



Albemarle RPO Board Meetings

Wednesday April 19, 2023 10:00 am via Zoom

<https://us06web.zoom.us/j/84342627706?pwd=VzdHVE1xK1lrZnhhRUFXa1lxL0dTdz09>

Rural Technical Coordinating Committee: Starts at 10:00 AM

- | | |
|--|-------------------------|
| 1. Call to Order | Rhett White, RTCC Chair |
| 2. Roll Call | Rhett White, RTCC Chair |
| 3. Agenda Approval | Rhett White, RTCC Chair |
| 4. Approval/ Adoption of Minutes from January 18, 2023 meeting | Rhett White, RTCC Chair |
| 5. ARPO Mini-grants | |
| Approval | Rhett White, RTCC Chair |
| 6. FY 2023-2024 Planning Work Program | |
| Approval | Rhett White, RTCC Chair |
| 9. Public Comments | Rhett White, RTCC Chair |
| 10. Adjournment | Rhett White, RTCC Chair |

Presentations and updates

NCDOT Division 1
NCDOT Ferry Division
TPD
ARPO

Rural Transportation Advisory Committee: Starts at 10:30 AM

- | | |
|--|---------------------------|
| 1. Call to Order | Lloyd Griffin, RTAC Chair |
| 2. Roll Call | Lloyd Griffin, RTAC Chair |
| 3. Agenda Approval | Lloyd Griffin, RTAC Chair |
| 4. Approval/ Adoption of Minutes from January 18, 2023 meeting | Lloyd Griffin, RTAC Chair |
| 5. ARPO Mini-grants | |
| Approval | Lloyd Griffin, RTAC Chair |
| 6. FY 2022-2023 Planning Work Program | |
| Approval | Lloyd Griffin, RTAC Chair |
| 9. Public Comments | Lloyd Griffin, RTAC Chair |
| 10. Adjournment | Lloyd Griffin, RTAC Chair |

Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting
January 18, 2023
10:00 a.m.

Call to Order

The January 18, 2023 RTCC meeting was held via Zoom. The RTCC Meeting was opened and called to order by RTCC Chairperson Rhett White at 10:05 a.m.

Roll Call

ARPO Director Angela Welsh determined a quorum was met with the following members in attendance: Amber Curling, Camden County; Ike McCree, Currituck County; Shelley Cox, Pasquotank County; Bill Rich, Hyde County; David Clegg, Tyrrell County; Rhett White, Town of Columbia; Melissa Dickerson, Town of Manteo; Wes Haskett, Town of Southern Shores; Joe Heard, Town of Duck; Craig Midgett, NCDOT; Samen Jeffers, NCDOT-TPD.

Agenda Approval

Bill Rich, Hyde County, motioned to approve the agenda as presented. David Clegg, Tyrrell County, seconded the motion. With no further discussion, the motion passed unanimously.

Approval/Adoption of Minutes from April 20, 2022 Meeting

David Clegg, Tyrrell County, motioned to approve the April 20, 2022 Minutes. Shelley Cox, Pasquotank County, seconded the motion. With no further discussion, the motion passed unanimously.

ARPO Legislative Agenda Approval

ARPO Director Welsh discussed the ARPO Legislative agenda.

Wes Haskett, Town of Southern Shores, motioned to adopt the ARPO Legislative agenda as presented. Bill Rich, Hyde County, seconded the motion. With no further discussion, the motion passed unanimously.

FY 2023-2024 Planning Work Program Tentative Approval

ARPO Director Welsh discussed the FY 2023-2024 Planning Work Program.

Joe Heard, Town of Duck, motioned to tentatively approve the FY 2023-2024 Planning Work Program. Shelley Cox, Pasquotank County, seconded the motion. With no further discussion, the motion carried unanimously.

Dare County NCDOT-IMD Feasibility Study Grant Resolution Approval

Wally Overman, RTAC Dare County member, discussed the Dare County request for grant funds for an NCDOT-IMD feasibility study for a bike/walk path along Airport Road.

