

EASTERN SHORE MPO
BALDWIN COUNTY SATELLITE COURTHOUSE
1100 FAIRHOPE AVENUE
FAIRHOPE, ALABAMA 36532
TELEPHONE: (251) 990-4640 (251)-990-4643
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WWW.EASTERNSHOREMPO.ORG

COMBINED MEETING AGENDA

Policy Board Work Session:	Wednesday, July 10, 2019; 10:00 AM Baldwin County Satellite Courthouse (Fairhope) 1100 Fairhope Ave. Fairhope, AL 36532
Bike/Pedestrian Advisory Committee:	Tuesday, July 16, 2019; 9:00 AM Town of Loxley Civic Center 4198 Municipal Park Drive Loxley, AL 36551
Citizens Advisory Committee:	Tuesday, July 16, 2019; 1:00 PM Town of Loxley Civic Center 4198 Municipal Park Drive Loxley, AL 36551
Technical Advisory Committee:	Wednesday, July 17, 2019; 10:00 AM Town of Loxley Civic Center 4198 Municipal Park Drive Loxley, AL 36551
Policy Board:	Wednesday, July 24, 2019; 10:00 AM Town of Loxley Civic Center 4198 Municipal Park Drive Loxley, AL 36551

CALL TO ORDER/INVOCATION/PLEDGE

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

NEW BUSINESS

- 1. Action** – Adopting the FY 2020 Continuity of Operations Plan (COOP) (**All**)
- 2. Action** – Adopting the Draft FY 2020 Unified Planning Work Program (UPWP) (**All**)

3. **Action** – Adopting the FY 2020 Cost Allocation Plan (CAP) (**All**)
4. **Action** – Selection of Consultant for the 2045 Long Range Transportation Plan (**All**)
5. **Action** – Authorizing Additional 5307 Funds to City of Fairhope (**All**)
6. **Action** – Adopting the Draft FY20-23 Transportation Improvement Program (TIP) (**All**)
7. **Action** – Amending the Bylaws (**All**)
 - Adding BCBE Director of Transportation
8. **Action** – State Amendments to the Transportation Improvement Program (TIP) (**All**)
 - Intersection Improvements at US 90, US 31 and Spanish Main Street
9. **Informational** – MPO Coordinator’s Report (**All**)
 - ALDOT Project Update
 - Adaptive Signal
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
 - Call for Projects – Planning Funds
 - BRATS Letter of Support
 - MPO 101 Seminar
 - Visionary List
 - MPO Funds
 - Grants
 - Planning and Development Update

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, October 9, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, October 15, 2019; 9:00 AM; Daphne City Hall
- **CAC Meeting:** Tuesday, October 15, 2019; 1:00 PM; Daphne City Hall
- **TAC Meeting:** Wednesday, October 16, 2019; 10:00 AM; Daphne City Hall
- **Policy Board Meeting:** Wednesday, October 23, 2019; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:**
- **Members of the Press:**
- **Board/Committee Members:**

ADJOURNMENT (All)

APPROVAL OF MINUTES
APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETINGS

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

- Approval of Meeting Minutes:
- Bicycle and Pedestrian Advisory Committee (BPAC)
 - Citizens Advisory Committee (CAC)
 - Technical Advisory Committee (TAC)
 - Policy Board

ATTACHMENT(S)

- 1.) April BPAC Meeting Minutes
- 2.) January CAC Meeting Minutes
- 3.) April TAC Meeting Minutes
- 4.) April Policy Board Meeting Minutes

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)
SPANISH FORT, ALABAMA
APRIL 16, 2019
9:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Jeff Hudson called the meeting to order at 9:06 A.M.
- Invocation was said by Ms. Kathie LaRose.
- Pledge was led by Mrs. Katie Bolton.

ROLL CALL

Mrs. Sarah Sislak, MPO Coordinator, called the roll.

- **Members present:** Mr. Jeff Hudson, City of Fairhope; Mrs. Katie Bolton, City of Fairhope; Mr. Payton Rogers, City of Daphne; Mr. Jeff Sheldon, City of Spanish Fort; Ms. Kathie LaRose, City of Spanish Fort; Dewane Hayes, Baldwin County; Raymond Lovell, Town of Loxley; Mr. Mark Wetzel, City of Daphne; Mr. David Ringler, City of Daphne.
- **Members absent:** Ms. Molly Peterson, City of Fairhope; Mr. David Wells, City of Fairhope; Mr. Phil Wilbourn, City of Daphne; Mrs. Karen Dees, Baldwin County; Mr. Mike Henriksen, Baldwin County; Ms. Gayle Yongue, Baldwin County.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician

APPROVAL OF MINUTES

MOTION: By Ms. LaRose to approve the January 2019 minutes. The motion was seconded by Mrs. Bolton.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Adding Projects to the Visionary List (**All**)

Mrs. Sislak stated that the first action is to add projects to the Visionary List of the Long-Range Transportation Plan. She reminded the committee by adding a project does not commit funding through the MPO or any other source:

- Resurfacing of the pedestrian path at Municipal Park
 - Engineers Estimated Cost: TBD
- Resurfacing of the parking lot at Municipal Park
 - Engineers Estimated Cost: TBD

- New Road Construction of Neal Road from SR 59 to private drive
 - Engineers Estimated Cost: \$239,050

MOTION: By Mrs. Bolton to add the following projects to the Visionary List. The motion was seconded by Mr. Raymond Lovell.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Sislak explained that the State had requested projects to be included in the TIP. She reminded the committee that no MPO dollars are involved in the following projects:

Increase in Engineers Estimate:

- Project: 100066184 (FM) Federal aid number: NH 0042 (534) County: BALDWIN. Project Description: RESURFACING SR-42 (US-98) FROM D'OLIVE CREEK TO JUST NORTH OF SR-104. Target Start Date: 5/28/2021; Old Engineers Estimate: \$2,564,760.00 New Engineers Estimate: \$3,326,338.00
- Project: 100062416 (CN) Federal aid number: DPI I010 I-10. Project Description: I-10 BAYWAY FROM MOBILE COUNTY LINE TO EAST OF EASTERN SHORE INTERCHANGE (EXIT 35) SR-16 (US-90). Target Start Date: 7/31/2020; Old Engineers Estimate: \$806,000,000 New Engineers Estimate: \$814,060,000

MOTION: By Mrs. Bolton to add the state requested amendments to the TIP. The motion was seconded by Mr. Lovell.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – Authorizing the Use of MPO Planning Funds (All)

Mrs. Sislak explained that the City of Fairhope is requesting the use of MPO Planning Funds to develop a Complete Streets Policy Guide.

Total Cost: \$35,000
 MPO: \$28,000
 Fairhope: \$7,000

MOTION: By Mr. Lovell to approve the use of MPO Planning Funds for the City of Fairhope Complete Streets Policy Guide. The motion was seconded by Mrs. Bolton.

- Discussion: The committee agreed that this is a great planning guide for the City of Fairhope.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

4. Action – Authorizing MPO Staff to Publish RFP (All)

MPO Staff is requesting authorization to publish an RFP to assist with the development of the 2045 Long Range Transportation Plan.

MOTION: By Mr. Lovell to authorize MPO staff to publish RFP for the 2045 LRTP. The motion was seconded by Mr. Mark Wetzel.

- Discussion: The committee was interested in the Scope of Work the LRTP update and how much money it would cost. Mrs. Sislak responded that we would not know the consultant's cost until we received the RFP responses and she would send the Scope of Work via email.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

5. Informational – MPO Coordinator's Report (All)

- Project Update
 - Project Update
 - Adaptive Signal
 - Fairhope Transit Hub
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
 - Amending the Bylaws
 - TIP Update
 - ATRIP 2, INFRA, TAP
 - Adaptive Signal Complaint Form
 - Gas Tax
 - Proxy Reminder (Policy Board)
 - Planning and Development – Mrs. Katrina Taylor gave an update on the developments and building permits per government for the first quarter of 2019 (calendar year) approved preliminary plats, final plats and building permits for single and multi- residential dwellings in the Metropolitan Planning Area.

OTHER DISCUSSION:

The advisory committee had positive feedback from the US 98 Adaptive Signal System. They had concerns regarding the widening of I-10 and hoped it would go to the Bucee's exit. Mr. David Ringer informed staff that he could be called in at the July meeting to form a quorum.

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 10, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)

- **BPAC Meeting:** Tuesday, July 16, 2019; 9:00 AM; Town of Loxley Civic Center
- **CAC Meeting:** Tuesday, July 16, 2019; 1:00 PM; Town of Loxley Civic Center
- **TAC Meeting:** Wednesday, July 17, 2019; 10:00 AM; Town of Loxley Civic Center
- **Policy Board Meeting:** Wednesday, July 24, 2019; 10:00 AM; Town of Loxley Civic Center

PUBLIC FORUM (All)

- **Members of the Public:** There were no other members of the public present.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** N/A

ADJOURNMENT (All)

Motion to adjourn was made by Mr. Hudson. Meeting adjourned at 9:32 A.M.

DRAFT

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE (CAC)
FAIRHOPE, ALABAMA
JANUARY 15, 2019
1:00 PM

CALL TO ORDER/PLEDGE/INVOCATION

- Chairperson Mr. Andrew James called the meeting to order at 1:04 P.M.
- Invocation was said by Mr. Richard Ullo.
- Pledge was led by Mr. Andrew James.

ROLL CALL

Mrs. Katrina Taylor, MPO Technician, called the roll.

- **Members present:** Mr. Donald Ouellette, City of Daphne; Mr. Stephen Pierce, City of Daphne; Mr. Rick Davis, City of Daphne; Mr. Richard Jaehne, City of Daphne; Mr. Johnny Chaney, Baldwin County; Mr. David Stejskal, City of Fairhope; Mr. Tom Granger, City of Fairhope; Mr. Tedson Meyers, City of Fairhope; Mr. Greg Walker, Baldwin County; Mr. Richard Ullo, City of Spanish Fort; Ms. Bethany Johnston, Town of Loxley. Mr. Andrew James, Baldwin County.
- **Members absent:** Ms. Sherry Sullivan, City of Fairhope; Mr. Lawrence Wilson, Baldwin County; Ms. Diane Burnett, Town of Loxley; Mr. Kevin Morgan, City of Spanish Fort.
- **Others present:** Mrs. Katrina Taylor, MPO Technician

APPROVAL OF MINUTES

MOTION: By Mr. Donald Ouellette to approve the October 2018 minutes. The motion was seconded by Mr. Greg Walker.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Amending the Long Range Transportation Plan for the Mobile River Bridge Bayway Project (**ALL**)

Mrs. Taylor stated the first action is to amend the Long Range Transportation Plan for the Mobile River Bridge and Bayway Project, this amendment is required for project approval for Federal Highway. This covers the scope of the project, funding, tolling, and the bicycle and pedestrian accommodations. The Amendment was sent to all advisory members for comment prior to the meeting. ALDOT and Federal Highway have reviewed and approved this amendment.

MOTION: By Mr. Ouellette to amend to the Long Range Transportation Plan to include the Mobile River Bridge Project. The motion was seconded by Mr. Tedson Meyers.

- Discussion: There was a question regarding access to the new bridge's observation deck.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Taylor explained that the State had requested projects to be included in the TIP. She reminded the committee that no MPO dollars are involved in the following projects:

- [DELETION] Project 100057419 (CN) Federal aid number: IM MR17. DESIGN OF VARIOUS INTELLIGENT TRANSPORTATION SYSTEM DEVICES AND FIBER BACKBONE ALONG I-10, I-65, I-165, SR-16 (US-90), SR-42 (US-98), SR-59 WITHIN THE MOBILE AND BALDWIN URBAN AREA
- Project 100069462 (PE) BRP ON VARIOUS BRIDGES ALONG I-10. ON US-98 OVER I-10 (BIN 10002, 10003) ON I-10 OVER FISH RIVER (BIN 10170, 10171) ON I-10 OVER 3-MILE CRK (BIN 10172, 10173) ON I-10 OVER COWPEN CRK (BIN 8527, 8528) ON I-10 OVER STYX RIVER (BIN 8530, 8531)
- Project 100069479 (CN) BRP ON VARIOUS BRIDGES ALONG I-10. ON US-98 OVER I-10 (BIN 10002, 10003) ON I-10 OVER FISH RIVER (BIN 10170, 10171) ON I-10 OVER 3-MILE CRK (BIN 10172, 10173) ON I-10 OVER COWPEN CRK (BIN 8527, 8528) ON I-10 OVER STYX RIVER (BIN 8530, 8531)

MOTION: By Mr. Richard Jaehne to add the state requested amendments to the TIP. The motion was seconded by Mr. Meyers.

- Discussion: There was a question regarding the various bridge paintings and if a local 1% match would be required for art.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – Amendment of FY 2016-2019 Transportation Improvement Program (All)

Mrs. Taylor explained that at the October 2018 meeting, the Policy Board approved two hundred and sixty thousand dollars (\$260,000) for the design of a roundabout at County Road 64 and Rigsby Road and to widen County Road 64 from SR 181 to County Road 54 East. Our estimate was incorrect and that amount approved only covered the roundabout and not the widening. The County has requested an additional two hundred and seventy-five thousand dollars (\$275,000) for the design of the widening of County Road 64 from 181 to 54 East. The Baldwin County Commission will provide the twenty percent (20%) match.

Total Cost:	\$275,000
MPO:	\$220,000
County:	\$55,000

MOTION: By Mr. Meyers to approve the use of MPO Surface Funds for additional funds of the design of a roundabout at CR 64 and Rigsby Road and to design the widening of CR 64 from SR 181 to CR 54 East. The motion was seconded by Mr. Ouellette.

- Discussion: None
- Abstain: Mr. James
- In favor: None
- Opposed: None
- Result: Passed

4. Action – Adopting the Public Transit Plan (All)

The draft plan was sent to Advisory Committees and the Policy Board in November 2018. Minor comments were received and have been incorporated into the final version. This is not a mandatory document for the MPO, but the MPO does get Federal administrative funds to plan for public transit.

MOTION: By Mr. David Stejskal to adopt the Public Transit Plan as presented. The motion was seconded by Mr. Walker.

- Discussion: Members expressed their concerns with BRATS ridership. They have requested a presentation from BRATS at a following meeting to address their concerns. Mr. Jaehne requested that the Public Transit Plan be re-sent to all members to then give input on how to increase ridership at the April meeting.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

5. Informational – MPO Coordinator’s Report

- Project Update
 - Adaptive Signal - The adaptive signal system on US 98 is complete and is now in the “tweaking” phase by Temple.
 - SR 181 Widening – The contractor is working on utility relocation
 - US 31 – The contractor is finishing up with the utility relocations, and currently placing the piping for drainage.
 - SR 181 and I-10 Diverging Diamond – Utilities are complete, construction is expected to begin in February 2019.
- 2019 ATPA Conference – Mrs. Taylor stated that Mrs. Sarah Sislak is chairing the 2019 Alabama Transportation Planners Conference this year and is looking for sponsors and speakers if anyone had any recommendations.
- Planning and Development – Mrs. Katrina Taylor gave an update on the developments and building permits per government in the planning area. This included the 2018 (calendar year) approved preliminary plats, final plats and building permits for residential homes in the Metropolitan Planning Area.

OTHER DISCUSSION: The board requested that the Sislak family receive a Letter of Congratulations for the birth of Camille Sislak. The members wanted to ensure that during the construction of the widening of SR 181 one lane will be open. A member complained that the left turn signal at 98/Parker Road is not on live time.

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, April 10, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, April 16, 2019; 9:00 AM; Spanish Fort City Hall
- **CAC Meeting:** Tuesday, April 16, 2019; 1:00 PM; Spanish Fort City Hall
- **TAC Meeting:** Wednesday, April 17, 2019; 10:00 AM; Spanish Fort City Hall
- **Policy Board Meeting:** Wednesday, April 24, 2019; 10:00 AM; Spanish Fort City Hall

PUBLIC FORUM (All)

- **Members of the Public:** There were no other members of the public present.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** N/A

ADJOURNMENT (All)

Motion to adjourn was made by Mr. James. Meeting adjourned at 2:08 P.M.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
SPANISH FORT, ALABAMA
APRIL 17, 2019
10:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Vice-Chairperson Mrs. Adrienne Jones called the meeting to order at 10:00 A.M.
- Invocation was said by Mrs. Adrienne Jones.
- Pledge was led by all.

ROLL CALL

Mrs. Sarah Sislak, MPO Coordinator, called the roll.

- **Members present** Mr. Jeremy Sasser, City of Daphne; Mrs. Adrienne Jones, City of Daphne; Mr. Buford King, City of Fairhope; Mr. Matthew Brown, Baldwin Regional Area Transit System; Mr. Robert Cummings, City of Spanish Fort; Mr. Robert Davis, Town of Loxley; Mr. Frank Lundy, Baldwin County; Mr. Vince Bebee, ALDOT.
- **Members absent:** Mr. Richard Johnson, City of Fairhope; Mr. Bill Harbour, Baldwin County Board of Education; Mrs. Pam Caudill, Fairhope Airport Authority; Mr. Patrick Northcutt, Central Baldwin Chamber of Commerce; Mr. Greg Smith, City of Robertsdale; Clint Andrews, Federal Highway Administration; Mrs. Casey Gay Williams, Eastern Shore Chamber of Commerce; Mr. Michael Hora, ALDOT.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Clay McCoy, ALDOT.

APPROVAL OF MINUTES

MOTION: By Mr. Robert Cummings to approve the January 2019 minutes. The motion was seconded by Mr. Jeremy Sasser.

- Discussion: None
- Abstain: Mr. Matthew Brown
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Adding Projects to the Visionary List (**All**)

Mrs. Sislak stated that the first action is to add projects to the Visionary List of the Long-Range Transportation Plan. She reminded the committee by adding a project does not commit funding through the MPO or any other source:

- Resurfacing of the pedestrian path at Municipal Park
 - Engineers Estimated Cost: TBD
- Resurfacing of the parking lot at Municipal Park

- Engineers Estimated Cost: TBD
- New Road Construction of Neal Road from SR 59 to private drive
 - Engineers Estimated Cost: \$239,050

MOTION: By Mr. Robert Cummings to add the following projects to the Visionary List. The motion was seconded by Mr. Sasser.

- Discussion: Loxley also had a project for new road construction of North Magnolia Street from SR 59 to lift station but was informed that this portion is maintained by Baldwin County and removed from the agenda. Mr. Robert Davis added that they are looking into federal monies to fund projects but need them on the Visionary List to pursue such funds.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Sislak explained that the State had requested projects to be included in the TIP. She reminded the committee that no MPO dollars are involved in the following projects:

Increase in Engineers Estimate:

- Project: 100066184 (FM) Federal aid number: NH 0042 (534) County: BALDWIN. Project Description: RESURFACING SR-42 (US-98) FROM D'OLIVE CREEK TO JUST NORTH OF SR-104. Target Start Date: 5/28/2021; Old Engineers Estimate: \$2,564,760.00 New Engineers Estimate: \$3,326,338.00
- Project: 100062416 (CN) Federal aid number: DPI I010 I-10. Project Description: I-10 BAYWAY FROM MOBILE COUNTY LINE TO EAST OF EASTERN SHORE INTERCHANGE (EXIT 35) SR-16 (US-90). Target Start Date: 7/31/2020; Old Engineers Estimate: \$806,000,000 New Engineers Estimate: \$814,060,000

MOTION: By Mr. Vince Bebee to add the state requested amendments to the TIP. The motion was seconded by Mr. Cummings.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – Authorizing the Use of MPO Planning Funds (All)

Mrs. Sislak explained that the City of Fairhope is requesting the use of MPO Planning Funds to develop a Complete Streets Policy Guide.

Total Cost:	\$35,000
MPO:	\$28,000
Fairhope:	\$7,000

MOTION: By Mr. Buford King to approve the use of MPO Planning Funds for the City of Fairhope Complete Streets Policy Guide. The motion was seconded by Mr. Cummings.

- Discussion: The committee was interested in the other member of governments pursuing these funds, it was added that these Planning Funds were also used for Spanish Fort's Master Causeway Plan and for the Old Towne Daphne Master Plan.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

4. Action – Authorizing MPO Staff to Publish RFP (All)

MPO Staff is requesting authorization to publish an RFP to assist with the development of the 2045 Long Range Transportation Plan.

MOTION: By Mr. Sasser to authorize MPO staff to publish RFP for the 2045 LRTP. The motion was seconded by Mr. Matthew Brown.

- Discussion: The committee was interested what RFP procedures will be used and how much funding will be required for the Scope of Work. Mrs. Sislak informed the board that the MPO will be using the Baldwin County RFP procedures and all funding will be brought back before the committee at the July meeting.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

5. Informational – MPO Coordinator's Report (All)

- Project Update
 - Project Update
 - Adaptive Signal
 - Fairhope Transit Hub
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
 - Amending the Bylaws
 - TIP Update
 - ATRIP 2, INFRA, TAP
 - Adaptive Signal Complaint Form
 - Gas Tax
 - Proxy Reminder (Policy Board)
 - Planning and Development – Mrs. Katrina Taylor gave an update on the developments and building permits per government for the first quarter of 2019

(calendar year) approved preliminary plats, final plats and building permits for single and multi- residential dwellings in the Metropolitan Planning Area.

OTHER DISCUSSION:

Mrs. Sislak informed the advisory committee that they will be receiving an additional representative, the Director of Transportation from the Baldwin County Board of Education.

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 10, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, July 16, 2019; 9:00 AM; Town of Loxley Civic Center
- **CAC Meeting:** Tuesday, July 16, 2019; 1:00 PM; Town of Loxley Civic Center
- **TAC Meeting:** Wednesday, July 17, 2019; 10:00 AM; Town of Loxley Civic Center
- **Policy Board Meeting:** Wednesday, July 24, 2019; 10:00 AM; Town of Loxley Civic Center

PUBLIC FORUM (All)

- **Members of the Public:** There were no other members of the public present.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** Mrs. Jones recommended reaching out to ALDOT for informational videos regarding the DDI project for citizen awareness.

ADJOURNMENT (All)

Motion to adjourn was made by Mrs. Jones. Meeting adjourned at 10:45 A.M.

PROCEEDINGS HELD BEFORE THE
EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
(Quarterly Meeting)
Wednesday, April 24, 2019

The following proceedings were held on this the 24th day of April, 2019, at the Spanish Fort City Hall, 7361 Spanish Fort Blvd., Spanish Fort, Alabama, before Susan C. Andrews, Certified Court Reporter Number 287.

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A P P E A R A N C E

POLICY BOARD MEMBERS PRESENT:

- Dane Haygood, MPO Chairman, Mayor, City of Daphne
- Jack Burrell, Councilman, City of Fairhope
- Ron Scott, Councilman, City of Daphne
- Mike McMillan, Mayor, City of Spanish Fort
- Robert Teal, Councilman, Town of Loxley
- Joey Nunnally, Proxy for Billie Jo Underwood, Commissioner, Baldwin County
- Frank Lundy, Proxy for Joe Davis, Commissioner, Baldwin County
- Brian Aaron, Proxy for Matt Erickson, Southwest Region, ALDOT
- Richard Johnson, Proxy for Karin Wilson, Mayor, City of Fairhope

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ALSO PRESENT:

- Sarah Hart Sislak, Coordinator, Metropolitan Planning Organization
- Sherry-Lea Bloodworth Botop, Economic & Community Development Director, City of Fairhope
- James Watkins

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PROCEEDINGS

CALL TO ORDER/INVOCATION/PLEDGE

POLICY BOARD MEMBER CHAIRMAN DANE HAYGOOD: Sarah, are we all ready to go? I'd like to call the April 24th MPO Policy Board meeting to order. Can we have roll call -- excuse me invocation and the Pledge followed by roll call? The invocation is gonna be delivered by Mayor McMillan followed by the Pledge from Councilman Teal.

POLICY BOARD MEMBER MIKE McMILLAN: Let us pray.

(Mayor Mike McMillan led in prayer.)
(The Pledge of Allegiance was recited.)

ROLL CALL

POLICY BOARD CHAIRMAN DANE HAYGOOD: Roll call, Sarah.

MS. SARAH HART SISLAK: Mr. Richard Johnson as proxy for Mayor Karin Wilson.

POLICY BOARD MEMBER PROXY RICHARD JOHNSON: Here.

MS. SARAH HART SISLAK: Councilman Jack Burrell.

POLICY BOARD MEMBER JACK BURRELL: Here.

MS. SARAH HART SISLAK: Councilman Ron Scott.

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POLICY BOARD MEMBER RON SCOTT: Here.

MS. SARAH HART SISLAK: Mayor Dane Haygood.

POLICY BOARD CHAIRMAN DANE HAYGOOD: Present.

MS. SARAH HART SISLAK: Mayor Mike McMillan.

POLICY BOARD MEMBER MIKE McMILLAN: Here.

MS. SARAH HART SISLAK: Councilman Richard Teal.

POLICY BOARD MEMBER RICHARD TEAL: Here.

MS. SARAH HART SISLAK: Mr. Frank Lundy as proxy for Commissioner Joe Davis.

POLICY BOARD MEMBER PROXY FRANK LUNDY: Here.

MS. SARAH HART SISLAK: Mr. Joey Nunnally as proxy for Commissioner Billie Jo Underwood.

POLICY BOARD MEMBER PROXY JOEY NUNNALLY: Here.

MS. SARAH HART SISLAK: And Mr. Brian Aaron as Proxy for Mr. Matt Erickson.

POLICY BOARD MEMBER PROXY BRIAN AARON: Here.

MS. SARAH HART SISLAK: And everyone is here.

APPROVAL OF MINUTES

POLICY BOARD CHAIRMAN DANE HAYGOOD: First order of business is approval of minutes.

MS. SARAH HART SISLAK: And you can see your minutes start on the Page 16 of the packet. We have the verbatim minutes. So I would imagine there are no objections, but I'd be glad to entertain a motion to

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adopt the minutes.

POLICY BOARD MEMBER JACK BURRELL: Mr. Chairman, I move we approve the minutes as submitted.

POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion by Councilman Burrell.

POLICY BOARD MEMBER MIKE McMILLAN: Second.

POLICY BOARD CHAIRMAN DANE HAYGOOD: Second by Mayor McMillan. Any discussion?

(No response.)

POLICY BOARD CHAIRMAN DANE HAYGOOD: All in favor?

(Policy Board Members and Policy Board Member Proxies say "aye" in unison.)

POLICY BOARD CHAIRMAN DANE HAYGOOD: Any oppose?

(No response.)

POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion carries.

Ayes: 5 POLICY BOARD MEMBERS: Dane Haygood, Ron Scott, Richard Davis, Jack Burrell, Mike McMillan

4 POLICY BOARD MEMBER PROXIES: Frank Lundy, Brian Aaron, Joey Nunnally, Richard Johnson

No: 0 Board Members: (None)

MOTION CARRIED

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NEW BUSINESS

ACTION - ADDING PROJECTS TO THE VISIONARY LIST

POLICY BOARD CHAIRMAN DANE HAYGOOD: First order of new business, Sarah, if you could.

MS. SARAH HART SISLAK: The first item is adding projects to the Visionary List of the Long-Range Transportation Plan.

LOXLEY: RESURFACING OF THE PEDESTRIAN PATH AT MUNICIPAL PARK

LOXLEY: RESURFACING OF THE PARKING LOT AT MUNICIPAL PARK

LOXLEY: NEW ROAD CONSTRUCTION OF NEAL ROAD

MS. SARAH HART SISLAK: These were submitted from the town of Loxley. And this is a reminder: By adding projects to the Visionary List does commit funding through the MPO or any other funding source. This is just more of a needs list.

The first project is resurfacing the pedestrian path at Municipal Park. There was resurfacing of the parking in Municipal Park, but the Town has asked to pull that item from the request.

So the next item is going to be new road construction, Neal Road from 59 to a private drive. And

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1 you see these Project Submittal Forms on the Page 35 and
2 a resolution on Page 48. And, again, the Town has asked
3 to pull the resurfacing of the parking lot at Municipal
4 Park.

5 POLICY BOARD CHAIRMAN DANE HAYGOOD: Is there
6 any questions of the staff on this action item or adding
7 projects to the Visionary List?

8 POLICY BOARD MEMBER JACK BURRELL:
9 Mr. Chairman, we had mentioned in our Policy Board work
10 session that we might want to visit our -- our rules, you
11 know, and determine what makes the Visionary List,
12 although we know that you're not committed to being
13 funded. And some have to be on the Visionary List for --
14 to apply for certain grants and whatnot. And that --
15 that's great.

16 But we also want to be mindful -- And this is not
17 picking on Loxley; we brought this up at work session --
18 that we want to put things on the Visionary List that --
19 that kind of fit with the overall theme of the MPO,
20 whether it's helping the region or whatnot.

21 And -- and we also want to state that, you know,
22 should -- should we look at a certain minimal level of --
23 of a road, whether -- whether -- And I'm just making this
24 up -- whether it be arterial or whatever the minimum road
25 is that we think serves, you know, a large population,

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1 and -- and put those on there. That -- that way our
2 Visionary List just doesn't just continue grow and grow
3 and grows completely out -- out of control.

4 So, I -- I know we need to maybe ask staff for
5 recommendations on that or come up with a subcommittee to
6 make some recommendations for that route.

7 POLICY BOARD CHAIRMAN DANE HAYGOOD: I know
8 we've had a lot of discussion in the past just kind of
9 about it. Because the Visionary List at times seems to
10 get unruly with some projects that are seeking MPO funds,
11 some projects are there just for purposes of pursuing
12 grants, Federal dollars, that are required to be there.

13 And then we're sort of introducing some additional,
14 like pursuit of funds for the 5307 Transit Funds that we
15 talked about.

16 And -- and, really, I think Loxley has presented
17 three different projects. Yeah, they -- they've pulled
18 the resurfacing of the parking lot components of -- we
19 have a motion to that, maybe he has amended.

20 But I believe in talking to both Loxley and staff,
21 that the resurfacing of the pedestrian path, that they're
22 looking at 5307 funds for that, because they already had
23 a BRATS stop at their Senior -- the Senior Center. And
24 so we would kind of go into that bucket. And then the --
25 the Neal Road is contingent on grant funds, as I

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1 understand it.

2 MS. SARAH HART SISLAK: Yes, sir.

3 POLICY BOARD CHAIRMAN DANE HAYGOOD: The one
4 thing I think that would be helpful is -- is, as we move
5 forward, to really denote kind of which category projects
6 fall into, just so it's clear for the record.

7 I know we had these discussions in the minutes, but
8 the formal action doesn't really designate kind of a
9 sub-list that we're maintaining. And I think we want to
10 know what -- what projects we're actively pursuing with
11 MPO dollars and which ones are there for seeking grants.

12 And, really, we need to maybe talk about it later in
13 the staff -- MPO Coordinator Report. I think we really
14 need to all go back and have a call to action for
15 projects for 5307 funds.

16 We've identified ways that those could be spent that
17 would better serve the community for the sidewalk paths.
18 But we were letting everybody be intentional so that
19 those projects -- we can look at taking some actions.

20 We have -- we even accept excess of two main powers
21 in transit funds that are -- that are available to us.
22 So I think these could be better used to serve the
23 community and provide access to those transit stops.

24 Is there any other thoughts on that?

25 (No response.)

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1 POLICY BOARD CHAIRMAN DANE HAYGOOD: Does that
2 sort of address some of the areas of concern, Councilman
3 Burrell?

4 POLICY BOARD MEMBER JACK BURRELL: Yeah, yeah.
5 I think that addresses perfectly, brother. You -- you
6 stated it much better than I did. Just maybe state which
7 one was going to be 5307 funds so that we don't -- so
8 that our Visionary List just doesn't become overwhelmed.

9 MS. SARAH HART SISLAK: And before the next
10 meeting, I will go through and maybe talk to the
11 Municipalities and find out what they're planning to
12 pursue MPO funds or what the purpose is for that project
13 being on the Visionary List.

14 And we also will do a call to action for the 5307
15 projects. So at the next meeting, you will have some
16 projects to discuss.

17 POLICY BOARD CHAIRMAN DANE HAYGOOD: We've got
18 the agenda item listed on page 35 in the packet. I would
19 be glad to -- sure would be glad to entertain a motion
20 with the necessary amendments.

21 POLICY BOARD MEMBER JACK BURRELL: I'll go
22 ahead and make that motion then, Mr. Chairman, to add the
23 projects from Loxley to the Visionary List; namely, the
24 resurfacing of the pedestrian path and the new road
25 construction of Neal Road from State Road 59 to the

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1 private drive.

2 POLICY BOARD MEMBER RON SCOTT: Second.

3 POLICY BOARD CHAIRMAN DANE HAYGOOD: We have a

4 motion and a second. Any additional discussion?

5 (No response.)

6 POLICY BOARD CHAIRMAN DANE HAYGOOD: All in

7 favor?

8 (Policy Board Members and Policy Board Member Proxies say "aye"

9 in unison.)

10 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any

11 opposed?

12 (No response.)

13 POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion

14 carries.

15 *****

15 **Ayes: 5 POLICY BOARD MEMBERS: Dane Haygood, Ron Scott,**

16 **Richard Davis, Jack Burrell, .**

16 **Mike McMillan**

17 **4 POLICY BOARD MEMBER PROXIES: Frank Lundy, Brian Aaron,**

18 **Joey Nunnally, Richard**

18 **Johnson**

19 **No: 0 Board Members: (None)**

20 **MOTION CARRIED**

21 *****

22 STATE REQUESTED AMENDMENTS TO THE TRANSPORTATION IMPROVEMENT

23 PLAN

24 POLICY BOARD CHAIRMAN DANE HAYGOOD: Sarah,

25 next item.

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1 MS. SARAH HART SISLAK: Next item is state

2 amendment to the Transportation Improvement Program. You

3 see that starting on Page 46.

4

5 RESURFACING US 98 FROM D'OLIVE CREEK TO JUST NORTH OF STATE

6 ROUTE 104

7 MS. SARAH HART SISLAK: So these are handed

8 down from the State. There's two projects. These do not

9 involve MPO funds. These are State funds or other funds.

10 The first project is resurfacing 98 from D'Olive

11 Creek to just north the 104. That increased from two

12 million, five hundred and sixty four thousand, seven

13 hundred and sixty dollars (\$2,564,760.00) to three

14 million, three twenty-six thousand, three thirty-eight

15 (\$3,326,338.00).

16 They also changed that target start date to May 28,

17 2021. So it was scheduled for this year. They moved it

18 out a couple of years.

19

20 MOBILE RIVER BRIDGE PROJECT

21 MS. SARAH HART SISLAK: The next project is the

22 widening of the Bayway from Mobile County Line to the

23 Eastern Shore Interchange. This is just the increase for

24 the projected increase in construction costs.

25 But it's such a large expenditure for the project,

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1 they would like our approval for the sixteen million

2 dollar (\$16,000,000) increase, or almost. And you can

3 see that resolution on Page 47.

4 POLICY BOARD CHAIRMAN DANE HAYGOOD: So the

5 agenda item is listed on Page 46, the Resolution on Page

6 47, two projects that are already on the Visionary List

7 funded by the State, just cost increases associated with

8 those projects so that they're properly documented on the

9 TIP.

10 MS. SARAH HART SISLAK: Yes, sir.

11 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any other

12 questions of staff on this agenda item?

13 (No response.)

14 POLICY BOARD CHAIRMAN DANE HAYGOOD: There are

15 none. I'd be glad to entertain a motion.

16 MR. RICHARD JOHNSON: So moved.

17 POLICY BOARD MEMBER RON SCOTT: Second.

18 POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion,

19 Richard Johnson. Second by Councilman Scott. Any

20 discussion?

21 (No response.)

22 POLICY BOARD CHAIRMAN DANE HAYGOOD: All in

23 favor, say aye.

24 (Policy Board Members and Policy Board Member Proxies say "aye"

25 in unison.)

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1 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any

2 opposed?

3 (No response.)

4 POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion

5 carries.

6 *****

6 **Ayes: 5 POLICY BOARD MEMBERS: Dane Haygood, Ron Scott,**

7 **Richard Davis, Jack Burrell, .**

7 **Mike McMillan**

8 **4 POLICY BOARD MEMBER PROXIES: Frank Lundy, Brian Aaron,**

9 **Joey Nunnally, Richard**

9 **Johnson**

10 **No: 0 Board Members: (None)**

11 **MOTION CARRIED**

12 *****

13 ACTION - APPROVING PL FUNDS FOR FAIRHOPE COMPLETE STREETS

14 POLICY GUIDE

15 MS. SARAH HART SISLAK: Next item is approving

16 planning funds for the City of Fairhope.

17 The MPO is expected to operate under budget, as we

18 have every year that we've been in existence. So the

19 City of Fairhope has requested to use some of these

20 funds, our planning funds, to hire a consultant to

21 develop a Complete Streets Policy Guide.

22 So the City did adopt a Complete Streets Policy, and

23 they would just like to develop a guide to kind of help

24 with their implementation of that.

