

***SOUTHEAST ALABAMA  
RURAL PLANNING ORGANIZATION***



**RURAL TRANSPORTATION PLANNING  
SUMMARY DOCUMENT**

**Updated by Southeast Alabama Regional Planning  
and Development Commission  
October 2015**

## Table of Contents

Section 1 – Introduction.....	2
Organization	
Study Area	
Agreement	
Regulations	
Section 2 - Products of the Transportation Planning Process.....	4
Work Program	
Safety Program	
Section 3 – Committees.....	5
Policy Committee	
Technical Coordinating Committee	
Citizens Transportation Advisory Committee	
Appendix A - Federal Regulations	
Appendix B - Work Program	
Appendix C - Bylaws of the Southeast Alabama RPO	
Appendix D – Southeast Alabama RPO Membership List	
Appendix E - Public Involvement Plan for the Southeast Alabama RPO	

## Section 1 - Introduction

The Southeast Alabama Rural Planning Organization is a joint project between the Southeast Alabama Regional Planning and Development Commission and the Alabama Department of Transportation. Presently, the RPO process is advisory in nature.

The RPO serves as a formal link between ALDOT and the local governments and will allow more opportunity for the rural areas to communicate with ALDOT. The objectives of the RPO are:

- To improve communication between the rural areas of Southeast Alabama and ALDOT
- To develop documents and data that will be useful to ALDOT and the local governments
- To improve transportation planning in the rural areas,
- To highlight potential construction of needed highway and bridge projects in the rural areas
- To increase highway safety

### Organization

The Southeast Alabama Regional Planning and Development Commission (SEARP&DC) manages the Southeast Alabama Rural Transportation Planning Process. The RPO is composed of two committees. The Policy Committee is the official decision making body of the process. The Policy Committee is served by an advisory committee: the Technical Coordinating Committee (TCC). More information on the committees can be found in Section 3.

### Study Area

The study area served by the RPO includes all of Barbour, Coffee, and Covington Counties, as well as most of Dale, Geneva, Henry, and Houston Counties. Southeastern Dale County, northeastern Geneva County, southwestern Henry County, and most of northwestern Houston County are part of the Southeast Wiregrass Metropolitan Planning Organization. Figure 1 depicts the study area.

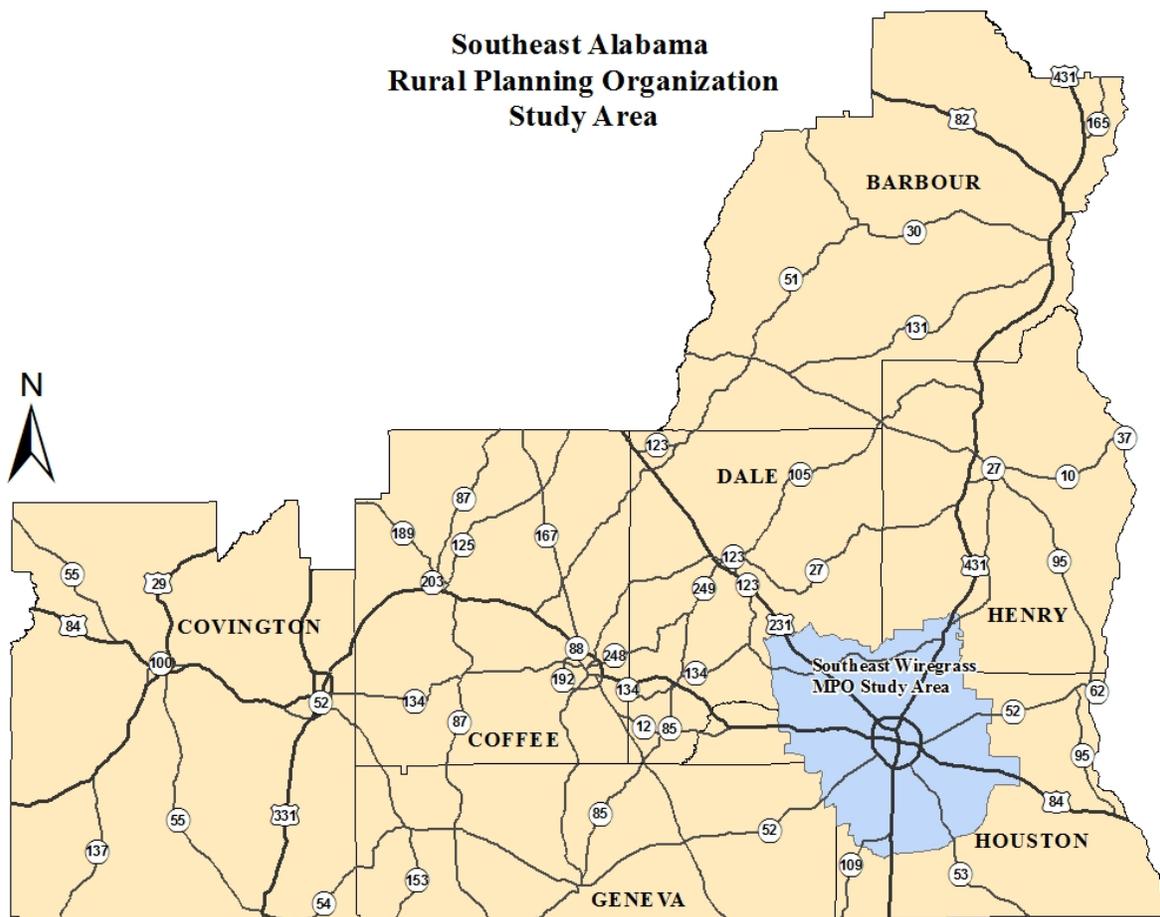
### Agreement

The first step in any transportation planning process is the development of an agreement. The agreement legally delineates the concerned governmental entities, defines the duties of each entity, and outlines the organizational structure. The agreement is between the Southeast Alabama Regional Planning and Development Commission (SEARP&DC) and the Alabama Department of Transportation (ALDOT).

## Regulations

The amendment to the joint Federal Highway Administration and Federal Transit Administration regulations regarding consultation with non-metropolitan local officials as related to transportation planning were issued on January 23, 2003. The regulations require the States to consider the concerns of local elected officials when carrying out statewide transportation planning, to develop a process to cooperation with non-metropolitan local officials regarding transportation issues, and to cooperate with non-metropolitan officials when developing the statewide transportation plan and the statewide transportation improvement program (STIP). The regulations, as printed in the Federal Register, are included in Appendix A.