Bill Rich, Hyde County, motioned to approve the Dare County's feasibility study grant resolution. Joe Heard, Town of Duck, seconded the motion. With no further discussion, the motion carried unanimously.

Town of Duck NCDOT-IMD Feasibility Study Grant Resolution Approval

Joe Heard, Town of Duck, discussed the NCDOT-IMD feasibility study grant funding request for the Town of Duck that would fund a feasibility study for about a 1-mile multi use path down the west side of NC-12.

Wes Haskett, Town of Southern Shores, motioned to approve the Town of Duck's feasibility study grant resolution. Bill Rich, Hyde County, seconded the motion. With no further discussion, the motion carried unanimously.

Public Comment

None.

Adjournment

Chairperson White adjourned the meeting at 10:26 a.m.

Presentations

NCDOT Update:

Craig Midgett and Barry Hobbs provided a NCDOT update.

Ferry Update:

Jed Dixon provided a Ferry update.

TPD Update:

Samen Jeffers provided an update for the Transportation Planning Division.

Minutes of the Rural Technical Advisory Committee (RTAC) Meeting

January 18, 2023

11:00 a.m.

Call to Order

The January 18, 2023 RTAC meeting was held via Zoom. The RTAC Meeting was opened and called to order by RTAC Chairperson Lloyd Griffin at 10:45 a.m.

Roll Call

ARPO Director Welsh determined a quorum was met with the following member in attendance: Ross Munro, Camden County; Wally Overman, Dare County; Larry McLaughlin, Chowan County; Bob White, Currituck County; Lloyd Griffin III, Pasquotank County; Carol Phelps, Washington County.

Other RTAC members present: Sandra Anderson, Town of Hertford; Paula Sherlock, Town of Southern Shores;

ARPO Director Welsh introduced the new members to the board.

Agenda Approval

Ross Munro, Camden County, motioned to approve the agenda as presented. Carol Phelps, Washington County, seconded the motion. With no further discussion, the motion passed unanimously.

Approval/Adoption of Minutes from April 20, 2022 Meeting

Wally Overman, Dare County, motioned to approve the April 20, 2022 Minutes with the correction of his name on page 2. Ross Munro, Camden County, seconded the motion. With no further discussion, the motion carried unanimously.

ARPO Legislative Agenda Approval

ARPO Director Welsh discussed the ARPO Legislative agenda.

Ross Munro, Camden County, motioned to approve the ARPO Legislative agenda as presented. Wally Overman, Dare County, seconded the motion. With no further discussion, the motion passed unanimously.

FY 2023-2024 Planning Work Program Tentative Approval

ARPO Director Welsh discussed the FY 2023-2024 Planning Work Program.

Wally Overman, Dare County, motioned to approve the FY 2023-2024 Planning Work Program. Ross Munro, Camden County, seconded the motion. With no further discussion, the motion carried unanimously.

Dare County and Town of Duck NCDOT-IMD Feasibility Study Grant Resolution Approval

Ross Munro, Camden County, motioned to approve both Dare County and Town of Duck's NCDOT-IMD feasibility study grant resolution. Carol Phelps, Washington County, seconded the motion. With no further discussion, the motion carried unanimously.

Public Comment

None.

Adjournment

Chairperson Griffin adjourned the meeting at 11:11 a.m.

Respectfully Submitted,

Ashley Stallings
Albemarle Commission

For

Angela Welsh, Secretary
ARPO Director



Agenda Item No. 5

Item Title: Mini-grant application

Item Summary: The ARPO recently offered a mini grant opportunity to member counties and municipalities as we have done for the past seven years. The purpose of the mini grant is to enable local governments, within the ARPO jurisdiction, to pay for the printing and purchase of local bicycle and/or pedestrian maps and bicycle and/or pedestrian safety materials such as posters, pamphlets and handouts in support of local bicycle and pedestrian safety efforts as well as in support of The Albemarle Regional Bicycle Plan. The Albemarle RPO has \$12,963.00 available for the mini grant out of the RPO special projects line item.