25 And you can see the scope on Page 49 in your agenda

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1 packet. So they're asking for twenty-eight thousand MPO
 2 dollars (\$28,000) and a seven thousand dollar (\$7,000)
 3 local match. And you can see that resolution on Page 50.
 4 POLICY BOARD MEMBER RON SCOTT: So moved to
 5 approve.
 6 POLICY BOARD CHAIRMAN DANE HAYGOOD: All right.
 7 Got a motion from Councilman Scott to approve Agenda Item
 8 3.
 9 POLICY BOARD MEMBER MIKE McMILLAN: Second.
 10 POLICY BOARD CHAIRMAN DANE HAYGOOD: Second
 11 from Mayor McMillan. Any discussion?
 12 (No response.)
 13 POLICY BOARD CHAIRMAN DANE HAYGOOD: All in
 14 favor, say aye.
 15 (Policy Board Members and Policy Board Member Proxies say "aye"
 16 in unison.)
 17 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any
 18 opposed?
 19 (No response.)
 20 POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion
 21 carries.
 22 MS. SARAH HART SISLAK: Okay.
 23 *****
 24 **Ayes: 5 POLICY BOARD MEMBERS: Dane Haygood, Ron Scott,**
 25 **Richard Davis, Jack Burrell,**
Mike McMillan
4 POLICY BOARD MEMBER PROXIES: Frank Lundy, Brian Aaron,
Joey Nunnally, Richard

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1 Johnson
 2 No: 0 Board Members: (None)
 3 MOTION CARRIED
 4 *****
 5 **ACTION - AUTHORIZING MPO STAFF TO PUBLISH RFP**
 6 MS. SARAH HART SISLAK: Next item is
 7 authorizing MPO staff to publish an RFP to assist in the
 8 development of 2045 Long Range Transportation Plan.
 9 We, as staff -- it's -- it's a lot of work. The
 10 Long Range Transportation Plan and very timely. And
 11 there's a lot of data and data collection, data
 12 verification that goes into this. So we think it would
 13 be more beneficial to hire a consultant to assist us in
 14 this so that our time can be better spent doing other
 15 things.
 16 So we are just asking you to publish a RFP. We will
 17 come back and get your approval, once we do the RFP, and
 18 select a firm for your approval.
 19 So this is just to publish the RFP. And you can see
 20 that on Page 51, the resolution on Page 52.
 21 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any
 22 questions of staff on proposed Resolution 2019-16?
 23 POLICY BOARD MEMBER RON SCOTT: Mr. Chairman,
 24 what are the -- some companies -- examples of companies
 25 that do this type of work?

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1 MS. SARAH HART: I know that Skipper Consulting
 2 does. There's a company called City Labs that helps with
 3 our travel model that I think would be interested. I --
 4 I'm not -- I know -- I think Thompson, Volkert. They
 5 all -- it's getting more expansive. I guess a lot
 6 more -- more consultants are doing this type of work. So
 7 I think we're gonna get a pretty good response.
 8 POLICY BOARD MEMBER PROXY RICHARD JOHNSON:
 9 Mr. Chairman, this would include the traveling model
 10 update as well. So that's the --
 11 POLICY BOARD CHAIRMAN DANE HAYGOOD: Yeah,
 12 yeah.
 13 POLICY BOARD MEMBER PROXY RICHARD JOHNSON: --
 14 the -- the technical part of the -- the RFP.
 15 MS. SARAH HART SISLAK: Yes, sir. Correct.
 16 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any
 17 further questions of staff?
 18 (No response.)
 19 POLICY BOARD CHAIRMAN DANE HAYGOOD: Sure be
 20 glad to entertain a motion.
 21 POLICY BOARD MEMBER JACK BURRELL: I'll move to
 22 authorize the staff to solicit proposals for LRTP.
 23 POLICY BOARD CHAIRMAN DANE HAYGOOD: Got a
 24 motion by Councilman Burrell.
 25 POLICY BOARD MEMBER PROXY JOEY NUNNALLY:

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1 Second.
 2 POLICY BOARD CHAIRMAN DANE HAYGOOD: Second by
 3 Joey Nunnally. Any discussion on this item?
 4 (No response.)
 5 POLICY BOARD CHAIRMAN DANE HAYGOOD: I -- I
 6 would just add, I think it's a really good idea to have a
 7 third-party do this and that growth is an area of concern
 8 in our communities.
 9 It's a good problem to have, but it's a concern.
 10 And, really, to have a third-party look at something
 11 that's really twenty-five (25) years down the road. I
 12 think having outside assistance with experts will be
 13 beneficial. I think the citizens will appreciate it.
 14 It's the right approach to utilize it.
 15 All right. Got a motion and a second. All in
 16 favor.
 17 (Policy Board Members and Policy Board Member Proxies say "aye"
 18 in unison.)
 19 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any
 20 opposed?
 21 (No response.)
 22 POLICY BOARD CHAIRMAN DANE HAYGOOD: Motion
 23 carries.
 24 *****
 25 **Ayes: 5 POLICY BOARD MEMBERS: Dane Haygood, Ron Scott,**
Richard Davis, Jack Burrell,
Mike McMillan

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1 4 POLICY BOARD MEMBER PROXIES: Frank Lundy, Brian Aaron,
 2 Joey Nunnally, Richard
 3 Johnson
 4 No: 0 Board Members: (None)
 5 MOTION CARRIED
 6 *****
 7 INFORMATIONAL - MPO COORDINATOR'S REPORT
 8 MS. SARAH HART SISLAK: MPO coordinator's
 9 Report.
 10 PROJECT UPDATE
 11 MS. SARAH HART SISLAK: First, I will give a
 12 project update.
 13 ADAPTIVE SIGNAL
 14 MS. SARAH HART SISLAK: The adaptive signal
 15 system, ALDOT did discover that there was some equipment
 16 failures. Some of the pucks are not working correctly.
 17 So they are working with the contractor to replace those
 18 defective pucks. So if you haven't seen a good increase
 19 or good results yet, maybe that's why.
 20 FAIRHOPE TRANSIT HUB
 21 MS. SARAH HART SISLAK: The Fairhope Transit
 22 Hub, we have met with stake -- or the consultant has met
 23 with stakeholders. We've had several meetings, and he's

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1 presented a couple design concepts.
 2 Last Friday, he -- he presented kind of a final
 3 design. It's gonna be really nice. So we're excited
 4 about that.
 5 The design is expected to be eighty percent (80%)
 6 complete on -- in May -- May the 31st. So we will meet
 7 again and kind of go over that and hopefully move ahead
 8 with the construction on that.
 9 Do you have anything to add, Richard?
 10 POLICY BOARD MEMBER PROXY RICHARD JOHNSON: No.
 11 Just, finally, we're moving to that where we -- we hope
 12 to be out probably on the streets for bid on June, July
 13 at the latest. So it's finally becoming a reality.
 14 POLICY BOARD MEMBER RON SCOTT: Mr. Chairman,
 15 if I could.
 16 I -- I had an encounter with a user of the BRATS
 17 system. And he was telling me that they have cut routes,
 18 that they have cut out some times.
 19 Is there a -- a reason that we're having less?
 20 Fairhope now only has one morning route. They don't have
 21 a second route. They don't have a pickup in Spanish Fort
 22 like they did before. It's --
 23 MS. SARAH HART SISLAK: Do you want to speak on
 24 that?
 25 POLICY BOARD MEMBER PROXY JOEY NUNNALLY: Sure.

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1 So when we were going through the budget for this year
 2 with the Commission, funds were cut. So we started
 3 looking at BRATS operations pretty tightly. And we had
 4 to cut out some of the ones that riderships were very
 5 low, and that was one of them.
 6 POLICY BOARD CHAIRMAN DANE HAYGOOD: And, Joey,
 7 I don't know if the MPO Policy Board has been formally
 8 informed, but y'all got some changes in department heads?
 9 POLICY BOARD MEMBER PROXY JOEY NUNNALLY: We --
 10 we do. Mr. Taylor Rider has retired. He's no longer
 11 with -- with the Director of BRATS.
 12 Matthew Brown has recently been appointed as the new
 13 Director. Some of y'all may be familiar with Matthew.
 14 He used to do Sarah's job.
 15 So he's been over there now about a week and a half,
 16 doing a good job. So we look for good things.
 17 POLICY BOARD CHAIRMAN DANE HAYGOOD: And,
 18 certainly, I think Matthew, as we talked about these 5307
 19 funds and additional stops, transit stops at the various
 20 locations, and -- and, really, that -- the vision that
 21 the County has, but I think they want the input from this
 22 body as well as the Municipalities along Eastern Shore
 23 and all of Baldwin County for what we see the future of
 24 that public transportation system looking like.
 25 And I know there are budgetary constraints and

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1 operational constraints, but I think they want to know
 2 how it could to be leveraged and to serve the citizens.
 3 And we've had presentations in our work sessions.
 4 So I encourage continued dialogue and interaction with
 5 the County to reflect viewpoints of perspective
 6 Cities and citizens.
 7 POLICY BOARD MEMBER RON SCOTT: If -- if I
 8 could, I would think, long term, when we have a -- if --
 9 if there is, in fact, a toll of some three (\$3) to six
 10 (\$6) dollars, then we're gonna drive some public
 11 transportation. There's gonna be a demand of which I
 12 think the market itself will help pay.
 13 I understand that there are budget restraints
 14 everywhere each year. But, long term, I would think
 15 this -- a -- a toll is gonna drive people wanting to ride
 16 a more economical way, you know, across the bay.
 17 So, long term, I -- you know, this may be a
 18 short-term fallback as far as public transportation. I
 19 think long term, you know, we need to keep our eye on the
 20 ball, because I think that is gonna be something that's
 21 gonna become very important. And I think it's an
 22 important part of what this body does, too.
 23 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any other
 24 discussion on BRATS or public transportation?
 25 (No response.)

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1 **ADAPTIVE SIGNAL (REVISITED)**

2 POLICY BOARD CHAIRMAN DANE HAYGOOD: Before you

3 move forward, can we back up one, you know, pretty

4 quickly between the Adaptive Signal and transit hub?

5 And -- I know I wasn't able to attend the work session,

6 so maybe there was a more of an update there.

7 But, certainly, I understand we had some acute

8 issues with equipment, but just overall it's a little

9 unclear to me exactly at what level we turned on the

10 adaptive signalization in the ITS system along 98.

11 So is it being utilized? And is it -- outside of

12 those intersections with trouble equipment, is it largely

13 being implemented, or is the whole thing sort of delayed

14 until all those pieces are -- are in line?

15 POLICY BOARD MEMBER PROXY BRIAN AARON: What is

16 currently functioning is working. It is adapting, and it

17 is monitoring traffic in those locations.

18 Where we do have issue, obviously it is not. And

19 so, as you know, it is connected throughout the entire

20 corridor. And so those components not working has an

21 effect in other areas through the corridor in -- in those

22 zones as you -- as they have them identified.

23 So we are committed, as I said at the work session,

24 that we want to take and be able to show improved gains

25 throughout the corridor, but we need to make sure

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1 everything is up and functioning and running and the

2 timing is correct.

3 You know, Parker Road still is not online because of

4 that intersection. And so, you know, we -- we just need

5 to get everything in place and operational before we can

6 really start seeing gains.

7 Presently, an area we are seeing some small gains in

8 the morning time throughout the entire corridor -- And

9 what we want to do is go and break that down into smaller

10 savings, you know, from the interstate to 64 or from 64

11 to 104 and look at improved gains in smaller segments.

12 Because, overall, you may get -- if you were coming

13 from Gayfer Avenue all the way to the interstate, you may

14 have saved two minutes. Well, is that two minutes --

15 where did you see it? Did you save six between 64 and

16 104, but it took you three minutes extra, you know,

17 between the interstate and 64, you know?

18 So, again, once we get everything up and running,

19 then we can identify and look at our issues. We have

20 noticed that while we see a gain in the morning time,

21 we're seeing an increase in the afternoon.

22 So we've asked them, and they are currently looking

23 at what's going on there and how we can help resolve it.

24 POLICY BOARD CHAIRMAN DANE HAYGOOD: And one of

25 the things I know we've talked about is how do we report

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1 and make sure that -- that, one, we're conversing with

2 ALDOT, but also understanding amongst ourselves that

3 we're all traveling the same road network, you know,

4 we're not double-reporting and -- and getting feedback.

5 I think, Sarah, you said that you had a -- a

6 reporting page up on the website now?

7 MS. SARAH HART SISLAK: Yes, sir.

8 POLICY BOARD CHAIRMAN DANE HAYGOOD: Can we

9 talk a little bit about that?

10 MS. SARAH HART SISLAK: Yes, sir. We have

11 added a complaint form to our website. So if you go to

12 our website, easternshorempo.org, under the documents

13 page, there will be a forms and applications page. And

14 it's called the U.S. 98 Adaptive Signal Complaint Form.

15 So if you have citizens or if you, yourself, see

16 something, you can go on there, and it sends it straight

17 to ALDOT.

18 POLICY BOARD CHAIRMAN DANE HAYGOOD: Yes.

19 POLICY BOARD MEMBER PROXY BRIAN AARON: And

20 that would -- we have two engineers, is what's planned.

21 We have one currently. That is all this engineer is

22 doing is monitoring these adaptive signals and making

23 sure that everything's running detectionwise.

24 And so as those complaints come in through the form,

25 it'll be e-mailed directly to this individual. He can

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1 monitor and address those issues as they come up.

2 POLICY BOARD MEMBER RON SCOTT: Mr. Chairman,

3 observation for me from some of my constituents is that

4 there appears to be a very short time span, like from Van

5 Buren Avenue off of the 98. I've heard complaints that

6 they can only get two cars through.

7 I know at Main Street coming into 98, it appears to

8 have a long cycle and then a short cycle Where only a few

9 cars can get through, and the next cycle seems to be

10 more. Is that -- is that accurate?

11 POLICY BOARD MEMBER PROXY BRIAN AARON: Yes.

12 And that -- that is exactly what the system does. And so

13 as it sees increased volumes, it adjusts and -- and

14 allows more time.

15 There's gonna be some side streets that suffer

16 during those peak times, because the system is trying to

17 give as much time on 98 to get 98 moving.

18 But on the side streets, you know, it may give ten

19 seconds for the first time and two cars can go through,

20 but it senses five cars showed up. It's gonna add

21 another five seconds for the next time. And -- and then

22 as it sees less, it's gonna actually revert back and go

23 back to the original default setting.

24 So it's constantly moving the entire time based off

25 the volume of traffic that is coming to the intersection.

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1 POLICY BOARD MEMBER RON SCOTT: I will do my
 2 best to explain that to anyone who does have a computer
 3 or a cellphone. Do we have that complaint form in
 4 hardcopy?
 5 MS. SARAH HART SISLAK: We can certainly make
 6 that happen.
 7 POLICY BOARD MEMBER MIKE McMILLAN: Thank you,
 8 Sarah.
 9 POLICY BOARD CHAIRMAN DANE HAYGOOD: Brian,
 10 when we have, like, construction on 31 now, you're
 11 changing all these intersections where these pucks may
 12 be. How are you handling that? Because I've -- I've
 13 noticed 225 and 31 -- if you're not through there in
 14 three or four cars, you're stuck.
 15 POLICY BOARD MEMBER PROXY BRIAN AARON: And so
 16 as construction occurs, we -- we will be required to
 17 replace those pucks for that advanced detection in there.
 18 So we should be taking that into account. And we are --
 19 if we're not, we'll work on that and make the best
 20 happen, and those pucks will be replaced, and to make
 21 sure the system is functioning.
 22 I don't have the exact intersection. 225 may be one
 23 of those issues, one of those sites where we're having
 24 detection issues. And it'd be best if we go back and
 25 look at that, but I can't confirm.

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1 POLICY BOARD CHAIRMAN DANE HAYGOOD: Sarah, if
 2 Policy Board Members or local government have concerns as
 3 well, I'm assuming that it'd be okay for them to phone
 4 you and you can kind of understand and type it in, in
 5 addition to encouraging public use of that form, so we
 6 can track it?
 7 MS. SARAH HART SISLAK: Yes, sir.
 8 POLICY BOARD CHAIRMAN DANE HAYGOOD: And I know
 9 I've interfaced with ALDOT a few times on some acute
 10 issues, particularly turning northbound on 98 to
 11 westbound onto the Causeway.
 12 And some citizens complaints, and personally
 13 observed, you know, you're going to lunch on the Causeway
 14 and having to sit through three and four light cycles in
 15 order to make that left-hand turn. And eight cars are
 16 queued. Two or three get to go. And I'm unclear if
 17 that's totally adaptive signaling or if other factors are
 18 in play.
 19 And we've had some -- some issues, I think, on
 20 Daphne Avenue and 98. I guess instead of getting too
 21 specific, and I know the system has to learn. Is there a
 22 timeline that you feel things will kind of settle in
 23 and -- and have enough time to learn and kind of reset
 24 what I'll call the baseline?
 25 Obviously, you're gonna have acute traffic points

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1 and congestion at different times of day. I hope it's
 2 kind of learning what the norm is for our area. Is that
 3 in six months, two months, two weeks?
 4 POLICY BOARD MEMBER PROXY BRIAN AARON: I
 5 think, from information we got from Temple, is we need to
 6 give this three to six months for this to get everything
 7 functioning and actually getting good counts and good
 8 volumes and see the traffic patterns in order for us to
 9 identify.
 10 Right now, we've put in signal -- you know, baseline
 11 signal timings into the systems. And so if there are
 12 obvious issues, like at 98 and stuff, we can go back
 13 and -- and have Temple re-look at those timings. You
 14 know, do we need to provide more time during certain
 15 times of the day?
 16 But -- but as we communicate with specific sites, we
 17 will work those issues out, I believe.
 18 POLICY BOARD CHAIRMAN DANE HAYGOOD: You know,
 19 I know, for me, it's just matter of making sure we
 20 communicate the right expectations to the citizens. So
 21 we don't want to over burden y'all if it takes time to
 22 learn. But, certainly, we want to make sure the reports
 23 aren't being ignored, and we're not giving them the
 24 proper attention. So that's a delicate balance. I think
 25 we're -- for myself, I'm trying to figure that out.

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1 POLICY BOARD MEMBER PROXY BRIAN AARON: And so
 2 are we. And -- and you're right. It is a delicate
 3 balance. We would love everybody to have as much time as
 4 they wanted, but that's contrary to what we installed
 5 this system to do. The system was installed to get
 6 traffic down 98 as quickly as possible.
 7 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any other
 8 questions on adaptive signaling?
 9 POLICY BOARD MEMBER RON SCOTT: Just a comment.
 10 I tried to explain that to my wife, but --
 11 POLICY BOARD CHAIRMAN DANE HAYGOOD: Tell her
 12 to come to the next Policy Board meeting.
 13
 14 **STATE ROUTE 181 WIDENING**
 15 POLICY BOARD CHAIRMAN DANE HAYGOOD: All right.
 16 Well, Sarah, if you could, maybe move down to updating us
 17 on the 181 widening.
 18 MS. SARAH HART SISLAK: Okay. The 181
 19 widening, they're still working on utility relocation.
 20 They are eight percent (8%) complete with that. It's --
 21 it's still anticipated to be complete in the summer of
 22 2021.
 23
 24 **US 31**
 25 MS. SARAH HART SISLAK: 31 is fifteen percent

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1 (15%) complete. And that is expected to be complete in
 2 January of 2020.

3
 4 **STATE ROUTE 181 AND I-10, DIVERGING DIAMOND**

5 MS. SARAH HART SISLAK: The diverging diamond
 6 at 181 and I-10, they have started widening at the ramp,
 7 and then they will move down to drainage and utility
 8 relocation on U.S. 90. And that is expected to be
 9 complete by the end of this year.

10
 11 **INTERSECTION ALIGNMENT AT US 90/STATE ROUTE 89**

12 MS. SARAH HART SISLAK: The 59 and U.S. 90
 13 intersection realignment in Loxley, ALDOT's currently
 14 buying right-of-way for the project. And they anticipate
 15 that to be complete by the end of this year.

16 The plans are seventy percent (70%) complete. And
 17 they're anticipating -- anticipating a letting in spring
 18 of 2020.

19
 20 **US 31 (REVISITED)**

21 POLICY BOARD MEMBER MIKE McMILLAN: If -- If
 22 you would, I think you got 31 wrong -- wrong. It's not
 23 gonna be finished by this January. I can quite reassure
 24 you of that.

25 POLICY BOARD MEMBER PROXY BRIAN AARON: Yeah.

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1 I think that was the wrong date provided. Can we get an
 2 updated date for that as well?

3 MS. SARAH HART SISLAK: Okay. I was gonna say,
 4 you told me that yesterday. So --

5 POLICY BOARD MEMBER MIKE McMILLAN: They've got
 6 a lot of work to do.

7 MS. SARAH HART SISLAK: And I -- I was like,
 8 whoa. That seems a little soon. So, yeah, if we could
 9 get the correct date on that, that'd be great.

10 POLICY BOARD CHAIRMAN DANE HAYGOOD: And one,
 11 you know, I did have a comment on -- on -- I talked to
 12 John Powell yesterday. There was good job of
 13 communication on the 31 impacts as they -- they've closed
 14 that twice now because that stormwater or water -- some
 15 kind of utility crossings.

16 And I was told that they have completed those,
 17 that -- that they won't be complete until the fall of
 18 next year. There will still be a couple more down the
 19 road.

20 I think there was a really good communication push
 21 on the front end. I know we communicated with our law
 22 enforcement and other first responders so they were
 23 aware.

24 I didn't hear as much on the second -- second
 25 closure to the point it was with the contractor with

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1 maybe some signs that was omitted from certain
 2 directions.

3 But I think the first round was really, really good
 4 communication. You know, it probably effected the Mayor
 5 a whole lot more than -- than what the few things I heard
 6 about. But -- because we were gonna have a number of
 7 months without any closures.

8 POLICY BOARD MEMBER MIKE McMILLAN: Yeah. Part
 9 of the -- the contract is it would not need any closures
 10 between Memorial Day and Labor Day. This is the obvious
 11 issues that we know happen. There will be some side
 12 streets that perhaps will be closed for stormwater work
 13 during those times, but 31 will not be closed.

14 The second time -- the second closure, the scope of
 15 the work was much smaller than the first one, so they
 16 were able to knock that out overnight almost. But there
 17 were some issues with signage, which is being addressed
 18 in our biweekly updates with ALDOT and the contractor.

19 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any other
 20 questions on any of the projects Sarah updated us on so
 21 far?

22 (No response.)

23
 24 **AMENDING THE BYLAWS**

25 MS. SARAH HART SISLAK: Okay. Next we're

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1 looking at amending the bylaws to add the Transportation
 2 Director for -- from the Baldwin County Board of
 3 Education to the Technical Advisory Committee as a voting
 4 member. Based on the feedback we got at the work
 5 session, um --

6 POLICY BOARD MEMBER PROXY JOEY NUNNALLY: I'm
 7 sorry. You said voting member? I thought I was
 8 non-voting member.

9 MS. SARAH HART SISLAK: I think we were gonna
 10 look at doing it where if they're there, they're voting;
 11 if they're not, they don't hurt the quorum. I think
 12 that's kind of the angle we're going with.

13 POLICY BOARD MEMBER PROXY JOEY NUNNALLY:
 14 That's fine. I just wanted to make sure we was all on
 15 the same page.

16 MS. SARAH HART: Okay. And, so, we'll look at
 17 doing that in the July meeting. Because we -- there is
 18 some public participation required.

19 POLICY BOARD CHAIRMAN DANE HAYGOOD: You
 20 mentioned it's just the Technical Advisory Committee. So
 21 it's just advisory in nature.

22 MS. SARAH HART SISLAK: Right.

23 POLICY BOARD CHAIRMAN DANE HAYGOOD: I don't
 24 know that it really affects a thing from a Policy Board
 25 perspective. I -- I have no problem either way,

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1 whichever.

2 MS. SARAH HART SISLAK: What do you --

3 Richard -- Richard is the chairman of the Technical

4 Committee.

5 POLICY BOARD MEMBER PROXY RICHARD JOHNSON: I

6 think Councilman Burrell had a term. It's a term for a

7 member that -- that, just as you said, that if they're

8 present, they can help you vote; but if they're not, they

9 don't hurt you in the quorum. Ex officio.

10 POLICY BOARD MEMBER JACK BURRELL: Ex officio.

11 POLICY BOARD MEMBER PROXY RICHARD JOHNSON:

12 Yes.

13 POLICY BOARD MEMBER JACK BURRELL: But then --

14 but then different boards have different -- yeah. You

15 can actually have different meetings for ex officio. And

16 so what we said is we'll just explicitly state that if

17 you're there, you can vote; if you're not there, you

18 don't -- you don't -- it doesn't count against you in

19 terms of having a quorum. We didn't -- we didn't want to

20 make it more difficult to have a quorum.

21 POLICY BOARD MEMBER PROXY RICHARD JOHNSON:

22 And, Mr. Chairman, our sensibility was you hate to invite

23 somebody on a committee and then the committee makes a

24 recommendation as body, that -- that person doesn't get

25 to say "aye" or, you know, so it -- it's part of letting

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1 them feel like there's a value to their input.

2 POLICY BOARD CHAIRMAN DANE HAYGOOD: Any other

3 discussion on amending the bylaws? Have we drafted that

4 language yet?

5 MS. SARAH HART: We have not. I will send that

6 though before -- it'll have be published probably on our

7 website, just give the public an opportunity to give some

8 feedback. And it'll have to be formally adopted in July.

9 POLICY BOARD CHAIRMAN DANE HAYGOOD: The sooner

10 we can get that out so people can review it and get

11 comfortable with the language. Does -- did we run into

12 any Federal guidelines with the Advisory Committees?

13 MS. SARAH HART SISLAK: No, sir.

14 POLICY BOARD CHAIRMAN DANE HAYGOOD: Thank you.

15

16 TIP UPDATE

17 MS. SARAH HART SISLAK: Okay. The next is just

18 some information for y'all regarding some upcoming

19 grants.

20

21 ATRIP, INFRA, TAP

22 MS. SARAH HART SISLAK: I know ATRIP 2 is

23 beginning or going to be up and advertised soon. I know

24 they've been selecting members of the committee, the

25 project selection committee. So be on the lookout for

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1 that, for a call for projects.

2 TAP grants, you all should have received a letter by

3 now regarding the TAP grants and the Federal recision of

4 funding. So basically they're going to honor any

5 projects that have already been awarded, but there will

6 not be a call in FY 2020 and possible 2021.

7 And we did set up that -- at the work session, y'all

8 discussed a grant information session workshop type

9 thing. That is going to be July the 30th at the Central

10 Annex in Robertsedale from 1:00 to 4:00.

11 And so we'll send out, you know, promote that and

12 send y'all some calendar invites. But that has been

13 scheduled for July 30th.

14

15 GAS TAX

16 MS. SARAH HART SISLAK: The Gas Tax, I'm sure

17 you're all familiar with it. But just a quick rundown on

18 that, It's ten cents (\$.10) every three years. And it's

19 tied to the Highway Construction Index.

20 It is expected to raise three hundred and twenty

21 million (\$320,000,000) a year with twelve million

22 (\$12,000,000) of that going to the Port of Mobile.

23

24 PROXY REMINDER (POLICY BOARD)

25 MS. SARAH HART SISLAK: Proxy reminder, if you

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1 all need to send a proxy in your place, just please make

2 sure you send that in writing just so we can have that.

3 It can be an e-mail.

4 We do have a proxy form that you can fill out, but a

5 simple e-mail just to have in writing would suffice, just

6 as a reminder.

7

8 PLANNING AND DEVELOPMENT UPDATE

9 MS. SARAH HART SISLAK: And the Planning and

10 Development Update, Katrina was sick today with a stomach

11 virus, so she is not here to do that and, I'm not very

12 well versed on her information. But, you do have the

13 spreadsheets on your tables.

14 And she has a been working on this map. So she's

15 created a subdivision database in GIS where we can keep

16 up with all the information for preliminary and final.

17 And then she also -- I don't know if y'all can see

18 it at your station -- but, behind you, she created this

19 chart kind of showing the trend from Quarter 1 of 2018,

20 when we started doing this, to Quarter 1 of 2019.

21 So you can see the final lot -- the preliminary

22 lots, the number has gone down, but the final lots have

23 increased. So it looks like the preliminaries are

24 turning into the final.

25 That's kind of what we're seeing here. And if y'all

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1 have any questions about that, please feel free to reach
 2 out to her, and she will answer any questions you have.
 3 POLICY BOARD CHAIRMAN DANE HAYGOOD: I want to
 4 just add thank you for plotting this. I know -- I know
 5 we've seen a -- what, about forty (40) new construction
 6 starts beyond where we were this time last year. And the
 7 prior two or three years we were fairly level.
 8 This really lets you see that activity and the
 9 greenline. Seems to always be a six- to nine-month lag
 10 behind the prelims. Now, granted, they can get bogged
 11 down and maybe not seek that approval or start
 12 construction in a timely fashion, but that's a lot things
 13 we can look at.
 14 That chart is worth at least a thousand words. But
 15 I'm assuming across the board, everyone's seen a little
 16 bit of slowdown in new developments.
 17 MS. SARAH HART SISLAK: And I do believe there
 18 were several extensions filed, too, for some preliminary
 19 plat -- lots, so twenty-four (24) months. But if y'all
 20 have any questions about that, feel free to reach out to
 21 her.
 22 POLICY BOARD CHAIRMAN DANE HAYGOOD: Thank
 23 y'all for continuing to improve the data and finding ways
 24 to make it more relevant for us.
 25 MS. SARAH HART SISLAK: Yes, sir. All right.

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1 If there's nothing else, that's all I have for you.
 2
 3 NEXT MPO MEETINGS
 4
 5 POLICY BOARD WORK SESSION: WEDNESDAY, JULY 10, 2019; 10:00
 6 A.M.; BALDWIN COUNTY SATELLITE COURTHOUSE (FAIRHOPE)
 7 MS. SARAH HART SISLAK: Your next meeting --
 8 your work session is July 10th at the Loxley Civic
 9 Center.
 10 POLICY BOARD CHAIRMAN DANE HAYGOOD: Y'all set
 11 the bar last time. We had all the wonderful treats.
 12 We're looking forward to coming again.
 13 POLICY BOARD MEMBER RICHARD TEAL: Love to have
 14 y'all.
 15 POLICY BOARD CHAIRMAN DANE HAYGOOD: Was there
 16 any questions of staff of anything was not covered?
 17 (No response.)
 18
 19 PUBLIC FORUM
 20
 21 MEMBERS OF THE PUBLIC
 22 POLICY BOARD CHAIRMAN DANE HAYGOOD: Okay.
 23 Well, do we have any members of the public that want to
 24 address the Policy Board?
 25 (No response.)

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1 MEMBERS OF THE PRESS
 2 POLICY BOARD CHAIRMAN DANE HAYGOOD: How about
 3 any members of the press?
 4 (No response.)
 5
 6 BOARD/COMMITTEE MEMBERS
 7 POLICY BOARD CHAIRMAN DANE HAYGOOD: All right.
 8 Board member comments. Richard?
 9 POLICY BOARD MEMBER RICHARD TEAL: I don't have
 10 anything.
 11 POLICY BOARD CHAIRMAN DANE HAYGOOD: Okay.
 12 Frank?
 13 POLICY BOARD MEMBER PROXY FRANK LUNDY: None.
 14 POLICY BOARD CHAIRMAN DANE HAYGOOD: Joey?
 15 POLICY BOARD MEMBER PROXY JOEY NUNNALLY: None.
 16 POLICY BOARD CHAIRMAN DANE HAYGOOD: Councilman
 17 Burrell?
 18 POLICY BOARD MEMBER JACK BURRELL: None.
 19 POLICY BOARD CHAIRMAN DANE HAYGOOD: Councilman
 20 Scott?
 21 POLICY BOARD MEMBER RON SCOTT: Can't get by
 22 me. I guess we all saw that US Today had the fastest
 23 growing cities within in each state. And they -- they
 24 listed Daphne, Fairhope, and Foley as -- as that
 25 statistical, which is the entire county.

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1 But we were Number 1 in the State of Alabama with
 2 nineteen percent (19%) growth and some other statistics,
 3 which are kind of interesting, as far as what the -- the
 4 income levels and unemployment. And it -- it all bodes
 5 well. I mean, we either grow or die, but we -- we do
 6 need to manage it.
 7 POLICY BOARD CHAIRMAN DANE HAYGOOD: Certainly
 8 not without its challenges, as we all know.
 9 Richard?
 10 POLICY BOARD MEMBER PROXY RICHARD JOHNSON: No
 11 comment.
 12 POLICY BOARD CHAIRMAN DANE HAYGOOD: Brian?
 13 POLICY BOARD MEMBER PROXY BRIAN AARON: No
 14 comment.
 15 POLICY BOARD CHAIRMAN DANE HAYGOOD: Mayor
 16 McMillan?
 17 POLICY BOARD MEMBER MIKE McMILLAN: Just happy
 18 to have y'all here in Spanish Fort. Spend some money
 19 with us.
 20 POLICY BOARD CHAIRMAN DANE HAYGOOD: Thank you.
 21 Well, we may take you up on that. Thank you for being a
 22 gracious host.
 23 And thank you, staff.
 24
 25 ADJOURNMENT
 POLICY BOARD CHAIRMAN DANE HAYGOOD: We'll have

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this meeting adjourned and see you again July.
(The Eastern Shore MPO Policy Board meeting was adjourned at 10:47 a.m.)

C E R T I F I C A T E

STATE OF ALABAMA
BALDWIN COUNTY)

I hereby certify that the above and foregoing transcript was taken down by me in stenotype and the proceedings were transcribed by means of computer-aided transcription, and that the foregoing represents a true and correct transcript of the meeting given by said parties upon said meeting.

I further certify that I am neither of counsel nor of kin to the parties, nor am I in anywise interested in the result of said proceedings.

Susan C. Andrews

SUSAN C. ANDREWS,
Certified Court Reporter,
Certification No. 287

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C E R T I F I C A T E

I, Dane Haygood, Chairman of the Eastern Shore Metropolitan Planning Organization, do hereby certify that the foregoing transcript of the minutes of the April 24, 2019, Monthly Meeting are a true and correct transcription of the minutes as prepared by Susan C. Andrews, Alabama Certified Court Reporter, License No. 287.

I, Dane Haygood, do hereby affix my signature on this, the ____ day of _____, 2019.

Dane Haygood, Chairman,
Eastern Shore Metropolitan
Planning Organization

SUSAN C. ANDREWS, CERTIFIED COURT REPORTER NO. 287
2200 US HIGHWAY 98, SUITE 4, PMB 230, DAPHNE, ALABAMA 36526

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AGENDA ITEM 1
ACTION - RESOLUTION ADOPTING FY 2020 COOP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO staff has prepared the FY 2020 Continuity of Operations Plan (COOP). This plan outlines policies and procedures MPO staff will take regarding staff and equipment in the event of an emergency or catastrophic event.

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. FY 2020 Continuity of Operations Plan
2. Resolution

Eastern Shore Metropolitan Planning Organization

FY 2020

Continuity of Operations Plan (COOP)

July 2019

Eastern Shore Metropolitan Planning Organization

FY 2020

COOP

For information regarding this document, please contact:

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Eastern Shore Metropolitan Planning Organization (ESMPO)
FY 2020
Continuity of Operations Plan (COOP)

Purpose

The purpose of this Continuity of Operations Plan (COOP) is to summarize, in writing, the actions that will be taken by the Eastern Shore Metropolitan Planning Organization (ESMPO) in the event of a local emergency or catastrophic disaster (such as a hurricane) that could pose a threat to human safety, loss of capital assets and equipment, damage or loss of real and intangible properties, loss of MPO records or files, and would physically deny ESMPO employees and citizens of Baldwin County access to the MPO.

Executive Order 12656 and FHWA Order 1910.2C, requires that each FHWA office formulate a Continuity of Operations Plan (COOP). Similarly, the Alabama Department of Transportation requires all MPOs in Alabama to prepare a COOP and make all MPO personnel aware of COOP policies and procedures. The ESMPO has prepared this COOP as described under Task 1.1 in the current Unified Planning Work Program (UPWP).

The ESMPO is administered by the Baldwin County Highway Department and therefore falls under the umbrella of the Baldwin County Commission and the Commission's policies and procedures, including the Baldwin County Emergency Operations Plan (EOP). ESMPO personnel are housed at the Baldwin County Satellite Courthouse in Fairhope, Alabama; Central Annex II in Robertsdale, Alabama; and the BRATS Headquarters in Robertsdale, AL. In case of an emergency, ESMPO personnel (as County Employees) will comply with the guidelines of Baldwin County's EOP and any instructions from Baldwin County's Emergency Management Agency.

Regardless of the requirements set forth in Baldwin County's EOP, the ESMPO shall implement this COOP in case of an emergency, and thereby guarantee certain minimum protective measures for ESMPO personnel, equipment, and data.