**Figure 1**



## Section 2 – Products of the Transportation Planning Process

### Work Program

The work program represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the study area. The work program is developed to coordinate transportation and related planning activities for a cooperative, continuing, and comprehensive planning process. The primary objective of the work program is the development of an integrated planning program that considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. Appendix B contains the current work program.

### Safety Program

The RPO collects a list of safety suggestions at county local public forums and committee meetings. In general, the safety suggestions are low cost projects that have the potential to reduce traffic accidents. The suggestions are forwarded to appropriate jurisdictional agencies, including: municipal planners, county engineers, ALDOT District Engineers, ALDOT 7<sup>th</sup> Division Engineers, and other relevant agencies.

### Regional Needs Assessment

The RPO produced an advisory regional needs assessment that outlines transportation projects that addresses regional transportation goals and strategies as identified by the RPO committees. The RPO adopted the assessment in November 2008. The assessment includes a prioritized project list for each county and a prioritized list of regional projects. The purpose of the assessment is to document the long-range transportation needs of southeast Alabama as identified by the elected and appointed officials in the area. The assessment is intended to help local governments address and prioritize their transportation needs. The assessment should also help ALDOT develop the statewide plan and the Statewide Transportation Improvement Program and schedule the construction of transportation projects based on their limited budget. However, the assessment is strictly advisory. No funds have been set aside to undertake any of the strategies or projects included in the regional needs assessment. An updated version of this regional needs assessment will be adopted in 2016.

## Section 3 – Committees

The Southeast Alabama Rural Planning Organization (RPO) manages the Southeast Alabama Rural Transportation Planning Process. The RPO is composed of two committees. The Policy Committee is the official decision-making body of the process. The Policy Committee is served by an advisory committee: the Technical Coordinating Committee (TCC). The *Bylaws of the Southeast Alabama Rural Planning Organization* is in Appendix C.

### Policy Committee

The Policy Committee serves as the official decision-making body for the Southeast Alabama Rural Transportation Planning Process. In this capacity the Policy Committee determines the content of all documents and recommendations that are provided to the Alabama Department of Transportation. The Policy Committee's responsibilities include providing overall guidance to the planning process, review and approval of all process plans and programs, and appointing TCC members.

The Policy Committee is composed of twenty-one members, seventeen voting and four non-voting. Each county commission in the Southeast Alabama region has a voting representative on the Policy Committee. A mayor from each Southeast Alabama county is also a voting representative on the Policy Committee. The ALDOT 7<sup>th</sup> Division Engineers and the Executive Director of SEARP&DC are the other two voting members. The four non-voting members are Federal Highway Administration Division Administrator, the ALDOT Transportation Planning Engineer, the chairman of the RPO's TCC, and the Transportation Planner for the Southeast Wiregrass Area MPO. The current Policy Committee membership is listed in Appendix D.

### Technical Coordinating Committee

The Technical Coordinating Committee (TCC) provides technical support to the Policy Committee. The TCC reviews RPO documents, studies, reports, plans, and programs and provides the Policy Committee with recommendations concerning these items. The TCC members review the planning process products from a technical perspective making certain that all appropriate concerns are addressed, including local planning issues, engineering details, environmental questions, and future growth, among many others. The TCC also has the ability to make alternative recommendations for any of the products.

The TCC coordinates the work of the various departments and agencies involved in the transportation planning process. The local governments, the State DOT, and selected other transportation interests are represented on the TCC. The current TCC membership is listed in Appendix D. The TCC members share information and data that builds and improves the planning processes and products.

### Public Participation Process

There is a public participation process that is established to provide active public participation in the transportation planning process. The public involvement plan describes the RPO's public participation goals and lists strategies to encourage public participation in the transportation planning process. It is presented in Appendix E. A countywide meeting is scheduled to meet

two times a year in each respective county. This method of meeting provides local residents and local officials a better opportunity to participate in the planning process.

## Appendix A – Federal Regulations

Order 12630, Government Actions and Interference with Constitutionally Protected Property Rights.

*Regulation Identification Number*

A regulation identification number (RIN) is assigned to each regulatory action listed in the Unified Agenda of Federal Regulations. The Regulatory Information Service Center publishes the Unified Agenda in April and October of each year. The RIN contained in the heading of this document can be used to cross-reference this action with the Unified Agenda.

**List of Subjects in 23 CFR Part 450**

Grant programs—transportation, Highways and roads, Mass transportation, Reporting and recordkeeping requirements.

Issued on: January 15, 2003.

**Mary E. Peters,**  
*Federal Highway Administrator.*  
**Jennifer L. Dorn,**  
*Federal Transit Administrator.*

In consideration of the foregoing, the Federal Highway Administration is amending title 23, Code of Federal Regulations, part 450, as set forth below:

**PART 450—PLANNING ASSISTANCE AND STANDARDS**

1. The authority citation for part 450 continues to read as follows:

**Authority:** 23 U.S.C. 134, 135, and 315; and 49 U.S.C. 5303–5306, 5323(l).

2. Amend § 450.104 to revise the definition of “consultation” and add, in alphabetical order, the definition for “non-metropolitan area” and “non-metropolitan local official” to read as follows:

**§ 450.104 Definitions.**  
\* \* \* \* \*

*Consultation* means that one party confers with another identified party in accordance with an established process and, prior to taking action(s), considers that party’s views and periodically informs that party about action(s) taken.  
\* \* \* \* \*

*Non-metropolitan area* means the geographic area outside designated metropolitan planning areas, as designated under 23 U.S.C. 134 and 49 U.S.C. 5303.

*Non-metropolitan local official* means the elected or appointed officials of general purpose local government, in non-metropolitan areas, with jurisdiction/responsibility for transportation.  
\* \* \* \* \*

3. Amend § 450.206 to revise paragraph (b) and to add paragraph (c) as follows:

**§ 450.206 Statewide transportation planning process: General requirements.**  
\* \* \* \* \*

(b) The statewide transportation planning process shall be carried out in coordination with the metropolitan planning process required by subpart C of this part and shall consider coordination with planning activities in non-metropolitan areas.

(c) In carrying out statewide transportation planning, the State shall consider, with respect to non-metropolitan areas, the concerns of local elected officials representing units of general purpose local government.

4. Amend § 450.212 by adding new paragraphs (h) and (i) to read as follows:

**§ 450.212 Public involvement.**  
\* \* \* \* \*

(h) The State shall provide for non-metropolitan local official participation. The State shall have a documented process(es) that is separate and discrete from the public involvement process for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that provides an opportunity for their participation in the statewide transportation planning process and development of the statewide transportation improvement program.

(i) The State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 days regarding the effectiveness of the consultation process and proposed modifications within 2 years of process implementation, and thereafter at least once every 5 years. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials. The State, at its discretion, shall be responsible for determining whether to adopt any proposed modifications. If a proposed modification is not adopted, the State shall make publicly available its reasons for not accepting the proposed modification, including notification to non-metropolitan local officials or their associations.