Specific action requested: Consideration and approval of grant applications

Number of attachments: 3

We received three applications for grant funding totaling \$8712.94.00. There are enough funds to cover all three requests.

The Town of Duck is seeking \$4,348.00 to produce and distribute 20,000 copies of a brochure which will feature maps of their multi-use path, their Soundside Boardwalk, sidewalks, bike lanes, and other pedestrian/bicycle facilities throughout the Town. Information about Town events and other safety advice will also be included on the maps.

The Town of Manteo is seeking \$3,014.94 for the printing and folding of their revised and updated walking and bicycling map. Some revisions to the map include identifying new restroom locations and replacing and adding website links and other helpful resources.

The Town of Kitty Hawk is seeking \$1,350.00 to update their walking and bicycling brochure.

Attachments:

- Town of Duck brochure
- Town of Manteo brochure
- Town of Kitty Hawk application

TOWN PARK, BOARDWALK, DUCK TRAIL

THE DUCK TOWN PARK features 11 acres of natural beauty including trails through the maritime forest and willow swamp, open green space, soundside views and access to the Duck Boardwalk. Park amenities include an amphitheater, public kayak/canoe launch, playground, dog-friendly water fountain, picnic shelter and Town Green.

THE DUCK BOARDWALK can be accessed from the park and other locations throughout the Village. It extends nearly a mile along the Currituck Sound. Enjoy beautiful views, a variety of wildlife, visit our unique retail establishments and restaurants, or just enjoy the serenity.

Please enjoy the town park and boardwalk responsibly.

THE DUCK TRAIL is a six-mile long, multi-use path that traverses the entire length of town. The Trail is primarily located on the east side of Duck Road (ocean side). Through the commercial village of Duck, the trail divides into side-walks and dedicated bike lanes on both sides of Duck Road.

PARK & BOARDWALK OPERATING HOURS
Boardwalk: Dawn until 1:00 a.m.
Park: Dawn until dusk.

BOARDWALK AND PARK RULES

- Bicycles must be walked or left at bicycle racks.
- Skateboards, roller blades, and motorized vehicles are prohibited.
- Pets must be on a leash. Owners must clean up after their pet. Dogs are required to be vaccinated for rabies, & collared with proper identification.
- Smoking is not permitted.
- Fish and crab in designated areas only. A North Carolina fishing license is required.
- Entering the Currituck Sound from the shoreline, boardwalk, or pier that is not related to the launching, docking, or rescuing of authorized watercraft, is prohibited.
- Watercraft may be tied to the public boat slips for short-term use, not to exceed four hours.
- The launch area in the park is for canoes, kayaks, and stand up paddleboards only.
- Chasing, feeding, or otherwise harassing wildlife in the park and along the boardwalk is prohibited.
- Open fires or the use of grills or cooking devices is prohibited.

PERSONAL WATERCRAFT

Watercraft may be used in the sound between 9:00 a.m. and 6:00 p.m., and must be at least 900 feet from the shore. There are no public motorized boat ramps in Duck. Ocean beach launching is prohibited.



1200 Duck Road, P.O. Box 8369, Duck, NC 27949
Office Hours: 9:00 a.m. – 5:00 p.m. Monday – Friday
Town Hall: 252-255-1234
Police Department: 252-261-1112
Fire Department: 252-261-3929
24-Hour Dare Central Dispatch
Non-Emergency: 252-473-3444
Emergencies: Dial 911
info@townofduck.com • townofduck.com



EVENTS

THE DUCK TOWN PARK IS ALIVE WITH ACTIVITY THIS SUMMER!