If time permits and does not put personnel at risk, ALDOT will be apprised of MPO actions and intentions as soon as practicable. This contact protocol should include the Southwest Region Engineer, Mobile, and the Metropolitan Planning Section, Transportation Planning and Modal Programs, Montgomery.

Equipment and Communication

ESMPO equipment is inventoried through the Baldwin County Communications & Information Systems (CIS) department. Each piece of equipment is labeled with an identification number or bar code that matches a master inventory list kept by the CIS department. The master inventory list is stored and backed-up in the same manner as all other ESMPO electronic data (see Backup Procedures).

If the Highway Department is forewarned of an emergency situation and County Engineer directs Highway Department employees to a temporary alternative work site, the ESMPO Coordinator must decide if the employees should bring the equipment necessary for continuing operations and

who will be responsible for the equipment (computers, printers, plotters, etc.) once off County premises. If the Highway Department does not have an alternate work site and access is denied to the Baldwin County (Fairhope) Satellite Courthouse, Central Annex II, or the BRATS Offices, ESMPO personnel have appropriate mobile devices which they will take to their residences and continue performing their job duties if so directed by the County Engineer.

If the situation arises, and the County Engineer directs ESMPO personnel to report to their normal work site, report to an alternate work site, or stay at home, an email will be sent to each employee's mobile device.

For both long-term and short-term evacuations, ESMPO personnel should turn-off and unplug all office equipment, where possible move equipment off the ground, and cover equipment with a waterproof covering. These steps should be taken only if they can be done without endangering human life.

Evacuations

Facility Threats - Low Level

If an evacuation of ESMPO personnel is required that poses a threat to personnel at or near the Baldwin County (Fairhope) Satellite Courthouse, Central Annex II, or the BRATS Offices (fire drills, bomb threat drills, etc.), ESMPO personnel are directed to evacuate the respective buildings and report to the following locations:

- **Baldwin County (Fairhope) Satellite Courthouse** – Report to west parking lot.
- **Central Annex II** – Report to north parking lot.
- **BRATS Offices** – Report to the parking lot of the Robertsdale Police Department to the southeast of the BRATS offices.

It will be the ESMPO Coordinator's responsibility to ensure that all ESMPO personnel in the Fairhope office are present and accounted for. It will be the County Engineer's responsibility to ensure that all ESMPO personnel in the Robertsdale office are present and accounted for. It will be the BRATS Director's responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

Facility Threats - High Level

If there is a bomb threat, active shooter, or a danger to persons standing next to the building, and the evacuation must be immediate, ESMPO personnel are directed to report as follows:

- **Baldwin County (Fairhope) Satellite Courthouse** – Report to the western most point of the Plantation Point Shopping Center (Piggly Wiggly) parking lot.
- **Central Annex II** – Report to the southern parking lot of the Robertsdale United Methodist Church.

- **BRATS Offices** – Report to the parking lot of the Robertsdale Police Department to the southeast of the BRATS offices.

The respective locations should be ample distance from any destructive force threatening ESMPO personnel at any of the locations. It will be the ESMPO Coordinator’s responsibility to ensure that all ESMPO personnel in the Fairhope office are present and accounted for. It will be the County Engineer’s responsibility to ensure that all ESMPO personnel in the Robertsdale office are present and accounted for. It will be the BRATS Director’s responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

Severe Weather Threats

In the case of short term severe weather threats such as tornados, ESMPO personnel will take cover as follows:

- **Baldwin County (Fairhope) Satellite Courthouse** – Report to the safe room in the east side of the building as directed by facility personnel.
- **Central Annex II** – Report to centralized hallway in the lowest accessible floor of the building.
- **BRATS Offices** – Report to centralized hallway in the building.

It will be the ESMPO Coordinator’s responsibility to ensure that all ESMPO personnel in the Fairhope office are present and accounted for. It will be the County Engineer’s responsibility to ensure that all ESMPO personnel in the Robertsdale office are present and accounted for. It will be the BRATS Director’s responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

In the case of long term severe weather threats such as hurricanes, ESMPO personnel will take action as directed by the County Engineer and the Baldwin County Commission. When appropriate, ESMPO personnel are encouraged to evacuate their personal residences to ensure their own safety (see Baldwin County Evacuation Zones).

Long Term Threats - If a long-term evacuation is required, the County Engineer will assess the situation and communicate through email the instructions on where all ESMPO personnel should report. The ESMPO Coordinator, after consulting with the County Engineer, shall communicate with ALDOT, the Policy Board, and appropriate ESMPO advisory committees regarding the status of any scheduled meetings, public forums, and the like. This will include planned closings, evacuation procedural changes, and contact updates.

Backup Procedures

To ensure that all electronic files and documents of the ESMPO are safe, not only from computer viruses, but from being physically damaged, all ESMPO personnel are required to save their work on the Highway Department’s network drive. The Highway Department network drive is backed-up nightly in Bay Minette, Alabama. Backup information is stored for 90 days. Weekly backups

are saved and placed in a secure lock box in Bay Minette, Alabama. All equipment utilized by ESMPO personnel is serviced by the Baldwin County CIS department and is secured by appropriate anti-virus software.

Voting Procedures

The ESMPO Policy Board members (or their proxies) are the only individuals who can vote and carry out the business of the MPO, including decisions regarding the Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Public Participation Plan (PPP) and other planning documents. The following is a list of the FY 2020 Policy Board members and their contact information:

ESMPO Policy Board Voting Members

Mayor Karin Wilson, City of Fairhope

Email: karin.wilson@fairhopeal.gov

Phone: 251-990-0100

Mobile Phone: 251-422-0669

Councilmember Ron Scott, Daphne City Council

Email: councildistrict5@daphneal.com

Phone: 251-621-9000

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Mayor Dane Haygood, City of Daphne

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Phone: 251-621-9000

Mobile Phone: 251-463-2888

Councilmember Jack Burrell, Fairhope City Council

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Phone: 251-629-2136

Mobile Phone: 251-510-4496

Commissioner Joe Davis III, Baldwin County Commission District 2

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Phone: 251-990-4620

Mobile Phone: 251-423-0089

Commissioner Billie Jo Underwood, Baldwin County Commission District 3

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Phone: 251-972-8515

Mobile Phone: 251-423-0477

Mayor Mike McMillan, City of Spanish Fort

Email: mayor@cityofspanishfort.com

Phone: 251-626-4884

Mobile Phone: 251-402-6798

Mayor Richard Teal, Town of Loxley

Email: rteal@flowerwood.com

Phone: 251-964-5162

Mobile Phone: 251-747-0776

Matthew Ericksen P.E., Southwest Region Engineer, ALDOT

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Phone: 334-274-6350

Ed Phillips, State Local Transportation Engineer, ALDOT

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Phone: 334-242-6203

Richard Johnson, Technical Advisory Committee (Chairperson)

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Phone: 251-928-8003

Mobile Phone: 251 379-1305

Andrew James, Citizen Advisory Committee (Chairperson)

Email: andrew.james@volkert.com

Phone: 251 968-7551

Mobile Phone: 251-455-6779

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Adopting the FY 2020 Continuity of Operations Plan (COOP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (ESMPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Executive Order 12656 and FHWA Order 1910.2C, requires that each FHWA office formulate a Continuity of Operations Plan (COOP) and, similarly, the Alabama Department of Transportation requires all MPOs in Alabama to prepare a COOP and make all MPO personnel aware of COOP policies and procedures; and

WHEREAS, the purpose of the COOP is to summarize, in writing, the actions that will be taken by the ESMPO in the event of a local emergency or catastrophic disaster (such as a hurricane) that could pose a threat to human safety, loss of capital assets and equipment, damage or loss of real and intangible properties, loss of MPO records or files, and would physically deny ESMPO employees and citizens of Baldwin County access to the MPO; now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization has reviewed the Continuity of Operations Plan and does hereby approve the said Plan for use by the ESMPO in FY 2020.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make minor corrections and perform routine document maintenance to the Continuity of Operations Plan in cooperation with the Alabama Department of Transportation as needed.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:

_____ Date: _____

AGENDA ITEM 2
ACTION – RESOLUTION ADOPTING DRAFT FY 2020 UPWP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO staff has completed the Draft FY 2020 Unified Planning Work Program (UPWP). The UPWP is the administrative planning budget for the MPO. The Draft UPWP was published for public comment from June 5, 2019 - July 5, 2019. MPO staff held two public meetings regarding the Draft UPWP; no comments were received.

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. Draft FY 2020 UPWP – Funding Overview
2. Resolution

Eastern Shore Metropolitan Planning Organization

FY 2020

Unified Planning Work Program (UPWP)

MPO PLANNING AND ADMINISTRATIVE BUDGET

DRAFT



This document was prepared by the staff of the Eastern Shore MPO

July 2019

*Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en
coordinator@easternshorempo.org*

Eastern Shore Metropolitan Planning Organization

FY 2020

Unified Planning Work Program (UPWP)
for the Eastern Shore MPO Urbanized Areas

MPO PLANNING AND ADMINISTRATIVE BUDGET

DRAFT

This document is posted on the internet at
www.easternshorempo.org

For information regarding this document, please contact:

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This UPWP was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Alabama Department of Transportation (ALDOT), and local governments in partial fulfillment of requirements of Title 23 USC 134 and 135, amended by FAST Act, Sections 1201 and 1202, December 4, 2015. The contents of this document do not necessarily reflect the official views or policies of the U.S. Department of Transportation.

Policy Board Members

Mayor Karin Wilson, City of Fairhope
Councilmember Jack Burrell, Fairhope City Council, Vice Chairperson
Mayor Dane Haygood, City of Daphne, Chairperson
Councilmember Ron Scott, Daphne City Council
Commissioner Joe Davis, Baldwin County Commission District 2, Chairperson
Commissioner Billie Jo Underwood, Baldwin County Commission District 3
Mayor Michael McMillan, City of Spanish Fort
Councilman Richard Teal, Loxley Town Council
Matthew Eriksen P.E., Southwest Region Engineer, Alabama Department of Transportation

Non-Voting Members

Mark Bartlett, Division Administrator, Federal Highway Administration
Ed Phillips, P.E., State Local Transportation Engineer, ALDOT
Richard Johnson, Chairperson of the Technical Advisory Committee
Andrew James, Chairperson of the Citizen Advisory Committee

Technical Advisory Committee (TAC) Members

Richard Johnson, P.E., Public Works Director, City of Fairhope
Adrienne Jones, Director of Community Development, City of Daphne
Vacant, Planning & Building Director, City of Fairhope
Jeremy Sasser, Public Works Director, City of Daphne
Carl Nelson, Planning Commission Chairman, City of Spanish Fort
Scott Bankester, Superintendent of Utilities, Town of Loxley
Joey Nunnally, P.E., Baldwin County Highway Department
Matthew Brown, Director of Transportation, Baldwin Regional Area Transit System
Edwin Perry, P.E., Southwest Region Pre-Construction Engineer, ALDOT
Bill Harbour, Representative, Baldwin County Board of Education

Non-Voting Members

Nicole Spivey, Federal Transit Administration
Casey Gay Williams, Eastern Shore Chamber of Commerce Representative
Patrick Northcutt, Central Baldwin Chamber of Commerce Representative
Pam Caudill, Director, City of Fairhope Airport Authority
Clint Andrews, Representative, FHWA
Greg Smith, P.E., Representative, City of Robertsdale
Representative, Baldwin County (Vacant)
Representative, City of Daphne (Vacant)
Representative, City of Fairhope (Vacant)
Representative, City of Spanish Fort (Vacant)
Representative, Town of Loxley (Vacant)
Trucking Representative (Vacant)
U.S. Army Corps of Engineers Representative (Vacant)

**Citizens Advisory
Committee (CAC)**

Donald Ouellette, City of Daphne
Stephen Pierce, City of Daphne
Rick Davis, City of Daphne
Richard Jaehne, City of Daphne

David Stejskal, City of Fairhope
Tom Granger, City of Fairhope
Sherry Sullivan, City of Fairhope
Tedson Meyers, City of Fairhope

Johnny Chaney, Baldwin County
Greg Walker, Baldwin County
Andrew James, Baldwin County
Lawrence Wilson, Baldwin County

Kevin Morgan, City of Spanish Fort
Richard Ullo, City of Spanish Fort

Diane Burnett, Town of Loxley
Bethany Johnston, Town of Loxley

**Bicycle and Pedestrian Advisory
Committee (BPAC)**

Phil Wilbourn, City of Daphne
Mark Wetzel, City of Daphne
David Ringler, City of Daphne
Payton Rogers, City of Daphne

Jeff Hudson, City of Fairhope
Katie Bolton, City of Fairhope
Molly Peterson, City of Fairhope
David Wells, City of Fairhope

Karen Dees, Baldwin County
Dewane Hayes, Baldwin County
Mike Henriksen, Baldwin County
Gail Young, Baldwin County

Kathie LaRose, City of Spanish Fort
Jeff Sheldon, City of Spanish Fort

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**EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
RESOLUTION NO. 2019-**

**Adopting the FY2020 Unified Planning Work Program
for the Eastern Shore Urbanized Area**

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U. S. Department of Transportation requires all MPOs, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program as a condition for meeting the provisions of 23 Code of Federal Regulations (CFR) 450.308; and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization (MPO), in cooperation with the Alabama Department of Transportation, has prepared a Unified Planning Work Program for the Eastern Shore Urbanized Area for fiscal year 2020; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO), in session this 24th day of July 2019, did review and evaluate the aforementioned FY20 Unified Planning Work Program, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Eastern Shore Metropolitan Planning Organization (MPO) that the same does hereby endorse and adopt said Unified Planning Work Program.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make maintenance adjustments and corrections to the UPWP without formal approval by the Policy Board.

Dane Haygood, Chairman

Date

ATTEST:

_____ Date: _____

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I. Introduction

Overview

The Unified Planning Work Program (UPWP) document is developed to organize the planning activities for the Eastern Shore Metropolitan Planning Organization (MPO). The purpose of the UPWP is to define work tasks necessary to conduct transportation planning activities throughout the Eastern Shore Metropolitan Planning Area (MPA). The UPWP also provides budget allocations for each work task covering Fiscal Year 2020, from October 1, 2019 to September 30, 2020.

Federal, state, and local funding sources are outlined in the UPWP. Planning Funds (PL) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) account for 80 percent of MPO funding, while the remaining 20 percent is made up of local funds. The Baldwin County Commission provides the entire twenty percent local match for the MPO Planning Funds.

Public Participation in the Transportation Planning Process

The Eastern Shore Metropolitan Planning Organization (MPO) strongly encourages public participation in MPO Transportation Planning activities. All MPO activities and meetings are open to the public. Advertisement of planning activities, such as meeting dates, review and adoption of planning documents, and public involvement sessions are publicized at least two (2) weeks prior to the meeting date. In continuing open participation, the Bicycle and Pedestrian Advisory Committee (BPAC), Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC), and the Policy Board review and provide comments on all MPO planning documents. The public is encouraged to contact MPO staff with any questions or concerns. Staff may be contacted via phone, email, regularly scheduled MPO meetings, Public Forum periods, and/or in person to discuss all MPO planning activities and documents.

Title VI in Preparation of the UPWP

The MPO will comply with all Title VI programs, processes, and procedures according to 23 CFR 450 et al and FTA Circular 4702.1B. Refer to section 4.2 on page 19 for more information on Title VI compliance. You can also view our 2018 Public Participation plan on our website at www.easternshoremopo.org.

Scope of the Planning Process

FAST ACT, the current federal transportation legislation, outlines ten Planning Factors that must be considered in all MPO plans, proposals, and projects.

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- B. Increase the safety of the transportation system for motorized and non-motorized users;
- C. Increase the security of the transportation system for motorized and non-motorized users;
- D. Increase the accessibility and mobility options available to people and for freight;
- E. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- G. Promote efficient system management and operation; and
- H. Emphasize the preservation of the existing transportation system.

- I. Improve the resiliency and reliability of the transportation system, and reduce (or mitigate) the storm water impacts on surface transportation.
- J. Enhance travel and tourism.

Special Planning Considerations

Planning Emphasis Areas

- **FAST Act Implementation** - *Transition to Performance Based Planning and Programming*: FAST Act includes a mandate for performance based planning and programming within the transportation planning process. Currently, the UPWP includes the *Livability Principles and Indicators* performance measure, which was developed by FHWA prior to FAST Act being signed into law, as the first in a new series of legislated performance measures (Tasks 2.1, 4.1, 6.1 and 6.3). The Eastern Shore MPO will fully implement the FAST Act performance management approach as performance based planning and programming measures are developed and published (Tasks 2.1, 4.1, 6.1 6.3). In addition, safety performance measures are mandated in FAST Act. The Eastern Shore MPO will fully implement the FAST Act safety performance measures as they are developed and published (Task 7.0).
- **Models of Regional Planning Coordination** - *Promote Cooperation and Coordination Across MPO Boundaries and Across State Boundaries Where Appropriate to Ensure a Regional Approach to Transportation Planning*: The Eastern Shore MPO will work with transportation officials, staff, and stakeholders to promote regional cooperation and coordination as the transportation planning process is intended to be regional in scope because transportation systems transcend political boundaries. Furthermore, the Transportation Improvement Program (TIP) and the Long Range Transportation Plan acknowledges consistency with other plans that include transportation elements and both document all *regionally significant projects* that are modeled in the MPO’s transportation network (Tasks 6.1. and 6.3).
- **Ladders of Opportunity** - *Access to Essential Services-As a Part of the Transportation Planning Process, Identify Transportation Connectivity Gaps in Access to Essential Services*: The entirety of the Eastern Shore MPO’s Metropolitan Planning Area is serviced by Baldwin Rural Area Transportation System (BRATS), which is a demand response public transit system. In a demand response system, local citizens may schedule trips to and from any location in the service area from Monday-Friday for a small fee. Therefore, the Eastern Shore MPO area has no gaps in access to essential services such as housing, employment, health care, schools and recreation during the work week (Task 6.6). Bicycle and Pedestrian facilities are also considered when identifying transportation connectivity gaps in access to essential services.

Livability Principles and Indicators

Increasingly, federal and state agencies are using Performance Measures as a way of ensuring greater accountability for the expenditure of public funds in an ever growing number of programs and activities across a variety of disciplines. Within the transportation sector and the planning processes associated with transportation infrastructure development, ALDOT has adopted the Livability Principles and Indicators as a sustainability measurement against future actions.

All planning tasks must be measured against these **Livability Principles**:

1. Provide more transportation choices, including non-motorized transportation
2. Promote equitable, affordable housing

3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate policies and leverage investment
6. Value communities and neighborhoods

As a measure of sustainability of these principles, the MPO will provide the following **Livability Indicators**:

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects.
2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities.
3. Percentage of household income spent on housing and transportation.
4. Percentage of Workforce Commuting to Work by Bike
5. Percentage of Workforce Walking to Work
6. Percentage of Workforce Utilizing Public Transit
7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.
8. Percent of workforce living within twenty-four (24) miles or less from primary job.

The Livability Indicators will be presented in the appendices of the following planning documents: Long Range Transportation Plan, Transportation Improvement Program, Public Participation Plan (PPP), Bicycle and Pedestrian Concept, Congestion Management Process documentation, and Air Quality Conformity Report. Data will be presented as percentages or numbers in charts, graphs, or maps in the narrative or the Appendices.

Transportation Performance Management

MAP-21 and the FAST Act created a performance-based surface transportation program with requirements for State Departments of Transportation, Metropolitan Planning Organizations, and transit agencies. Along with DOTs, FHWA has required MPOs to adopt targets or accept the state target for the following categories:

- Serious Injuries per Vehicle Miles Traveled, Fatalities per vehicle miles Traveled, Total Serious Injuries, Total Fatalities, Non-Motorized Fatalities and Serious Injuries;
- Percentage of Pavement on the Interstate in Good Condition, Percentage of Pavement on the Interstate in Poor Condition, Percentage of Pavement on the Non-Interstate NHS in Good Condition, Percentage of Pavement on the Non- Interstate NHS in Poor Condition, Percentage of Bridge Decks on the Non- Interstate NHS in Good Condition, Percentage of Bridge Decks on the Non- Interstate NHS in Poor Condition.
- Percentage of Person-Miles Traveled on the Interstate that are Reliable, Percentage of Person-Miles Traveled on the Non-Interstate NHS that are Reliable, Truck Travel Time Reliability Index, Annual Hours of Peak Excessive Delay Per Capita, Percent of Non-Single Occupancy Vehicle (SOV) Travel, Total Emissions Reduction.

FTA's final rule defined the term "state of good repair" (SGR) and established a minimum Federal requirement for transit asset management. This requirement applies to all recipients and subrecipients who own, operate, or manage public transportation capital assets. Three SGR performance measures include:

- Rolling Stock (Revenue Vehicles): % by type that exceed Useful Life Benchmark (ULB)
- Equipment (over \$50,000): % of non-revenue service vehicles by type that exceed ULB
- Facilities: (FTA Sponsored):% rated less than 3.0 on the TERM scale.

II. Organization

The Eastern Shore MPO is composed of the Policy Board and three Advisory Committees: Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and Bicycle and Pedestrian Advisory Committee (BPAC).

The **Policy Board** is the decision-making body, which includes voting and non-voting MPO members. Policy Board members are elected officials (Mayors, Council Members, and County Commissioners) of the local government jurisdictions, but also includes the Region Engineer for Southwest Region of the Alabama Department of Transportation. The Policy Board proposes, adopts, and submits MPO projects to the Alabama Department of Transportation (ALDOT), and discusses or endorses ALDOT projects.

Policy Board decisions are augmented by input from the three Advisory Committees. These committees should include a representative from citizens with disabilities. Committee members serve at the pleasure of the Policy Board and provide informed and valuable input into Policy Board decisions. Committee inquiries, findings, and recommendations are conveyed to the Board by the MPO Coordinator or may be presented directly to the Board by the Committee Chairperson.

The **Technical Advisory Committee (TAC)** provides technical support to the Policy Committee. TAC members are non-elected officials, typically city and county department heads, professional staff supporting local government operations, community leaders such as Chamber of Commerce presidents/CEOs, school superintendents, police chiefs, and hospital administrators. Based on their affiliation, they may have a hand in developing transportation infrastructure or operating transportation dependent businesses.

The **Citizens Advisory Committee (CAC)** provides input as part of the public involvement process. Usually, CAC members are active members within their respective communities, including interest in transportation projects, infrastructure concerns and bicycle/pedestrian projects in general. MPO member local governments are charged with encouraging their citizens to be active in MPO transportation activities in their respective areas and to participate in the planning process through membership on the committee.

The **Bicycle and Pedestrian Advisory Committee (BPAC)** provides input as part of the public involvement process. Usually, BPAC members are active community members and leaders in bike and pedestrian issues. The BPAC is comprised of citizens from communities within the MPA. BPAC members provide views on projects and programs from the bike and pedestrian perspective.

III. Tasks

1.0 ADMINISTRATION

1.1 MPO Administrative Duties

Objectives

The role of the MPO Administrative Duties task is to manage the transportation planning program in an efficient manner and effectively use human and material resources in developing transportation plans. It must ensure compliance with Title VI. The MPO must provide necessary secretarial and clerical services and assure compliance with U.S. DOT drug-free work place requirements. Staff must provide necessary preparations for Policy Board and advisory committee meetings, as well as for all Public Involvement events. MPO staff must prepare agendas, support documents, sign-in sheets, minute records, hand-outs, and responses to public comments. MPO staff will also be responsible for managing MPO expenses and preparing the necessary documentation for reimbursement

from ALDOT. The task includes record maintenance as required by CFRs and ALDOT directives and preparation of reports as needed by the Policy Board.

Previous Work

Preparation of FY19 monthly invoices to ALDOT; Preparation of public notices, agendas, agenda packets, presentations, meeting minutes, and press releases for MPO Policy Board Meetings; Coordination of meeting locations for FY19 MPO Policy Board Meetings; Communication with Policy Board Members throughout FY19; Proofing MPO documents and correspondence; Managing MPO FY19 expenses; Managing MPO assets. Communication and coordination with ALDOT; Establishing uniform standard operating procedures for MPO processes.

Proposed Work

MPO staff will carry out the appropriate management and administrative activities, including providing timely reports to various committees and member government agencies. Changes in process or documentation that are necessary to comply with new legislation will be made. Records and information will be maintained and made available to the public to foster public participation in the transportation planning program.

- Manage production of all MPO documents in accordance with the 3-C process
- Maintain Federal drug-free work place requirements
- Provide administrative support to all MPO proceedings
- Provide Policy Board, TAC, CAC, and BPAC with appropriate information
- Maintain accurate records of MPO proceedings

Products

- Monthly invoices, reports, meeting agendas, handouts
- Required MPO, federal, and state process documentation of all kinds
- Formal and other planning documents requiring federal or state agency approval
- A transportation planning program that complies with applicable provisions of US law
- Standard Operating Procedure outlines and checklists for MPO processes
- Planning and Development spreadsheets

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds*	\$29,600.00
Local Funds	\$7,400.00
Total Funds*	\$37,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category*

1.2 Continuity of Operations Plan (COOP)

Objectives

The purpose of the Continuity of Operations Plan (COOP) is to provide MPO direction in the event of an emergency, natural disaster, or unforeseen threat to normal operations. The COOP outlines the measures to be taken by the MPO to ensure the safety of staff, protect sensitive and critical MPO documents, equipment, and records, and provide for relocation and/or emergency restart protocols in the event of a severe weather, accident, act of terrorism, or any other catastrophic event.

Previous Work

Review of FY19 COOP; Update Continuity of Operations Plan for FY20.

Proposed Work

Staff will ensure all employees are familiar with emergency and evacuation procedures of the MPO and the Baldwin County Highway Department. MPO staff will update the COOP to follow these general guidelines:

- Establish internal procedures for evacuation and communications
- Ensure electronic systems redundancies and data backup and storage
- Install procedures for protecting documents, equipment, and sensitive inventory
- Attend relevant workshops and training sessions
- Promote alertness to hazardous weather, evacuation notices, and roadway safety
- Submit draft and final draft COOP for ALDOT review

Products

- Updated procedures for evacuation, document and equipment protection, and system backup
- Updated Draft and Final Continuity of Operations Plan (COOP)

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$400.00
Local Funds	\$100.00
Total Funds*	\$500.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

1.3 Equipment Purchases and Supplies

Objectives

The purpose of this sub-task is to provide funds for the purchase of various kinds of equipment (computers, software, peripheral equipment) and office supplies to supply a working MPO office. Postage, copier, printer, and some shipping costs are covered under this task.

Previous Work

In FY19, the MPO continued to maintain its website server space, court reporter transcripts, and miscellaneous office equipment. The MPO also purchased office supplies for daily operations.

Proposed Work

MPO staff will purchase supplies and necessary equipment to complete work requirements as needed and as efficiently as possible. These supplies include but are not limited to: paper, ink for map plotter and standard printers, organizational supplies, office furniture, and other supplies MPO staff deems necessary to improve the efficiency of MPO operations and MPO meeting preparation. MPO staff will also research and possibly purchase tablets to be used by Policy Board and Advisory Committee members during MPO meetings.

Products

Reports, documents, draft and final plans, maps

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$9,600.00
Local Funds	\$2,400.00
Total Funds*	\$12,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

2.0 DATA COLLECTION AND ANALYSIS

2.1 Database Maintenance and Data Collection

Objectives

The MPO is charged with collecting and maintaining data to support the transportation planning process and evaluating the effectiveness of the transportation planning effort and the system; improving transportation system resiliency and reliability; assisting in the evaluation of potential developments and activities on the transportation system; and assisting in the determination of measures to be taken to mitigate impacts on the system. Staff will assist and improve the capability of member governments to monitor, analyze, and if necessary, collect traffic, accident, bicycle/pedestrian, and other forms of data.

The data to be collected, maintained and analyzed includes: socioeconomic characteristics, traffic volumes, land use, economic activity, employment, physical attributes of the MPA transportation network, accident/incident data and land parcel data for the affected areas of Central and South Baldwin County.

Previous Work

Collected Census data for Title VI program update and Travel Demand Model; Collected growth data; Collected Environmental Justice data; Collected ridership data from BRATS, the MPO Public Transit provider; Collected development data including preliminary/final plats and building permits.

Proposed Work

The MPO will maintain an ongoing data collection program. Socioeconomic data will continue to be updated by MPO staff for use in modeling and plan update activities.

- Collection of socioeconomic data as necessary and appropriate using existing databases
- Collection and analysis of traffic data including traffic accident data
- Collect, analyze, and present Livability Indicator data as needed to support other tasks. The MPO will collect, prepare, and present Livability Indicator data in the listed planning documents as required on p. 2.
- MPO staff will consult with private companies who provide services related to this tasking
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

- Traffic data files for use in various reports, summaries, and modeling deliverables.
- Socioeconomic data for use in various planning documents and modeling.
- Transit Data
- Planning and Development Spreadsheets

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019– September 30, 2020

Funding Responsibility

PL Funds	\$2,400.00
Local Funds	\$600.00
Total Funds*	\$3,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

2.2 Geographic Information Systems (GIS)

Objectives

The MPO will develop, update, and maintain an ESRI based ArcGIS system in support of mapping and data production requirements for formal planning documents, traffic analyses, impact assessments, congestion management studies, transit planning, project presentations, and travel demand modeling support for Citilabs Voyager applications.

Previous Work

Created maps for Title VI Program and Environmental Justice issues; Created and updated Public Transit Maps; Created individual project maps for submitted projects; Created Master Project maps including all projects submitted to the MPO; Updated Bicycle and Pedestrian network map displaying all sidewalks and bike lanes in the planning area; Created map displaying ideal future Bicycle and Pedestrian Routes; Maintained online interactive project map; Created maps displaying the Eastern Shore modeled networks within Citilab Voyager; Mapped all preliminary and final plats within the Metropolitan Planning Area (MPA) for calendar years 2017, 2018, and 2019.

Proposed Work

Eastern Shore MPO will continue to upgrade computers and GIS software as needed to assure MPO staff can readily access GIS data. Transportation related data will be integrated into ArcGIS as it becomes available. Technical assistance will be made available to all MPO member governments as needed.

- Attend ALDOT sponsored modeling and GIS workshops/trainings
- Create maps to identify MPO project location(s)
- Employ GIS software to display and analyze MPO study area
- Project Maps
- Transit Maps
- Demographic Maps
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

Products

- MPA map based on U. S. 2010 Census data
- Bicycle and Pedestrian Sidewalk and Bike Lane Network Map
- Master Project Maps
- Interactive Map
- Population projection Maps
- Transit Maps
- Travel Model Maps
- LRTP Project Maps
- Planning and Development Maps

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$8,000.00
Local Funds	\$2,000.00
Total Funds*	\$10,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

2.3 Transportation Model Development and Maintenance

Objectives

MPO staff will collect and maintain data to support development of the Eastern Shore Travel Demand Model for inclusion in the 2045 Long Range Transportation Plan (LRTP). The modeled network developed for inclusion in the 2045 LRTP and succeeding plans will use a 2015 Base Line and project network traffic volumes through year 2045. Data collection and model development will be done in close coordination with Metropolitan Planning Section of the Local Transportation Bureau of ALDOT.

Previous Work

MPO staff has attended training seminars for transportation model development; Prepared final draft of Traffic Analysis Zone (TAZ) map; Validated Base Model; Prepared 2020 and 2040 E+C and Build networks.

Proposed Work

- Collect and Analyze Traffic Data
- Coordinate model development with Metropolitan Planning Section staff
- Add funded projects to the model
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

Products

ESMPO 2015 Base Model
ESMPO 2045 E+C Model
ESMPO 2045 Future Model

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$3,200.00
Local Funds	\$800.00
Total Funds*	\$4,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

2.4 Preparation of Emissions Data for MOVES

N/A

2.5 Intelligent Transportation System (ITS) Program

Objectives

Continuously develop and update an Intelligent Transportation System (ITS) Programs for the Eastern Shore Urban Area. Intelligent Transportation Systems improve transportation safety and mobility and enhance productivity through the use of advanced communications technologies. ITS encompasses a broad range of wireless and wire line communications-based information and electronics technologies. When integrated into the transportation system's infrastructure, and in vehicles themselves, these technologies relieve congestion, improve safety, and enhance productivity. The MPO will ultimately prepare an ITS Plan to support safety measures and other programs within the MPA.

Previous Work

Researched and review of ITS Programs from similarly situated urban areas; Attended presentations and webinars on ITS; Hired Consultant to Perform Fiber Audit/Infrastructure Analysis/Systems Engineering Report for Proposed Adaptive or Responsive Traffic Signal System; Funded an Adaptive Signal ITS system in the urbanized area using MPO Surface Funds. Developed a basic ITS Program in coordination with ALDOT, that focused on traffic management, incident response, emergency management, and traveler information Researched additional ITS and preeminent technology for future projects and funding sources; MPO staff attended meetings, training events, presentations, or peer information exchanges as appropriate to the tasking; Staff attended construction meetings, monitored construction process of the ITS.

Proposed Work

- Continue to develop a basic ITS Program in coordination with ALDOT, which will focus on traffic management, incident response, emergency management, and traveler information
- Research additional ITS for future projects and funding sources
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- Market and promote the US Highway 98 Adaptive Signal system, along with the partnership between the ESMPO, FHWA, ALDOT and member governments.
- Support all stakeholders and member governments with he ITS program

Products

ITS Program
Adaptive Signal Phase II Feasibility Analysis

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$4,000.00
Local Funds	\$1,000.00
Total Funds*	\$5,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

3.0 Unified Planning Work Program

Objective

Develop a schedule of transportation planning tasks that will carry out the continuing, cooperative, and comprehensive (3-C) planning process for the Eastern Shore. Create a budget to fund the necessary tasks with approval of the MPO and Advisory Committees and address Planning Factors, as mandated by Federal legislation and Federal agency directives. Establish bench marks and time lines where appropriate to enable MPO, ALDOT, and FHWA to measure progress on time-sensitive activities.

Previous Work

Mid-year review and updates to FY19 Final UPWP including review of work and funding availability.

Proposed Work

The MPO will provide an annual report. In cooperation with ALDOT, MPO staff will determine the needed planning activities (tasks) for FY 2020. These activities, along with funding levels and funding sources, will be incorporated into the Draft FY 2020 Unified Planning Work Program. The UPWP will continue to reflect the requirements of federal transportation legislation.

- Develop the FY 2020 Unified Planning Work Program
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.**

Products

FY 2020 Draft and Final UPWP
Annual Report
Financial Reports

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

Draft in June 2019; Final in July/August 2019

Funding Responsibility

PL Funds	\$3,200.00
Local Funds	\$800.00
Total Funds*	\$4,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

4.0 PUBLIC INVOLVEMENT

4.1 Public Participation Process

Objective

Maintain a PPP that conforms with the requirements of FAST-Act and is consistent with 23 CFR 450.316 that provides specific procedures for the dissemination of transportation planning, project, and program information to communities, groups, and interested parties within the Eastern Shore MPA. Provide information about the MPO to interested individuals and groups and notify the public of opportunities to participate effectively in the transportation planning process through the MPO. Coordinate the exchange of information between the MPO, the TAC, the CAC, the BPAC, ALDOT, FHWA, and the FTA. Provide MPO, TAC, CAC, and BPAC members, agencies, the public, and all interested parties with information about ongoing planning activities and MPO projects. Maintain effective relationships with local and area print and broadcast media. This task also aims to enhance travel and tourism.

Previous Work

Provided public forum opportunities at all MPO meetings; Built new MPO website; Updated social media sites and MPO website on a regular basis; Prepared and sent email campaigns to interested parties; Prepared and distributed informational flyers to low-income and minority groups. Prepared and published public notices for MPO meetings; Conducted public forums for comment on MPO planning documents; Responded to public comments on MPO planning documents; Prepared MPO informational videos; Collected livability indicators; Delivered presentations regarding the MPO to interested groups; Communicated with the press and media regarding the MPO; Planned and conducted Advisory Committee meetings; Acted as liaison between Advisory Committee members and Policy Board members; Filled CAC and BPAC vacancies through application process; Held public meetings regarding planning documents; Continuously updated planning documents and notices with most recent versions on the MPO website; Updated the PPP in FY 18 according to the public involvement processes outlined in the PPP; Developed informational brochures outlining what the Eastern Shore MPO is; Created informational guide to local traffic improvements in the MPA; Initiated contact with new housing developments, organizations and lower economic groups; Presented informational presentations to civic groups in the MPA.