5. Amend § 450.214 by adding a paragraph (f) to read as follows:

**§ 450.214 Statewide transportation plan.**  
\* \* \* \* \*

(f) In developing the statewide transportation plan, affected local officials with responsibility for transportation shall be involved on a consultation basis for the portions of the plan in non-metropolitan areas of the State.

6. Amend § 450.216 by adding a paragraph (e) to read as follows:

**§ 450.216 Statewide transportation improvement program (STIP).**  
\* \* \* \* \*

(e) In developing the statewide transportation improvement program, affected local officials with responsibility for transportation shall be involved on a consultation basis for the portions of the program in non-metropolitan areas of the State.

7. Amend § 450.224 by designating the existing text as paragraph (a) and by adding a new paragraph (b) to read as follows:

**§ 450.224 Phase-in of new requirements.**  
\* \* \* \* \*

(b) The State has a period of one year after February 24, 2003 to document and implement the consultation process discussed in § 450.212(h).

[FR Doc. 03–1319 Filed 1–22–03; 8:45 am]  
BILLING CODE 4910–22–P

**DEPARTMENT OF TRANSPORTATION**

**Coast Guard**

**33 CFR Part 117**

[CGD08–02–022]

RIN 2115–AE47

**Drawbridge Operation Regulation; Gulf Intracoastal Waterway, Houma, LA**

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final rule.

**SUMMARY:** The Coast Guard is changing the existing drawbridge operation regulation for the draw of the Bayou Dularge bridge across the Gulf Intracoastal Waterway, mile 59.9 at Houma, Terrebonne Parish, Louisiana. The rule allows for the morning closure period to be increased by 15 minutes to facilitate the movement of high volumes of vehicular traffic across the bridge during peak traffic hours.

**DATES:** This rule is effective February 24, 2003.

**ADDRESSES:** Comments and materials received from the public, as well as documents indicated in this preamble as being available in the docket, are part of docket CGD8–02–022 and are available

The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities apply to this program.

*Paperwork Reduction Act*

This action does not contain a collection of information requirement under the Paperwork Reduction Act of 1995, 44 U.S.C. 3501–3520.

*National Environmental Policy Act*

The FHWA and the FTA have analyzed this action for the purpose of the National Environmental Policy Act of 1969 (42 U.S.C. 4321–4347) and have determined that this action will not have any effect on the quality of environment.

*Executive Order 13175 (Tribal Consultation)*

The FHWA and the FTA have analyzed this action under Executive Order 13175, dated November 6, 2000. This action will not have substantial direct effects on one or more Indian tribes; will not impose substantial direct compliance costs on Indian tribal governments; and will not preempt tribal law. Therefore, a tribal summary impact statement is not required.

*Executive Order 13211 (Energy Effects)*

We have analyzed this action under Executive Order 13211, Actions Concerning Regulations That Significantly Affect Energy Supply, Distribution, or Use. We have determined that this rule is not a significant energy action under EO 11321 because this rule is not a significant regulatory action and it is not likely to have a significant adverse effect on the supply, distribution, or use of energy. Therefore, a Statement of Energy Effects under Executive Order 13211 is not required.

*Executive Order 12988 (Civil Justice Reform)*

This action meets applicable standards in sections 3(a) and 3(b)(2) of Executive Order 12988, Civil Justice Reform, to minimize litigation, eliminate ambiguity, and reduce burden.

*Executive Order 13045 (Protection of Children)*

We have analyzed this action under Executive Order 13045, protection of Children from Environmental Health Risks and Safety Risks. This action is not an economically significant rule and does not concern an environmental risk to health or safety that may disproportionately affect children.

*Executive Order 12630 (Taking of Private Property)*

This action will not effect a taking of private property or otherwise have taking implications under Executive Order 12630, Government Actions and Interference with Constitutionally Protected Property Rights.

*Regulation Identification Number*

A regulation identification number (RIN) is assigned to each regulatory action listed in the Unified Agenda of Federal Regulations. The Regulatory Information Service Center publishes the Unified Agenda in April and October of each year. The RIN contained in the heading of this document can be used to cross-reference this action with the Unified Agenda.

**List of Subjects in 23 CFR Part 450**

Grant programs—transportation, Highways and roads, Mass transportation, Reporting and recordkeeping requirements.

Issued on: February 10, 2003.

**Mary E. Peters,**

*Federal Highway Administrator.*

In consideration of the foregoing, the Federal Highway Administration is amending title 23, Code of Federal Regulations, part 450, as set forth below:

**PART 450—PLANNING ASSISTANCE AND STANDARDS**

1. The authority citation for part 450 continues to read as follows:

**Authority:** 23 U.S.C. 134, 135, and 315; and 49 U.S.C. 5303–5306, 5323(l).

2. Amend § 450.104 to revise the definition of “non-metropolitan local official” to read as follows:

**§ 450.104 Definitions.**

\* \* \* \* \*

*Non-metropolitan local official* means elected and appointed officials of general purpose local government, in non-metropolitan areas, with jurisdiction/responsibility for transportation.

\* \* \* \* \*

[FR Doc. 03–3735 Filed 2–13–03; 8:45 am]

**BILLING CODE 4910–22–P**

**PENSION BENEFIT GUARANTY CORPORATION**

**29 CFR Parts 4022 and 4044**

**Benefits Payable in Terminated Single-Employer Plans; Allocation of Assets in Single-Employer Plans; Interest Assumptions for Valuing and Paying Benefits**

**AGENCY:** Pension Benefit Guaranty Corporation.

**ACTION:** Final rule.

**SUMMARY:** The Pension Benefit Guaranty Corporation’s (PBGC) regulations on Benefits Payable in Terminated Single-Employer Plans and Allocation of Assets in Single-Employer Plans prescribe interest assumptions for valuing and paying benefits under terminating single-employer plans. This final rule amends the regulations to adopt interest assumptions for plans with valuation dates in March 2003. Interest assumptions are also published on the PBGC’s Web site (<http://www.pbgc.gov>).

**EFFECTIVE DATE:** March 1, 2003.

**FOR FURTHER INFORMATION CONTACT:** Harold J. Ashner, Assistant General Counsel, Office of the General Counsel, Pension Benefit Guaranty Corporation, 1200 K Street, NW., Washington, DC 20005, 202–326–4024. (TTY/TDD users may call the Federal relay service toll-free at 1–800–877–8339 and ask to be connected to 202–326–4024.)