ON THE GREEN

Fitness • Concerts • Movies

IN THE AMPHITHEATER

Variety Shows • Edutainment
OBXtreme Magic Show

AROUND THE PARK

Chalk Art • Story time
4th of July Celebration

Find all the details on the 2023
4th of July on our website.



Each year, we look forward to seeing our residents and visitors enjoy the Duck Town Park at our FREE family friendly events. Whether you want to get up and move, watch and learn, or move to the beat, you will find it all in Duck. Events take place all year either on the Town Green or in the Duck Amphitheater and are free to everyone thanks to the generous support of our event sponsors.



For information about the events and full details, check out the event calendar at: www.townofduck.com/events

DUCK JAZZ FESTIVAL 2023

THE DUCK JAZZ FESTIVAL brings high quality jazz performers from around the nation to the Town of Duck for this annual special event held over Columbus Day weekend. The public is invited to attend this free, non-ticketed festival taking place at the Duck Town Park October 7-8 in 2023. Events are being planned at the Duck Town Park and at individual businesses throughout Duck Village.

Follow us at duckjazz.com and on social media to find updates on the festival and associated activities.



NEW! Memory Lane

The Town of Duck holds a special place in the hearts of many. Families and friends gather here to celebrate reunions, weddings, anniversaries, and more! What better way to keep those memories alive than to purchase of a brick to be placed on Memory Lane in the Town Park? There is no limit to the number of bricks that can be purchased. Bricks will be placed in the Town Park between the Paul F. Keller Meeting Hall and Amphitheater entrance.

Details can be found at townofduck.com/memorylane

THROUGHOUT TOWN

FIRE SAFETY: *BEACH FIRES, FIREWORKS, AND BONFIRES ARE NOT PERMITTED.* Grilling on decks or near vegetation is highly discouraged. Properly maintain grills and ensure charcoal ashes are cool before disposal. The use of all fireworks (including sparklers) is prohibited and punishable by a fine and mandatory court appearance.

HURRICANE PREPAREDNESS: The Atlantic Hurricane Season is from June 1 to November 30. Be prepared: know the evacuation route; ensure your vehicle is fueled and if you're a visitor and an evacuation is ordered, take all of your belongings as there is no way to predict when re-entry will be allowed.

Check the town's website and social media page as well as other local media for weather and evacuation information. For more emergency preparedness tips visit townofduck.com.

OCEAN/SOUND ACCESS: There are no municipally owned beach accesses or soundside beaches in Duck. The Town provides sound access in the Town Park for launching kayaks and canoes, and at the day-use boat piers located at the north and south ends of the boardwalk. When staying in Duck, there are community accesses in most of the subdivisions. Please ask your rental agent or property manager for the closest appropriate access for your rental home. Street-side parking is prohibited on state roads and most private roads in Duck.

TRASH: Curbside pick-up is offered for both:

Solid Waste: Monday & Friday from May 1 to September 30;
Mondays, October 1 to April 30.

Recycling: Every Monday from May 1 to October 31;
first & third Mondays November 1 to April 30.

Roll out bins by 5:00 a.m. and roll back by midnight on the day of pick-up. Trash left outside of containers will not be picked up. Report missed collections to 252-255-1234 prior to 10 a.m.

GOLF CARTS shouldn't be confused with *Low-Speed Vehicles* (LSV), which are licensed, registered, and may operate on streets where the posted speed limit is 35mph or less – including NC 12. Golf carts may only operate on side streets within the Town and only cross Duck Road/NC 12 at a right angle for travel to and from the beach.

STAY SAFE IN DUCK

BICYCLE SAFETY TIPS



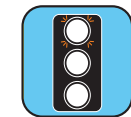
Ride With Traffic



Wear A Helmet



Be Bright At Night



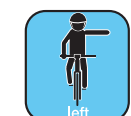
Obey Traffic Signals and Signs



Look Before Entering Traffic and Changing Lanes



Use Hand Signals-Remember to signal with the left arm.



left



right



All tips provided by WatchForMeNC.org

Confident cyclists should use the bike lane.