Proposed Work

The MPO will give public presentations to a variety of organizations throughout the MPA as requested or needed. Public participation activities, advertisement, and other public notice methods will be evaluated to determine their cost efficiency and effectiveness in providing information to various segments of the area population. MPOs will continue to develop and provide quality maps, reports, and other materials to inform citizens about the transportation planning process and proposed projects. MPO staff will describe Performance Measures, and the Livability Principles and Livability Indicators in the Public Participation Plan (PPP), and ensure that agencies and the public have full access to documents and data as requested. In addition, the MPO will:

- ***Periodically update the PPP to incorporate new legislation, agency directives, or MPO procedures.***
- Plan and conduct CAC and BPAC meetings.
- Provide Public Forum opportunities at MPO, TAC, CAC, and BPAC meetings.
- Promote development of transportation projects in the Eastern Shore area and provide outreach to affected communities.
- Post MPO and Advisory Committee meeting notices and other information on the MPO website.
- Post updated Transportation Planning documents on the website.
- Collect and present Livability Indicators as required on p. 2.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- Develop flyers and emails with transportation updates.

- Target new housing communities and organizations to encourage participation.

Products

Reports, meeting agendas, Public Notices, promotional flyers, and new web content

Staffing

MPO Coordinator
 MPO Technician I
 Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$16,00.00
Local Funds	\$4,000.00
Total Funds*	\$20,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

4.2 Title VI and Environmental Justice

Objectives

Every effort is taken to ensure that protections provided in 42 United States Code (USC) 2000d-1 are addressed in the planning process. The intent is to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations in the planning process or during transportation project development. The MPO will ensure the full and fair participation by all potentially affected communities and prevent the denial of, reduction in or significant delay in the receipt of benefits of transportation system improvements by minority and low-income populations.

Previous Work

Analyzed U.S. Census data and communicated with local authorities to locate minority and low-income groups within the MPA; Maintained a contact list for these groups and prepared and mailed flyers to each contact to notify them of opportunities to be involved in transportation planning activities; Prepared and maintain a Language Assistance Plan to the extent required by Circular 4701.1B; Prepared and maintain Title VI Policies; Updated the Title VI Plan, as required.

Proposed Work

MPO staff will determine residential, employment and transportation patterns of low-income and minority populations using census information and socioeconomic data from reliable and available sources. Staff will interact and reach out to community leaders representing low-income and minority populations and groups by consulting with the Public Housing Authority, the Area Agency on Aging, local churches, and other agencies. The MPO will encourage the media, including TV, radio, and print, to disseminate information about transportation planning projects and activities. Hold public meetings in locations and times that are comfortable, familiar, and convenient. The MPO will comply with all federal agency guidelines. MPO staff will ensure that the MPO complies with the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, and that it fulfills the requirements under 4702.1B of the Limited English Proficiency (LEP) provisions.

- Environmental Justice documents and reports
- Requirements set forth in 23 CFR 450 et al with regard to public participation
- Self-certification requirements set forth in 23 CFR 450.218
- Develop relationships with low-income and minority community representatives
- Provide outreach through the PPP process to minority and low-income populations in the Eastern Shore MPA
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

Reports, plans, or activities as necessary to meet ALDOT, FHWA and FTA obligations.

Up-to-Date Title VI Plan

Up-to-Date LEP Plan

Staffing

MPO Coordinator

MPO Technician I

Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$4,000.00
Local Funds	\$1,000.00
Total Funds*	\$5,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

4.3 Disadvantaged Business Enterprise (DBE)

Objectives

Give full consideration to the potential services that can be provided by disadvantaged business enterprises in carrying out the continuing, cooperative and comprehensive (3-C) planning process and any transit related programs. This task seeks to meet requirements of 23 CFR 230 and 49 CFR 26.

Previous Work

MPO staff performed research regarding the requirements of this task and communicated with ALDOT regarding the same.

Proposed Work

ALDOT will monitor the planning agency and the Eastern Shore MPO in its efforts to contract with DBE enterprises whenever possible. ALDOT will provide information on available DBE services to assist the MPO in meeting the DBE goals.

- Attend DBE workshops and training when available
- Utilize DBE firms resources when available and appropriate
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

Selection of DBE in MPO projects

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$400.00
Local Funds	\$100.00
Total Funds*	\$500.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

4.4 Public Involvement for Air Quality Conformity

Note: In the event of a designation of non-conformity for ozone in 2019, the earliest possible work under this subtask would not take place until 2020.

Objectives

Provide information about activities related to air quality conformity to interested individuals, groups and the general public.

Previous Work

No work performed other than ancillary research.

Proposed Work

- Monitor air quality in the Eastern Shore and report as necessary to the Policy Board, groups, and agencies, the public and interested parties.
- Development of outreach program on air quality issues and conformity requirements under 42 USC 7401, and 40 CFR 51 and 93.
- Participate in available staff training on Air Quality concerns.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

A more knowledgeable MPO staff in air quality conformity

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$400.00
Local Funds	\$100.00
Total Funds*	\$500.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

5.0 Environmental Mitigation and Streamlining

Environmental Mitigation and Streamlining addresses air quality issues not directly related to specific planning documents and the potential mitigation measures from those actions. NAAQS training, emissions monitoring techniques, and public involvement administered by the MPO are specific procedures and measures to provide a successful planning process. Other federal requirements require the integration of climate change and implications of the effects of greenhouse gases (GHG) to be included in the transportation planning process.

5.1 Air Quality

Note: In the event of a designation of non-conformity for ozone in 2020, the earliest possible work under this subtask would not take place until 2020 or 2021.

Objectives

The Environmental Protection Agency (EPA) establishes tolerance limits on ground level and atmospheric pollutant concentrations through enactment of the National Ambient Air Quality Standards (NAAQS). An Air Quality plan is required for planning areas in non-attainment status or those areas anticipating non-attainment. This task provides for those activities that support the overall planning efforts that in turn eventually results in Air Quality Conformity Determination actions. It also provides tasking to reduce or mitigate the storm water impacts on surface transportation. Educate MPO staff in AQ conditions and documentation requirements, and ensure the MPO has sufficient resources to complete FHWA and EPA documentation requirements.

Previous Work

No work performed other than ancillary research. The EPA has not yet released a new NAAQS proposal.

Proposed Work (when applicable)

- Attend appropriate Air Quality training courses/seminars
- Stay informed of current guidelines and other requirements
- Monitor and report on Air Quality conditions and projections for the Eastern Shore MPO
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

Reports and status updates that may be required by the MPO, ALDOT, FHWA, or EPA.

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019– September 30, 2020

Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
Total Funds*	\$250.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

5.2 Environmental Mitigation

Objectives

FHWA requires climate change to be integrated into transportation planning at the local state and regional levels. FHWA also requires that appropriate steps be taken to instruct and train MPO staff in the sources and causes of Greenhouse Gas emissions as well as consider the potential long-range effects by and to the transportation process and network.

Previous Work

MPO staff has attended workshops, webinars and information exchanges relating to Climate Change and Greenhouse Gases.

Proposed Work (when applicable)

- Ensure FHWA required language regarding Climate Change is included in the 2040 Long Range Transportation Plan, the Transportation Improvement Program, and other documents as may be directed by FHWA or ALDOT.
- Attend appropriate Climate Change and Greenhouse Gas (GHG) training courses/seminars
- Stay informed of current guidelines and other requirements
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

Reports and status updates may be required by the MPO, ALDOT, FHWA, or EPA

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
Total Funds*	\$250.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.0 Transportation Systems

6.1 Long Range Transportation Plan (LRTP)

Objective

Develop the 2045 Long Range Transportation Plan (LRTP) for the Eastern Shore MPO, with a minimum 20-year planning horizon, to include the cities of Fairhope, Daphne, Spanish Fort, and the Town of Loxley, and the non-urbanized areas of the Metropolitan Planning Area (MPA) for publication in 2019. The LRTP will include components of the Bicycle and Pedestrian Concept, freight planning, safety planning, Congestion Management Process, and the Transportation Improvement Program (TIP) projects. The LRTP will be representative of the anticipated transportation needs of year 2045. The updated LRTP will include federally required Safety Performance Management Measures and Targets and the Transit Asset Management Performance Measures and Targets. The MPO will also stay informed of transportation planning activities occurring throughout the MPA.

Previous Work

Preparation of LRTP narrative; Attendance at local road and bridge meetings; Communication with the Mobile and FL-AL MPO to remain informed of transportation and growth issues in neighboring communities; Development of the Travel Model; Developed project lists for inclusion in the LRTP; Maintenance of maps showing LRTP projects; Adopted project lists for inclusion in the 2040 LRTP; Collected and presented Livability Indicator Data in the 2040 LRTP; Summarized Bike/Ped Plan and ITS Program in the LRTP; Updated LRTP with Mobile River Bridge and Bayway Project.

Proposed Work

The MPO staff will work with ALDOT, member MPO governments, FHWA, FTA, and EPA to ensure that the Long Range Transportation Plan is maintained in coordination with the statewide transportation plan (STIP) and consistent with the Highway Functional Classification Map. Member governments and communities comprising the MPO will take into account the objectives of the transportation plan and the projected 2045 network, including the need to preserve transportation corridors and promote multimodal coordination in all land use policies. Copies of the adopted Long Range Transportation Plan updates are made available to all interested parties and will be available on the MPO website upon completion. The MPO will continually monitor the progress of the implementation of the Plan as well as its effectiveness in addressing local transportation needs. MPO staff will develop or partner with consultants to perform research and/or studies that contribute to long term planning. MPO staff will also prepare and present the Livability Indicator data, as required on page 4. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps. MPO will work and coordinate with ALDOT on setting goals, objectives, performance measures and targets required by the FAST Act.

- Maintain 2040 LRTP
- Hire a consultant to develop 2045 LRTP
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 4.**
- MPO staff will attend meetings, training events, or presentations as appropriate to the tasking.
- Map plats and provide building permit data.

Products

Up-to-Date 2040 Long Range Transportation Plan
2045 Long Range Transportation Plan

Planning Studies (as requested)
Freight Plan

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$30,400.00
Local Funds	\$7,600.00
Total Funds*	\$38,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.2 Air Quality Conformity

N/A

6.3 Amend LRTP for Air Quality Conformity

N/A

6.4 Transportation Improvement Program (TIP)

Objective

This task allows for MPO preparation of *funded* transportation system improvements brought forward from the Long Range into the short-range, four-year work program document. The ALDOT four-year work program usually consists of projects from the financially constrained side of the LRTP, but that is not always the case. Regardless of origin, a project moving into the short-range TIP document must be funded or have reliable funding identified. MPO staff prepares the TIP document for approval by the Governor and the MPO. The TIP may be amended at any time under procedures of TIP amendment agreed to by the Eastern Shore MPO and ALDOT.

Previous Work

MPO staff has reviewed example documents from similarly situated MPOs. MPO staff has begun preparation of Draft TIP. MPO staff has reviewed information regarding federal funds to be expended within the MPA and have presented the same to the MPO Policy Board. MPO staff has prepared letters of support for grant applications stating the status of preparation of the TIP; Presented Policy Board with projects to be funded and added to the Draft and Final FY2016-19 TIP; Adopted Final FY2016-2019 TIP in September 2015; Amended FY 2016-2019 TIP as requested by Policy Board; Assisted Member Governments with ADA Plans and ADA compliance; Begin work on FY 2020-2023 TIP.

Proposed Work

- The MPO will adopt the FY2020-23 TIP and amend the FY2020-23 TIP to add/delete projects as necessary. Funded projects from the Long Range Transportation Plan may be moved into the four-year TIP for completion. Subject to amendment criteria, the process used may require re-establishment of financial constraint. The MPO will continue to provide opportunities for citizens to be involved in the identification and proposed phasing of projects; MPO staff will track and manage the status of projects in the TIP; MPO will promote coordination among the various transportation modes and facilities. MPO staff will also prepare and present the Livability Indicator data, as required on page 4. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps. MPO staff will work and coordinate with ALDOT on setting goals, objectives, performance measures and targets required by the FAST Act.
- Manage updates to the Transportation Improvement Program and monitor funding availability
- Coordinate with ALDOT as needed on funding and document preparation
- Track and manage the status of projects in the TIP
- **The MPO will collect, prepare, and present *Livability Indicator* data as required on page 4.**
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking
- Provide funding to member governments to complete studies that assist in short-term planning

Products

Amendments to FY2020-23TIP

Studies (when applicable)

Livability Indicator data, as required on page 4. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps.

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$28,000.00
Local Funds	\$7,600.00
Total Funds*	\$35,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.5 Amend TIP for Air Quality Conformity

N/A

6.6 Public Transportation

Objectives

This task is to provide public transportation services planning for Section 5303 public transit funding for the Eastern Shore Urbanized Areas and the Metropolitan Planning Area. The funds are to assist in providing transportation and other services to citizens of the Eastern Shore, assist in the collection and maintenance of information needed to improve services, and the scheduling, dispatching, and routing of transit vehicles.

This task will provide for monitoring of transit-related services in the Eastern Shore MPA and evaluation of potential ridership required for developing bases for transit service.

Previous Work

Coordination with BRATS regarding 5307 transit funds; Attendance for various transit related webinars; Review of existing Public Transit Plan; Coordination with BRATS regarding future funding and budgeting issues; Preparation of Part I of the new Public Transit Plan; review of FTA circulars relating to 5307 funding; Meeting with Policy Board members regarding possible transit capital improvement within the MPO planning area; Information exchange with SARCOR Consultants for assistance with a regional Transit Plan; Participation in CTAA research; Review of transit data; Adopted both Draft and Final Title VI Plan; Assisted with drafting of 5307 draft grant application; Mapped all routes and identified ridership within in MPA; Worked with BRATS and Spanish Fort on proposed park-and-ride facility, as well as associated NEPA process; produced public information video regarding public transit; Incorporated public transit into the Long Range Transportation Plan; Worked with BRATS and City of Fairhope on transit shelter site at the Fairhope Parking Deck location. Helped with the NEPA process and coordination with FHWA on transit projects; Worked with BRATS and the City of Daphne on determining transit shelter locations in Daphne; Adopted performance measure and Transit Asset Management performance measures. Conducted a transit survey to identify goals established in the Public Transit Plan; prepared Public Transit Plan.

Proposed Work

The Eastern Shore MPO will be responsible for short-range and long-range transit planning and needs assessments. MPO staff will incorporate public transit into the Long Range Transportation Plan. MPO staff will work with social service agencies to identify needs of clients. The following activities will take place:

- Provide annual funding actions for inclusion into the Transportation Improvement Program project listings.
- Act as a liaison between stakeholders and Transit Officials
- Address client, ridership, and corrective action needed
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- Ensure ADA and Title VI compliance for the MPO's transit related activities
- Prepare 5307 grant application
- Implementation of Ladders of Opportunity Performance Emphasis Area
- Explore suggestions received through Public Transit Needs Survey
- Implement strategies identified in Public Transit Plan
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the FAST Act for the inclusion in the LRTP, TIP, and other necessary documentation required by ALDOT.

Products

Title VI Plan
5307 Grant Application
Public Transit Plan

*** In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined**

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$16,000.00
Local Funds	\$4,000.00
Total Funds*	\$20,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.7 Bicycle/Pedestrian Transportation Planning

Objectives

The MPO has adopted a Bicycle and Pedestrian Concept for the Eastern Shore MPO. Staff will work with Metropolitan Planning Section (ALDOT) and other appropriate agencies to promote bicycle and pedestrian programs, projects, safety, and the Safe Routes to School Program. The MPO will adopt the Complete Streets concept and incorporate needed improvements, as appropriate, in all proposed projects. The MPO will coordinate, plan, and conduct Bicycle and Pedestrian Advisory Committee (BPAC) meetings.

Previous Work

Communicated with public and local advocacy groups on proposed bicycle and pedestrian projects; Reviewed example Bike/Ped Plans from similarly situated MPOs; Researched funding sources available for bicycle and pedestrian projects; Researched bicycle and pedestrian infrastructure costs; Sought input from BPAC on Bicycle and Pedestrian Plan; Drafted initial Bicycle and Pedestrian Action Plan Mapped bicycle and pedestrian facilities in the planning area.; Attended webinars on bicycle and pedestrian infrastructure and safety; Prepared Bike/Ped Classifications; Filled vacancies on BPAC committee. Prepared a Draft and Final Bicycle and Pedestrian Plan; Included a Summary of the Bicycle/Pedestrian Plan in the 2040 Long Range Plan; Produced Bicycle and Pedestrian Safety Video; Developed a School Bicycle and Pedestrian Program and reached out to Public Schools in the planning area; Facilitated meetings with the BPAC, ALDOT and the Mobile MPO concerning the Mobile River Bridge bicycle and pedestrian access ways.

Proposed Work

Staff will work with Eastern Shore bicycle clubs, local school systems, public interest groups, area law enforcement agencies, Eastern Shore Area Chambers of Commerce, and other appropriate organizations and individuals to identify and eliminate existing barriers to bicyclists and pedestrians. MPO staff will assist in evaluating suitability of streets and roads for bicycle use. As provided in 23 USC 217(c), bicycle transportation facilities and pedestrian walkways shall be considered, where appropriate, in conjunction with all new construction and reconstruction of transportation facilities, except where bicycle and pedestrian use are not permitted. Additionally, existing streets and roads will be assessed for retrofit projects.

- Plan and conduct BPAC meetings.
- Research multiple local, federal, and state funding sources.
- Collect data to establish baseline for future bicycle and walking improvements.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- Update Bicycle and Pedestrian Concept
- Work with the Walking School Bus program

Products

Bicycle and Pedestrian Concept

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$7,200.00
Local Funds	\$1,800.00
Total Funds*	\$9,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.8 Congestion Management Process

Objectives

This task provides for a process for minimizing and reducing delay and other adverse impacts of traffic congestion in the Eastern Shore MPO by maximizing the operating efficiency of existing transportation facilities. This program will utilize alternate funding sources when available and support safety, bicycle/pedestrian, air quality, ITS, and other programs to alleviate congestion effects.

Previous Work

Reviewed Congestion Management Process resources on FHWA website. Incorporated CMP into Draft Long Range Transportation Plan; Attended briefing at ALDOT regarding Congestion Management.

Proposed Work

Staff will analyze local traffic conditions and optimize operation of existing systems. All work in support of this task will be performed in conformity with established metropolitan planning requirements and procedures. ALDOT will assist through the network modeling process in assessing travel demand reduction methods and assist MPO and Baldwin County efforts to increase the numbers of area residents using public transportation.

- CUBE Voyager will be used to analyze traffic volume changes
- Network modeling will reflect how new projects relate to traffic volumes and pattern changes
- MPO staff, Baldwin County Highway Department, city engineers, and ALDOT will analyze the effectiveness of the current signal systems within the MPA
- A Congestion Management Process component will be included in the Long Range Transportation Plan and the TIP
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.

Products

MPO staff will provide documentation of proposed work, if requested by ALDOT or the FHWA.

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$1,600.00
Local Funds	\$400.00
Total Funds*	\$2,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

6.9 Freight Planning

Objectives

MPO staff will develop a program to review and assess current freight movement within the Eastern Shore MPO planning area and project future freight transportation needs and demands in the transportation planning process. Freight planning will cover all applicable modes of transportation and intermodal combinations; rail/truck, air/truck, water/rail, and water/truck.

Previous Work

Attended freight planning webinars; Reviewed freight planning resources; Meetings with local freight companies; Assessed local freight routes and identified future needs of freight companies;

Proposed Work

- Begin development of a Freight Plan.
- Research existing Freight Planning activities and peer state Plans.
- Incorporate proposed freight planning component in the Long Range and TIP documents.
- Assess and develop knowledge of local and regional freight facilities and routes.
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking.
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the FAST Act for the inclusion in the LRTP, TIP, and other necessary documentation required by ALDOT.

Products

Freight Plan

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$8,000.00
Local Funds	\$2,000.00
Total Funds*	\$10,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

7.0 Transportation Safety

Objective

MPO staff will incorporate transportation safety and security measures into the MPO transportation planning process and applicable planning documents. A Safety component has been included in the 2045 Long Range Transportation Plan and FY2020-23 TIP.

Previous Work

Attended webinars, seminars and information exchanges on safety; Participated in the review and preparation of Draft Circulation Standards; Produced informational safety videos; attended Safety Performance Measures seminar; Adopted State Safety Performance Measures and Targets; Identified Highway safety improvement program (HSIP) funds to be used in the MPA; Coordinated with ALDOT and FHWA regarding potential eligible projects and grant applications. Submitted projects in the MPA for HSIP funds, notably Fairhope and Loxley projects which were either identified or approved through the MPO for use of funds.

Proposed Work

- Develop maps and reports concerning safety issues.
- Identify bicycle and pedestrian movement to improve safety.
- Perform sidewalk/crosswalk/signal assessments as appropriate.
- Produce and update informational Safety Videos.
- Adopt Safety Performance Measures
- MPO will work and coordinate with the Alabama Department of Transportation (ALDOT) on setting goals, objectives, performance measures, and targets required by the FAST Act for the inclusion in the LRTP, TIP, and other necessary documentation required by ALDOT.

Products

Safety Videos
Safety Performance Measures

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$6,400.00
Local Funds	\$1,600.00
Total Funds*	\$8,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category*

8.0 Education and Training

Objective

Staff will take advantage of available training resources in transportation planning, public participation, transit, safety, bicycle and pedestrian and other areas. The MPO will ensure staff are afforded opportunities for training and will participate in order to maintain professional standards.

Expenditures for out of state travel and lodging must be approved by ALDOT in writing.

Previous Work

Attended training for Cube Voyager modeling; Attended various webinars related to transportation planning; Reviewed various training opportunities forwarded to the MPO. Attended Arc GIS training, South Alabama Regional Planning Commission (SARPC) Census Seminar, and hosted the 2019 ATPA conference in Gulf Shores, AL.

Proposed Work

MPO will continue to attend workshops, training sessions, and seminars in order to improve the planning capabilities of MPO planning staff. The MPO staff will attend classes on the Citilabs Cube Voyager Travel Demand model held quarterly at ALDOT Central Office, Montgomery. Training will consist of:

- CUBE/Voyager training
- GIS training
- Various Planning-related Workshops, Seminars, Meetings, Conferences, and Peer Exchanges
- Maintenance of Safety Video Kiosk

Products

Certifications
Up-to-Date Travel Model

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$10,400.00
Local Funds	\$2,600.00
Total Funds*	\$13,000.00

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

9.0 Special Projects, Corridor Development, and Developments of Regional Impact (DRI)

Objectives

MPO staff will evaluate the impact of commercial, industrial, residential, and institutional developments on the transportation system. The MPO will assist developers, investors, and others to design developments with minimal impact on the transportation system, and where appropriate, provide funding or in-kind assistance. Staff will advise local authorities on cost-effective measures to be taken to alleviate traffic problems and mitigate adverse impacts of private development on the transportation system.

Previous Work

- MPO staff continues to evaluate current roadways to identify areas of deficiencies.
- Provided funding to the City of Fairhope to hire a consultant to complete a Downtown Traffic Study (Estimated Total Cost of \$ 30,000 or less with federal portion of \$24,000 or less).

Proposed Work

ALDOT, Baldwin County, and MPO traffic counts; turning movement counts; traffic generation tables; on-site inspections; and negotiations with developers are methods that have been used in the past and will continue to be used to anticipate development impact on the transportation system and determine the most appropriate mitigation measures. Signalization optimization programs and other traffic operations software will be used to assist developers in the critical movement analysis and signal phasing. MPO staff will continue to work with developers and property owners to develop measures to best accommodate access to the transportation system and will recommend such measures to the local governments and MPO Policy Board members. MPO staff will receive training in conjunction with updates to the Long Range Transportation Plan to enhance its ability to predict traffic likely to be generated by proposed developments.

- Coordinate with appropriate municipal, county and state personnel on major developments to evaluate the potential impact on the Metropolitan Planning Area.
- Continue to evaluate current roadways to identify areas of deficiencies.
- Work with the appropriate municipal, county, and state personnel to evaluate how a new commercial/residential development design will impact the transportation system.
- Feasibility Studies for specific projects or program development in support of related tasking.
- Contract Consultants and Engineers to perform work as related to tasking

Products

- Reports, presentations to interested parties, and outreach events as directed or requested by senior MPO staff or the Eastern Shore MPO Policy Board.
- Planning Studies (as requested)

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

Funding Responsibility

PL Funds	\$9,581.60
Local Funds	\$2,395.40
Total Funds*	\$11,97700

**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

10.0 Future Planning Studies

Objectives

MPO staff will use carryover funds to carry out future planning activities.

Proposed Work

- MPO staff will partner with Consultants to prepare planning documents. Including hiring a Consultant to assist in the development of the 2045 Long Range Transportation Plan; Provide funding to the City of Fairhope to hire a consultant to prepare a Complete Streets Policy Guide (Estimated Total Cost of \$ 30,000 or less with federal portion of \$24,000 or less).

Products

2045 Long Range Transportation Plan
City of Fairhope Complete Streets Policy Guide

Staffing

MPO Coordinator
MPO Technician I
Baldwin County Highway Department Staff

Schedule

October 1, 2019 – September 30, 2020

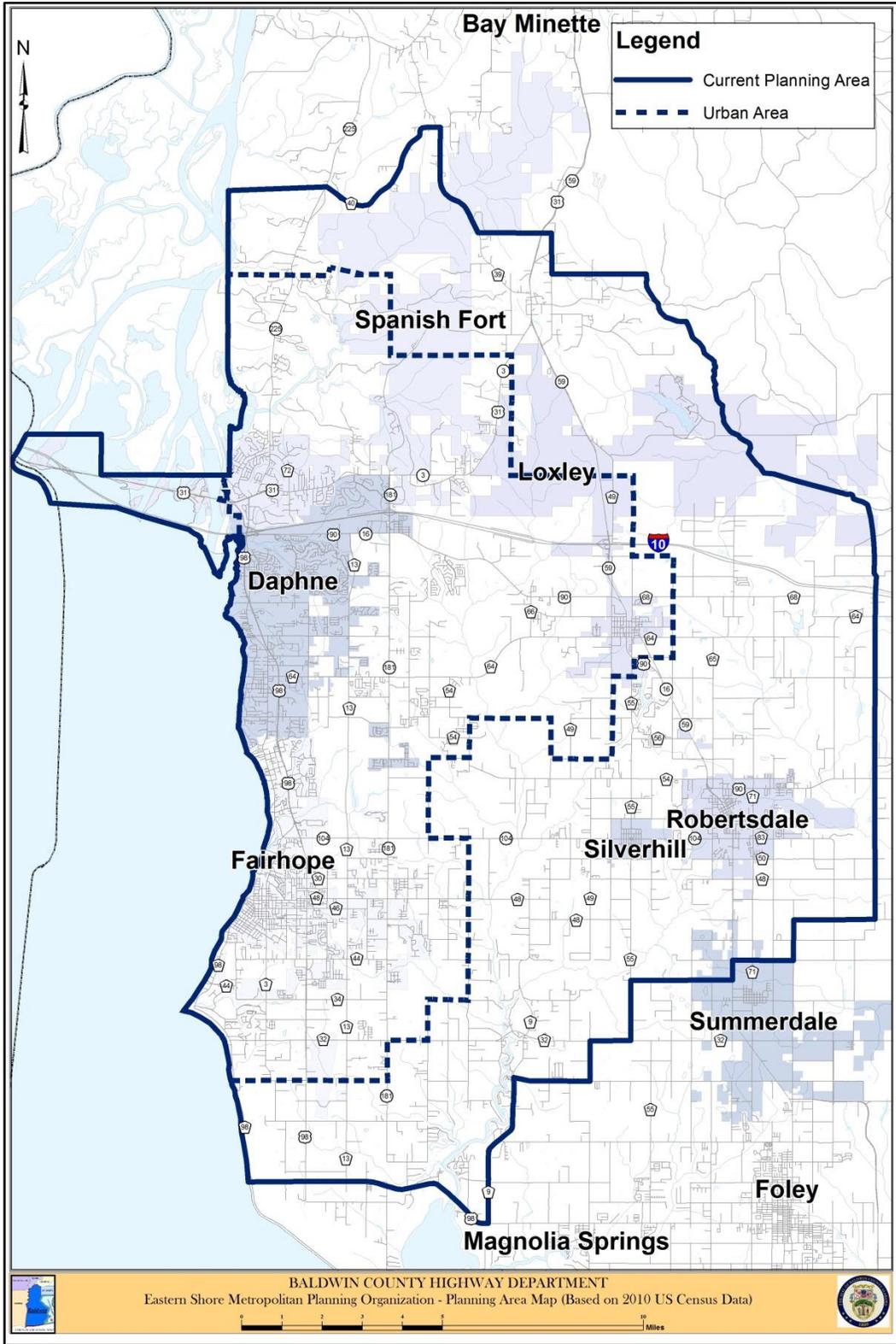
Funding Responsibility

PL Funds	\$190,020.00
Local Funds	\$47,505.00
Total Funds*	\$237,525.00

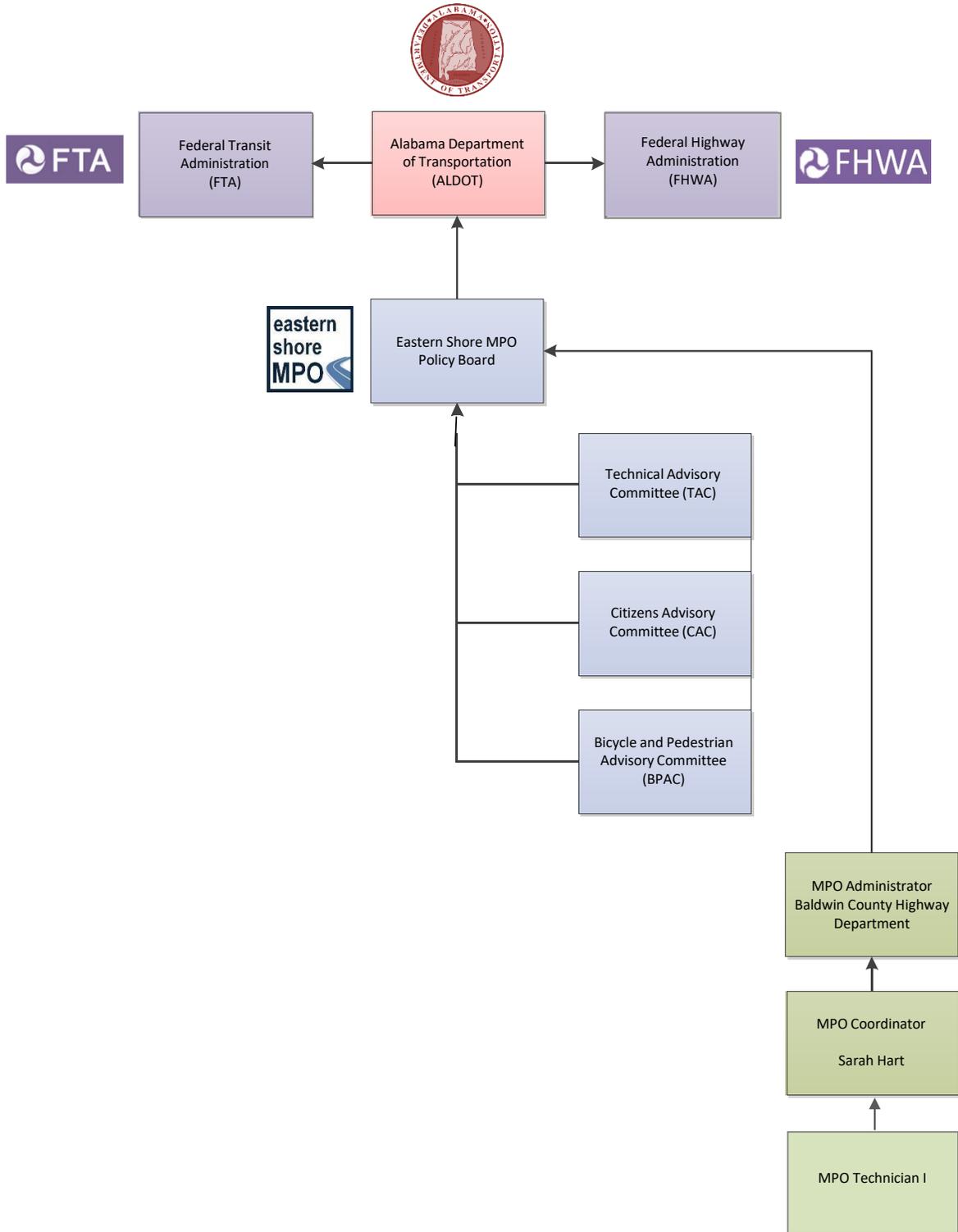
**The FHWA PL and FTA 5303 planning funds have been consolidated into one PL category.*

Appendices

Appendix A Eastern Shore MPO



Appendix B MPO Organizational Chart



Appendix C

Abbreviations and Acronyms

3-C	Comprehensive, Cooperative, and Continuing
ADA	Americans with Disabilities Act
ADEM	Alabama Department of Environmental Management
ALDOT	Alabama Department of Transportation
APA	American Planning Association
AQ	Air Quality
BPAC	Bicycle and Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CAD	Computer Aided Design
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
CTAA	Community Transportation Association of America
DBE	Disadvantaged Business Enterprise
DRI	Developments of Regional Impact
DOT	Department of Transportation
EPA	Environmental Protection Agency
ESRI	Environmental Scientific Research Institute
ESMPO	Eastern Shore Metropolitan Planning Organization
ETS	Environmental Technical Section
FAS	Federal Aid System
FAST ACT	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
GHG	Greenhouse Gases
HSIP	Highway Safety Improvement Program
ITS	Intelligent Transportation System
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MPA	Metropolitan Planning Area

MPO	Metropolitan Planning Organization
MOVES	Motor Vehicle Emission Simulator
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
O₃	Ozone
PL	Planning Funds
PM 2.5	Particulate Matter 2.5 - Pollution in the form of tiny particles or droplets in the air that are two and one half microns or less in width.
PPP	Public Participation Plan (or Process depending on use)
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SARPC	South Alabama Regional Planning Commission
SIP	Statewide Implementation Plan
SPR	State Planning and Research
STIP	Statewide Transportation Improvement Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TEA-21	Transportation Equity Act for the 21 st Century
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TSM	Transportation System Management
UPWP	Unified Planning Work Program
USC	United States Code

Appendix D Summary Tables

Table 1: FY 2020 Planning Funds – Overview

FY 20 MPO Planning (PL) Funds - Breakdown by Subtask					
TASK	TASK DESCRIPTION	MPO	ALDOT	Consultant	Total
1	Administration	\$ 49,500.00			\$ 49,500.00
2	Data Collection and Analysis	\$ 22,000.00			\$ 22,000.00
3	UPWP	\$ 4,000.00			\$ 4,000.00
4	Public Involvement	\$ 26,000.00			\$ 26,000.00
5	Environmental Mitigation and Streamlining	\$ 500.00			\$ 500.00
6	Transportation Systems	\$ 114,000.00			\$ 114,000.00
7	Transportation Safety	\$ 8,000.00			\$ 8,000.00
8	Education and Training	\$ 13,000.00			\$ 13,000.00
9	Special Projects, Corridor Development, and Developments of Regional Impact (DRI)	\$ 11,977.00			\$ 11,977.00
10	Future Planning Studies	\$ 237,525.00			\$ 237,525.00
	State Planning and Research (SPR)***		\$ 30,000.00		\$ 30,000.00
TOTAL MPO PLANNING AND ADMIN. BUDGET:		\$486,502.00	\$ 30,000.00	\$ -	\$ 516,502.00

Table 2: FY 2020 Planning Funds – Detailed View

FY20 Planning Funds (from FHWA):	\$199,181.60
FY20 Match Funds (20% from County):	\$49,795.40
Total FY20 MPO Planning Funds:	\$248,977.00

MPO Planning (PL) Funds - Breakdown by Subtask							
Task	Subtask	Description	FY 20 PL-FHWA/FTA	FY 20 Local	FY 20 Total	FY19 Total	FY18 Total
1	Administration						
	1.1	MPO Administrative Duties	\$ 29,600.00	\$ 7,400.00	\$ 37,000.00	\$ 32,000.00	\$ 30,000.00
	1.2	Continuity of Operations Plan (COOP)	\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00
	1.3	Equipment Purchases and Supplies	\$ 9,600.00	\$ 2,400.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00
	Task 1.0 Subtotal		\$ 39,600.00	\$ 9,900.00	\$ 49,500.00	\$ 44,500.00	\$ 40,500.00
2	Data Collection and Analysis						
	2.1	Database maintenance and Data collection	\$ 2,400.00	\$ 600.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	2.2	Geographic Information Systems (GIS)	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	2.3	Transportation Model Dev. and Maint.	\$ 3,200.00	\$ 800.00	\$ 4,000.00	\$ 6,000.00	\$ 5,000.00
	2.4	Prep. of Emissions Data for MOVES2010a	\$ -	\$ -	\$ -	\$ -	\$ 350.00
	2.5	Intelligent Transportation System (ITS)	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Task 2.0 Subtotal		\$ 17,600.00	\$ 4,400.00	\$ 22,000.00	\$ 24,000.00	\$ 23,000.00
3	Unified Planning Work Program						
	Task 3.0 Subtotal		\$ 3,200.00	\$ 800.00	\$ 4,000.00	\$ 3,500.00	\$ 2,750.00
4	Public Involvement						
	4.1	Public Participation Process	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	\$ 17,000.00	\$ 15,000.00
	4.2	Title VI Planning and Environmental Justice	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	4.3	Disadvantaged Business Enterprise (DBE)	\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00
	4.4	Public Involv. for Air Quality Conformity	\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 250.00
	Task 4.0 Subtotal		\$ 20,800.00	\$ 5,200.00	\$ 26,000.00	\$ 23,000.00	\$ 20,850.00
5	Environmental Mitigation and Streamlining						
	5.1	Air Quality	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	\$ 250.00
	5.2	Environmental Mitigation	\$ 200.00	\$ 50.00	\$ 250.00	\$ 250.00	\$ 250.00
	Task 5.0 Subtotal		\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00
6	Transportation Systems						
	6.1	Long Range Transportation Plan (LRTP)	\$ 30,400.00	\$ 7,600.00	\$ 38,000.00	\$ 35,000.00	\$ 35,000.00
	6.2	Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	6.3	Amend LRTP for Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	6.4	Transportation Improvement Program (TIP)	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
	6.5	Amend TIP for Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	6.6	Public Transportation*	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	\$ 30,000.00	\$ 40,000.00
	6.7	Bicycle/Pedestrian Planning	\$ 7,200.00	\$ 1,800.00	\$ 9,000.00	\$ 9,000.00	\$ 8,000.00
	6.8	Congestion Management Process	\$ 1,600.00	\$ 400.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
	6.9	Freight Planning	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00
	Task 6.0 Subtotal		\$ 91,200.00	\$ 22,800.00	\$ 114,000.00	\$ 116,000.00	\$105,000.00
7	Transportation Safety						
	Task 7.0 Subtotal		\$ 6,400.00	\$ 1,600.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
8	Education and Training						
	Task 8.0 Subtotal		\$ 10,400.00	\$ 2,600.00	\$ 13,000.00	\$ 13,000.00	\$ 10,000.00
9	Special Projects, Corridor Development, DRI						
	Task 9.0 Subtotal		\$ 9,581.60	\$ 2,395.40	\$ 11,977.00	\$ 45,922.00	\$ 10,665.00
10	Future Planning Studies						
		FY 2016 Carryover	\$ 64,623.00	\$ 16,155.75	\$ 80,778.75	\$ -	\$ -
		FY 2017 Carryover	\$ 32,452.00	\$ 8,113.00	\$ 40,565.00	\$ -	\$ -
		FY 2018 Carryover	\$ 28,207.00	\$ 7,051.75	\$ 35,258.75	\$ -	\$ -
		FY 2019 Carryover	\$ 40,738.00	\$ 10,184.50	\$ 50,922.50	\$ -	\$ -
		City of Fairhope Complete Streets - FY19 Carryover	\$ 24,000.00	\$ 6,000.00	\$ 30,000.00	\$ -	\$ -
	Task 10.0 Subtotal		\$ 190,020.00	\$ 47,505.00	\$ 237,525.00	\$ -	\$ -
	TOTAL TASKS 1.0 THROUGH 10.0:		\$ 389,201.60	\$ 97,300.40	\$ 486,502.00	\$ 278,422.00	\$221,265.00
	SPR Funds Allocated Utilized by ALDOT:***		\$ 30,000.00	\$ -	\$ 30,000.00	\$ 48,000.00	\$ 48,000.00
	TOTAL MPO PLANNING AND ADMIN. BUDGET:		\$ 389,201.60	\$ 97,300.40	\$ 486,502.00	\$ 326,422.00	\$279,265.00

* In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined.