**SUPPLEMENTARY INFORMATION:** The PBGC’s regulations prescribe actuarial assumptions—including interest assumptions—for valuing and paying plan benefits of terminating single-employer plans covered by title IV of the Employee Retirement Income Security Act of 1974. The interest assumptions are intended to reflect current conditions in the financial and annuity markets.

Three sets of interest assumptions are prescribed: (1) A set for the valuation of benefits for allocation purposes under section 4044 (found in Appendix B to Part 4044), (2) a set for the PBGC to use to determine whether a benefit is payable as a lump sum and to determine lump-sum amounts to be paid by the PBGC (found in Appendix B to Part 4022), and (3) a set for private-sector pension practitioners to refer to if they wish to use lump-sum interest rates determined using the PBGC’s historical methodology (found in Appendix C to Part 4022).

Accordingly, this amendment (1) adds to Appendix B to Part 4044 the interest assumptions for valuing benefits for allocation purposes in plans with

## Appendix B – RPO Work Program



# *WORK PROGRAM*

## FISCAL YEAR 2016

This document is posted on the Internet at  
<http://www.searfdc.org/commdev/RPO.htm>

For information regarding this document, please contact  
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Date Adopted: September 3, 2015  
Dates Amended:

This Work Program has been financed in part by the US Department of Transportation, Federal Highway Administration, Federal Transit Administration, Southeast Alabama Rural Planning Organization (RPO), and the Alabama Department of Transportation, and prepared for the RPO by the Southeast Alabama Regional Planning and Development Commission according to requirements set forth in amended Title 23, USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202). The contents of this work program do not necessarily reflect the official views or policy of the U. S. Department of Transportation

**Southeast Alabama  
Rural Planning Organization (RPO)**

***WORK PROGRAM***

**FISCAL YEAR 2016**

**RPO Policy Committee Membership  
Mayor Kenneth Boswell, Chair**

**Southeast Alabama Regional Planning and Development Commission**  
*Staff to the RPO*

# Resolution

2016-1

## *The Rural Planning Organization (RPO)* Adopting the Fiscal Year 2016 Work Program

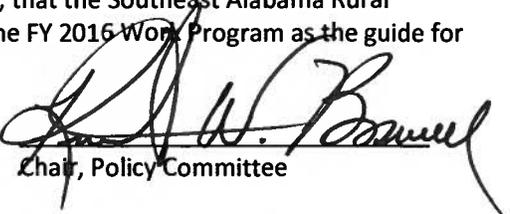
**WHEREAS**, the Southeast Alabama Rural Planning Organization (RPO) was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan transportation planning process in cooperation with the Alabama Department of Transportation for portions or all of Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties in Alabama, as established in 23 USC 134 and 135 (as amended by MAP-21 Sections 1201 and 1202); and

**WHEREAS**, the Rural Planning Organization (RPO) is interested in the continued development of the cooperative non-metropolitan transportation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection of rural transportation needs in the aforementioned counties; and

**WHEREAS**, the Southeast Alabama Regional Planning and Development Commission (SEARPDC), serving as staff to the Rural Planning Organization, has prepared an FY 2016 Work Program outlining the tasks necessary in conducting the non-metropolitan planning process as a cooperative effort with the Alabama Department of Transportation as established in the Notice of Proposed Rulemaking June 13, 2014, and

**WHEREAS**, the Rural Planning Organization (RPO) FY 2016 Work Program has been duly reviewed, discussed, and approved by the RPO; now

**THEREFORE, BE IT RESOLVED**, on this date, September 3, 2015, that the Southeast Alabama Rural Planning Organization (RPO) does hereby adopt and endorse the FY 2016 Work Program as the guide for tasks to be completed for the planning process.

  
Chair, Policy Committee

Attest:



# Table of Contents

Title and Contacts.....	i
RPO Membership.....	ii
Resolution.....	iii
Table of Contents.....	iv
<b>1.0 Introduction</b>	
1.1 Purpose.....	1
1.2 Goals.....	1
1.3 Format.....	1
1.4 Title VI Compliance.....	1
<b>2.0 Tasks</b>	
2.1 Administration and Management.....	2
2.2 Committee Service.....	3
2.3 Data Management.....	4
2.4 Reports.....	5
2.5 Public Involvement.....	6
<b>3.0 Financial Tables for Fiscal Year 2016.....</b>	<b>8</b>

# **Southeast Alabama Rural Planning Organization (RPO) Fiscal Year 2016 Work Program**

## **1.0 Introduction**

### **1.1 Purpose**

The purpose of this document is to describe the work that will be performed by the Southeast Alabama Rural Planning Organization (RPO) in fiscal year 2016. The Rural Planning Organization is a rural transportation planning process in the areas of Southeast Alabama (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston counties) not represented by the Southeast Wiregrass Area Metropolitan Planning Organization. The planning process will be a one-year program sponsored by the Alabama Department of Transportation (ALDOT) and the Southeast Alabama Regional Planning and Development Commission.

### **1.2 Goals**

The goals of the RPO are 1) to effectively manage the rural transportation planning process; 2) to effectively conduct Policy Committee and Technical Coordinating Committee meetings and local public forums; 3) to gather, maintain, and distribute data related to the transportation planning process; 4) to prepare reports for the transportation planning process committees and ALDOT; and 5) to inform the public of the rural transportation planning process and to actively seek public involvement.

### **1.3 Format**

The work program is divided into five tasks. The tasks outline the transportation planning work that will be performed by the staff at the Southeast Alabama Regional Planning and Development Commission over the one-year period (fiscal year 2016). The description of each task includes the objective, proposed work, products, staffing, and schedule.

### **1.4 Title VI Compliance**

The Southeast Alabama Rural Planning Organization is committed to ensuring public participation in the development of all transportation plans and programs. It is the goal of the RPO that the transportation planning process will be accessible, transparent, and inclusive. The RPO is and will be compliant with all Title VI programs, processes, and procedures including, but not limited to, 42 USC 2000d.

## 2.0 Tasks

### 2.1 - Administration and Management

#### Objective

- To effectively manage the rural transportation planning process.

#### Previous Work

- The SEARP&DC managed the transportation planning process in fiscal year 2015.
- The SEARP&DC employees maintained timesheets in fiscal year 2015.
- The SEARP&DC prepared and submitted invoices as required by ALDOT in fiscal year 2015.
- The SEARP&DC prepared monthly progress reports in fiscal year 2015.
- The SEARP&DC prepared semi-annual progress reports in fiscal year 2015.

#### Proposed Work

- The SEARP&DC will manage the transportation planning process.
- The SEARP&DC employees will maintain timesheets.
- The SEARP&DC will prepare and submit invoices as required by ALDOT.
- The SEARP&DC will prepare monthly progress reports.
- The SEARP&DC will prepare semi-annual progress reports.
- The SEARP&DC will attend ALDOT-approved training as needed. Out-of-State travel will be approved by ALDOT.