PEDESTRIAN SAFETY TIPS



Be Bright At Night



Watch For Turning Cars



Walk Facing Traffic



Make Eye Contact With Drivers Before Crossing



Pull the Plug and Pay Attention



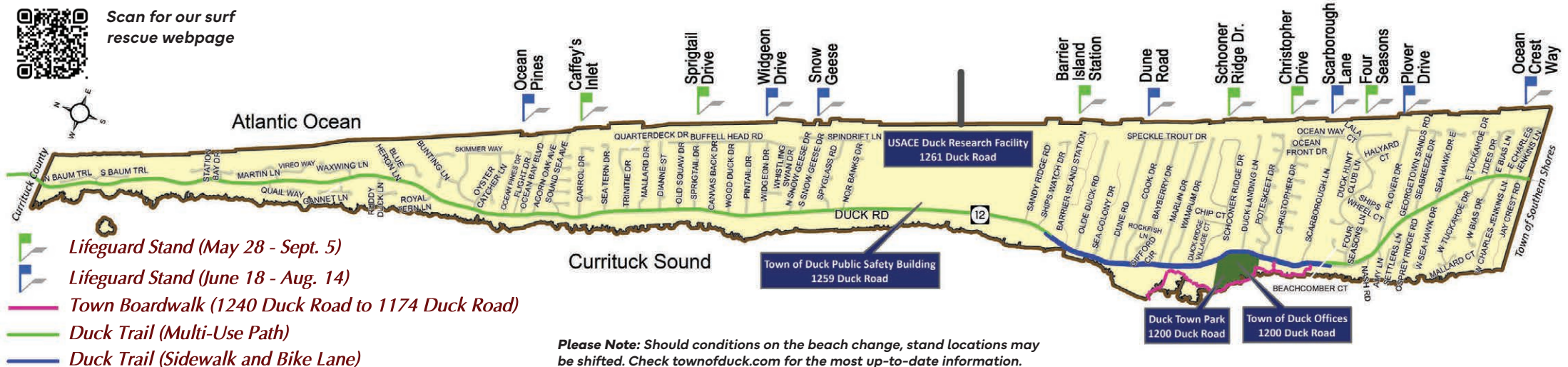
Be Careful in Parking Lots

BEACH RULES

- Red flags mean ocean conditions are unsafe for all swimmers.
- Conditions can change quickly-no flag does not mean no risk.
- Know your limits and ask a lifeguard if you're unsure.
- Never swim alone.
- Do not use flotation devices as a substitute for swimming ability.
- Call 911 if you see a swimmer in distress. Don't become a second victim.
- Keep at least 15' between dunes and tents and around lifeguard stands.

- Do not tie tents together; Keep 10' apart. Maximum tent size is 12'x12'.
- Unattended personal items left between 5 p.m. and 8 a.m. will be removed as litter.
- Pets are welcome under the control of the owner. Please pick up after your pet.
- Use walkways and designated beach accesses.
- Monitor and refill all beach holes.
- Fireworks and bonfires are not permitted.
- Leave no trace. Help keep our beaches beautiful by removing litter.

Text "OBXBeachConditions" to 77295 for alerts from Outer Banks lifeguards.



Please Note: Should conditions on the beach change, stand locations may be shifted. Check townofduck.com for the most up-to-date information.



Albemarle Rural Planning Organization Mini Grant Program

Albemarle Rural Planning Organization:

The mission of the Albemarle Rural Planning Organization, also known as the ARPO, is to serve as an intergovernmental organization of local and State officials for the purpose of developing long-range local and regional multi-modal transportation plans and securing needed transportation improvements for the Albemarle region.