** Leftover PL funds from FY16, FY17, FY18, and FY19 are carried over into future fiscal years and have been allocated to Future Planning Studies. The oldest unexpended funds will be returned to the funding pool for reallocation.

*** State Planning and Research (SPR) funds remain with ALDOT and the MPO has no authority or oversight related to the expenditure of these funds.

Table 3: FY 2020 Planning Activities

Sponsor: City of Fairhope			
Task	Description	Type	Status
10	Complete Streets Policy Guide	Traffic	Ongoing

The following statewide planning documents can be found on the websites listed:

- Current - Statewide Transportation Plan - <https://www.dot.state.al.us/oeweb/statewideTransportationPlan.html>
- Current - Statewide Freight Plan - <http://www.dot.state.al.us/oeweb/freightPlanning.html>
- Current - Statewide Bicycle and Pedestrian Plan - <http://www.dot.state.al.us/oeweb/bicyclePedestrian.html>
- Current - Statewide Highway Safety Plan - <https://www.dot.state.al.us/dsweb/divTed/TrafficSOS/index.html>
- Current - Statewide Rail Plan - <https://www.dot.state.al.us/dsweb/divTed/Rail/index.html>
- Current - Statewide Airport System Plan - <https://www.dot.state.al.us/aerweb/alabamaStateAirportSystemPlan.html>
- Current - Statewide Management Plan - <https://www.dot.state.al.us/ltweb/transit/pdf/StateManagementPlan.pdf>
- Future - Public Transportation Agency Safety Plan

Appendix E - Inventory of MPO Assets

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
11/8/2012	LG LED Monitor: 23": Full HD (for Coordinator)	2	\$ 396.00	In Use
12/3/2012	T1300PS 44 IN. DesignJet Plotter	1	\$ 7,465.86	In Use
12/3/2012	Adobe Acrobat 11 (for Coordinator)	1	\$ 239.00	In Use
12/26/2012	iPhone 4S Black; 16 GB (for Coordinator)	1	\$ 99.99	Disposed
12/27/2012	HP Z620 Workstation (for Coordinator)	1	\$ 2,155.00	In Use
12/27/2012	HP Probook 657B Notebook PC (for Coordinator)	1	\$ 794.00	In Use
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	In Use
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	In Storage
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.47	In Use
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.46	In Storage
1/8/2013	Black Business Briefcase (for Coordinator)	1	\$ 99.75	In Use
2/14/2013	HP Plotter Cartridge - Grey	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Cartridge - Grey	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Cyan	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Cartridge - Yellow	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Cartridge - Yellow	1	\$ 57.16	In Use
2/14/2013	HP Plotter Cartridge - Matte Black	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Cartridge - Photo Black	1	\$ 57.16	Disposed
2/14/2013	HP Plotter Printhead - Magenta/Cyan	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Magenta/Cyan	1	\$ 55.16	In Use
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	In Use
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	In Storage
2/14/2013	HP Plotter Printhead - Matte Black/Yellow	1	\$ 55.17	In Use
2/14/2013	HP Plotter Printhead - Matte Black/Yellow	1	\$ 55.16	Disposed
3/9/2013	Otterbox iPhone Protector (for Coordinator)	1	\$ 36.95	Disposed
5/14/2013	GCOP - 8 1/2"x11" Sign Holder	4	\$ 27.60	In Use
5/22/2013	Microsoft Software Package (Coordinator Laptop)	1	\$ 231.70	In Use
5/22/2013	Microsoft Software Package (Coordinator Workstation)	1	\$ 240.55	In Use
5/30/2013	GCOP - Bulliten Bar 36"	1	\$ 20.30	In Use
5/30/2013	GCOP - Bulliten Bar 48"	2	\$ 44.48	In Use
7/17/2013	Microsoft Software Package (Coordinator Asst. Laptop)	1	\$ 231.70	In Use
7/17/2013	Microsoft Visio Pro 2013	1	\$ 311.16	In Use
7/24/2013	Adobe Acrobat (Coordinator Asst.)	1	\$ 355.00	In Use
8/6/2013	HP Probook 6570b Notebook PC (Coordinator Asst.)	1	\$ 794.00	In Use
8/6/2013	HP 90W DOCK STATION (Coordinator Asst.)	1	\$ 134.00	In Use
9/6/2013	CDW - GOVERNMENT, INC; CAR CHARGER	1	\$ 28.00	Disposed
9/9/2013	KAISERCOMM INC; OPTIPOINT 420 ADVANCE	1	\$ 275.00	In Use
9/11/2013	GCOP; SELF-ADHESIVE NAME BADGE	1	\$ 3.54	In Use
9/30/2013	iPhone 4S Black; 16 GB (for Coordinator Asst.)	1	\$ 99.00	Disposed
10/8/2013	COPY PAPER 8.5x11	5	\$ 147.50	Disposed
10/8/2013	COPY PAPER 11x17	2	\$ 59.00	Disposed
10/8/2013	COPY PAPER 8.5x14	1	\$ 40.00	Disposed
10/8/2013	GCOP - BULLETIN BAR 48" (Coordinator Asst.)	1	\$ 22.24	In Use
1/8/2014	ITE; Urban Street Geometric Design Handbook	1	\$ 142.50	In Use
1/8/2014	ITE; Traffic Engineering Design Handbook	1	\$ 137.50	In Use
1/8/2014	ITE; A Policy on Geometric Design of Highways and Streets	1	\$ 250.00	In Use
1/21/2014	HP Plotter Cartridge - Magenta	1	\$ 62.20	Disposed
1/21/2014	HP Plotter Cartridge - Magenta	1	\$ 62.20	Disposed
1/21/2014	HP Plotter Cartridge - Photo Black	1	\$ 62.20	Disposed
1/21/2014	HP Plotter Cartridge - Matte Black	1	\$ 62.20	Disposed
1/21/2014	HP Plotter Cartridge - Cyan	1	\$ 62.20	Disposed
1/27/2014	GCOP; Folder Dividers	6	\$ 9.60	In Use
1/27/2014	GCOP; Letter Size Envelopes (500)	1	\$ 22.93	Disposed
1/27/2014	GCOP; Pad Holder for Coordinator	1	\$ 9.85	In Use

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
2/24/2014	HP Plotter Cartridge - Grey	1	\$ 67.71	Disposed
2/24/2014	HP Plotter Cartridge - Photo Black	1	\$ 67.71	Disposed
2/24/2014	HP Plotter Cartridge - Matte Black	1	\$ 67.71	Disposed
4/8/2014	GCOP; Small Binder Clips	10	\$ 9.60	Disposed
4/8/2014	GCOP; Medium Binder Clips	7	\$ 22.93	Disposed
4/8/2014	GCOP; File Folders	1	\$ 9.85	Disposed
5/20/2014	GCOP; Name Badge Holders	40	\$ 18.99	In Use
5/20/2014	GCOP; Report Covers	25	\$ 17.33	Disposed
6/23/2014	GCOP = Name Place Holders	12	\$ 101.40	In Use
7/3/2014	COPY PAPER 8.5x11	5	\$ 147.50	Disposed
7/29/2014	AASHTO Design Guide	1	\$ 144.00	In Use
10/8/2014	CDW - GOVERNMENT, INC - Power Strip for Coordinator Asst.	1	\$ 19.19	In Use
11/6/2014	GCOP - Legal Pads	12	\$ 23.03	Disposed
11/6/2014	GCOP - Fine Point Pens	24	\$ 18.48	Disposed
11/6/2014	GCOP - Drawer Tray	1	\$ 3.47	In Use
1/20/2015	GCOP - BIC Ball Point Pens	48	\$ 5.56	Disposed
3/30/2015	GCOP; Self-Seal Envelopes (500)	500	\$ 25.52	Disposed
3/30/2015	GCOP; Binders	6	\$ 16.08	In Use
5/7/2015	Iphone 5s White; (For Coordinator)	1	\$ -	In Use
5/7/2015	Iphone 5s White; (For Coordinator Assistant)	1	\$ -	In Use
7/27/2015	GCOP - Stow Away Folding Caddy	1	\$ 49.50	In Use
9/11/2015	GCOP - Phone Stand	1	\$ 23.68	In Use
9/11/2015	GCOP - File Sorter	1	\$ 10.80	In Use
9/11/2015	GCOP - Digital Voice Tracer	1	\$ 92.69	In Use
9/11/2015	GCOP - Copy Paper 8.5x11	5	\$ 147.50	In Use
9/22/2015	CDW - GOVERNMENT, INC - Car Charger	1	\$ 37.05	Disposed
11/3/2015	CDW - GOVERNMENT, INC - Wireless Mouse/Keyboard	1	\$ 41.38	In Use
11/3/2015	GCOP - Hanging Folders	50	\$ 18.98	Disposed
11/3/2015	GCOP - Folders	50	\$ 16.78	Disposed
11/3/2015	GCOP - Monitor Stand	1	\$ 24.75	In Use
12/1/2015	CDW - GOVERNMENT, INC - Logitech Speakers	1	\$ 27.29	In Use
12/1/2015	TSA INC - HP Laptop Battery	1	\$ 138.00	In Use
12/22/2015	Business Cards - MPO Coordinator	1,000	\$ 76.00	In Use
2/17/2016	GCOP - Document Stand	1	\$ 7.47	In Use
2/17/2016	GCOP - Business card holder	1	\$ 5.91	In Use
2/17/2016	GCOP - Document carrying box	1	\$ 12.14	In Use
2/17/2016	GCOP - Highlighters	12	\$ 13.46	Disposed
2/17/2016	GCOP - Envelopes	100	\$ 20.96	Disposed
2/17/2016	GCOP - Medium Binder Clips	48	\$ 16.92	Disposed
2/23/2016	GCOP -Small Binder Clips	72	\$ 4.92	Disposed
2/16/2016	CDW - GOVERNMENT INC. - SONY DVD PLAYER	1	\$ 43.00	In Use
2/16/2016	CDW - GOVERNMENT INC. - SLIM DIRECT LED TV	1	\$ 545.26	In Use
2/25/2016	CDW - GOVERNMENT INC. - MOBILE MEDIA CENTER UHD	1	\$ 774.88	In Use
8/3/2016	Med Binder Clips	3	\$ 3.16	Disposed
8/3/2016	Sparco Doc. Holder	1	\$ 11.00	In Use
8/3/2016	Round Ring View Binder	2	\$ 20.64	In Use
8/3/2016	Slanted Ring Presentation Bind	1	\$ 12.08	In Use
8/3/2016	Report Covers	25	\$ 21.61	In Use
8/3/2016	Lg Binder Clips	2	\$ 1.98	Disposed
8/3/2016	Sharpie Retractable Highlighte	12	\$ 12.61	In Use
8/3/2016	Sharpie Ultra-Fine Perm Marker	12	\$ 9.97	Disposed
8/3/2016	Smead File Folders	100	\$ 32.07	In Use
8/3/2016	Smead File Jackets	50	\$ 29.78	In Use
8/3/2016	Color Hanging File Folders	100	\$ 37.96	In Use
8/3/2016	POST-It DURABLE INDEX TAGS	4	\$ 6.51	In Use
8/3/2016	Desktop Tape Dispenser	1	\$ 3.82	In Use
8/3/2016	Fiskars All Purpose Scissors	1	\$ 3.01	In Use
8/3/2016	White Copy Paper	5	\$ 89.70	Disposed
1/6/2017	Binders	2	\$ 12.08	In Use
1/6/2017	Envelopes	100	\$ 25.67	In Use

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
1/6/2017	Carrying Case	1	\$ 75.00	In Use
1/6/2017	Folders	50	\$ 18.98	In Use
1/27/2017	TSA INC; Surface Pro Mouse	1	\$ 68.00	In Use
1/27/2017	TSA INC; Surface Pro Keyboard	1	\$ 118.00	In Use
1/17/2017	TSA INC; Microsoft Surface Pro	1	\$ 2,352.00	In Use
1/17/2017	TSA INC; Microsoft Surface Pro Docking Station	1	\$ 164.00	In Use
2/1/2017	CDW - Canon Digital Camera	1	\$ 241.87	In Use
2/1/2017	CDW - Camera Carrying Case	1	\$ 24.06	In Use
2/1/2017	CDW - USB Cord	1	\$ 16.40	In Use
2/1/2017	CDW - Memory Card	1	\$ 30.55	In Use
3/27/2017	CDW - Laptop Replacement Batter - Coord. Assist.	1	\$ 70.08	In Use
6/14/2017	CDW - GOVERNMENT, INC - PO - Logitech Keyboard/Mouse	1	\$ 51.97	in Use
7/7/2017	TSA INC - HP Elitebook 850 for Coord. Assistant	1	\$ 1,120.00	In use
7/7/2017	TSA INC - Docking station	1	\$ 134.00	In use
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Gem clips	1	\$ 6.96	Disposed
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Post its	5	\$ 13.77	In Use
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Clasp Envelopes	500	\$ 22.17	In Use
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Legal Pads	10	\$ 19.75	Disposed
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Tape	1	\$ 3.48	Disposed
7/27/2017	GULF COAST OFFICE PRODUCTS INC - Pens	10	\$ 6.13	Disposed
8/21/2017	Staples, STAPLER/RED	1	\$ 13.51	Disposed
8/21/2017	Staples, SCISSORS/GRY-YELLOW	1	\$ 4.03	In Use
8/21/2017	Staples, TAPE DISPENSER	1	\$ 3.07	In Use
8/21/2017	Staples, MAGNETIC CLIP DISPENSER	1	\$ 3.44	In Use
8/21/2017	Staples, WALL CALENDAR	1	\$ 39.79	Disposed
8/21/2017	Staples, POST IT NOTE DISPENSER	1	\$ 5.01	In Use
8/22/2017	Pitman HP MGN CARTRIDGE	1	\$ 67.71	in Use
8/22/2017	Pitman, HP PHOTO GRY CARTRIDGE	1	\$ 67.71	In use
8/22/2017	Pitman, HP YEL CARTRIDGE	2	\$ 135.42	In use
8/22/2017	Pitman HP PHOTO BLK CARTRIDGE	2	\$ 135.42	In Use
8/22/2017	Pitman, HP MATTE BLK CARTRIDGE	2	\$ 135.42	In Use
8/22/2017	Pitman, HP CYN CARTRIDGE	2	\$ 135.42	In Use
8/24/2017	Pitman, HP MGN CARTRIDGE	1	\$ 67.71	In Use
8/24/2017	Pitman, HP PHOTO GRY CARTRIDGE	1	\$ 67.71	In Use
8/25/2017	CDW - Government, in SAMSUNG TAB A (10.1)	1	\$ 293.99	In Use
8/25/2017	CDW - Government, Inc, SAMSUNG FLIP COVER (10.1)	1	\$ 33.68	In Use
11/1/2017	Adobe Software for Coordinator Assistant	1	\$ 214.02	In Use
11/28/2017	ESMPO Polo Shirts	2	\$ 37.00	In Use
11/7/2017	CDG- Government- Griffin Survivor Case	1	\$ 73.33	In Use
1/2/2018	STAPLES CONTRACT & COMMERCIAL, 30" x 40" Foam Board	1	\$ 54.08	In Use
1/2/2018	STAPLES CONTRACT & COMMERCIAL, Sharpie blue	1	\$ 10.32	Disposed
1/3/2018	STAPLES CONTRACT & COMMERCIAL, Display Easel	2	\$ 53.54	In Use
1/8/2018	STAPLES CONTRACT & COMMERCIAL, Envelopes	2	\$ 35.66	In Use
1/8/2018	STAPLES CONTRACT & COMMERCIAL, Red Pens	1	\$ 9.24	Disposed
1/8/2018	STAPLES CONTRACT & COMMERCIAL, File Folders	1	\$ 14.08	In Use
1/8/2018	STAPLES CONTRACT & COMMERCIAL, Hanging Folders	1	\$ 23.00	In Use
3/13/2018	STAPLES; Presentation Clicker/Pointer	1	\$ 39.95	In Use
3/13/2018	STAPLES; Card Stock	1	\$ 7.17	In Use
3/13/2018	STAPLES; 8.5 x 11 Paper (5 boxes)	5	\$ 147.50	Disposed
3/21/2018	Coordinator Desktop Computer	1	\$ 2,105.00	In Use
4/6/2018	SOFTWARE HOUSE INT - Adobe Pro	1	\$ 332.99	In Use
4/6/2018	SOFTWARE HOUSE INT - MS Visio Pro	1	\$ 55.78	In Use
4/19/2018	CDW - GOVERNMENT, INC - Logitech Keyboard	1	\$ 50.04	In Use
4/26/2018	CDW - GOVERNMENT, INC - PO - Iphone 5 Charger	1	\$ 41.92	In Use

MPO Asset Inventory				
Ledger Date:	Asset Description:	Quantity:	Purchase Price:	Status:
5/2/2018	STAPLES CONTRACT & COMMERCIAL, Expandable Wall Pockets	2	\$ 19.58	In Use
5/2/2018	STAPLES CONTRACT & COMMERCIAL, Wall Calendar	1	\$ 40.29	Disposed
7/16/2018	STAPLES CONTRACT & COMMERCIAL - Ballot Boxes	11	\$ 77.49	Disposed
9/18/2018	STAPLES CONTRACT & COMMERCIAL,Pens	1	\$ 11.76	Disposed
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Binder Clips	1	\$ 4.29	Disposed
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Rubber Bands	1	\$ 0.94	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Post It Flags	1	\$ 10.34	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Post It Tabs	1	\$ 9.86	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Hanging Folders	2	\$ 41.74	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Hanging Folders	2	\$ 23.00	In Storage
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Folders	1	\$ 9.14	In Storage
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Post It Flags/Arrows	1	\$ 8.67	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Ivory Cardstock	1	\$ 10.35	In Use
9/18/2018	STAPLES CONTRACT & COMMERCIAL, Legal Size Card Stock	1	\$ 24.99	In Use
9/24/2018	OEC - 8.5x11 Copy Paper	4	\$ 117.96	Disposed
9/25/2018	STAPLES CONTRACT & COMMERCIAL, Gem Clips	1	\$ 7.49	In Use
10/31/2018	MPO Technician Desktop Monitor	1	\$ 185.00	In Use
11/5/2018	STAPLES CONTRACT & COMMERCIAL, Whiteboard	1	\$ 46.57	In Use
11/5/2018	STAPLES CONTRACT & COMMERCIAL, Pad Holder	1	\$ 12.64	In Use
11/5/2018	STAPLES CONTRACT & COMMERCIAL, Envelopes	1	\$ 10.99	In Use
11/5/2018	STAPLES CONTRACT & COMMERCIAL, Sheet Protectors	1	\$ 7.59	In Storage
11/5/2018	STAPLES CONTRACT & COMMERCIAL, Address Labels	2	\$ 17.86	In Use
11/5/2018	STAPLES CONTRACT & COMMERCIAL, File Folders	2	\$ 37.46	In Storage
11/5/2018	STAPLES CONTRACT & COMMERCIAL, File Jackets	2	\$ 38.84	In Storage
11/26/2018	RAYNOR GROUP, THE; Desk Chair	1	\$ 317.90	In Use
12/6/2018	STAPLES CONTRACT & COMMERCIAL, Rolling Organizer	1	\$ 56.89	In Use
2/6/2019	OEC; Coordinator Desk	1	\$ 1,556.27	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Jump Drive	1	\$ 12.99	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Notepads	1	\$ 4.56	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Sign-here Post-It	1	\$ 9.04	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Stapler	1	\$ 4.56	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Claw Staple Remover	1	\$ 0.75	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Scotch Spray	2	\$ 3.56	In Use
3/26/2019	STAPLES CONTRACT & COMMERCIAL, Magnetic Staple Remover	1	\$ 2.32	In Use
4/22/2019	STAPLES CONTRACT & COMMERCIAL,Post-it Flags	1	\$ 10.86	In Use
4/4/2019	OEC; 8.5x11 Paper	4	\$ 117.96	In Use

Appendix F – Public Notices, Comments, and Responses

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

FOR IMMEDIATE RELEASE:

May 22, 2019

CONTACT:

Sarah Hart Sislak, MPO Coordinator
(251) 990-4643

PUBLIC NOTICE

Eastern Shore Metropolitan Planning Organization

REQUEST FOR PUBLIC COMMENTS REGARDING THE PROPOSED DRAFT FISCAL YEAR 2020 UNIFIED PLANNING WORK PROGRAM (UPWP), DRAFT FISCAL YEAR 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP), AND MPO BYLAW UPDATE

The Eastern Shore Metropolitan Planning Organization (ESMPO) has prepared the Draft FY 2020 UPWP, Draft FY 2020-2023 TIP, and the MPO Bylaw update for review by the MPO Policy Board in July 2019.

The UPWP is the planning and administrative budget of the MPO and details the federally funded transportation planning activities to be undertaken in the Eastern Shore Urbanized Area in FY 2020 by the Alabama Department of Transportation (ALDOT) and the Eastern Shore MPO.

The TIP is the four-year transportation plan which includes projects to be authorized during FY 2020-2023.

The MPO Bylaws outline the procedures and responsibilities that guide the Eastern Shore MPO.

The Draft FY 2020 UPWP, Draft FY 2020-2023 TIP, and the MPO Bylaw update will be available for review at the locations listed below from June 5th through July 5th. The document may also be viewed on the ESMPO website, www.easternshorempo.org.

The MPO would like input from the public and welcomes written comments during this time. Comment forms will be available at each of the following locations:

Daphne

City Hall, Clerk's Office

Public Library

Fairhope

Baldwin County Fairhope Satellite Courthouse, Commission Office

Baldwin Rural Area Transportation System (BRATS) Hub

Eastern Shore Chamber of Commerce

City Hall, Clerk's Office

Public Library

Loxley

**Town Hall, Clerk's Office
Public Library**

Spanish Fort

City Hall, Clerk's Office and Public Library

Robertsdale

**BRATS Hub and Headquarters
Baldwin County Central Annex II, Highway Department
Central Baldwin Chamber of Commerce
Baldwin County Central Annex, Commission Office
Robertsdale Public Library
Baldwin County Library Cooperative**

Silverhill

Town Hall

Mobile

Alabama DOT, Division Engineer's Office

Written comments may be submitted as follows:

U.S. Mail or Hand Delivery:
Eastern Shore Metropolitan Planning Organization
c/o Baldwin County (Fairhope) Satellite Courthouse
1100 Fairhope Avenue
Fairhope, Alabama 36532

Email:
coordinator@easternshorempo.org

Facsimile:
(251) 580-2590

MPO Staff will be hosting two Public Meetings regarding these documents:

Fairhope

Baldwin County Fairhope Satellite Courthouse, Commission Conference Room
June 18, 2019; 5-7 PM

Daphne

City Hall, Council Chambers
June 20, 2019; 5-7 PM

Additional information regarding these documents may be obtained by contacting the MPO Coordinator, Sarah Hart Sislak, at (251) 990-4643 or shart@baldwincountyal.gov or by visiting our website at www.easternshorempo.org.

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or those requiring language translation services should contact the Eastern Shore MPO at 251-990-4643.

Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en coordinator@easternshorempo.or

Comment Response Log

Forthcoming

Appendix G – Livability Indicators

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects.

- Approximately 30%

2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities.

- Approximately 50%

3. Percentage of household income spent on housing and transportation.

Transportation Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	28.8%	27.0%	26.9%	24.2%	22.2%
Average:	31.1%	33.4%	30.3%	29.6%	28.4%
Maximum:	34.5%	45.9%	39.8%	38.4%	37.2%

*Household Transportation Costs are calculated as the sum of Auto Ownership Costs, Auto Use Costs, and Public Transit Costs. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by Transportation Costs.

Housing Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	11.4%	8.1%	8.2%	6.8%	10.7%
Average:	25.1%	22.7%	19.0%	18.5%	23.1%
Maximum:	36.9%	48.7%	49.1%	39.2%	55.8%

*Housing Costs factored as a percent of income has widely been utilized as a measure of affordability. Traditionally, a home is considered affordable when the costs consume no more than 30% of household income.

Housing + Transp. Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	45.3%	37.5%	35.7%	32.0%	33.8%
Average:	56.2%	56.1%	49.3%	48.1%	51.5%
Maximum:	66.8%	84.6%	80.7%	71.3%	88.0%

*H+T has been developed as a more complete measure of affordability beyond the standard method of assessing only Housing Costs. By taking into account both the cost of housing as well as the cost of transportation associated with the location of the home, H+T provides the true cost of housing decisions. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by combined H+T expenses.

(Data derived from the Center for Neighborhood Technology, Housing + Transportation Affordability Index, available at <http://htaindex.cnt.org/>)

4. Percentage of Workforce Commuting to Work by Bike

Percentage of Workforce Commuting to Work by Bike *	
	Percent Workforce:
Percent by Bike:	0.64%
Percent Males by Bike:	0.37%
Percent Females by Bike:	0.27%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau’s American Community Survey, available at <http://factfinder2.census.gov/>)

5. Percentage of Workforce Walking to Work

Percentage of Workforce Walking to Work*	
	Percent Workforce:
Percent Walking:	0.84%
Percent Males Walking:	0.32%
Percent Females Walking:	0.52%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau’s American Community Survey, available at <http://factfinder2.census.gov/>)

6. Percentage of Workforce Utilizing Public Transit

Percentage of Workforce Commuting to Work on Public Transit*	
	Percent Workforce:
Percent Walking:	0.26%
Percent Males Walking:	0.03%
Percent Females Walking:	0.24%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau’s American Community Survey, available at <http://factfinder2.census.gov/>)

7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.

Percentage Jobs and Housing within One-half (1/2) Mile of Transit Service		
	For Work Trips*	For Day Trips**
Housing:	49.7%	100.0%
Jobs:	63.4%	100.0%

*Represent the number of jobs or homes in a census block within one-half mile of a transit route that operates on a schedule that would allow a passenger to arrive at work by 8 AM and depart from work after 5 PM.

**The Baldwin Rural Area Transit Service (BRATS) operates a demand response system that can provide rides from any home or business in the planning area to any other home or business in the planning area during any business day. However these rides must be scheduled in advance and are limited to only one or two pick-up or drop-off times in a given day. These demand response routes do not offer sufficient flexibility to service individuals desiring to commute to work.

(Data provided by Baldwin Rural Area Transportation System administrative offices)

8. Percent of workforce living within twenty-four (24) miles or less from primary job.

Percentage of Workforce with 24 Miles of Primary Job	
	Percent Workforce:
Less than 10 Miles:	34.1%
10 to 24 Miles:	49.9%
Total within 24 Miles:	84.0%

(Data derived from the U.S. Census Bureau's on the Map Application, available at <http://lehdmap.ces.census.gov>)

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Adopting the Draft FY 2020 Unified Planning Work Program (UPWP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U. S. Department of Transportation requires all MPOs, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program as a condition for meeting the provisions of 23 Code of Federal Regulations (CFR) 450.308; and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization (MPO), in cooperation with the Alabama Department of Transportation, has prepared a Unified Planning Work Program for the Eastern Shore Urbanized Area for fiscal year (FY) 2020; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO), in session this 24th day of July 2019, did review and evaluate the Draft FY20 Unified Planning Work Program, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Eastern Shore Metropolitan Planning Organization (MPO) that the same does hereby endorse and adopt said Draft Unified Planning Work Program.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make maintenance adjustments and corrections to the UPWP without formal approval by the Policy Board.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairman

ATTEST:

_____ Date: _____

AGENDA ITEM 3
ACTION – RESOLUTION ADOPTING FY 2020 CAP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO staff has prepared the FY 2020 Cost Allocation Plan (CAP). The CAP outlines administrative expenses incurred by the MPO and produces indirect cost ratios used for reimbursement by ALDOT.

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. FY 2020 Cost Allocation Plan
2. Resolution

Eastern Shore Metropolitan Planning Organization

FY 2020

Cost Allocation Plan

July 2019

Eastern Shore Metropolitan Planning Organization (ESMPO)
FY 2020
Cost Allocation Plan

Purpose

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various Tasks (and subtasks) within the ESMPO Unified Planning Work Program (UPWP). In so doing, the ESMPO affirms that the Plan is consistent with the applicable Federal cost principle provisions of [Title] 2 Code of Federal Regulation (CFR) 225 (formerly Office of Management and Budget [OMB] Circular A- 87), 49 CFR 18 (Grants and Cooperative Agreements), 23 CFR 420 (Planning and Research Program), and Best Management Practice (BMP) guidance provided by the Alabama Department of Transportation, Bureau of Transportation Planning and Modal Programs, Metropolitan Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama.

The ESMPO divides all costs and expenses into either Direct Costs or Indirect Costs:

Direct Costs are those costs or expenses that can be identified with a reimbursable Federally-funded program and specifically with a particular Task within the UPWP. Direct Costs are recouped by the ESMPO by charging the costs to the specific Task(s) for which the costs were incurred.

Indirect Costs are those costs or expenses that benefit or support all or many Tasks and are *not* readily assignable to a reimbursable federal program and a particular Task. Overhead is a classic example of an Indirect Cost. Indirect Costs are recouped by the ESMPO via the Indirect Allocation Rate (IAR) referenced above. The IAR is reviewed and approved by Alabama Department of Transportation (ALDOT). Indirect Costs are calculated by multiplying the IAR with the total direct costs for the ESMPO each month.

When the MPO seeks reimbursement from ALDOT the following formula is used to calculate the MPO's expenses:

$$\text{(Actual Salary x Fringe Benefit Rate x Indirect Allocation Rate) + Direct Expenses} \\ = \text{Total Billed}$$

The MPO seeks reimbursement from ALDOT for 80% of the amount billed. The remaining 20% that is not reimbursed constitutes the local match (see Illustrated Example, p. 3).

Allocation of Costs

The following information summarizes the procedures that will be used by the ESMPO for 2020 to allocated costs and expenses to the various Tasks within the UPWP:

- A. Compensation for Services** – All services rendered by MPO personnel will be documented by the County Information Management System (CIMS) showing time spent by each employee on ESMPO activities.

Salaries that benefit specific Tasks (Direct Salaries) will be allocated based on actual time spent on each Task in the UPWP.

Salaries that benefit all or many Tasks and are not readily assignable to a particular Task (Indirect Salaries) will be recouped via the Indirect Allocation Rate calculated in Appendix A.

Fringe benefits (Vacation, Holidays, FICA, Worker’s Compensation, Health Insurance, etc) are allocated based on the Fringe Benefit Rate as calculated by the ESMPO and approved by the Alabama Department of Transportation (ALDOT) (see Appendices A & B).

- B. Travel Costs** – Travel costs are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the Task for which the travel was incurred. Travel expenses that qualify as Indirect Costs will be recouped via the Indirect Allocation Rate calculated in Appendix A. *Note: all travel costs are documented and reported on monthly invoices. All Out of State travel is approved in writing in advance by ALDOT.*

- C. Professional Services Costs (such as consultants, accounting, and auditing services)** – Any professional service costs provided by third-party consultants to the ESMPO will be allocated to the Task benefiting from the service.

- D. Office Expense and Supplies (including postage)** – Office expenses will be allocated based on usage by Task. Expenses used for a specific Task will be charged directly to that Task. Office expenses and supplies that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- E. Printing (including supplies, maintenance and repair)** – Printing expenses are charged directly to Tasks that benefit from the service. Printing expenses that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- F. Telephone/Communications** – Telephone and/or communication expenses of the ESMPO are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- G. Facilities Expenses** – All facility expenses for FY 2018 are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- H. Staff Development** – Training costs will be allocated to the Task benefiting from the

training, conferences, or seminars. Staff Development that qualifies as an Indirect Cost will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- I. **Other Approved Costs** – Any other cost will be allocated to the individual Task benefiting from the cost. Other costs that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

Illustrated Example:

The following example illustrates how the MPO would allocate and bill one month of its costs. The example assumes that the MPO employs two fulltime staff members (A & B) and incurs travel expenses, office supply expenses, newspaper publication expenses, as well as indirect/overhead expenses. Under this scenario the MPO costs for the month would be as follows:

Direct Expenses:

• Employee A actual salary (@ \$30/hour):	\$4800	Various Tasks
• Employee B actual salary (@ \$12/hour):	\$1920	Various Tasks
• Travel expense to attend MPO meetings:	\$36	710
• Postage (to mail meeting flyers to the public):	\$30	741
• Newspaper publication (public meeting notice):	\$200	741

Indirect Expense:

- Office Rent
- Office Supplies (copy paper & ink):
- Utilities
- Cost to maintain computer and copier equipment

Each employee’s time would be divided between various task items based on the number of hours they worked on each particular Task. The travel expenses are billed to Task item 710 (Administration) because the employees traveled to MPO meetings. The postage to send out flyers as well as the newspaper publication both involve communicating with the public and are therefore billed to 741 (Public Participation).

The rent, office supplies, utilities, and equipment upkeep costs all represent indirect, overhead expenses and cannot be readily assigned to any single Task item of the UPWP. These costs will be recouped via the Indirect Allocation Rate.