#### Products

- A well-managed transportation planning process
- Employee timesheets
- Monthly invoice reports
- Monthly progress reports
- Semi-annual progress reports

#### Staffing

- Southeast Alabama Regional Planning and Development Commission

#### Schedule

- Not applicable

#### Financial Responsibility

Funding Source	Amount
SPR	\$10,000
SEARPDC	\$ 2,500
Total	\$12,500

## 2.2 - Committee Service

### Objective

- To effectively conduct Policy Committee & Technical Coordinating Committee meetings.

### Previous Work

- The SEARP&DC developed and maintained Policy Committee and Technical Coordinating Committee mailing lists in fiscal year 2015.
- The SEARP&DC prepared and distributed meeting notices for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.
- The SEARP&DC conducted the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.
- The SEARP&DC prepared minutes for the Policy Committee and Technical Coordinating Committee meetings in fiscal year 2015.

### Proposed Work

- The SEARP&DC will maintain Policy Committee and Technical Coordinating Committee mailing lists.
- The SEARP&DC will prepare and distribute meeting notices for the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will conduct the Policy Committee and Technical Coordinating Committee meetings.
- The SEARP&DC will take minutes at the Policy Committee and Technical Coordinating Committee meetings.

### Products

- Policy Committee and Technical Coordinating Committee mailing lists
- Timely meeting notices
- Well-organized Policy Committee and Technical Coordinating Committee meetings
- Well-written minutes of the Policy Committee and Technical Coordinating Committee Meetings

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Not applicable

### Financial Responsibility

Funding Source	Amount
SPR	\$8,000
SEARPDC	\$2,000
Total	\$10,000

## 2.3 - Data Management

### Objective

- To gather, maintain, and distribute data related to the transportation planning process.

### Previous Work

- The SEARP&DC gathered the necessary data to conduct the committee meetings and produce the transportation planning documents in fiscal year 2015.
- The SEARP&DC maintained the transportation data within database, spreadsheet, and GIS files in fiscal year 2015.
- The SEARP&DC distributed the transportation data as required by the transportation planning process and by request in fiscal year 2015.

### Proposed Work

- The SEARP&DC will gather the necessary data to conduct the committee meetings and produce the transportation planning documents.
- The SEARP&DC will maintain the transportation data within database, spreadsheet, and GIS files.
- The SEARP&DC will locate and distribute traffic accident data by request.
- The SEARP&DC will distribute the transportation data as required by the transportation planning process and by request.

### Products

- An organized method for researching transportation data
- Transportation database, spreadsheet, and GIS files
- Distribution systems and methods for transportation data

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Not applicable

### Financial Responsibility

Funding Source	Amount
SPR	\$14,000
SEARPDC	\$ 3,500
Total	\$17,500

## 2.4 - Reports

### Objective

- To prepare reports for the transportation planning process committees and ALDOT.

### Previous Work

- The SEARP&DC prepared a document that summarized the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared bylaws that govern the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared lists of safety suggestions based on input gathered during the rural transportation planning process in fiscal year 2015.
- The SEARP&DC prepared a work program for fiscal year 2015.
- The SEARP&DC prepared a regional, human services coordinated transportation plan.

### Proposed Work

- The SEARP&DC will maintain and update the document that summarizes the rural transportation planning process.
- The SEARP&DC will maintain the bylaws that will govern the rural transportation planning process.
- The SEARP&DC will prepare a list of safety suggestions based on input gathered during the rural transportation planning process.
- The SEARP&DC will prepare a Draft and Final FY2017 Work Program in the June through August 2016 time period.
- The SEARP&DC will maintain the regional, human services coordinated transportation plan.
- The SEARP&DC will update the Long Range Transportation Needs document.

### Products

- The FY2017 Work Program
- Update to the Long Range Transportation Needs document

### Staffing

- Southeast Alabama Regional Planning and Development Commission

### Schedule

- Draft and Final FY2017 WP in June – August 2016.
- Update to Long Range Transportation Needs document by September 2016

### Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

## **2.5 - Public Involvement**

### Objective

- To inform the public of the rural transportation planning process and to actively seek public involvement.

### Previous Work

- The SEARP&DC conducted semi-annual public hearings in fiscal year 2015 in order to obtain public input on the rural transportation planning process.
- The SEARP&DC prepared and distributed news releases for all rural transportation planning process public hearings in fiscal year 2015.
- The SEARP&DC developed and maintained a sign-in roster of all persons who attended the public hearings/meetings in fiscal year 2015.
- The SEARP&DC prepared and maintained minutes of its rural transportation planning process public hearings/meetings in fiscal year 2015.
- The SEARP&DC distributed news releases for all rural transportation planning process meetings in fiscal year 2015.
- The SEARP&DC maintained a public involvement plan in fiscal year 2015.

### Proposed Work

- The SEARP&DC will maintain a list of public attendance at public hearings.
- The SEARP&DC will prepare and distribute meeting notices of public hearings and/or meetings.
- The SEARP&DC will conduct will conduct public hearings and/or public meetings for public input.
- The SEARP&DC will prepare and maintain minutes of public hearings and/or public meetings.
- The SEARP&DC will distribute news releases for all rural transportation planning process meetings.
- The SEARP&DC will maintain a public involvement plan.
- The SEARP&DC will prepare a record of public involvement document for fiscal year 2016.

### Products

- Maintain a mailing list of public attendance
- Timely meeting notices
- Well-organized public hearings and/or public meetings
- Well-written minutes of the public hearings and/or public meetings
- A news release mailing list
- Local media contacts and special interest groups that are well-notified
- A public involvement plan for the rural transportation planning process
- A record of public involvement

### Staffing

- Southeast Alabama Regional Planning and Development Commission

Schedule

- Not applicable

Financial Responsibility

Funding Source	Amount
SPR	\$4,000
SEARPDC	\$1,000
Total	\$5,000

### 3.0 Financial Tables for Fiscal Year 2016

FY 2016

<u>TASK</u>	<u>SPR</u>	<u>SEARPO</u>	<u>TOTAL</u>
1. Administration and Management	\$ 10,000	\$ 2,500	\$ 12,500
2. Committee Service	\$ 8,000	\$ 2,000	\$ 10,000
3. Data Management	\$ 14,000	\$ 3,500	\$ 17,500
4. Reports	\$ 4,000	\$ 1,000	\$ 5,000
5. Public Involvement	\$ 4,000	\$ 1,000	\$ 5,000
<b>Totals</b>	<b>\$ 40,000</b>	<b>\$10,000</b>	<b>\$ 50,000</b>