Description of the Mini Grant:

The primary purpose of the Mini Grant Program is to enable local governments, within the ARPO jurisdiction, to pay for the updating, printing and purchase of local bicycle and/or pedestrian maps and bicycle and/or pedestrian safety materials such as posters, pamphlets and handouts in support of local bicycle and pedestrian safety efforts as well as in support of The Albemarle Regional Bicycle Plan.

Eligibility:

The applying organization must be a local government located within ARPO jurisdiction (Camden, Currituck, Pasquotank, Perquimans, Chowan Hyde, Dare, Gates, Washington or Tyrrell counties)

Applications will be accepted March 17, 2023- April 7, 2023

Allowable expenses shall include the following: The updating, printing and/or purchasing of local bicycle and/or pedestrian maps and bicycle and/or pedestrian informational and safety materials such as posters, pamphlets and handouts in support of local bicycle and pedestrian informational and safety efforts as well as The Albemarle Regional Bicycle Plan.

Non-allowable expenses include, but are not limited to, the following: Bicycles, Bicycle helmets, keychains, pencils, stickers, water bottles, or debts incurred prior to the grant request.

Grant funds to update local bicycle and/or pedestrian maps will be limited to 50% of all available funds for the grant program.

Grant funds cannot be transferred or assigned to a third party.

There is no match requirement for the mini grant funds and the Albemarle RPO must purchase the materials directly for the grant recipient. **Awarded Grant funds to purchase materials must be used by June 1, 2023.**

One original signed copy of the application along with one copy of the informational and/or safety material handouts to be purchased. If requesting funds for posters or pamphlets, please forward a pdf copy of the proposal by email to awelsh@accog.org

In April of 2023, all proposals, which meet the guidelines, will be forwarded to the ARPO Rural Technical Coordinating Committee (RTCC) for review and recommendation to the Rural Technical Advisory Committee (RTAC).

The applying organization will be notified no later than April 25, 2023 regarding acceptance or rejection of the mini grant.



Mini Grant Application

1. Applying Organization: Town of Kitty Hawk
2. Contact Person: Melody C Clopton
3. Mailing Address: PO Box 549 Kitty Hawk NC 27949
4. Phone 252-261-3552 Fax 252-261-7900
5. Email: mclopton@kittyhawktown.net
6. Amount of Grant Requested: \$1,350
 - a. List the requested expenses and amounts that will be covered by this grant
 - i. Brochure Design Update Amount \$ 750.00
 - ii. Brochure Printing Amount \$ 600.00
 - iii. _____ Amount \$ _____
 - iv. _____ Amount \$ _____
 - v. _____ Amount \$ _____

Description of purpose, needs assessment and intended results of purchased materials. Attach additional sheets if necessary.

The Town has a Recreation Committee made up of citizen volunteers. One of the main goals of the Recreation Committee is to identify and promote recreational opportunities. Currently the Town has an outdated brochure that does not include all of the paths within the Town; nor does it designate which paths are appropriate for cycling. The Recreation Committee would like to have this brochure updated and printed so that it can be distributed at the local visitors bureau, at Town facilities and parks. This new design would also be available digitally on the Town's website and include a QR Code to enhance digital promotion.

Return completed application to:

Angela Welsh

Albemarle RPO Planning Director

PO Box 646

Hertford, NC 27944

Or via email at awelsh@accog.org



Agenda Item No. 6

Number of attachments: 3

Item Title: FY 23-24 Planning Work Program (PWP)

Item Summary: The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks.

Specific action requested: Review and approval of the FY 23-24 ARPO PWP

The attached Documents explain the various tasks ARPO Staff will complete for FY 23-24. The Planning Work Program must be approved by the RTAC and submitted to the Transportation Planning Division by May 16, 2023.

The ARPO PWP for FY 23-24 will include the following major projects:

1. Prioritization 7.0

The PWP shows an Indirect cost of \$28,506. This is the same Indirect cost charged to the RPO program for FY 22-23. The Albemarle Commission has not determined their Indirect rate for FY 23-24 so we are basing it on their FY 22-23 Indirect rate of 26%.

