL YEAR 2025
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 2025 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 25 Performance Evaluation
- FY 26 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 FY23 and 1st, 2nd, and 3rd quarter FY24 MoDOT reports
- Transmitted FY24 audit to MoDOT
- Worked with auditors regarding MoDOT contract
- Review work program and adjusted budget
- Prepared FY24 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	30	Quarterly
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Executive Director, Deputy Director, Executive Assistant	30	Quarterly
Prepare and submit annual performance evaluation on time.	Executive Director, Deputy Director	20	April, 2025
Prepare and submit annual work plan on time.	Executive Director, Deputy Director,	20	May, 2025
Provide certification of direct and/or indirect costs, as required.	Fiscal Officer	20	As requested
Complete audit and share audit report with Office of Administration.	Executive Director, Fiscal Officer	70	As completed
Update of Title VI plan, if needed.	Deputy Director	10	As needed

Budgeted Funds:

Total Task Expense:	\$31,473.70
MoDOT 80% Share:	\$25,178.96
RPC 20% Share:	\$6,294.74

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
- 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
- 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 2026-2030 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
- Updated population comparison exhibit (2010-2020)
- 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
- Researched BIL act
- 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.	Executive Director, Deputy Director	40	June 30, 2025
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Deputy Director	110	July, 2025
Provide identification and prioritization of Tier 1, 2 and 3 Unfunded Regional Needs for use in statewide planning	Deputy Director	65	June, 2025
Provide support towards the development of statewide planning efforts.	Executive Director, Deputy Director	45	June 30, 2025 Ongoing
Engage in specific MODOT transportation studies conducted by MODOT.	Executive Director, Deputy Director, GIS Specialist	45	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	65	Ongoing, June 30, 2025
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	65	Ongoing, June 30, 2025

Collect traffic counts and other transportation related data for communities and counties.	Deputy Director, GIS Specialist	85	As requested
Conduct analysis of transportation related data (traffic, road surface, flood events, etc.) for communities and counties.	Deputy Director, GIS Specialist	145	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	155	As requested
Produce transportation related maps for communities, counties, and citizens.	Executive Director, Deputy Director, GIS Specialist	65	As requested
Assist communities with ADA self assessments and transition plans.	Deputy Director, GIS Specialist	135	As requested
Work with SEMPO to facilitate transportation planning in Cape Girardeau County.	Deputy Director	25	As requested
Conduct sidewalk inventories for communities as needed or requested	Deputy Director, GIS Specialist	85	As requested
Purchase necessary software and equipment to deliver above products.	Executive Director, Deputy Director		As needed

Budgeted Funds:

Total Task Expense:	\$58,848.52
MoDOT 80% Share:	\$47,078.82
RPC 20% Share:	\$11,769.70

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 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	60	June 30, 2025
Participate in quarterly transportation planners workgroup.	Deputy Director	60	June 30, 2025
Attend GIS and mapping related symposiums, seminars, and webinars	Executive Director, Deputy Director, GIS Specialist	20	As available
Attend transportation related symposiums, seminars, and webinars	Executive Director, Deputy Director, GIS Specialist	20	As available

Budgeted Funds:

Total Task Expense:	\$8,966.64
MoDOT 80% Share:	\$7,173.31
RPC 20% Share:	\$1,793.33

Detailed Budget

Task 1. Administration											
	Total	Kara	Sarah	Jeremy	Leslie	Margret	Sharon	Daniel	Drew	Erica	Alex
Estimated No. of Hours	200	40	0	30	0	0	20	0	20	90	0
Staff Hourly Rate & Fringe	8,816.59	1350.95	0.00	2092.55	0.00	0.00	428.07	0.00	1127.64	3817.39	0.00
Travel/Per Diem	5,007.11										
Copy	800.00										
Equipment/Software	10,000.00										
All Other Direct Expenses	6,850.00										
Supplies	1,400.00										
Audit and Contracted	2,000.00										
Depreciation	1,450.00										
Facilities Cost	2,000.00										
Funds for FY 2025	31,473.70	1,350.95	0.00	2,092.55	0.00	0.00	428.07	0.00	1,127.64	3,817.39	0.00
Task 2. Core Activities											
	Total	Kara	Sarah	Jeremy	Leslie	Margret	Sharon	Daniel	Drew	Erica	Alex
Estimated No. of Hours	1130	40	150	150	45	40	20	20	600	25	40
Staff Hourly Rate & Fringe	58,848.52	1350.95	5106.00	10462.74	2307.30	2200.08	428.07	701.22	33829.32	1060.39	1402.45
Funds for FY 2025	58,848.52	1,350.95	5,106.00	10,462.74	2,307.30	2,200.08	428.07	701.22	33,829.32	1,060.39	1,402.45
Task 3. Professional Development											
	Total	Kara	Sarah	Jeremy	Leslie	Margret	Sharon	Daniel	Drew	Erica	Alex
Estimated No. of Hours	160	0	28	55	4	3	0	0	60	10	0
Staff Hourly Rate & Fringe	8,966.64	0.00	953.12	3836.34	205.09	165.01	0.00	0.00	3382.93	424.15	0.00
Funds for FY 2025	8,966.64	0.00	953.12	3,836.34	205.09	165.01	0.00	0.00	3,382.93	424.15	0.00

TOTAL											
	Total	Kara	Sarah	Jeremy	Leslie	Margret	Sharon	Daniel	Drew	Erica	Alex
Estimated No. of Hours	1,490	80	178	235	49	43	40	20	680	125	40
Staff Hourly Rate & Fringe	76,631.75	2701.90	6059.12	16391.63	2512.40	2365.09	856.14	701.22	38339.90	5301.93	1402.45
Travel/Per Diem	5,007.11	-	-	-	-	-	-	-	-	-	
Copy	800.00										
Equipment/Software	10,000.00										
All Other Direct Expenses	6,850.00	-	-	-	-	-	-	-	-	-	
Supplies	1,400.00										
Audit and Contracted	2,000.00										
Depreciation	1,450.00										
Facilities Cost	2,000.00										
TOTAL	99,288.86	2,701.90	6,059.12	16,391.63	2,512.40	2,365.09	856.14	701.22	38,339.90	5,301.93	1,402.45
80% MODOT Allocation	79,400.43										
20% Local Allocation	19,850.11										
100% Allocation	99,250.54										