Appendix C – RPO Bylaws

**By-Laws**  
**Of the**  
**Southeast Alabama Rural Planning Organization**

**Adopted June 13, 2007**  
**(Amended-March 26, 2008)**

## **PREAMBLE**

The following constitutes the bylaws, procedures, and responsibilities that will serve to establish, organize, and guide the proper functioning of the Southeast Alabama Rural Transportation Planning Process. This organization shall carry out transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

### **Section 1.0: Process Name, Organization Name, and Study Area**

- A.** The name for the ongoing transportation process shall be the Southeast Alabama Rural Transportation Planning Process.
- B.** The name for the organization conducting the Southeast Alabama Rural Transportation Planning Process shall be the Southeast Alabama Rural Planning Organization.
- C.** The study area for the Southeast Alabama Rural Transportation Planning Process shall be the areas of Southeast Alabama not represented by the Southeast Wiregrass Area Metropolitan Planning Organization in the following counties (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston).

### **Section 2.0: The Organizational Structure**

- A.** The organization shall consist of two (2) committees: (1) the Policy Committee, and (2) the Technical Coordinating Committee. The public will have an opportunity to provide comment at public forums which will be conducted at approximate six months intervals within each county jurisdiction.

### **Section 3.0: General Policies**

- A.** All general policies shall apply to both committees and participants of the Southeast Alabama Rural Transportation Planning Process.
- B.** All reports, programs, and plans shall be presented to the Technical Coordinating Committee for its review. The Technical Coordinating Committee shall be afforded sufficient time to comment on drafts prior to action by the Policy Committee. Reports, programs, and plans become official process documents following adoption by resolution by the Policy Committee.
- C.** Both committees shall proceed with their respective duties and responsibilities with proper consideration at all times, for all modes of transportation and associated facilities.
- D.** All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the area.
- E.** Transportation planning activities shall be used to promote efficient development.

**F.** All published data and/or reports shall be made available to the public and agencies.

**Section 4.0: Amendment of Bylaws**

- A.** Any section herein contained may be amended at any meeting of the Policy Committee provided such amendment is delivered to the Chair of the Policy Committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the Policy Committee. It shall be the duty of the Chair of the Policy Committee to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.
- B.** These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Transportation Planning Process Coordinator.

## **POLICY COMMITTEE BYLAWS**

### **Section 5.0: Purpose**

- A.** The purpose of the Policy Committee will be to serve Southeast Alabama as the official decision making body for the Southeast Alabama Rural Transportation Planning Process.

### **Section 5.1: Responsibilities**

- A.** To give overall guidance to the transportation planning process.
- B.** To have overall responsibility for review and approval of all plans and programs which are developed by the process.
- C.** To organize and appoint members of the Technical Coordinating Committee and Sub-Committees as deemed necessary.
- D.** To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Southeast Alabama Rural Transportation Planning Process.
- E.** To take official action on committee recommendations and other matters pertaining to the planning process.
- F.** To adopt transportation goals to guide the Southeast Alabama Rural Transportation Planning Process.
- G.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- H.** To change the designated membership as deemed necessary.
- I.** To insure that citizen participation is achieved in the transportation planning process.

### **Section 5.2: Membership**

- A.** Policy Committee – Voting Members
  1. Representative, Barbour County Commission
  2. Representative, Coffee County Commission
  3. Representative, Covington County Commission
  4. Representative, Dale County Commission
  5. Representative, Geneva County Commission
  6. Representative, Henry County Commission
  7. Representative, Houston County Commission
  8. Representative, Alabama Department of Transportation, 7<sup>th</sup> Division
  9. Executive Director, Southeast Alabama Regional Planning & Development Commission
  10. Representative, Barbour County mayors
  11. Representative, Coffee County mayors
  12. Representative, Covington County mayors

13. Representative, Dale County mayors
14. Representative, Geneva County mayors
15. Representative, Henry County mayors
16. Representative, Houston County mayors
17. Representative, Fort Rucker Garrison Command

**B. Policy Committee – Non-Voting Members**

1. Division Administrator, Federal Highway Administration
2. Transportation Planning Engineer, Alabama Department of Transportation
3. Chair, Technical Coordinating Committee
4. Transportation Planner, Southeast Wiregrass Area Metropolitan Planning Organization

**C. Appointments and Terms**

1. The county commission representatives will be appointed by the county commission every odd year in January
2. The 7<sup>th</sup> Division Engineer (or representative) of the Alabama Department of Transportation, the Fort Rucker Garrison Commander (or representative) and the Executive Director of the Southeast Alabama Regional Planning and Development Commission will serve terms on the committee coinciding with the terms of their respective offices.
3. The mayor representatives will be appointed through communication of the mayors from each respective county the first January after every local municipal election.

**D.** Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

**E.** Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

**F.** The Policy Committee shall appoint additional voting and non-voting members as is deemed essential or necessary.

**Section 5.3: Officers**

**A.** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee and shall be elected public officials.

**B.** The Chair shall be elected by the majority of the members in a duly constituted meeting.

**C.** A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.

- D. Election of officers in subsequent years shall be in the first meeting of each fiscal year
- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee or in any other capacity desired by the committee.

#### **Section 5.4: Meeting Procedure**

- A. The rules of order herein contained shall govern deliberations and meetings of the Policy Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Robert's Rules of Order.
- B. Meetings of the Policy Committee shall be semi-annual.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The five days notice may be waived if a majority of the elected officials concur.
- D. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Policy Committee shall fail.
- E. All meetings of the Policy Committee shall be open to the general public.
- F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.
- G. The Chair may request a mail or FAX vote on issues already presented at previous meetings. This practice will be used only if federal and / or state imposed deadlines are an issue. A mail or FAX vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.
- H. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

#### **Section 5.5: Order of Business**

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.
  - 1. Call to order by Chair
  - 2. Roll Call
  - 3. Approval of minutes of previous meeting
  - 4. Communications from the presiding officer
  - 5. Report of officers and/or committees

6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

## **TECHNICAL COORDINATING COMMITTEE BYLAWS**

### **Section 6.0: Purpose**

- A.** The purpose of the Technical Coordinating Committee is to provide the Policy Committee with technical support and to provide a linkage between planning and implementation.