This item was tentatively approved at your January 18, 2023 meeting.

Attachments:

- Planning Work Program overview
- Planning Work program Expense report and narrative
- Indirect cost allocation



ARPO FY 23-24 Planning Work Program (PWP)

Summary

The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

I. - Data Collection and Assessment

During FY 23-24, ARPO staff will continue to monitor compliance with the Title VI program, maintain socioeconomic and demographic data for member counties, and participate in ICPTA TAB Board meetings. The ARPO will also continue to collect ADT maps as well as attend required transit workshops and/or meetings. We will also continue to offer the transposition related mini-grants to our member counties and municipalities.

II. - Transportation Planning

Comprehensive Transportation Plans (CTP) have been drafted and adopted for all ten of the ARPO's member counties. Funds were left in this category in case a member county would like to complete an amendment to their CTP or draft a new CTP.

ARPO Staff will continue attending required SPOT training and carryout all steps required in the ARPO's Local Input Methodology. Information for Prioritization 7.0 will be posted to the ARPO website, SPOT project scores will be reviewed with Division 1, local input methodology scores will be calculated for Regional Impact and Division Needs, and local input points will be entered into SPOT Online.

ARPO staff will review the Draft STIP with Division 1 and report out STIP funded projects to the RTCC and RTAC. ARPO Staff will also attend required merger team meetings and any local government and/or public meeting for projects in the merger process. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

The ARPO Director is the Legislative Liaison to the NCARPO, the Bicycle and Pedestrian Liaison to the NCARPO, a member of the Administrative Documents committee, and a member of the Local Input Methodology review committee and will continue her work on them during FY 23-24. Staff will also continue to provide updates to the RTCC and RTAC Boards on transportation related legislation. Staff will also continue to attend all transportation related meetings such as: US17/64 meetings, Southern Albemarle Association meetings, the NCDOT Great Trails Plan and the State non-motorized plan. The ARPO Director will also continue to attend all NCARPO quarterly meetings in FY 23-24 as it is a requirement of funding.

III. – Administration of Transportation Planning and Policies

As a requirement of funding, the ARPO Director will prepare the PWP for FY 23-24, prepare quarterly invoice and progress reports for FY 23-24, coordinate RTAC Ethics requirements, update the ARPO Facebook page and web page on a regular basis, prepare and distribute meeting agendas, draft meeting minutes, and continue to respond to member requests. The ARPO Director will also continue to work with the State Ethics office regarding RTAC member Ethics forms, and provide weekly updates regarding transportation related news in our region

IV. – Direct Costs

These are regular costs for administration of the RPO program not covered in Indirect costs. These include, computer equipment, printer cartridges, printers, and other office supplies not covered under Indirect charges. Direct costs also include advertising, mileage, hotel, and meal costs and registration and training costs for the RPO Director.

V. – Indirect Costs

These costs include a portion of the Albemarle Commission Executive Directors salary, Finance Director salary and Program Coordinator salary, workman's compensation, unemployment insurance, contracted services for IT, finance and legal, general office supplies, rent for facilities, meeting room equipment, and staff development programs. FY 24 Indirect is based on the Indirect rate for FY 23 which was 26%.

FY 2024 (July 1, 2023-June 30, 2024)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
Albamarle RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL	State	FEDERAL	TOTAL
		20%	0%	80%	
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 5,000	\$ -	\$ 20,000	\$ 25,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP)	\$ 800	\$ -	\$ 3,200	\$ 4,000
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 5,600	\$ -	\$ 22,400	\$ 28,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 1,800	\$ -	\$ 7,200	\$ 9,000
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 5,360	\$ -	\$ 21,440	\$ 26,800
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 5,800	\$ -	\$ 23,200	\$ 29,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 900	\$ -	\$ 3,600	\$ 4,500
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 20	\$ -	\$ 80	\$ 100
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 200	\$ -	\$ 800	\$ 1,000
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 5	\$ -	\$ 20	\$ 25
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING	\$ 120	\$ -	\$ 480	\$ 600
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 600	\$ -	\$ 2,400	\$ 3,000
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 5,701	\$ -	\$ 22,805	\$ 28,506
V-1.1	Incurred Indirect Costs				
RPO PROGRAM TOTAL		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