Appendices A through C

APPENDIX A - FY 2020	
Calculation of Fringe Benefit Rate and Indirect Allocation Rate	
FRINGE BENEFIT RATE:	
The Fringe Benefit Rate (FBR) is calculated with the following equation:	
$\text{FBR} = 1 + \frac{\text{Total Fringe Benefits}}{\text{Chargeable Agency Salaries}} = 1 + \frac{\$ 52,457.14}{\$ 94,822.42} = 1.5532$	
Total Fringe Benefits: \$ 52,457.14 (from Agency Salary Worksheet; Column 16)	
Chargeable Agency Salaries: \$ 94,822.42 (from Agency Salary Worksheet; Column 8)	
INDIRECT ALLOCATION RATE:	
The Indirect Allocation Rate (IAR) is calculated with the following equation:	
$\text{IAR} = 1 + \frac{\text{Total Indirect Costs (TIC)}}{\text{Total Direct Salaries with Fringe Benefits}} = 1 + \frac{\$50,705.29}{\$127,402.28} = 1.3980$	
Total Indirect Salaries (TIS): \$ 12,797.52 (from Agency Salary Worksheet; Column 8)	
Indirect Personnel Costs (IPC): \$ 19,877.29 (=TIS * FBR)	
Total Indirect Expenses (TIE): \$ 30,828.00 (from Indirect Cost Worksheet)	
Total Indirect Costs (TIC): \$ 50,705.29 (=IPC +TIE)	
Direct Salaries (DS): \$ 82,024.91 (from Agency Salary Worksheet; Column 8)	
Total Direct Salaries with Fringe Benefits: \$ 127,402.28 (=DS * FBR)	

APPENDIX B
EASTERN SHORE MPO
Agency Fringe Benefit Worksheet - FY 2020

AGENCY DIRECT SALARIES & FRINGE

	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18
Employee:	Hourly Rate:	FY 2019 Salary:*	Holidays (13 days):	Annual Leave:**	Sick Leave (12 days):	Estimated Annual Work Hours:	Chargeable Salary:***	Salary FICA (7.65%):	Group Health Insurance:	Life Insurance:	Long Term Disability:	Employee Retirement (6%):	Unemployment (0.18%):	Workman's Comp:	Longevity:†	Total Fringe Benefits:	
Sislak, S.	\$ 30	\$ 62,313	\$ 3,116	\$ 2,876	\$ 2,876	1880	\$ 53,446	\$ 4,767	\$ 8,974	\$43.20	\$ 144	\$ 3,739	\$ 62	\$ 182.00	\$ 500	\$ 27,279	
Taylor, K.	\$ 16	\$ 33,321	\$ 1,666	\$ 1,538	\$ 1,538	1880	\$ 28,579	\$ 2,549	\$ 8,974	\$43.20	\$ 77	\$ 1,999	\$ 33	\$ 155.00	\$ -	\$ 18,573	
SUBTOTALS:	\$ 46	\$ 95,634	\$ 4,782	\$ 4,414	\$ 4,414	3760	\$ 82,025	\$ 7,316	\$ 17,948	\$ 86	\$ 221	\$ 5,738	\$ 96	\$ 337	\$ 500	\$ 45,852	

AGENCY INDIRECT SALARIES & FRINGE

Employee:	Hourly Rate:	FY 2019 Salary:	Holidays (13 days):	Annual Leave:	Sick Leave:	Estimated Annual Work Hours:	Chargeable Salary:	Salary FICA:	Group Insurance:	Life Insurance:	Long Term Disability:	Employee Retirement:	Unemployment:	Workman's Comp:	Longevity	Total Fringe Benefits:
Harrison, C	\$34.93	\$ 72,646.88	\$ 3,632	\$ 3,353	\$ 3,353	40	\$ 1,326	\$ 5,557	\$ 4,996	\$43.20	\$ 168	\$ 4,359	\$ 126	\$ 133.00	\$ -	\$ 547
M. Brown	\$41.90	\$ 87,142.58	\$ 4,357	\$ 4,692	\$ 4,022	65	\$ 2,561	\$ 6,666	\$ 11,101	\$43.20	\$ 201	\$ 5,229	\$ 155	\$ 164.48	\$ 500	\$ 1,284
Byrd, T	\$25.99	\$ 54,065.39	\$ 2,703	\$ 4,991	\$ 2,495	15	\$ 350	\$ 4,136	\$ 11,101	\$43.20	\$ 125	\$ 3,244	\$ 95	\$ 103.07	\$ 1,500	\$ 244
Sangster, L	\$22.50	\$ 46,810.19	\$ 2,341	\$ 3,781	\$ 2,160	25	\$ 512	\$ 3,581	\$ 11,101	\$43.20	\$ 108	\$ 2,809	\$ 82	\$ 88.67	\$ 1,000	\$ 360
Nunnally, J	\$74.04	\$154,000.00	\$ 7,700	\$ 12,438	\$ 7,108	60	\$ 4,045	\$ 10,473	\$ 11,101	\$43.20	\$ 356	\$ 9,240	\$ 277	\$ 3,193.00	\$ 1,000	\$ 2,008
Middleton, C	\$27.98	\$ 58,193.97	\$ 2,910	\$ 5,372	\$ 2,686	40	\$ 1,005	\$ 4,452	\$ 4,996	\$43.20	\$ 134	\$ 3,492	\$ 103	\$ 111.10	\$ 1,500	\$ 549
George, V	\$28.37	\$ 59,007.33	\$ 2,950	\$ 2,723	\$ 2,723	70	\$ 1,884	\$ 4,514	\$ 11,101	\$43.20	\$ 136	\$ 3,540	\$ 105	\$ 110.73	\$ -	\$ 1,041
Gautney, W	\$41.15	\$ 85,598.78	\$ 4,280	\$ 7,901	\$ 3,951	24	\$ 887	\$ 6,548	\$ 4,996	\$43.20	\$ 198	\$ 5,136	\$ 152	\$ 163.48	\$ 1,500	\$ 445
Bitto, G	\$25.28	\$ 52,591.03	\$ 2,630	\$ 4,855	\$ 2,427	10	\$ 227	\$ 4,023	\$ 4,996	\$43.20	\$ 122	\$ 3,155	\$ 94	\$ 101.54	\$ 1,500	\$ 127
SUBTOTALS:	\$ 322	\$ 670,056	\$ 33,503	\$ 50,106	\$ 30,926	373	\$ 12,798	\$ 49,951	\$ 75,492	\$ 389	\$ 1,549	\$ 40,203	\$ 1,189	\$ 4,169	\$ 8,500	\$ 6,605

AGENCY TOTALS:	\$ 765,691	\$ 38,285	\$ 54,520	\$ 35,340	\$ 4,133	\$ 94,822	\$ 57,267	\$ 93,440	\$ 475	\$ 1,770	\$ 45,941	\$ 1,285	\$ 4,506	\$ 9,000	\$ 52,457
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*Merit raises are applied to salary employees and to non-salary employees at the time of their annual review. Five percent merit raises assumed for each salary employee and 2.5% to 5% raises are assumed for each hourly employee.

**Annual leave is based on longevity as follows: 0 to 5 Years - 12 Days; 6 to 10 Years - 14 Days; 11 to 15 Years - 21 Days; Over 15 Years - 24 Days

***Chargeable Salary is calculated by taking an individual's annual salary and subtracting paid holiday leave, paid annual leave, and paid sick leave and then multiply the resulting total by a ratio representing percentage of annual hours contributed to the MPO.

†Longevity pay is awarded to employees for years of continuous service as follows: 5 Years - \$500; 10 Years - \$1000; 15 Years - \$1500

APPENDIX C
EASTERN SHORE MPO
Indirect Cost Worksheet - FY 2020

Description:	Monthly Cost per Unit:	Quantity:	Total Monthly Cost:	Total Yearly Cost:	Source:
Office Space:	\$ 680.00	N/A	\$680.00	\$ 8,160.00	Ex. C-1 - Cost Letter
Building Utilities:	\$ 98.00	N/A	\$ 98.00	\$ 1,176.00	Ex. C-2 - County Budget Director
Building Insurance & Pest Control:	\$ 24.00	N/A	\$ 24.00	\$ 288.00	Ex. C-2 - County Budget Director
Janitorial/Grounds:	\$ 70.00	N/A	\$ 70.00	\$ 840.00	Ex. C-2 - County Budget Director
Liability Insurance:	\$ 81.00	N/A	\$ 81.00	\$ 972.00	Ex. C-2 - County Budget Director
Personal Computer w/ Full Service:	\$ 48.00	4	\$ 192.00	\$ 2,304.00	Ex. C-3 - CIS Computer Quote
Printer (on network print server):	\$ 42.00	1	\$ 42.00	\$ 504.00	Ex. C-3 - CIS Computer Quote
Email Account:	\$ 6.00	2	\$ 12.00	\$ 144.00	Ex. C-3 - CIS Computer Quote
Phone - Basic Dial-tone/Extension:	\$ 29.00	2	\$ 58.00	\$ 696.00	Ex. C-4 - CIS Telephone Quote
Phone - Direct-dial (DID) Number:	\$ 13.00	2	\$ 26.00	\$ 312.00	Ex. C-4 - CIS Telephone Quote
Phone - Voicemail:	\$ 6.00	2	\$ 12.00	\$ 144.00	Ex. C-4 - CIS Telephone Quote
Smart Phone Service Plan:	\$ 52.00	2	\$ 104.00	\$ 1,248.00	Ex. C-5 - County Budget Office
ArcGIS	\$ 10.00	2	\$ 20.00	\$ 240.00	ESTIMATE
Hardware (Estimate):	N/A	N/A	\$ 25.00	\$ 300.00	ESTIMATE
Office Supplies (Estimate):	N/A	N/A	\$ 125.00	\$ 1,500.00	ESTIMATE
Legal (Estimate):	N/A	N/A	\$ 100.00	\$ 1,200.00	ESTIMATE
Postage (Estimate):	N/A	N/A	\$ 100.00	\$ 1,200.00	ESTIMATE
Printing (Estimate):	N/A	N/A	\$ 400.00	\$ 4,800.00	ESTIMATE
Training (Estimate):	N/A	N/A	\$ 200.00	\$ 2,400.00	ESTIMATE
Travel (Estimate):	N/A	N/A	\$ 200.00	\$ 2,400.00	ESTIMATE
Payroll Overhead (Estimate):	N/A	N/A	\$ -	\$ -	ESTIMATE
GRAND TOTALS:	\$1,159.00	N/A	\$2,569.00	\$ 30,828.00	

Appendix C-1



Transportation Senior Administrator
Bureau of Multimodal Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Dear Mr. Jilla,

Based on active listings, the current rate for leased office space (10x10 to 12x15) is between \$275 to \$400 per month. If I can be of further assistance you may reach me at 251-458-4878.

Yours in Service,



Louise Henley Johnson
Keller Williams Realty
Fairhope, AL 36532

Gulf Coast Experts Team
KELLER WILLIAMS® REALTY
Alabama Gulf Coast
24390 U.S. Highway 98, Suite 1 • Fairhope, AL 36532 •
Office Telephone No.: 251-517-8149 • Fax No. 800-615-3004
www.kw.com
Each Keller Williams Office is Independently Owned and Operated

Appendix C-1(cont'd)

FW: Office Space letter from agent

Page 1 of 2

FW: Office Space letter from agent

Brandy Leigh. Robertson

Sent: Monday, October 29, 2012 3:08 PM

To: Matthew S. Brown

From: Doolin, Jim [mailto:doolinj@dot.state.al.us]
Sent: Monday, October 22, 2012 12:48 PM
To: Brandy Leigh. Robertson
Cc: cemetzger@dathan.org; Lawrence A. Wilson
Subject: FW: Office Space letter from agent

Per your request

James W. Doolin

James (Jim) Doolin
Senior Transportation Planner
Alabama Department of Transportation
Bureau of Transportation Planning and Modal Programs
Metropolitan Planning Section
Phone Number 334-242-6097
Fax Number 334-269-0827
e-mail address doolinj@dot.state.al.us

From: Keen, Roy
Sent: Monday, October 22, 2012 11:23 AM
To: Doolin, Jim
Subject: RE: Office Space letter from agent

Since this is a fair size range, I think it best to go with a mid range amount as a reasonable rate. Say \$340.

From: Doolin, Jim
Sent: Monday, October 22, 2012 10:00 AM
To: Keen, Roy
Subject: FW: Office Space letter from agent

Per Your request

James W. Doolin

James (Jim) Doolin
Senior Transportation Planner
Alabama Department of Transportation
Bureau of Transportation Planning and Modal Programs

Appendix C-1(cont'd)

FW: Office Space letter from agent

Page 2 of 2

Metropolitan Planning Section
Phone Number 334-242-6097
Fax Number 334-269-0827
e-mail address doolinj@dot.state.al.us

From: Brandy Leigh. Robertson [<mailto:PROBERTSON@baldwincountyal.gov>]
Sent: Monday, October 22, 2012 10:00 AM
To: Doolin, Jim
Subject: Office Space letter from agent

Good Morning Jim,
Attached is the letter from the Real Estate Agent. Can you please take a look and see if she needs to clarify this a little better?
Thank you for all of your help.

Thank you

Brandy Robertson
Baldwin County Highway Dept
Engineering Tech II
251-972-8564 phone
251-937-0201 fax

Appendix C-2

Fairhope Courthouse MPO Cost Analysis.xlsx

Page 1 of 1

Fairhope Courthouse MPO Cost Analysis.xlsx

Ronald Cink

Sent: Thursday, November 15, 2012 3:46 PM
To: Matthew S. Brown
Cc: Lisa Sangster; Cal Markert; Lawrence A. Wilson
Attachments: Fairhope Courthouse MPO C~1.xlsx (14 KB)

Matthew,

Attached are the monthly charges I have computed. Let me know if you have any questions.

Thanks
Ron

Appendix C-2(cont'd)

Baldwin County Commission
 Fairhope Satellite Courthouse Cost Allocation
 15-Nov-12

	First floor 22,000 SqFt	Second Floor 16,000 SqFt	Total 38,000 SqFt	MPO Office 121 SqFt	Annual Cost	Monthly Cost
SqFt Percentage	0.550%	0.756%	0.318%			
Utilities - Electric	40.70	NA	NA		\$88,800/12=	7,400
Utilities - Gas	5.82	NA	NA		\$12,700/12=	1,058
Utilities - Water	1.99	NA	NA		\$4,340/12=	362
Utilities - Garbage	0.31	NA	NA		\$680/12=	57
Insurance	NA	NA	11.91		\$44,900/12=	3,742
Pest Control	NA	NA	0.08		\$290/12=	24
Janitorial Staff	32.03	NA	NA		\$69,873/12=	5,823
Cleaning Supplies	2.58	NA	NA		\$5,620/12=	468
Totals	83.42	NA	11.99	<u>95.41</u>		

Appendix C-3

PRICE QUOTE FOR COMPUTER NETWORKING, TELECOMMUNICATIONS, & RELATED SERVICES

(Valid 30 days from quote request date)

BALDWIN COUNTY COMMISSION
Communications & Information Systems Department
 175 Courthouse Square
 Bay Minette, AL 36507

Customer Information:	Scope of Work:
Company or Department ESMPD	Provide Month network connectivity for ESMPD
Address	office computer and printer equipment
City/ST/Zip Fairhope	
Contact Person Matthew Brown	
Telephone	
E-mail address msbrown@baldwincountval.gov	
Additional Information	

RECURRING CHARGES (billed monthly)	NON-RECURRING CHARGES (one-time charges)																																																																																
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Request Date <u>11/14/2012</u>	Estimated Completion Date _____
General Ledger Account No. _____	CIS Work Order No. <u>3111 & 3112</u>
Customer Approval/Date _____	CIS Approval/Date _____

Appendix C-4

BALDWIN COUNTY
Communications & Information Systems
Price Quote

ACCT. NUMBER	QTY	PRODUCT/SERVICE DESCRIPTION	UNIT PRICE	EXTENDED PRICE	Summary/Notes
Customer: Eastern Shore MPO					
Date: October 15, 2012 Add DID Ext. with voicemail.					
One-Time NON-Recurring Costs					
1.					
2.	1	Installation Charge		\$50.00	
3.	1	Opti-Point 420 Advance Phone		\$315.00	
4.					
5.					
				** Total One Time NON-Recurring Costs *****	\$365.00
Monthly Recurring Costs					
1.	1	Dial Tone / Port Charge	\$29.00	\$29.00	
2.	1	Voicemail Charge	\$6.00	\$6.00	
3.	1	DID Charge	\$13.00	\$13.00	
4.				0	
5.				0	
6.				0	
				** Total Monthly Recurring Costs *****	(\$48.00)
				** Total Annual Recurring Costs *****	(\$576.00)

Ordered By: *Leon Sample* Approved By: *Leon Sample* Work Order # _____

Appendix C-5

RE: ESMPO - Smart Phone Service Plan

Page 1 of 1

RE: ESMPO - Smart Phone Service Plan

Sharon Grant

Sent: Thursday, November 15, 2012 2:30 PM

To: Michael Job

Cc: Lawrence A. Wilson; Lisa Sangster; Matthew S. Brown

I have not received a billing for this number as of yet. If it's for an Iphone 4, then the rate should be appr. \$51.61/month.

Thanks,
Sharon

From: Michael Job

Sent: Thursday, November 15, 2012 2:15 PM

To: Sharon Grant

Cc: Lawrence A. Wilson; Lisa Sangster; Matthew S. Brown

Subject: RE: ESMPO - Smart Phone Service Plan

Sharon,

Can you please provide Matthew with the details of the cost of a County Provided Smartphone? The number for the phone Matthew is referencing is (251) 923-7098

Thank you,

*Michael A. Job
Assistant Director - CIS
Baldwin County Commission
23100 McAuliffe Drive
Robertsdale, AL 36567
Office (251) 580-2575
Cellular (251) 680-4276
Email: mjob@baldwincountyal.gov*

From: Matthew S. Brown

Sent: Thursday, November 15, 2012 1:58 PM

To: Michael Job

Cc: Lawrence A. Wilson; Lisa Sangster

Subject: ESMPO - Smart Phone Service Plan

Mike,

Thanks for taking a few minutes to discuss the smart phone service plan for the MPO with me. As we discussed on the phone, I will need some type of letter or quote specifying the monthly charge for the smart phone services (which I understand to be \$50). I will be providing this letter to ALDOT as supporting documentation for the MPO's monthly indirect costs.

Thanks,
Matthew

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Adopting the FY 2020 Cost Allocation Plan (CAP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, in accordance with the Federal cost principle provisions of [Title] 2 Code of Federal Regulation (CFR) 225 (formerly Office of Management and Budget [OMB] Circular A-87), 49 CFR 18 (Grants and Cooperative Agreements), 23 CFR 420 (Planning and Research Program), and Best Management Practice (BMP) guidance provided by the Alabama Department of Transportation, Bureau of Transportation Planning and Modal Programs, Metropolitan Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama, the ESMPO has prepared a Cost Allocation Plan to summarize, in writing, the methods and procedures that the ESMPO will use to allocate costs to various Tasks (and subtasks) within the ESMPO FY 2020 Unified Planning Work Program (UPWP).

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization has reviewed the Cost Allocation Plan (CAP) and does hereby approve the said Plan for use by the ESMPO in FY 2020.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make minor corrections and perform routine document maintenance to the Cost Allocation Plan in cooperation with the Alabama Department of Transportation as needed.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:
_____ Date: _____

AGENDA ITEM 4

ACTION – RESOLUTION AUTHORIZING MPO STAFF TO SELECT 2045 LRTP CONSULTANT

Eastern Shore MPO

AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO Staff is requesting authorization to select and enter into contract with J.R. Wilburn and Associates, Inc., as the consultant to assist with the development of the 2045 Long Range Transportation Plan.

J.R. Wilburn and Associates proposed a total cost of \$119,700. MPO Planning Funds will be used to cover 80% of the total cost, with the 20% match to be provided by member governments.

MPO: \$95,760

Local: \$23,940

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

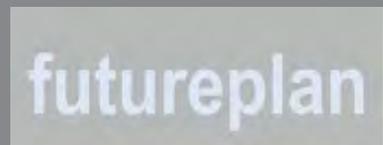
ATTACHMENT(S)

1. RFP Submittal from J.R. Wilburn and Associates
2. Resolution



Eastern Shore MPO 2045 Long Range Transportation Plan RFP Response

Prepared for:



June 6, 2019

June 6, 2019

Ms. Wanda Gautney, Purchasing Director
Baldwin County Commission
312 Courthouse Square, Suite 15
Bay Minette, AL 36507

RE: Proposal, Eastern Shore MPO Long Range Transportation Plan

Dear Ms. Gautney:

The JRWA Team is pleased to submit our proposal for the Eastern Shore Metropolitan Planning Organization's Long Range Transportation Plan. Supported by FuturePlan Consulting and Goodwin Mills Cawood, we offer a highly capable team of transportation professionals who bring outstanding local knowledge to the project.

JRWA has a staff of ten transportation planning and engineering professionals available for assignment, balanced between planning (transportation, transit and environmental planning) and engineering (design and operations) disciplines. Employees are based in Alabama, Metro Atlanta, and Greenville, South Carolina. JRWA's employment agreements provide for staff to work "on-call" as mutually agreed between the employee and management to reflect fluctuations in project needs and availability.

Mr. Schiffer of FuturePlan has worked on 30 long-range transportation plans (LRTPs) for Metropolitan/ Transportation Planning Organizations throughout Florida, Georgia, Puerto Rico, and Tennessee. He has also worked on 30 subarea transportation plans and refined over 50 travel demand models throughout the U.S.

The JRWA Team understands the purpose of the proposed study as well as the diverse disciplines necessary to accomplish its objectives. Key strengths the JRWA Team offers to the Eastern Shore MPO include:

- Diverse expertise in multimodal transportation planning, network design and operations, land use and development, and stakeholder/public involvement for related projects.
- A long and varied work history in Alabama and the Gulf Coast area, providing unequalled depth and breadth of knowledge about the Coastal Alabama community and its people, history, and relationships.
- Proven success in supporting local and regional initiatives related to multimodal transportation and in garnering widespread community support from elected officials, stakeholders and the general public.
- Extensive experience working efficiently in multi-disciplinary teams, in prime and sub-consultant roles, and with public agencies at the local, regional, state and federal level.

- Demonstrated ability to effectively coordinate with Client project managers, staff from the Client's other departments and offices, elected officials, and representatives for key planning partners.

FuturePlan's key areas of expertise for this project include:

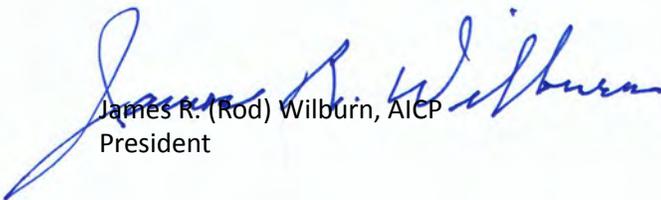
- Developing, validating, and calibrating statewide, urban, and regional travel demand models.
- Preparing comprehensive, multi-modal long-range transportation plans.
- Forecasting travel demand for highway and transit projects.
- Conducting travel behavior and origin-destination travel surveys of all transportation modes.
- Authoring and delivering training workshops/courses in travel demand modeling.
- Compiling and analyzing socioeconomic/demographic data for travel demand models.

Goodwin Mills Cawood will provide multi-modal transportation planning support, GIS analysis and mapping, demographic analysis and socioeconomic data forecasting assistance. Brandon Bias in GMC's Mobile office will serve as a local liaison and provide client contact and local field support. A resident of the study area, Mr. Bias brings strong local knowledge to the team.

The JRWA Team is available to commit the time needed for the study's successful completion on schedule and within budget. The strength of our team ensures delivery of an effective long range plan. We appreciate the County's consideration of our submittal and look forward to an opportunity to interview for the project.

Sincerely,

J. R. Wilburn and Associates, Inc.



James R. (Rod) Wilburn, AICP
President

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Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

1. TEAM OVERVIEW

This proposal submittal demonstrates the J. R. Wilburn and Associates, Inc. (JRWA) Team's ability and enthusiasm to assist the Eastern Shore Metropolitan Planning Organization (MPO) in updating its Long Range Transportation Plan (LRTP) to a horizon year of 2045.

Professional Standing (RFP Item 1)

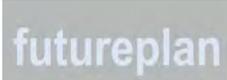
JRWA is registered with Alabama's Secretary of State and the Alabama Board of Licensure for Professional Engineers and Land Surveyors to provide engineering services (CA-3724-E). JRWA and its team members maintain excellent professional standing. No previous or pending controversies exist.

Firm Profiles (RFP Item 2a)



J. R. Wilburn and Associates, Inc. (JRWA) offers a group of seasoned professionals with decades of expertise in transportation and transit planning and related engineering assignments throughout the Deep South. JRWA provides a full complement of transportation consulting services, ranging from comprehensive transportation and transit planning to corridor studies, traffic circulation, and parking. Additional services include bicycle/pedestrian facilities, transportation engineering/design, environmental documentation, and construction engineering/inspection. JRWA's primary geographic area of business consists of Alabama, Georgia, and South Carolina.

James R. (Rod) Wilburn, AICP has been actively involved in transportation consulting throughout the Southeast since the early 1970s. Mr. Wilburn launched JRWA in late 2008 following the acquisition of Day Wilburn Associates, Inc., a full-service transportation planning and engineering firm he co-founded in 1994. His intention was to establish a smaller, regional transportation consulting service providing a personalized approach to client service and satisfaction. Staff members maintain close contact and excellent working relationships with clients.



FuturePlan Consulting, LLC (FPC), based in Tallahassee, Florida, brings over 35 years of consulting experience in transportation planning and travel demand modeling. Mr. Robert G. Schiffer, AICP, President of FPC, has served as Principal-in-Charge, Project Manager, Task Manager, and Project Advisor on a full range of transportation planning projects in 21 states and commonwealths, including work for the U.S. Department of Transportation, National Cooperative Highway Research Program, State Departments of Transportation, Metropolitan Planning Organizations, local governments, and private interests.



Goodwyn Mills Cawood (GMC) is one of the largest multi-disciplined Architecture and Engineering firms in the region with offices across the Southeast. The firm has grown from the original municipal civil engineering firm of 1947 into the multi-disciplined firm it is today. GMC provides all of the professional services associated with architecture, interior design, civil, geotechnical, electrical, structural and environmental engineering, landscape architecture, transportation, airport planning, master planning, surveying, and construction administration.

GMC offices are strategically located throughout the Southeastern United States. Placing the offices in these locations allows our firm to adapt to the local culture and develop closer relationships with the cities, communities, and surrounding areas.

Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

GMC offers creative solutions to complex challenges. Our staff of over 425 talented and highly qualified professionals recognizes that if a project is to be successful, it must first meet the needs of the client. Therefore, we work with each client individually to assure satisfaction in all areas of each project including a functional design and a project within budget. The long-term relationships established with our clients have been beneficial for both parties. GMC takes great pride in recognizing that 85% of our business results from repeat clients.

Team Roles & Strengths

JRWA will serve as the Prime Consultant, with support from FPC and GMC. JRWA will lead the planning process and provide project management; FPC will lead travel model development; and GMC will manage public involvement, provide multi-modal planning support and GIS support as needed. GMC's office location in Mobile will facilitate our team's ability to respond quickly to needs for field data and client contact.

2. PROJECT EXPERIENCE

Each firm on the JRWA Team has extensive experience conducting technical analyses and providing effective stakeholder engagement and public outreach as a part of multimodal transportation plans.

Project Experience (RFP Item 2a)

Project summaries provided in Appendix A highlight each Team member's qualifications and experience in multimodal transportation planning, travel modeling, socioeconomic data analysis, and community engagement.

L RTP Client References (RFP Item 2c)

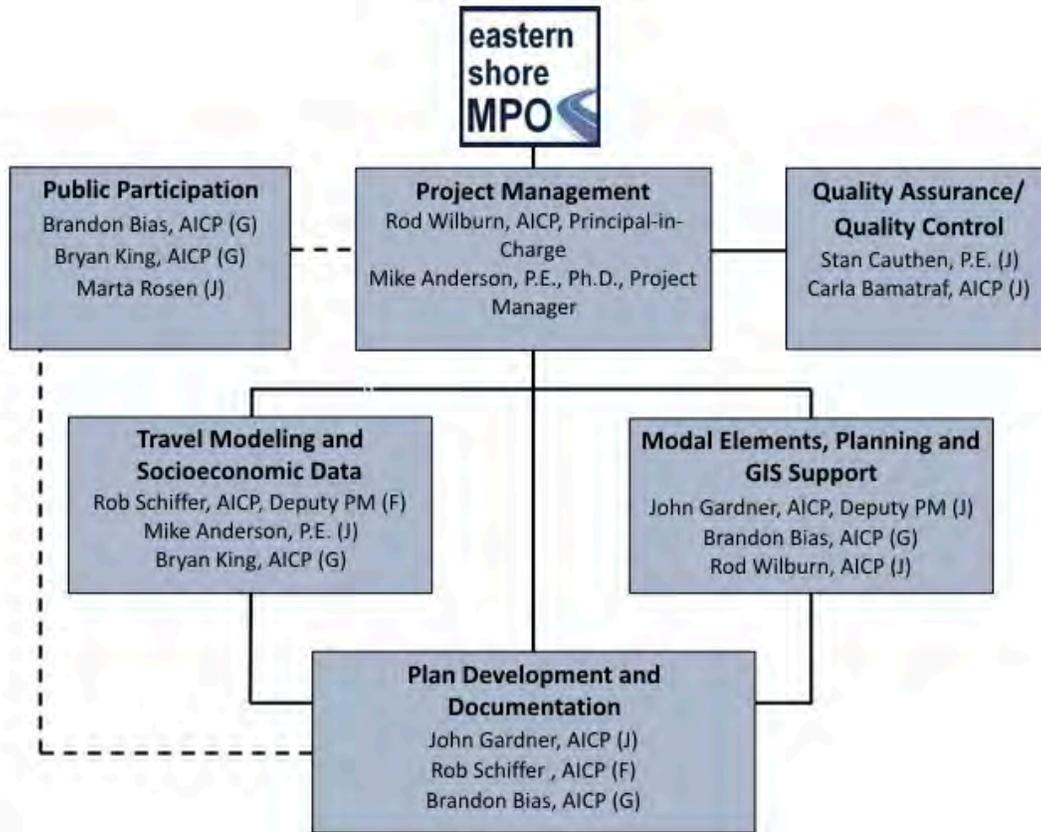
Client References are provided with each Project Summary in Appendix A.

3. TEAM ORGANIZATION & STAFF QUALIFICATIONS

Team Organization

The JRWA Team's staffing plan includes professionals with an excellent grasp of study requirements and the right combination of local knowledge, experience, and skillsets to complete the necessary work tasks. Key personnel have decades of experience as consultants and in the public sector. The Eastern Shore MPO can be assured that the JRWA Team's experience and technical expertise will result in the successful update of its L RTP.

Figure 1: Team Organization



Staff Names & Experience (RFP Item 2b)

Complete resumes for all proposed personnel are provided in Appendix A.

Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

Staff Availability & Adequacy (RFP Item 3)

The JRWA team is available to complete assignments expeditiously and with minimal client supervision. Workload analyses indicate adequate staffing availability to complete the project on schedule.

Other Personnel (RFP Item 4)

The JRWA Team provides sufficient resources both in discipline and in number to address all requirements.

FuturePlan Consulting, LLC will support JRWA with deep expertise in travel demand model development, validation, and application. Nominated JRWA and Future Plan personnel have worked together on a number of transportation planning assignments over the past two decades. Goodwin Mills Cawood will manage the public involvement process for the plan, and also will assist with plan development, GIS support and documentation.

4. FIRM FINANCES, MAN-DAY PROPOSAL & BILLING RATES

Financial Basis (RFP Item 5)

JRWA maintains financial records in accordance with the Federal Acquisition Regulations (FAR) and is operating on a sound financial basis.

Overhead (RFP Item 6)

JRWA's FY2018 overhead rate as approved by ALDOT is 159.49%.

Labor Additive (RFP Item 7)

JRWA's labor additive is included in the overhead rate referenced under RFP Item 6 above.

Man-Day Estimate (RFP Item 8)

JRWA's project budget calls for a total of 91.5 man-days of staff time to complete the project.

Billing Rates for Proposed Staff		
Name	Firm	Rate
Rod Wilburn, AICP	JRWA	243
John Gardner, AICP	JRWA	143
Carla Bamatraf, AICP	JRWA	108
Marta Rosen	JRWA	166
Stan Cauthen, P.E.	JRWA	186
Mike Anderson, Ph.D., P.E.	JRWA	171
Brandon Bias, AICP, LEED AP	GMC	150
Brian King, AICP	GMC	130
Rob Schiffer, AICP	FPC	155

Billing Rates (RFP Item 9)

The table to the left shows billing rates for all proposed staff.

Fiscal Audit (RFP Item 12)

JRWA maintains financial records in accordance with the Federal Acquisition Regulations (FAR) and submits its financial report annually to ALDOT for approval of its project overhead rate. JRWA's overhead rate of 1.5949 was most recently reviewed and approved by ALDOT at the beginning of 2019.

5. PROJECT UNDERSTANDING, APPROACH & SCHEDULE (RFP ITEM 13)

Project Understanding

The JRWA team will work in partnership with ESMPO staff to update the LRTP and regional travel model using best practices and in compliance with the latest FHWA and ALDOT planning guidance. The fundamental goal of the planning process is to develop a long range plan that will guide transportation investments to support the region's transportation, economic development and quality of life goals. Performance based planning is now required in the development of MPO LRTPs. Critical elements that help measure and evaluate the adequacy and efficiency of the multimodal transportation network in light of the region's goals and objectives include:

- **Connectivity** to/from major transportation facilities and services, within and across the local street network, and between travel modes (automobiles, public transit, bicycles, and walking).
- **Access** to/from and between key destinations (including attractions, restaurants, lodging, and retail).
- **Mobility and operational efficiency** along the roadway network, reflecting regional travel patterns and areas of congestion.
- **Reliability** of transportation corridors across different times of the day, days of the week, and seasons of the year.
- **Resilience** and longevity of transportation projects to provide long-term congestion relief.

The network assessment will focus on needs and/or challenges related to:

- Gaps in network connectivity or access.
- Minimizing the use of autos for short trips within activity areas.
- Safety concerns for pedestrians, bicyclists, and automobiles.
- Addressing the needs of long-distance travelers, including freight and tourists.
- Mobility deficiencies due to traffic patterns, congestion, intersection operations, or inadequate parking.

Work Location (RFP Item 10)

Assigned project staff makes full use of today's electronic communications/project management capabilities to maintain close coordination with each other and the client. In addition, JRWA maintains an Alabama office at 8 Commerce Street, Suite 900, Montgomery, AL 36104. FuturePlan Consulting is located in Northwest Florida (Tallahassee) and GMC staff proposed for this project are nearby in Mobile and Birmingham.

Site Visit (RFP Item 11)

Rod Wilburn, Principal-in-Charge, made a site visit on May 31 in preparation for submitting this proposal and has worked in the Eastern Shore area on multiple occasions over three decades.

Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

Project Approach and Work Scope (RFP Item 13)

The project is focused on travel demand modeling needs for the 2045 LRTP Update. The JRWA team provides an unparalleled history of modeling in Baldwin County. As part of a Mobile Bay Ferry Feasibility Study, completed in 2004 by Rod Wilburn, Mr. Schiffer led expansion of the Mobile MPO model into western Baldwin County, representing the first ever application of travel demand modeling in what would become the ESMPO study area. More recently, Mr. Anderson of JRWA provided extensive technical support to ESMPO staff in development of their first independent 2010 base year and 2040 horizon year models, through his affiliation with the University of Alabama-Huntsville. Mr. Anderson also led development of the Alabama Statewide Model.

Task 1: Review of Socioeconomic Data

A detailed process for developing base year 2010 socioeconomic data is described in the *2040 LRTP Plan Appendix C: Model Development Report*. In order to meet 2020 deadlines for study completion, it is essential to use the current 2010 socioeconomic data as a starting point for updating base year data for the 2045 LRTP Update. Our recommendation is to update previous 2010 demographics to a new base year of 2015 using available county control totals and data on developments in the planning area completed during the period of 2010-2015. Control totals for the study area will be estimated based on Census population estimates for 2015 and the US Bureau of Economic Analysis (BEA) data.

It is our understanding that ESMPO staff will lead development of base year socioeconomic data with consultant services focused on reviewing and validating demographic estimates. Our review of base year socioeconomic data will include logic checks, GIS mapping, and comparisons against alternate data sources, including Census Transportation Planning Products (CTPP) and American Community Survey (ACS) population estimates.

Task 2: Public Involvement Meetings

Three public involvement meetings will be held at key points in the planning process, with specific timing and locations to be coordinated with ESMPO. A midday and an evening meeting will be hosted at each location to provide maximum opportunity for participation. The JRWA team recommends that these meetings occur at these following points in the planning process:

- Meeting 1 – Present the updated socioeconomic data and 2045 forecast.
- Meeting 2 – Present the validated 2015 base year model results and 2045 Existing plus Committed model results and present an initial list of potential projects to address network capacity issues. Any completed drafts of modal plans should be presented as well.
- Meeting 3 – Present the draft LRTP report.

Each meeting should begin with a brief review of the existing LRTP, implementation progress, and a concise description of the MPO planning process. A presentation of the materials for public review will be given, and then the meeting will transition to an open house format with two or three “stations” with display maps and tables, and one-page project summary handouts. Comment forms will be provided for written comments, and an e-mail address for follow-up comments will be provided on the project summary handouts.