### **Section 6.1: Responsibilities**

- A.** To recommend technical methods, procedures, and standards to the Policy Committee to further the planning process
- B.** To help coordinate work of operating departments and agencies participating in this process
- C.** To discuss and recommend alternative transportation plans and programs to the Policy Committee
- D.** To comment on and make recommendations regarding draft plans and programs

### **Section 6.2: Membership**

- A.** Voting – by Government, Organization, or Agency

BARBOUR COUNTY  
County Engineer

COFFEE COUNTY  
County Engineer

COVINGTON COUNTY  
County Engineer

DALE COUNTY  
County Engineer

GENEVA COUNTY  
County Engineer

HENRY COUNTY  
County Engineer

HOUSTON COUNTY  
County Engineer

ALABAMA DEPARTMENT OF TRANSPORTATION  
Representative, Bureau of Multimodal Transportation  
PUBLIC WORKS DIRECTOR, CITY OF ENTERPRISE  
PUBLIC WORKS DIRECTOR, CITY OF EUFAULA

PUBLIC WORKS DIRECTOR, CITY OF OZARK  
PLANNER, CITY OF ANDALUSIA  
PLANNER, CITY OF OPP  
DIRECTOR, WIREGRASS TRANSIT AUTHORITY, HOUSTON COUNTY  
DIRECTOR, COVINGTON AREA TRANSIT SYSTEM, COVINGTON COUNTY  
DIRECTOR, EUFAULA-BARBOUR COUNTY TRANSIT SYSTEM, BARBOUR  
COUNTY  
SOUTHERN ALABAMA REGIONAL COUNCIL ON AGING (SARCOA)  
REPRESENTATIVE  
AIRPORT REPRESENTATIVE  
RAILROAD REPRESENTATIVE  
TRUCKING REPRESENTATIVE  
FORT RUCKER REPRESENTATIVE  
SOCIAL SERVICE PROVIDER REPRESENTATIVE  
SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT  
COMMISSION REPRESENTATIVE

**B. Non-Voting – by Government, Organization, or Agency**

ALABAMA DEPARTMENT OF TRANSPORTATION, 7<sup>th</sup> DIVISION  
District 1 Engineer  
District 2 Engineer  
District 3 Engineer  
District 4 Engineer  
District 6 Engineer

**C. The Policy Committee as a whole may appoint additional members.**

**D. Each member of the Technical Coordinating Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.**

**E. Each member of the Technical Coordinating Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization that the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.**

**Section 6.3: Officers**

**A. A Chair will be elected by the committee.**

**B. A Vice-Chair shall be elected by the committee to serve in the Chair's absence.**

**C. The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.**

**D. Election of officers in subsequent years shall be in first meeting of each**

- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee.

#### **Section 6.4: Meeting Procedure**

- A. The rules of order herein contained shall govern deliberations of the Technical Coordinating Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.
- B. Each meeting of the Technical Coordinating Committee shall precede each regularly scheduled meeting of the Policy Committee.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.
- D. All meetings of the Technical Coordinating Committee shall be open to the general public.
- E. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least 3 days prior to the date of the scheduled meeting.
- F. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

#### **Section 6.5: Order of Business**

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.
  1. Call to order by Chair
  2. Roll Call Alabama
  3. Approval of minutes of previous meeting
  4. Communications from the presiding officer
  5. Report of officers and/or committees
  6. Old Business
  7. New Business
  8. Invitation to interested persons wishing to be heard on matters not included in the Agenda
  9. Adjournment

## **LOCAL PUBLIC FORUM BYLAWS**

### **Section 7.0: Purpose**

The purpose of these forums are to serve as the formal means through which active citizen participation is provided to aid and support the Southeast Alabama Rural Transportation Planning Process.

### **Section 7.1: Responsibilities**

The Local Public Forums will have the following responsibilities:

- A.** To review and respond to local transportation plans prepared for the area.
- B.** To assess the local transportation related needs as perceived by area residents.
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process.
- D.** To provide ideas and suggestions for consideration.

### **Section 7.2: Forum Procedure**

- A.** Local public forums will be held in each county (Barbour, Coffee, Covington, Dale, Geneva, Henry and Houston) on a semi-annual basis.
- B.** Meetings shall follow a printed agenda.
- C.** Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- D.** All meetings shall be open to the general public.

## **TRANSPORTATION PLANNING PROCESS COORDINATOR BYLAWS**

### **Section 8.0: Purpose**

The purpose of the coordinator is to ensure that all requirements of the Southeast Alabama Rural Transportation Planning Process are met.

### **Section 8.1: Designation**

The Executive Director of the Southeast Alabama Regional Planning and Development Commission shall be the Transportation Planning Process Coordinator of the Rural Planning Organization. In the absence of the Executive Director, that individual shall designate a staff member to serve as Coordinator.

### **Section 8.2: Duties**

The Coordinator shall have the following specific duties:

- A.** To act as a liaison between the parties of the Southeast Alabama Rural Transportation Planning Process and assist in various phases of the process.
- B.** To coordinate the process through the Policy Committee, Technical Coordinating, and Local Public Forums.
- C.** To arrange meetings, set agenda, and serve as Secretary for the Policy Committee, Technical Coordinating and Local Public Forums.
- D.** To develop a Work Program as required.
- E.** To present suggested changes of the recommended plan to the Rural Planning Organization and others, as appropriate, for their consideration.
- F.** To provide staff and clerical assistance for Rural Planning Organization activities.
- G.** To monitor transportation planning in the Southeast Alabama area and report apparent conflicts to the Policy Committee.

## Appendix D – RPO Membership

# **Southeast Alabama RPO Members**

## **Policy Committee**

### **Voting**

Kenneth Boswell, Coffee County Mayors Representative - **Chair**  
Ken Hamilton, Houston County Mayors Representative  
David Grice, Barbour County Mayors Representative  
Robert Williamson, Covington County Mayors Representative  
Billy Blackwell, Dale County Mayors Representative  
Vacant, Henry County Mayors Representative  
Michael Langford, Geneva County Mayors Representative  
Dean Smith, Coffee County Commission Representative  
Carl Turman, Covington County Commission Representative  
Fred Hamic, Geneva County Commission Representative  
Henry Grimsley, Henry County Commission Representative  
Doug Sinquefield, Houston County Commission Representative  
Vacant, Dale County Commission Representative  
Vacant, Barbour County Commission Representative  
Tom Solomon, Southeast Alabama Regional Planning and Development Representative

### **Non-Voting**

Emmanuel Oranika, ALDOT Seventh Division Representative  
Clint Andrews, Federal Highway Administration Representative  
Reginald Franklin, Southeast Wiregrass Area Metropolitan Planning Organization