TASK CODE	WORK CATEGORY	SPR PROGRAM FUNDS			
		LOCAL	STATE	FEDERAL	TOTAL
		5%	15%	80%	100%
VI. SPECIAL STATE PLANNING & RESEARCH FUNDS					
VI-1	SPECIAL SPR ALLOCATION	\$ -	\$ -	\$ -	\$ -
VI-1.1	If applicable, insert name of SPR Special Project here				
SPECIAL SPR TOTAL		\$ -	\$ -	\$ -	\$ -
PWP TOTAL		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

Approved by the TAC on: _____ 20__

Signature, TAC Chairman

Signature, RPO Secretary

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 25,000		\$ 25,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 28,000		\$ 28,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 26,800		\$ 26,800
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 29,000		\$ 29,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 4,500		\$ 4,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 3,000		\$ 3,000
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 25,000		\$ 25,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 28,000		\$ 28,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 26,800		\$ 26,800
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 29,000		\$ 29,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 4,500		\$ 4,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 3,000		\$ 3,000
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 25,000		\$ 25,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 28,000		\$ 28,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 26,800		\$ 26,800
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 29,000		\$ 29,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 4,500		\$ 4,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 3,000		\$ 3,000
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 25,000		\$ 25,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 28,000		\$ 28,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 26,800		\$ 26,800
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 29,000		\$ 29,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 4,500		\$ 4,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 3,000		\$ 3,000
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531



ORGANIZATIONAL / PROGRAM COSTS COVERED BY THE INDIRECT COST ALLOCATION PLAN

The Indirect Fund provides support to all programs based on the approved cost allocation plan. Included in the Indirect Budget are the following items:

- ❖ Salary & benefits for the Executive Director (70%), salary & benefits for the Finance Officer (80%), and salary & benefits for the Administrative and Benefits Coordinator (100%)
- ❖ Travel and training expenses for the Executive Director, the Finance Officer and the Administrative and Benefits Coordinator
- ❖ Workers Compensation for all programs; except for the Workforce Development Work Experience employees, as they must be covered under a separate workers compensation policy.
- ❖ Unemployment Insurance for all programs
- ❖ All contracted services for Audit Services, Information Technology, Finance, and Legal Services
- ❖ All-In-One inclusive machine rental for the copier, scanner, fax, and printer that will allow for password protected folders and mass printing for general office use. This is an all-inclusive contract (includes ink and drum replacement), separate from the individual department copiers.
- ❖ General Office Supplies that are not program specific including but not limited to: copy paper, note pads, paper clips, staples, pens and pencils, and water cooler rental
- ❖ Rent for the facilities.
- ❖ Creation of a staff development program which will include, but not be limited to, a Wellness Program, General Employee Development in the form of staff meetings for program discussion and education, technology training, state policy changes, commission policy changes, and program and commission updates.
- ❖ Office Equipment, Furniture and Technology Replacement, including any computer replacements, for general office use, as well as upgrades to the meeting/training room, including tables and chairs.
- ❖ Board Stipend and Expenses for monthly meetings of \$50 per meeting attended, mileage to attend the meetings, any training and conferences attended by Board members on behalf of the Commission
- ❖ Annual Meeting Expenses
- ❖ Printing and advertising services for the Commission's annual report, budget, and orientation materials, as well as Commission brochures
- ❖ Special Projects: Update of the Albemarle Commission's Website and Branding, projects as indicated by the Board of Delegates

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