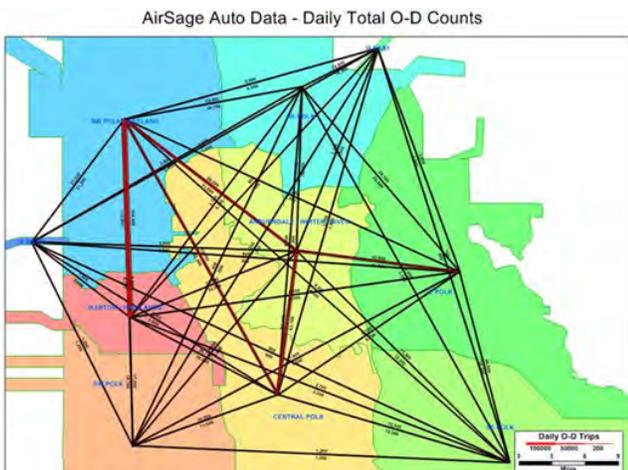
Public notification of the meetings will be coordinated with ESMPO. Existing e-mail distribution lists and other notification methods routinely used by ESMPO should be used and supplemented with additional outreach efforts to underserved or under-represented communities.

Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

Task 3: Forecast Future Socioeconomic Data

A reasonable approach to forecasting socioeconomic data is documented in the *2040 LRTP Plan Appendix C: Model Development Report*. Previous 2010-2040 growth indices can be used to extrapolate growth out to year 2045 and updated where development potential has changed. Similar to 2010-2015 socioeconomic extrapolations, 2040-2045 growth will begin with final 2040 socioeconomic estimates and reflect anticipated 2040-2045 growth in Baldwin County from a variety of sources. Care must be taken to ensure that TAZs with accelerated 2010-2015 growth properly reflect these patterns in 2045. Interim year demographic forecasts can take the form of straight line interpolation between 2015 and 2045 TAZ estimates. Staff from the JRWA team will provide advice on forecasting methodology and review resulting TAZ level forecasts for logic and consistency.

Available data on preliminary subdivision plat approvals and building permit data will be referenced in updating the base year data and will also help guide the development of the 2045 forecasts. If available, data on availability and capacity of public sewer by drainage sub-basin will be evaluated, along with any planned sewer capacity expansions or strategies.



Task 4 Prepare Base Year, 2 Interim Years, and Horizon Year Model

In addition to updating socioeconomic data to reflect 2015 and 2045, the external travel model will be examined. The current external model reflects the importance of external work trips to Mobile.

Purchase by the MPO of data on the movement of cell phones and GPS navigation systems would provide external station calibration data. Depicted at left is an origin-destination map prepared by Mr. Schiffer from AirSage data for Polk County, Florida.

Task 5: Trip Generation

The ALDOT Trip Generation software reflects a simple stratification and trip purpose structure in an externally compiled program. Trip rates in the ESMPO area are likely different from those in other parts of the state due to the impact of tourism and seasonal employment along the Gulf coast. It is unlikely that a sufficient household sample is available from the 2017 National Household Travel Survey to develop locally specific trip rates and cross classification structures. Mr. Schiffer previously led quality control efforts on *NCHRP Report 716 Travel Demand Forecasting*, which provides alternate sets of trip rates that could be tested in place of the ALDOT rates. The model might borrow validated trip rates from the Mobile MPO that were refined using big data on cellular flows. Regardless of the approach selected, the JRWA team will fully validate the trip generation model and thoroughly document all assumptions and data sources employed.

Task 6: Network/Model Calibration

Model calibration requires local household travel survey data to compare against model outputs. This is particularly relevant to the trip distribution process, where friction factors are developed from household travel surveys and adjusted to match origin-destination patterns documented in the travel survey. Since such data are not available for the ESMPO area, trip lengths could be calibrated to some extent using big data travel flows, should budget and schedule enable their purchase. Otherwise, most model adjustments would take the form of “model validation,” as described in the next task.

Proposal for Professional Services

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Task 7: Network/Model Validation

Model validation will focus on enhancing the model's ability to simulate travel patterns within the ESMPO study area. For the purposes of trip generation and distribution, this will largely amount to comparing aggregate model numbers (e.g., trips per household, average trip lengths, etc.) to benchmark statistics from the aforementioned *NCHRP 716* and *FSUTMS-Cube Framework Phase II: Model Calibration and Validation Standards*, authored by Mr. Schiffer and containing validation benchmarks from around the nation.

For trip assignment, validation will be based on comparing model volumes against available traffic counts, using validation standards provided in the aforementioned *FSUTMS Phase II* report and the *FHWA Travel Model Validation and Reasonability Checking Manual*,. This will involve comparisons of volume-over-count ratios, root mean square error, and correlation coefficient in tabular, graphed, and mapped formats. Readily available speed data from ALDOT will also be used to confirm modeled free flow and congested speeds.

Task 8: Construct Plan Network

Unless projects have been discontinued due to opposition or cost, new funding mechanisms are in place or growth patterns are skewing differently from five years ago, the 2045 LRTP will largely be an extension of the 2040 Plan with recognition of another five years of future growth. The JRWA team will work closely with ESMPO staff in assessing 2045 transportation deficiencies and identifying new roadway projects that might be beneficial. We will support ESMPO staff in network coding of needs alternatives and the adopted 2045 cost feasible plan. Mr. Schiffer will ensure the MPO staff has procedures to operate a user-friendly model.

Task 9: Test Future

The JRWA team will work closely with ESMPO staff to support the refinement of future year alternative networks. The depth of the JRWA team's experience in developing alternatives and interpreting model outputs ensures an effective final LRTP. Network plots will allow evaluation of key model statistics: average trip length, VMT, VHT, and congested speeds. This evaluation will reveal the implications of each network alternative on regional mobility. Off-model techniques will be employed to evaluate benefits of transit and non-motorized travel improvements, and ESMPO staff will be provided guidance on the application of these methods.

Task 10: Draft Plan Report – NLT January 17, 2020

The draft plan report will provide details of the model development process and model results. Thematic maps will be included to illustrate base year and future year level of service for the E+C and recommended future networks.

JRWA's budget assumes that the existing Bicycle and Pedestrian Concept Plan will be updated and summarized in the draft plan. Summaries of the recent Public Transit Plan and the Freight Plan currently under development will be incorporated; team members will evaluate each modal plan and suggest additional strategies and improvements.

We recommend GIS thematic mapping of key environmental justice characteristics, including zero-car households, persons below poverty level, persons over 65, persons with disabilities, and race and ethnicity at the Census block group level. The proposed budget includes this analysis.

With ESMPO staff, the team will develop performance measures to evaluate the effectiveness of alternative networks and projects. Livability measures in the current LRTP will be addressed in the plan as well.

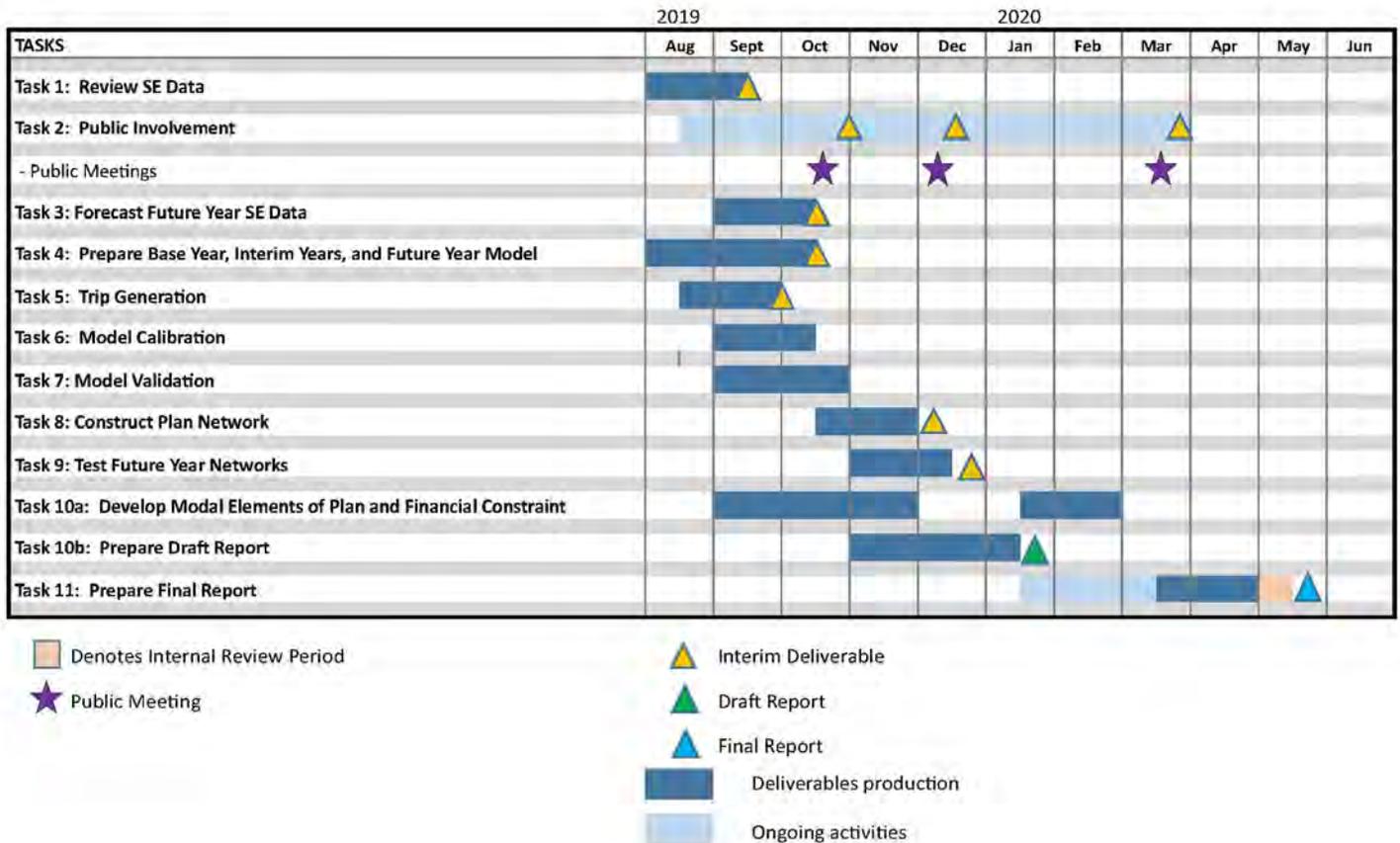
Proposal for Professional Services Eastern Shore MPO 2045 Long Range Transportation Plan

Task 11: Final Plan Report – NLT June 1, 2020

Based on comments from staff, stakeholders and the public on the draft plan, revisions will be made to the final plan and the completed document will be delivered prior to June 1, 2020. The final plan will document all public involvement activities and comments, as well as how comments were addressed in the final document.

Schedule of Task Activities & Deliverables (RFP Item 14)

The JRWA team is committed to completing the project within the schedule required by ESMPO.



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Eastern Shore MPO 2045 Long Range Transportation Plan

6. COST BY TASK AND MAN-DAYS (RFP ITEM 15)

PROJECT TASKS		Cost	Man-Days
TASK 1	Review SE Data	\$ 3,083	2.5
TASK 2	Public Involvement Process and Documentation	\$ 13,949	11.0
TASK 3	Forecast 2045 SE Data	\$ 5,236	4.3
TASK 4	Prepare base year, 2 interim years, horizon year model	\$ 14,455	11.5
TASK 5	Trip Generation	\$ 4,405	3.5
TASK 6	Model calibration	\$ 4,748	3.8
TASK 7	Model validation	\$ 5,090	4.0
TASK 8	Construct Plan Network	\$ 4,990	3.9
TASK 9	Test Future Year Networks	\$ 9,846	7.8
TASK 10	Draft Plan Report	\$ 31,518	26.8
TASK 11	Final Plan Development and Documentation	\$ 15,330	12.6
Subtotal, Staff Costs		\$ 112,648	91.5
Direct Expenses: Travel, Lodging, Printing		\$ 7,055	
Total Cost		\$ 119,703	
Cost per Man-Day		\$ 1,308	

APPENDIX A

RESUMES, PROJECT EXPERIENCE AND CLIENT REFERENCES

ROD WILBURN, AICP will serve as Principal-in-Charge, providing guidance and oversight.



During his 40-year career, Mr. Wilburn has managed a wide range of transportation planning, transit planning, and traffic engineering/operations assignments for local, regional and state governments throughout the Southeast. He has conducted hundreds of multimodal transportation planning studies over the years, including developing numerous comprehensive, long range transportation plans for cities, counties, regions and states. In recent years, these studies have increasingly focused on the role of freight truck traffic in overall network mobility and/or the integration of transportation and land use, expanding network connectivity and transportation alternatives, and applying Complete Streets best practices to existing and evolving networks. He is adept at explaining the causes of

transportation challenges, potential mitigation strategies, and associated impacts and tradeoffs in easy-to-understand language for all audiences. His professional education and experience blends transportation and transit planning with engineering skills to provide a fully integrated approach to the project development process. Mr. Wilburn has dual Master's degrees in City Planning and Transportation from the Georgia Institute of Technology and earned his American Institute of Certified Planners (AICP) professional certification in 1974. Representative project experience includes:

Coweta County Joint 2040 Comprehensive Transportation Plan – Project Manager for the Joint CTP Update, which confirmed transportation needs in Coweta County by bringing existing travel and development conditions data from 2006 to the current year and extending future projections to 2040. The CTP was also a tool for reprioritizing projects and programs and identifying funding based on anticipated growth. A user-friendly Plan Summary document was a key study deliverable, explaining the plan development process and final recommendations at a level to which the general public and local officials could easily relate.

Town of Mount Pleasant SC Planning and Engineering Services – Under a series of on-call contracts over the past two decades, Mr. Wilburn has provided a variety of transportation planning and engineering services to the Town of Mount Pleasant, most recently in the subconsultant role. Assignments have included comprehensive/long range transportation plans; traffic, circulation and congestion studies; right-of-way and parking supply requirements for different facilities (roadway/bicycle/ pedestrian); and transportation impact fee program improvements.

Anniston On-Call Planning and Engineering Studies – As Project Manager or Principal in Charge, conducted a number of interrelated multimodal transportation planning and engineering studies for the City of Anniston and East Alabama Commission/Calhoun Area MPO over the past decade. Assignments have ranged from transportation plans and traffic studies to bicycle/pedestrian facility design and roadway engineering. Efforts focus on furthering Anniston's goal of providing a truly integrated, multimodal transportation network and, in the process, branding it the Southeast's preeminent bicycle friendly community.

Madison, AL 2040 Transportation Master Plan – Principal-in-Charge for the development of a comprehensive, prioritized program of multimodal transportation improvements. Assessed existing/projected network conditions to identify mobility and connectivity deficiencies. Focused on maximizing potential for Complete Streets based on ROW and connectivity to community facilities. Detailed assessment of improvements for all major corridors. Prioritized implementation recommendations and estimated costs.

Alabama Statewide Transportation Plan (SWTP) – Principal-in-Charge for the 2040 update. A long range, macro level assessment of the state's transportation system network, the SWTP summarizes the system's current conditions and identifies its needs and priorities for the next 25 years. It is a multimodal plan that evaluates all

modes of passenger and freight transportation (roadways and bridges, transit, bicycle/pedestrian, rail, aviation, and waterways) and considers the extent of modal coverage and connectivity across the entire state and between modes. Infrastructure and maintenance investments are evaluated and compared to historic and anticipated funding levels.

Alabama Statewide Freight Plan – Principal-in-Charge for the plan’s 2016 development and 2017 update. The Freight Plan presents existing and projected commodity flows and freight network characteristics as the baseline for identifying needs across the state. Freight improvements of statewide significance are summarized and form the basis for the overall Freight Investment Plan.

Montgomery MPO and Gadsden-Etowah MPO 2040 Long Range Transportation Plans (LRTPs) – Principal-in-Charge for LRTP updates that assessed changes in demographics and transportation conditions to identify needs and prioritize a suite of multimodal projects and strategies to meet those needs through year 2040. Planned and/or programmed improvements from the existing short-range TIP and 2035 LRTP, along with newly identified projects, were incorporated on technical analyses (including travel demand modeling) and discussions with the MPO, ALDOT, and local citizens. Each project was screened to identify the level of need, potential benefits, impacts, and costs. Improvements were defined as either roadway capacity or maintenance and operations (MO) projects. Projects prioritized for implementation into the short and mid-range were included in the financially constrained plan. Multiple outreach activities provided the opportunity for stakeholders and citizens to input.

Eastern Orangeburg County Sustainability Study – As subconsultant Project Manager, assessed existing and future transportation conditions and needs in the “Global Logistics Triangle” portion of eastern Orangeburg County, SC, which is formed by the convergence of I-95, I-26, and US 301. The primary goal of the transportation recommendations was to ensure adequate access is provided to and from the key destination areas. Careful consideration was given to alternative transportation options outside these intersections. The transportation alternatives included maintaining and improving existing surrounding rural collector roads, various transit options, and bicycle and pedestrian options.

Michael Anderson, Ph.D., P.E.

Dr. Anderson has 20 years of experience in the field of transportation engineering and planning. His specialties include transportation and traffic engineering, traffic modeling and travel demand forecasting, freight transportation, intelligent transportation systems, urban planning, and applications of geographic information systems to transportation (GIS-T). He has worked extensively with MPO and statewide travel demand models, including a focus on freight movements. He is an Associate Professor of Civil Engineering at the University of Alabama Huntsville, where he researches travel modeling and GIS. Dr. Anderson’s JRWA employment agreement ensures his continuing availability for assignments balanced with his university activities. In his role at UAH, Dr. Anderson teaches courses in traffic engineering with a focus on developing signal timings and delay calculations for pre-timed signals. He has also reviewed consultant traffic impact analysis for the City of Huntsville to test the accuracy of the process and results.

At the MPO level, Dr. Anderson has worked with all of Alabama’s MPOs on their travel models, most notably the Huntsville, Anniston, Mobile, Gadsden-Etowah, Muscle Shoals and Montgomery areas. He also provides technical assistance in travel models and the travel demand process to ALDOT through a contract that involves technical support and training workshops. He has taught over 60 workshops on various aspects of travel demand modeling to ALDOT staff and transportation planners in Alabama. Workshop topics range from the basics of travel modeling, scripting with Cube/Voyager, calibration/validation of the base year model, developing a plan, forecasting socio-economic data, and alternative analysis.

Dr. Anderson's work on the Alabama statewide freight model and the Mobile MPO freight model is based on the disaggregation of the Freight Analysis Framework (FAF) database. The disaggregation techniques were developed for the program and funded by the FHWA office of Freight Management as one of five nationally selected teams to develop a freight disaggregation methodology for statewide and MPO level freight disaggregation. The methodology uses different employment and production factors to disaggregate the FAF data to county and TAZ level. The MPO methodology develops multiple freight travel purposes to account for the wide variety of freight movements in the urban area. The work has been published and presented in several national and international publications and conferences, including the Journal of the Transportation Research Board in 2010.

Education

Doctor of Philosophy, Civil Engineering (Transportation Engineering), Iowa State University, 1998

Master of Science, Civil Engineering (Transportation Engineering), Iowa State University, 1996

Bachelor of Science, Civil Engineering, Iowa State University, 1994

Registered Professional Engineer, Alabama #24662

Representative Project Experience

- Alabama 2040 Statewide Transportation Plan, Alabama DOT
- Alabama Statewide Freight Study and Action Plan, Alabama DOT
- Alabama DOT Travel Demand Modeling Support and Training Assistance
- Alabama 2013 Rail Plan and Rail Directory, Alabama DOT
- 2040 Long Range Transportation Plan Updates—Montgomery, Gadsden-Etowah and Muscle Shoals MPOs, AL
- Mt. Pleasant Transportation Impact Fee Program Update, Mt. Pleasant, SC
- Mt. Pleasant North Area Study, Mt. Pleasant, SC
- Mt. Pleasant Traffic Impact Analysis Process Review/Update, Mt. Pleasant, SC
- City of Montgomery Congestion Management Study
- City of Huntsville Travel Modeling for BRAC Impacts
- McClellan Traffic Plan-Phase 2, East Alabama Regional Planning & Development Commission/City of Anniston
- Lee County, AL, Master Plan Transportation Element
- Auburn University, Trip Generation Program Coding
- South Jersey TPO—Model Peer Review; Model Mitigation Review; Model Migration; Model Validation
- City of Huntsville Traffic Funding Allocation in Alabama

John Gardner, AICP

Education

Master of City and Regional Planning, 1988, University of North Carolina

Bachelor of Arts, Political Science, 1985, Furman University

Program for Technology Managers, Kenan-Flagler Business School, UNC, 1989

Representative Project Experience

Calhoun Area (AL) MPO Bicycle and Pedestrian Plan Update -- This plan was an update to a previous JRWA plan. The Chief Ladiga Trail (CLT) is a regionally significant rail trail that serves as a spine for the bicycle and pedestrian network in the Anniston, Oxford, Jacksonville and Hobson City areas of Calhoun County. The CLT also is an important bicycle tourism attraction, and the plan includes strategies and recommendations to expand the mobility and economic impacts of the CLT and other bicycle facilities in the area, including the Coldwater Mountain Bike Trails. May 2019.

Outer Loop Freeway Extension Benefit-Cost Analysis, Montgomery, AL – The Montgomery MPO coordinated a BUILD Grant Application to extend the Outer Loop Freeway to US Highway 231 from its' current terminus. Mr. Gardner developed methods to quantify the expected Safety, State of Good Repair, Economic Vitality, and Air Quality benefits of the project, using March 2018 USDOT Guidance on benefit-cost analysis for federal grant programs. July 2018.

Calhoun County (SC) Transportation and Land Use Subarea Plan -- Mr. Gardner was project manager for this plan, which used scenario planning techniques to evaluate the impacts of land use and transportation choices in the growing exurban area within the Columbia MPO area. Freight access and was an important consideration in the plan, as a new industrial park is currently being developed in the study area. May 2019.

East Butler Road Corridor Plan, Mauldin, SC – Mr. Gardner scoped and managed this Federal Highway Administration-funded study, which was designed to examine alternatives to an SCDOT proposal to construct a five lane roadway in a corridor that is critical to the City's identity. Using an effective mix of public involvement techniques, the City and it's consultants were able effectively to engage business owners and residents in the planning process, resulting in a strong community-based plan to address traffic capacity issues through minor traffic engineering improvements, network connectivity improvements, and high quality bicycle and pedestrian facilities to provide attractive options to driving, while preserving adjacent businesses and homes. 2016.

Holland Road Improvements, Mauldin, SC – A new employment center announced 700 new jobs on Holland Road, making improvements to this two-lane roadway essential. Residents of adjacent subdivisions were very concerned about traffic impacts, noise and construction impacts. As the city's project manager for both design and construction of the project, Gardner held public meetings and met individually with concerned citizens to explain the project design and to respond to concerns during construction. 2009.

Long Range Transportation Plan, 2007, Greenville-Pickens Area Transportation Study (GPATS) – As project manager, Mr. Gardner collaborated with a regional transportation consulting firm, sharing work tasks to complete the plan within budget. GPATS staff produced most of the data and GIS analysis, and developed the transit, financial feasibility, and bicycle elements of the plan independently. This plan was the first one for the region to include robust transit, bicycle, and pedestrian elements that identified complete networks of facilities and a prioritization system. Key elements of the plan have been implemented, including an express bus connection between Clemson University and downtown Greenville, as well as bicycle facilities on most new SCDOT road improvement projects in the region.

Industrial Site Certification and Industrial Recruitment – Mr. Gardner collaborated with SC Department of Commerce and Greenville Area Development Corporation Commerce to spearhead an effort to secure SCDOC Industrial Site Certification for a 34 acre industrial property. The site had existing rail service to the Port of Charleston, but topographic constraints stymied efforts to recruit a large rail-supplied distribution facility. Instead, Gower Corporation's MP Husky Division, an expanding local manufacturer in the metal fabrication sector, was successfully recruited to the site. September 2016.

Statewide Multimodal Transportation Plan – Mr. Gardner was project manager for SCDOT’s 2002 Statewide Transportation Plan, which was produced entirely as an in-house plan. Gardner coordinated with planners from the state’s ten MPOs and ten Councils of Governments to develop data for the plan, identify needs, and prioritize projects. The freight element of the plan incorporated shipping data from SC Ports Authority’s facilities in Charleston to identify container flows as well as roll-on-roll-off cargo flows in the Charleston area and statewide.

Railroad Relocation Study, Columbia, SC -- Mr. Gardner was the City’s project manager for a consultant-led evaluation of relocating Norfolk-Southern’s S-Line (Charlotte N.C. to Columbia) from an at-grade corridor near the University of South Carolina to a partially grade-separated CSX corridor on the west side of downtown. The study examined additional track requirements, signalization, and additional grade separations required as a condition of a three-party agreement among N-S, CSX and the City of Columbia. 1998.

South Carolina Early Action Plan for Transportation Conformity – Mr. Gardner led SCDOT’s Office of Planning in a collaborative effort with SCDHEC Bureau of Air Quality and EPA to develop proactive emissions reduction strategies to reduce ground-level ozone to comply with the NAAQS and avoid non-attainment designation. Gardner evaluated all ten MPO long range transportation plans using MOBILE6 to ensure emissions would not exceed base year levels as a result of the plans. 2002.

Metrolina Regional Travel Demand Model Development – Gardner coordinated with Mecklenburg-Union MPO (Charlotte, NC), Rock Hill-Fort Mill MPO, and NCDOT to provide land use data and network data for the South Carolina portion of this state-of-the-practice regional travel model. 2001.

Carla Bamatraf has 18 years of experience working with many aspects of transportation planning, characterized by an integrated approach to the modal network. She has performed data collection and analysis for a wide variety of multimodal transportation and transit planning projects, and has assisted in development of comprehensive transportation plans for several metropolitan counties and cities. Activities have included analysis of travel demands, development of prioritization strategies, recommendations of transportation improvements and development of plan documentation. She has also undertaken a diverse array of activities in support of public and committee outreach programs as part of numerous transportation projects. Ms. Bamatraf works with the project manager to track budgets and schedules, assist with data collection and analysis, coordinate with other team members, and support stakeholder/public outreach.

Representative Project Experience

- 2030 L RTPs—Southeast Wiregrass, Montgomery, Gadsden-Etowah, and Auburn-Opelika MPOs
- Downtown Anniston Traffic Circulation and Parking Study
- McClellan Traffic Study, Phase 2
- Anniston Multi-Modal Center Facility and Operations Plan
- Coldwater Mountain Bicycle Trail Connection
- Anniston Area Bicycle/Pedestrian Program Integration
- Lee County Master Plan Transportation Element
- Russell County Comprehensive Plan Transportation Element
- Alabama Statewide Transportation Plan Update
- Alabama Statewide Freight Study and Action Plan

- Alabama 2013 Rail Plan and Rail Directory Update
 - Comprehensive Transportation Plan (CTP) Updates in the Atlanta Region—Coweta County, Cobb County, Cherokee County, DeKalb County, Hall County, Forsyth County, Barrow County
 - Coweta County Transit Needs and Feasibility Study
 - Cobb County Transportation Planning Services
 - City of Johns Creek Transportation Master Plan
 - City of Sandy Springs Transportation Plan
 - Hapeville Bicycle and Pedestrian Plan
 - Town of Mount Pleasant Transportation Planning Services
-

Marta Rosen has 44 years of transportation planning experience, including the past 9 years in the private sector. In 2003, she retired as State Transportation Planning Administrator for Georgia DOT following a 30-year career in the offices of planning and intermodal programs. Prior to her work in the Planning Office, Ms. Rosen developed multimodal transportation options in the Office of Intermodal Programs for 17 years. She has extensive experience in and understanding of transportation planning and finances at the county, regional, MPO, and statewide level, and her experience with State programs and MPOs will provide sound footing for plan development.

Representative Project Experience

- 2030 L RTPs—Southeast Wiregrass, Montgomery, Gadsden-Etowah, and Auburn-Opelika MPOs
 - Lee County Master Plan Transportation Element
 - Russell County Comprehensive Plan Transportation Element
 - Alabama 2013 Rail Plan and Rail Directory Update
 - Alabama Statewide Freight Study and Action Plan
 - Alabama Statewide Transportation Plan Update
 - Comprehensive Transportation Plan (CTP) Updates in the Atlanta Region—Coweta County, Cobb County, Cherokee County, DeKalb County, Hall County, Forsyth County, Barrow County
 - Coweta County Transit Needs and Feasibility Study
 - Hapeville Bicycle and Pedestrian Plan
-

Stan Cauthen, PE has over 45 years of experience working as a transportation engineer in both the private and public sector. He worked with Alabama DOT in roadway design, bridge design, and roadway and bridge construction for 30 years. He has worked in the private sector since 1998 on public road projects, private developments, public school projects, and commercial developments. He has performed roadway, bridge, drainage, sewer and water supply designs and obtained all required ALDOT and ADEM permitting for projects he designed or managed. Mr. Cauthen has extensive experience in coordinating private development access and

parking facility/ingress-egress needs with ALDOT (Central Office and Divisions) and local jurisdictions. These efforts have included the entire spectrum of infrastructure elements (roadway, bicycle/pedestrian, signal systems, other public rights-of-way easement and access requirements) to support multi-use development. Recently, Mr. Cauthen has also performed concept engineering, design development, construction document preparation and contractor coordination on several bicycle/pedestrian projects.

Representative Project Experience

- ALDOT Roadway and Bridge Plan Review
- Monsanto Road Preliminary Engineering
- Anniston Area Bicycle/Pedestrian Program Integration
- Coldwater Mountain Bicycle Trail Connection
- Wetumpka Sidewalk Construction Engineering Inspection
- Heflin Bridge Replacement
- Callaway Gardens Bridge Replacement
- Sabel Steel Engineering Services
- Apartment Complex Site Design (including water and sewer); Foley, AL
- Veterans Administration Hospital Property Resurfacing Project; Tuskegee, AL
- US 31 Resurfacing and Additional Lanes; Autauga County, AL
- Maxwell AFB/Day Street Gate Rehab and Pavement Design; Montgomery, AL

Robert G. Schiffer, AICP, FPC President

Principal Transportation Planner/Modeler

With more than 35 years of experience in transportation consulting, Mr. Schiffer is a proven leader in the transportation planning community. He is an acknowledged expert in transportation planning and travel demand modeling, with leadership roles and volunteer work for the Transportation Research Board, the Institute of Transportation Engineers, and the American Planning Association. Mr. Schiffer is an experienced project manager and staff mentor with a diverse background in all areas of transportation planning and an author of publications that stand the test of time. His experience encompasses transportation planning projects in 21 states and commonwealths for national, statewide, regional, municipal, subarea, and rural jurisdictions. Mr. Schiffer specializes in travel demand modeling, long-range transportation plans, travel behavior and origin-destination travel surveys, site impact traffic studies, and forecasting multi-modal corridor travel demand. He developed many of the standards found in the Florida Standard Urban Transportation Model Structure (FSUTMS).

Education

M.S., Urban and Regional Planning, Transportation Specialization Florida State University, 1984

B.A., Geography and Urban Studies, Memphis State University, 1982 (University of Memphis)

American Institute of Certified Planners, Since 1987, #040968

Representative Project Experience

Mt. Juliet, TN Long-Range Multimodal Transportation Plan – Mr. Schiffer led travel demand modeling for this subarea transportation study. He refined validation of the Nashville Area Metropolitan Planning Organization (MPO) regional model in the Mt. Juliet area, located midway between Nashville and Lebanon, TN. He also conducted field evaluations and worked with the study team to identify model derived performance metrics for assessing the pros and cons of different land use and multimodal transportation scenarios.

Loudoun County, VA Scenario Planning – For this study, he identified performance metrics for the Metro Washington, D.C. regional model to be used in assessing the impacts of alternative land use scenarios on future traffic patterns. He also assisted the County’s staff in implementing these metrics into the model. The APA Virginia Chapter awards jury selected this study to receive the 2016 Outstanding Private Sector Award.

Coweta County, GA 2040 Comprehensive Transportation Plan – As part of a subarea transportation study southwest of Atlanta, Mr. Schiffer used the Atlanta Regional Commission (ARC) twenty-County four-step travel demand model to identify needed future transportation projects within Coweta County. His team refined the ARC network and zone system within Coweta County to improve model validity and overall traffic circulation, conducted field inventories, and coordinated with local and regional government agencies on progress, findings, and recommendations.

Collier County, FL MPO 2035 LRTP Reevaluation and Base Year 2010 Model Input Files – Mr. Schiffer led model assessments for the 2035 LRTP Reevaluation and subsequently developed base year 2010 model input data for the 2040 LRTP Update. He reviewed the current model; identified inconsistencies, errors and omissions; coordinated efforts with MPO staff and multiple consultants; and recommended areas for improvement for the next model update. His team prepared all model data elements required for Collier County portions of an expanded model area representing all of Florida DOT’s District One region.

Gainesville, FL MTPO 2035 LRTP Update, Model Validation – His focus here was on LRTP tasks related to data review, 2010 model validation and 2035 forecasting. These efforts included zone splits and network refinement; identifying and testing trip generation rates from multiple household travel surveys in the region; implementing new FSUTMS file management standards; validation of transit assignment using updated bus ridership and transfer data; forecasting external trip growth; and technical committee presentations.

Chattanooga, TN TPO 2030, 2035 LRTP/Model Updates – Mr. Schiffer led the validation of two base year travel demand models and deficiency analyses for two LRTP Updates in the Chattanooga/North Georgia region. For the 2030 LRTP Update, he led base year data collection/data development, model calibration and validation, deficiency analyses and Needs Plan development, and documenting regional air quality conformity. For the 2035 LRTP, he oversaw efforts to update the model for new base and future years.

Nashville, TN MPO 2040 SE Area Transportation-Land Use Study – Mr. Schiffer oversaw modeling for a subarea transportation study of Rutherford County, southeast of Nashville-Davidson County. His team focused on reviewing the model in greater detail for growing areas of Murphreesboro and Smyrna, while developing an innovative GIS approach to depict future congested speeds in a “heat map” format.

Rockdale County, GA 2035 Comprehensive Transportation Plan – Mr. Schiffer led modeling and needs assessments for a subarea transportation study of Rockdale County, southeast of Atlanta. His team refined the ARC network, socioeconomic data, and zone system in Rockdale County to improve model validity and traffic replication. He also identified future multi-modal transportation projects inside the County and between neighboring counties, conducted field inventories, and participated in public meetings.

SE Florida 2035 and 2040 Regional Transportation Plan Model Coordination – Due to overlapping travel markets, the Miami-Dade, Broward, and Palm Beach MPOs are required to update their individual LRTPs and to prepare a joint regional transportation plan focused on regionally significant transportation corridors. Mr. Schiffer served as Modeling Coordinator for the 2035 and 2040 RTP Updates and a series of model-related activities needed for the Southeast Florida Regional Planning Model (SERPM) between the two RTP Updates, scheduling and moderating quarterly meetings at rotating regional locations.

First Coast MPO (North Florida TPO) 2025 and 2030 LRTP Updates – Mr. Schiffer served as Project Manager for two LRTP Updates in the Jacksonville and St. Augustine urbanized areas. The 2025 LRTP covered Duval County and parts of Clay and St. Johns Counties. The 2030 LRTP Update expanded the study area to include all of Clay and St. Johns Counties, plus Nassau County and used the Northeast Florida Regional Planning Model, a four-County model validated by Mr. Schiffer under a separate contract with Florida DOT District 2 Planning. He led public outreach efforts and coordination with elected officials.

Capital Region Transportation Planning Agency 2020 and 2030 LRTP Updates – Mr. Schiffer served as Project Manager for two LRTP Updates for the urbanized Tallahassee area. The 2020 LRTP focused on Leon County and included development of a new base year travel demand model, calibrated using new household and external travel surveys, also conducted by Mr. Schiffer. The 2030 LRTP included an expanded study area and regional model that added Gadsden and Wakulla Counties. He led public outreach efforts that included multiple meetings in all three counties and coordination with local media.

Nashville MPO 2035 SW Area Transportation-Land Use Study – Mr. Schiffer led modeling efforts for a subarea transportation study of Williamson County, southwest of Nashville-Davidson County (Brentwood and Franklin). His team reviewed the MPO model within the study area, making substantial changes to the network and zone system. A series of alternative land use scenarios were prepared and then evaluated by Mr. Schiffer’s team in terms of model-generated performance measures for interim and horizon years.

Walton County Mobility Plan – Mr. Schiffer will serve as subconsultant on a study to prepare a mobility plan and mobility fee for fast growing Walton County in Northwest Florida. Mr. Schiffer will lead travel demand modeling and travel behavior analysis using big data on trip O/D patterns in combination with the area’s regional travel model, which includes portions of Baldwin County.