## Technical Committee

Derek Brewer, Dale County Engineer – **Chair**  
Darren Capps, Covington County Engineer – **Vice-Chair**  
Patrick McDougald, Barbour County Engineer  
Randy Tindell, Coffee County Engineer  
Justin Barfield, Geneva County Engineer  
Chris Champion, Henry County Engineer  
Barkley Kirkland, Houston County Engineer  
Tim Brannon, City of Eufaula Public Works Director  
Steve Price, City of Ozark Public Works Director  
Michael Walters, City of Enterprise Director of Engineering Services  
Andy Wiggins, City of Andalusia Planning Director  
Jason Bryan, City of Opp Planning Director  
Jed Blackwell, South Alabama Regional Airport Director  
Al Miller, Enterprise Municipal Airport Authority Chairman  
John Sorrell, Wiregrass Transit Authority Director  
Krystal Lee Bonds, Covington Area Transit System Director  
Zaneta Daniels, Eufaula Barbour Transit Authority Director  
Robert Crowder, South Alabama Regional Council on Aging Director  
Steve Turkoski, Dothan Chamber of Commerce Representative  
Scott White, Trucking Representative  
Wiley Brooks, ALDOT Representative  
Ed Dorsey, Vaughn-Blumberg Representative  
Al Townsend, Fort Rucker Garrison Command Representative

### Non-Voting Members

Kenneth Whaley, ALDOT District 1 Engineer  
Patrick Henderson, ALDOT District 2 Engineer  
William Wofford, ALDOT District 3 Engineer  
Mark Graham, ALDOT District 4 Engineer  
Franklin Bowers, ALDOT District 6 Engineer  
Darrell Rigsby, Southeast Alabama RPO Transportation Planner

## Appendix E – RPO Public Involvement Plan

**Public Involvement Plan**

**For the**

**Southeast Alabama Rural  
Planning Organization**

**Adopted**  
**September 25, 2007**  
**(As amended)**

## **Vision Statement**

It is the vision of the Southeast Alabama Rural Planning Organization to have a community that understands the transportation planning process and actively participates in the process.

## **Goals**

**I. Open Process:** It is the goal of the Southeast Alabama Rural Planning Organization to have an open planning process that encourages early and continued public participation.

**II. Information Access:** It is the goal of the Southeast Alabama Rural Planning Organization to provide complete and timely information regarding the plans, programs, procedures, policies, and technical data produced or used during the planning process to interested parties and the general public.

**III. Notice of Activities:** It is the goal of the Southeast Alabama Rural Planning Organization to provide timely and adequate public notice of hearings, meetings, document reviews, and document availability.

**IV. Public Input and Organization Response:** It is the goal of the Southeast Alabama Rural Planning Organization to demonstrate consideration and recognition of public input and to provide appropriate responses to public input.

**V. Inclusive Process:** It is the goal of the Southeast Alabama Rural Planning Organization to encourage participation in the planning process by low-income groups, minorities, persons with disabilities, and the elderly; and to consider the needs of these groups when developing programs and plans.

## **Strategies**

A. The Southeast Alabama Rural Planning Organization will conduct local public forums. The standing committees are the Policy Committee, and the Technical Coordinating Committee.

Goals Addressed: I, II, III, IV, V

B. All meetings of the Southeast Alabama Rural Planning Organization will be open to the public and will provide non-committee members an opportunity to participate in the planning process.

Goals Addressed: I, IV, V

C. The Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings. The notice will include the agenda, date, time, and location of the meeting. The notice will be provided to local media representatives and groups that address the needs of low-income groups, minorities, persons with disabilities, and senior citizens.

Goals Addressed: I, II, III, V

D. Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings to groups that address the needs of persons with disabilities. The notice will include the agenda, date, time, and location of the meeting. The notice will request that interested individuals, who need special accommodations, notify the Southeast Alabama Regional Planning & Development Commission at least 2 days prior to the date of the meeting so necessary arrangements can be made. The Southeast Alabama Rural Planning Organization will follow all of the requirements of the Americans with Disabilities Act.

Goals Addressed: I, II, III, IV, V

E. The Southeast Alabama Rural Planning Organization will consider all legitimate inquiries and comments regarding transportation planning activities. When warranted a written response will be provided.

Goals Addressed: I, IV, V

F. The Southeast Alabama Rural Planning Organization will maintain a record of public involvement. The record will document the public involvement activities of the Southeast Alabama Regional Planning & Development Commission for a 1-year period.

Goals Addressed: I, II, IV

G. The Southeast Alabama Rural Planning Organization will make available to the general public and government agencies all documents and appropriate technical data produced for the transportation planning process.

Goals Addressed: I, II, IV, V

H. The Southeast Alabama Rural Planning Organization will encourage the publication of news articles on the transportation planning process.

Goals Addressed: I, II, III, V

I. The staff of the Southeast Alabama Rural Planning Organization will be available for speaking engagements concerning the transportation planning process.

Goals Addressed: I, II, III, IV, V

J. The Southeast Alabama Rural Planning Organization will make available the Public Involvement Plan and any amendments to the plan. The public will be given opportunity to provide comments related to the plan.

Goals Addressed: I, II, III, IV, V

K. The Southeast Alabama Rural Planning Organization will review the Public Involvement Plan at least every 5 years.

Goals Addressed: I, II, IV

## **Performance Measures**

1. What was the attendance at the local public forums?

Strategy Measured: A

2. How many citizens who were not committee members or transportation agency employees attended standing committee meetings? What was the ratio of citizens to members and employees?

Strategy Measured: B

3. What was the ratio of standing committee meetings to meeting notices provided?

Strategy Measured: C

4. How many standing committee meeting notices were posted in the local newspapers?

Strategy Measured: C

5. Was the mailing list updated annually or more frequently?

Strategy Measured: C, D

6. What was the ratio of requests for special meeting accommodations to special arrangements made?

Strategy Measured: D

7. How many persons with disabilities attended standing committee meetings and the annual training session? What percentage of meeting attendees were persons with disabilities?

Strategy Measured: D

8. How many complaints regarding the transportation planning process were received?

Strategy Measured: E

9. What was the ratio of inquiries or comments to responses?

Strategy Measured: E

10. Was the record of public involvement produced?

Strategy Measured: F

11. How many documents were produced?

Strategy Measured: G

12. How many documents were available on the web site?

Strategy Measured: G

13. How many requests for information were received (in-person, by telephone, and by mail)?

Strategy Measured: G

14. How many documents were distributed?

Strategy Measured: G

15. How many newspaper articles were published on the transportation planning process in the local newspapers?

Strategy Measured: H

16. How many speeches or presentations did the staff provide?

Strategy Measured: I

17. Was the Public Involvement Plan produced / updated?

Strategy Measured: J

18. Did the Southeast Alabama Rural Planning Organization provide opportunity for public comment prior to adopting the Public Involvement Plan or any amendments?

Strategy Measured: J

19. How frequently was the Public Involvement Plan reviewed?

Strategy Measured: K