Huntsville 2045 LRTP – Mr. Schiffer will serve as subconsultant on the Huntsville (AL) Area MPO's 2045 Update to their Long-Range Transportation Plan. The existing CUBE Voyager transportation modeling software will require calibration and validation technical support. His responsibilities will include calibration and validation of the model for accuracy in predictions, technical support and trouble-shooting.

Brandon Bias, AICP, LEED Green Associate

Goodwyn Mills Cawood, Community and Regional Planner

Mr. Bias serves as a certified Community and Regional Planner for GMC. His background includes a wide range of experience in both planning and design with proven expertise in master planning that has an emphasis on design, ecological processes, regional dynamics and smart growth principles. Prior to joining the firm, he served as the Planner in the Special Projects Division of the Community Development Department for the City of Birmingham, Alabama. His role included the management of \$24 million in HUD Disaster Recovery Funds, management of the annual HUD allotment to the City, and coordination within Mayor’s R.I.S.E. Initiative for neighborhood stabilization, including the City’s demolition process, and working with the Birmingham Land Bank Authority.

Education

Master of Community Planning, Auburn University, 2008

Master of Landscape Architecture, Auburn University, 2008

Bachelor of Science in Environmental Design, Auburn University, 2005

Certifications

American Institute of Certified Planners (AICP)

LEED Green Associate

Representative Project Experience

- Spanish Fort Causeway Master Plan - Spanish Fort, Alabama
 - ALDOT Statewide Bicycle and Pedestrian Plan - Alabama
 - Powdersville Hwy-153 Corridor Master Plan - Greenville/Easley/Anderson, South Carolina
 - Pelham Strategic Development Plan - Pelham, Alabama
 - Shoals Area MPO Bicycle and Pedestrian Plan - Northwest Alabama
 - Shoals Area MPO 2035 Long Range Transportation Plan - Northwest Alabama
 - Coastal Alabama Partnership Regional Plan - Mobile, Alabama
 - Coastal Gateway Regional Plan - Multi-County Coastal Gateway Region, Alabama
 - Map for Mobile, Mobile Comprehensive Plan - Mobile, Alabama
 - Peninsula of Mobile Corridor Design Plan - Mobile, Alabama
 - Pelham Strategic Development and Design Plan - Pelham, Alabama
 - Green Infrastructure Plan - Auburn, Alabama
 - Plan for Pratt City - Birmingham, Alabama
-

Bryan King, AICP

Goodwyn Mills Cawood, Urban Planner

Mr. King is an urban planner specializing in urban design and community building with a background in planning and community advocacy. Bryan has experience working with public, private, and nonprofit sectors, which advances his understanding of how these entities work together to achieve a common goal. Bryan is instrumental in providing innovative strategies in community development and producing marketing quality visioning and planning documents.

Education

Master of Community Planning, Urban Studio, Auburn University, 2013

Bachelor of Liberal Arts, Psychology, Auburn University, 2008

Certifications

American Institute of Certified Planners (AICP) ‘

Georgia Planning Association

Representative Project Experience

- Long Range Transportation Plan - Rome/Floyd, GA
 - Transportation Improvement Program - Rome/Floyd, GA
 - Transportation Public Involvement Plan - Rome/Floyd, GA
-

- Madison Industrial Area Plan - Madison, AL
- School Travel Plan - Birmingham, AL
- District Wide Travel Plan - Birmingham, AL
- Anniston Downtown Code Update - Anniston, AL
- Fort McCellan Design Guidelines Update - Anniston, AL
- Selma Zoning Ordinance Update - Selma, AL
- River District Master Plan - Rome, GA
- Transit Analysis Study - Rome, GA
- Blossom Hill Neighborhood Enhancement Program - Rome, GA
- North Rome Neighborhood Enhancement Program - Rome, GA
- South Meadows Blueway Plan - Rome, GA
- Lagoon Park Trail Plan - Montgomery, AL

PROJECT EXPERIENCE

JRWA PROJECTS

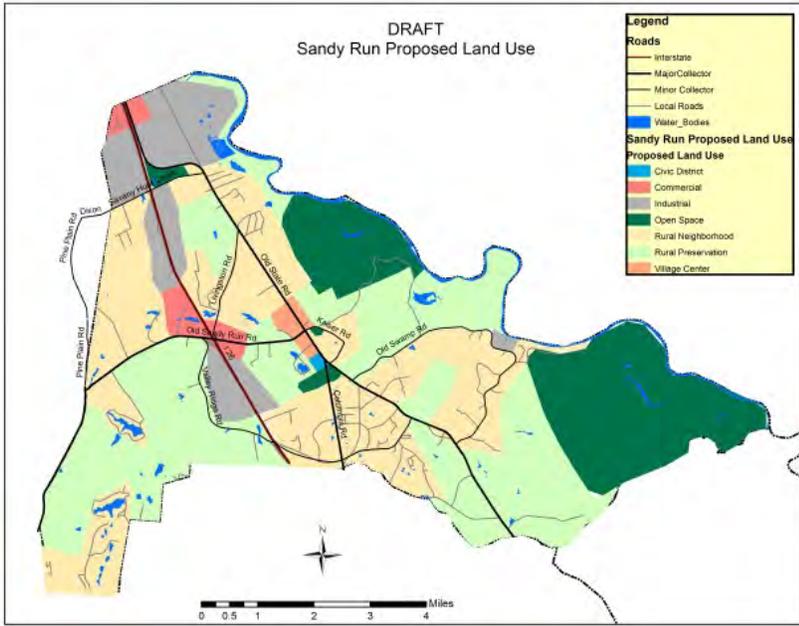
Montgomery Area MPO 2040 Long Range Transportation Plan

The Montgomery MPO 2040 LRTP Update, led by JRWA, ensured that current and future multimodal transportation operations, conditions and needs were identified and met. The assessment process determined where the region currently stood, where it needed to be going, and how best it could get there. A key element of the plan development process was updating the four-step travel demand model, which utilized a base year of 2010 and forecast year of 2040. Recommendations identified projects and strategies to manage/mitigate/minimize congestion throughout the Montgomery area. Multimodal improvements for mixed-use, dense development and redevelopment activities, as well as access management principles and strategies, were emphasized. A key outcome was identifying a prioritized list of cost feasible projects to address multimodal needs. Plan development and documentation were accomplished through a joint effort by consultant and MPO staff, and also ensured compliance with recent federal/state planning guidance.

Contact: Kindell Anderson, Transportation Planner, City of Montgomery/Montgomery MPO, 495 Molton Street, Montgomery, AL 36104, (334) 625-2754, kanderson@montgomeryal.gov

Sandy Run Area Transportation and Land Use Plan

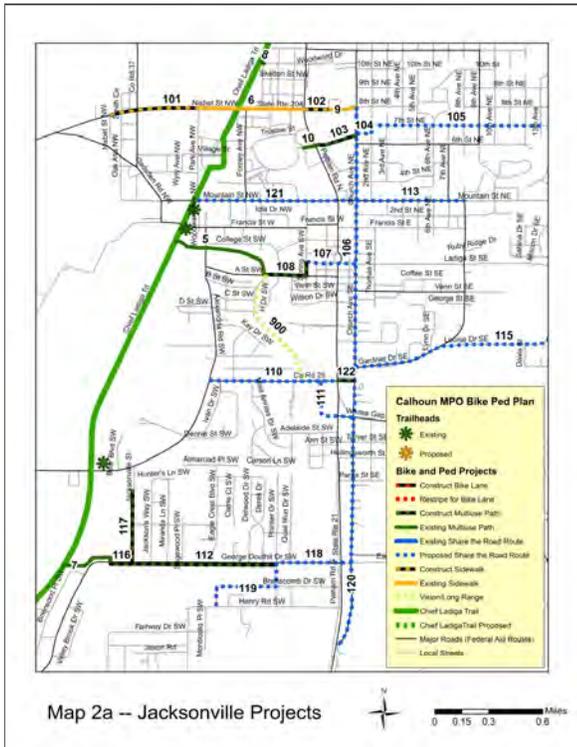
The Columbia Area Transportation Study (COATS) MPO/Central Midlands Council of Governments (CMCOG) engaged JRWA to develop a Transportation and Land Use Plan (TLUP) for the Sandy Run area, a rural community on the southern edge of the MPO in Calhoun County, SC. Sandy Run has had significant industrial growth over the last two decades, yet little or no planning has occurred in the area. As development pressures have increased, community residents have become increasingly concerned that new subdivision development will alter the character of the community and create traffic and wastewater issues. The area has very limited sewer



infrastructure – focused on industrial areas – and new residential development will be served only by septic systems for the foreseeable future.

JRWA worked with Calhoun County to form a Project Steering Committee (PSC) and five focus groups to help guide the development of the transportation and land use plan. Population and employment forecasts were developed, and three scenarios were created using the CommunityViz land use model to illustrate the impacts of alternative land use concept plans. Significantly, citizens recognized the undesirability of the “Trend Scenario” growth pattern, which would consume about half of the study area’s developable land by 2045. A preferred land use scenario was

developed from the input received through a charrette-style Planning Workshop conducted with the PSC and focus groups. The preferred scenario recommends large rural preservation areas, with residential development focused in a few areas that have existing road and water infrastructure. The plan also identifies additional land that would be suitable for desired future industrial development, a potentially important economic boost for an area where 81 percent of workers commute to jobs outside Calhoun County. In addition, a series of operational, safety, and minor capacity improvement projects were identified for the transportation network, serving an area that will remain a relatively rural wedge within the MPO area if the plan is followed.



Contact: Ted Felder, Calhoun County Administrator, 102 Courthouse Drive, Suite 108, St. Matthews, SC 29135, (803) 874-2435, tfelder@calhouncountysc.gov

Calhoun Area MPO Bicycle and Pedestrian Plan

JRWA completed updating an in-house plan for the MPO in June 2019. The plan is focused on developing better regional connectivity to the extension of the Chief Ladiga Trail (CLT) from it’s current terminus in Weaver into downtown Anniston. A mix of multi-use paths, bike lanes, and share-the-road facilities was proposed based on conditions in the field, with a phased implementation plan that targets low-cost, high-impact improvements in the first phase. Key gaps in sidewalk connectivity were identified, but existing ADA Transition Plans will also be important guides for implementation. The multi-jurisdictional plan provides good connectivity for all five cities in the MPO study area. The demographic analysis and thematic mapping of study area characteristics identified

development trends and population shifts in the area, and ensured that underserved populations were identified and effectively served by the proposed facilities in the plan.

Contact: Elizabeth Messick, Regional Transportation Planner, East Alabama Regional Planning Commission (Calhoun Area MPO), PO Box 2186, Anniston, AL, (256) 237-6741, Elizabeth.messick@earpdc.org

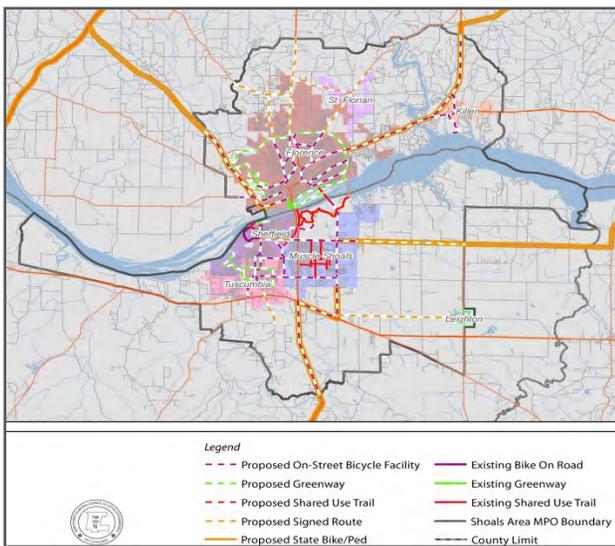
Coweta County Transit Needs and Feasibility Study

The Coweta County Transit Needs and Feasibility Study was a supplemental task completed as a part of the Coweta County Joint Comprehensive Transportation Plan (CTP) 2040 Update. Coweta County sought to ensure efficient and effective public transportation alternatives to serve important local and regional travel needs. This study identified and quantified those transit needs and define appropriate public transportation investments to meet these needs. The CTP as a whole, and supplemental transit task in particular, focused on developing public transportation “strategies,” which is meant in a very broad sense to cover many different service types. The success of current Coweta Transit demand response and GRTA Xpress bus commuter services, combined with continuing requests for additional services, indicated the need to expand existing services as warranted by demand. Additional strategies for increased access to public transportation included fixed-route transit circulator, vanpool/rideshare, shuttle, and subscription services. Three committees were organized to provide input and guidance throughout the CTP Update process: the Technical Advisory Committee (TAC), Stakeholder Advisory Committee (SAC), and Transit Technical Advisory Committee (TTAC). The two committees leading formation of transit strategies were the SAC and TTAC. A Public Transit Needs and Feasibility Study report was the final deliverable for the supplemental transit task.

Contact: Tavoires Edwards, Transportation Manager, Coweta County Transportation & Engineering Department, (770) 683-2300, tedwards@coweta.ga.us

GMC PROJECT

Shoals Area Bike and Pedestrian Plan Muscle Shoals, Alabama

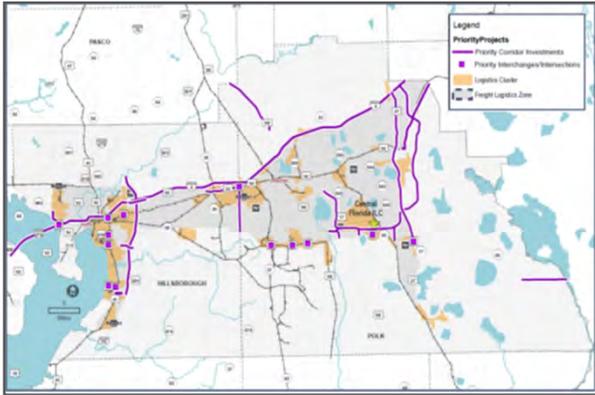


The coordination and development of the Bicycle and Pedestrian Plan for the Shoals Area MPO included working with six local municipalities within a two-county region. GMC developed a plan to reinforce existing and recommend new multi-modal facilities across the MPO that will connect important destinations and provide an alternative mode of transportation. The plan recommends a variety of bicycle and pedestrian facilities within the regional that are tailored to fit within the existing transportation network.

Contact:

Mr. Jesse Turner, Transportation Planning Director
Northwest Alabama Council of Local Governments
(256) 389-0513

FPC PROJECTS



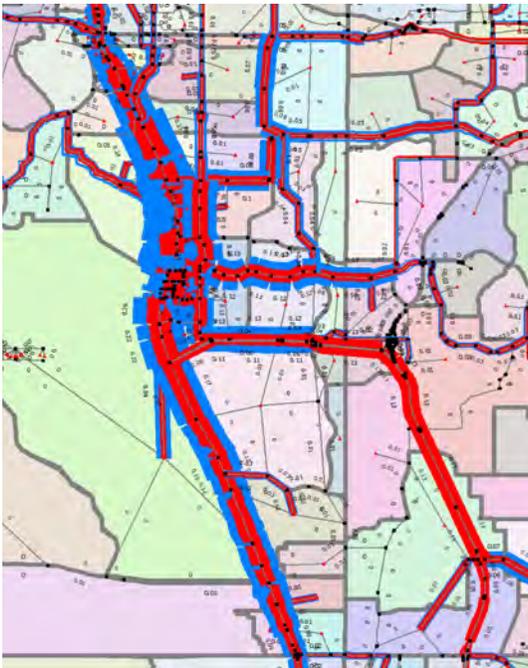
Polk TPO On-Call Planning Services

Mr. Schiffer managed three task work orders for the Polk County Transportation Planning Organization to identify and evaluate alternative approaches to collecting origin/destination (O/D) trip data for different study areas, trip purposes and vehicle types. The first work order focused on identifying different techniques, vendors, pros, cons, and costs for O/D analysis. The second task order focused on procuring multiple vendor datasets, analyzing the data for completeness and documenting findings and recommendations. A third work order included developing a tool for desire line mapping of the origin-destination data for the TPO.

FuturePlan Consulting is presently on a consulting team to provide on-call planning support to the TPO.

Contact: Ronnie Blackshear, Director of Long-Range Planning, Polk Transportation Planning Organization, (863) 534-6487, RonnieBlackshear@polk-county.net

Travel Demand Modeling of Olympus Sports Development



FuturePlan Consulting, LLC is providing travel demand modeling services for the proposed Olympus Sports and Entertainment development, to be located along US 27 in Lake County, just south of Clermont, Florida. He is responsible for simulating project traffic for the year 2025 using the Central Florida Regional Planning Model (CFRPM) maintained by the Florida Department of Transportation District 5 Planning Office. Mr. Schiffer's travel demand modeling was used to determine the distribution of trips on area roadways and initial traffic forecasts on several planned future roadways.

Contact: Debbie Dantin, President/CEO, Dantin Consulting, LLC on behalf of Olympus Sports & Entertainment, (850) 544-3062, debbie@dantinconsultingllc.com

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Authorizing MPO Staff to Select and Enter into Contract with Consultant for the Development of the 2045 Long Range Transportation Plan

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the Eastern Shore MPO has excess federal Planning Funds from Fiscal Year 2016 to 2018, and these funds may only be carried over for three years; and

WHEREAS, the Eastern Shore MPO Staff has requested to utilize the excess Planning Funds to select and enter into contract with J.R. Wilburn and Associates, Inc., as the consultant to assist in the development of the 2045 Long Range Transportation Plan (LRTP); and

WHEREAS, Eastern Shore MPO Staff desires to select and negotiate a contract for the proposal total cost of \$119,700 which requires a twenty percent (20%) local match (MPO = \$95,760, Local = \$23,940); now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization (MPO) authorizes MPO staff to select J.R. Wilburn and Associates, Inc., for the development of 2045 LRTP using excess Planning Funds.

BE IT FURTHER RESOLVED that the Policy Board authorizes MPO staff to take all necessary actions, including amendment of the FY 2019 Unified Planning Work Program (UPWP), to complete the contract process.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:

_____ Date: _____

AGENDA ITEM 5

ACTION – AUTHORIZING ADDITIONAL 5307 FUNDS TO CITY OF FAIRHOPE

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

The City of Fairhope has requested additional 5307 funds for the downtown parking deck transit shelter.
Project #: 100064664

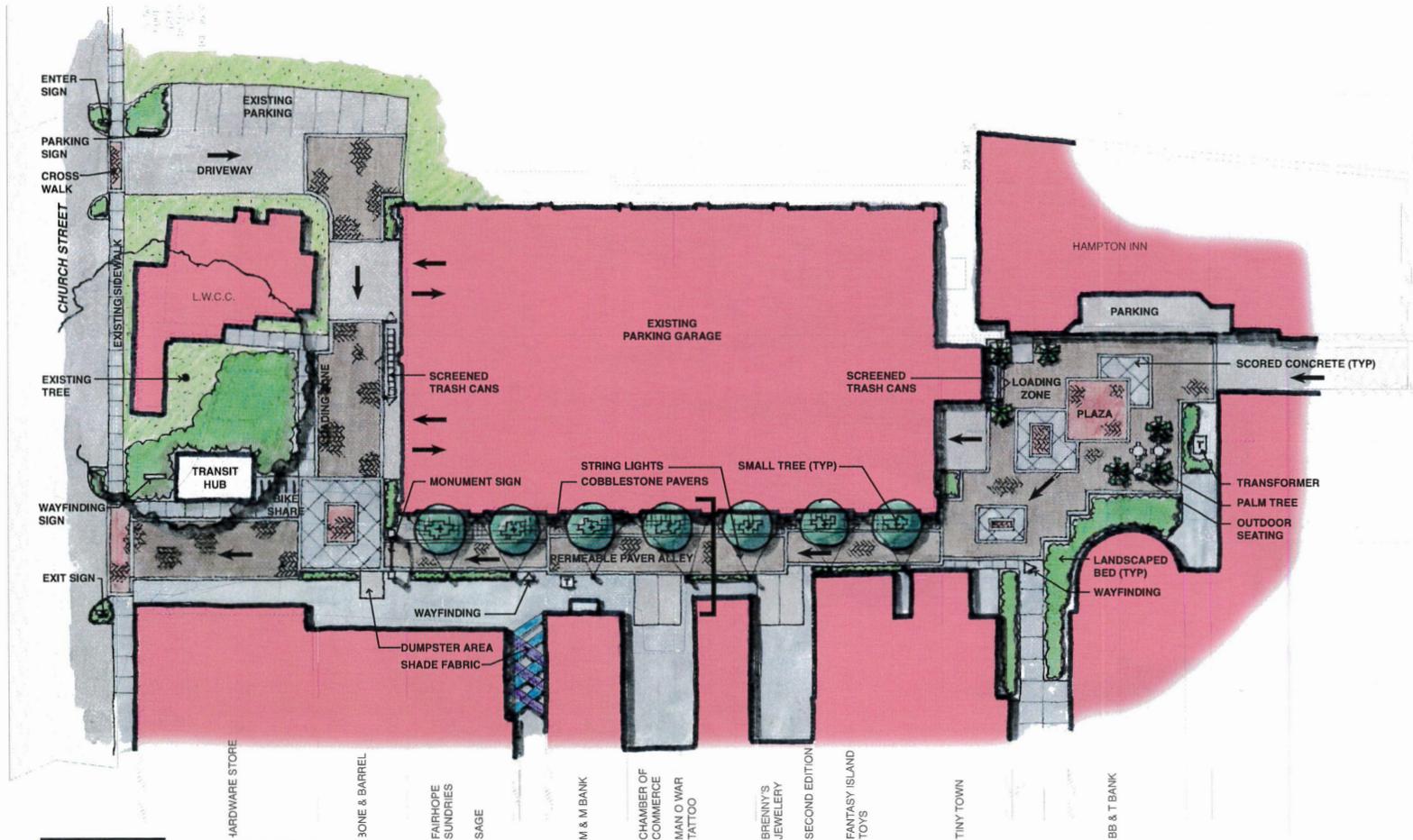
Federal:	\$427,000
<u>City of Fairhope:</u>	<u>\$106,750</u>
Total:	\$533,750

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. Updated Conceptual Design
2. Updated Cost Estimate
3. Resolution



DESIGN DEVELOPMENT PLAN FOR

FAIRHOPE TRANSIT HUB

FAIRHOPE, ALABAMA

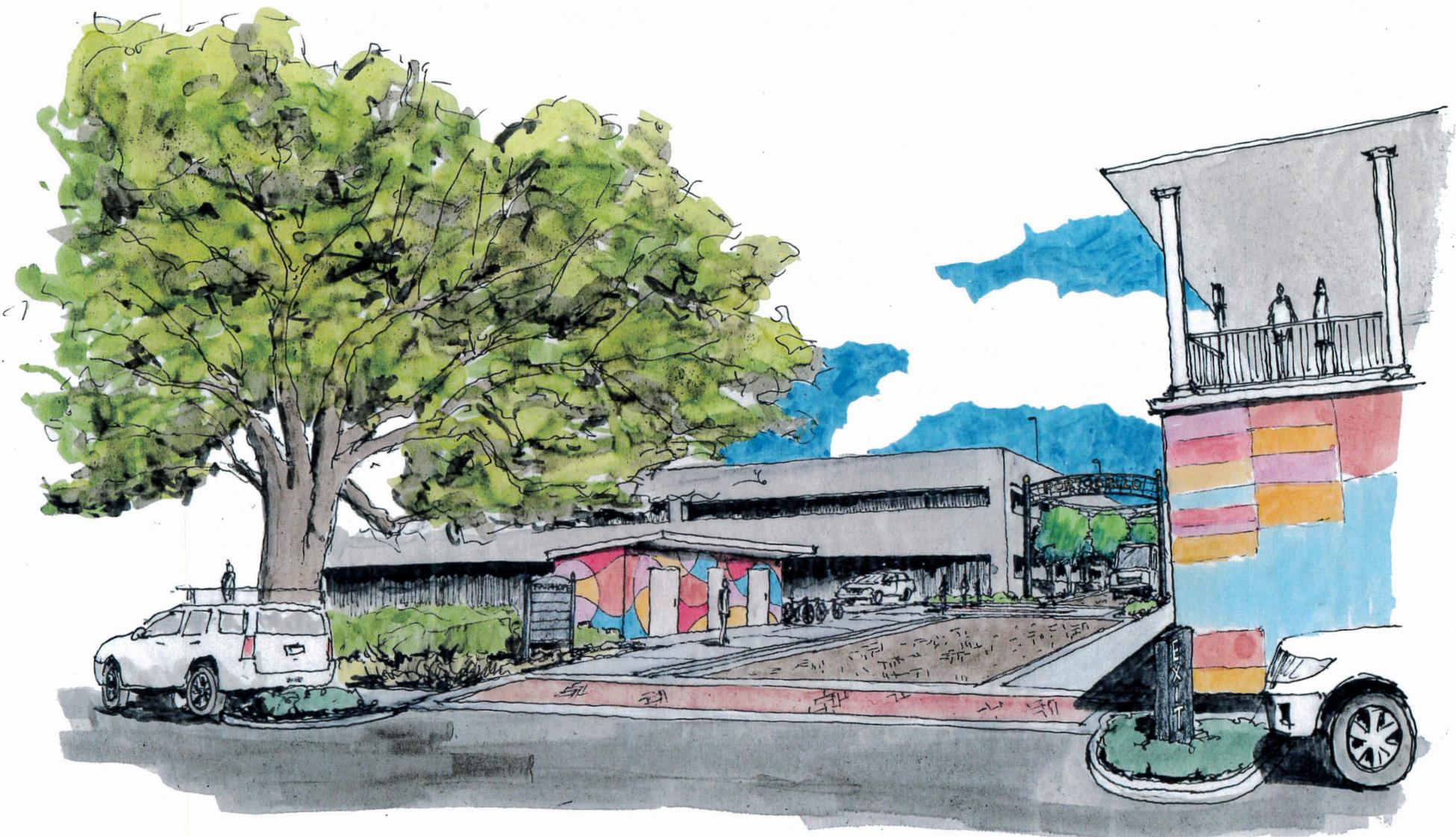
Preliminary - Not for Construction



CHRISTIANPREUS
Landscape Architecture

fairhope.al | ocean springs, ms | p 855.539.5086

cpladesignplanning.com



ALLEY PERSPECTIVE - CHURCH STREET VIEW

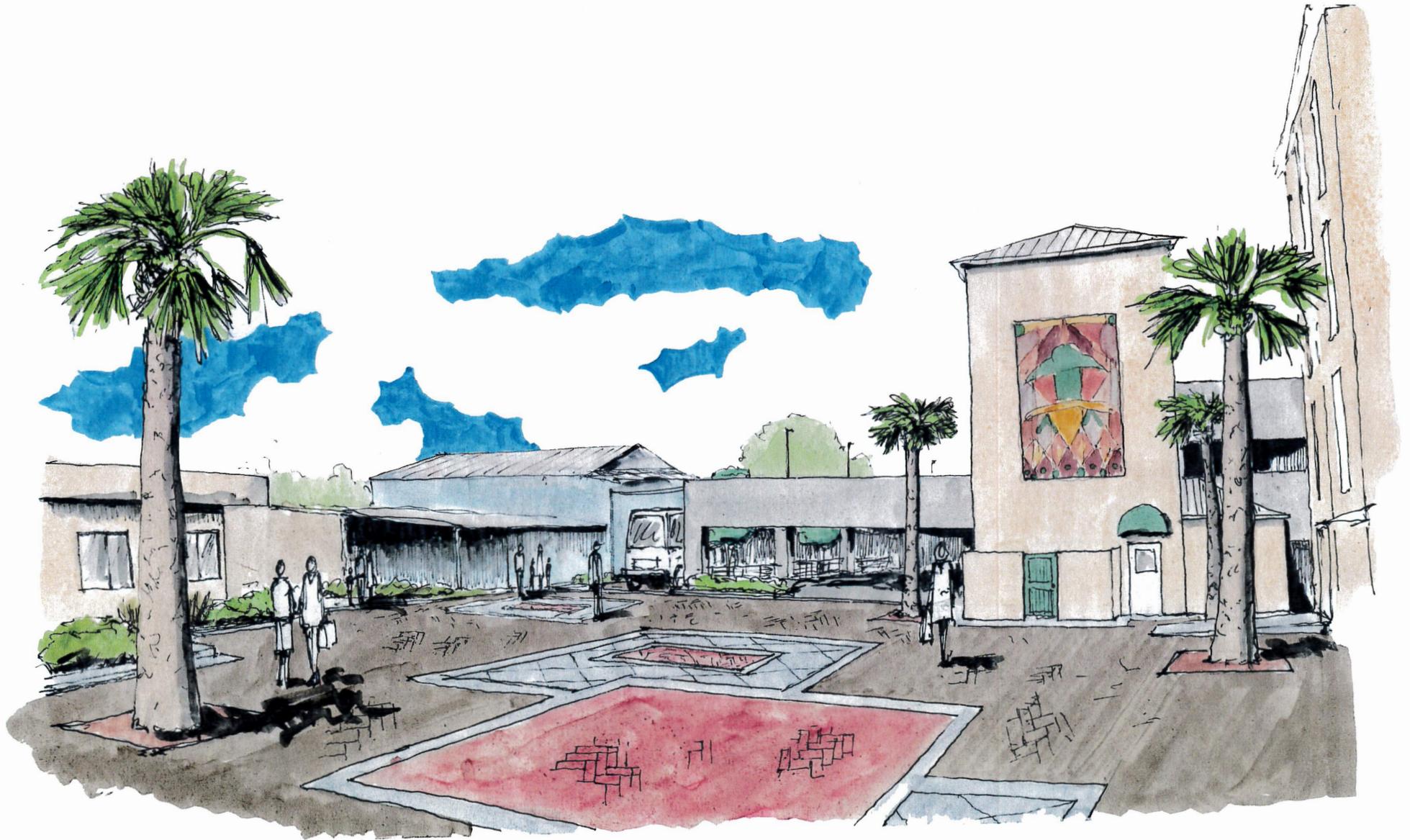
THE FAIRHOPE TRANSIT HUB FAIRHOPE, ALABAMA

Preliminary - Not for Construction

fairhope, al | ocean springs, ms | p 855.539.5086

CHRISTIANPREUS
Landscape Architecture

cpladesignplanning.com



ALLEY PERSPECTIVE - THE PLAZA VIEW

THE FAIRHOPE TRANSIT HUB FAIRHOPE, ALABAMA

Preliminary - Not for Construction

fairhope, al | ocean springs, ms | p 855.539.5086

CHRISTIANPREUS
Landscape Architecture

cpldesignplanning.com

Overall

Item Description	Unit	Qty.	Price/Unit	Item Price
General				
Mobilization	LS	1	\$ 65,000.00	\$ 65,000.00
Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00

Architectural				
Transit Hub Structure	LS	1	\$ 75,000.00	\$ 75,000.00
Gateway Arch	LS	1	\$ 18,500.00	\$ 18,500.00

Hardscape				
Demolition	SF	20,524	\$ 2.00	\$ 41,048.00
Unforeseen Conditions	LS	1	\$ 15,000.00	\$ 15,000.00
Grading & Site Prep	CY	250	\$ 18.00	\$ 4,500.00
Porous Concrete Pavers (including agg. base)	SF	11,053	\$ 12.00	\$ 132,636.00
Red Brick Pavers	SF	1,443	\$ 10.00	\$ 14,430.00
ADA Pavers	SF	61	\$ 12.00	\$ 732.00
Asphalt	SY	389	\$ 28.00	\$ 10,892.00
New Concrete Curb and Gutter on Entry	LF	509	\$ 15.00	\$ 7,635.00
Cobblestone Pavers (including agg base)	SF	1,457	\$ 12.00	\$ 17,484.00
6' Wide Concrete Walkway	SY	76	\$ 60.00	\$ 4,560.00
Concrete Pads for Trash Bins	SY	25	\$ 55.00	\$ 1,375.00
8" Thick Wall around Trash Bins	LF	57	\$ 165.00	\$ 9,405.00
3' Gate	EA	3	\$ 650.00	\$ 1,950.00
Bike Rack Concrete Pad	SY	18	\$ 60.00	\$ 1,080.00
12" Concrete Band	SY	170	\$ 60.00	\$ 10,200.00
4" Thick Concrete Base for Pavers	SY	127	\$ 55.00	\$ 6,985.00
6" Thick Finished Concrete	SY	242	\$ 85.00	\$ 20,570.00
Site Furnishings Allowance	EA	8	\$ 2,250.00	\$ 18,000.00
Electrical & Special Outlets	LS	1	\$ 5,000.00	\$ 5,000.00
Site Signs	LS	1	\$ 10,500.00	\$ 10,500.00
Wayfinding	LS	1	\$ 27,500.00	\$ 27,500.00
Bike Share	EA	5	\$ 1,000.00	\$ 5,000.00
Bollard/ Planters	EA	3	\$ 1,250.00	\$ 3,750.00

Site Utilities				
Drainage	LS	1	\$ 42,000.00	\$ 42,000.00
Sewer & Water	LS	1	\$ 8,500.00	\$ 8,500.00
Lighting	LS	1	\$ 111,500.00	\$ 111,500.00
Striping	LS	1	\$ 5,000.00	\$ 5,000.00

Landscape				
Shade Trees (65 Gal.)	EA	7	\$ 850.00	\$ 5,950.00
Sabal Palm (16' Ht.)	EA	6	\$ 750.00	\$ 4,500.00
Shrubs & Groundcover	EA	422	\$ 25.00	\$ 10,550.00
Pine Straw Mulch	BALE	85	\$ 6.50	\$ 552.50
Sod	SY	84	\$ 6.50	\$ 546.00
6" Bed Prep Material	CY	65	\$ 42.00	\$ 2,730.00
Irrigation	LS	1	\$ 15,500.00	\$ 15,500.00

Estimate Subtotal:	\$743,560.50
10% Contingency	\$74,356.05
GRAND TOTAL	\$817,916.55

ADDITIVE ALTERNATE				
Restroom	LS	1	\$ 250,000.00	\$ 250,000.00

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Authorizing Additional 5307 Fund to the City of Fairhope

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Title 23 USC 134 and 23 CFR 450.324 require that transportation projects in urbanized areas, funded by the Federal Highway Administration and the Federal Transit Administration, be included in a Transportation Improvement Program (TIP), amended as often as required, and adopted by the Eastern Shore Metropolitan Planning Organization (MPO); and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization, in cooperation with the Alabama Department of Transportation, adopted Resolution 2015-24 approving the Final FY 2016-2019 Transportation Improvement Program; and

WHEREAS, the City of Fairhope was allocated \$250,000 of 5307 Urbanized Area Transit Funds (CN – 100064664) in aforementioned Transportation Improvement Program; and

WHEREAS, the City of Fairhope has requested an additional \$350,000 of funds through 5307 Urbanized Area Transit Grant funding to construct a transit shelter and complete related improvements at/near the Downtown Fairhope Parking Deck; and

WHEREAS, the City of Fairhope agrees to provide the local match required for the \$600,000 (Federal - \$480,000, Local - \$120,000) in 5307 funds in the amounts set forth and as required by FTA for associated improvements; and

WHEREAS, the City of Fairhope agrees to provide the local match required for the \$533,750 (Federal - \$427,000, Local - \$106,750) in 5307 funds in the amounts set forth and as required by FTA for associated improvements; and

WHEREAS, the City of Fairhope agrees to cover all cost over-runs associated with the downtown transit shelter project; now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization, has reviewed the Amended FY 2016 to 2019 Transportation Improvement Program and does hereby approve the aforementioned changes.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:

_____ Date: _____

AGENDA ITEM 6
ACTION – RESOLUTION ADOPTING DRAFT FY 2020-2023 TIP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO staff has prepared the Draft FY 2020-2023 Transportation Improvement Program (TIP). The Draft TIP was published for public comment from June 5, 2019 – July 5, 2019. MPO staff held two public meetings regarding the Draft TIP; no comments were received.

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. Draft FY 2020-2023 Transportation Improvement Program (TIP)
2. Resolution

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

FY 2020-2023

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

DRAFT

PREPARED FOR THE:

EASTERN SHORE
METROPOLITAN PLANNING ORGANIZATION
(ESMPO)



IN COOPERATION WITH:

THE BALDWIN COUNTY COMMISSION, THE CITY OF SPANISH FORT, THE
CITY OF DAPHNE, THE CITY OF FAIRHOPE, THE TOWN OF LOXLEY



AND

THE ALABAMA DEPARTMENT OF TRANSPORTATION



July 2019

*Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en
coordinator@easternshorempo.org*

Eastern Shore
Metropolitan Planning Organization

FY 2020-2023

Transportation Improvement Program

DRAFT

This document is posted on the internet at
www.easternshorempo.org

For information regarding this document, please contact:

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Email: coordinator@easternshorempo.org

This Transportation Improvement Program was prepared as a cooperative effort of the U. S. Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Alabama Department of Transportation, and local governments in partial fulfillment of Task 3.0 of the FY2014 Unified Planning Work Program and requirements set forth in Title 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015). The contents of this document do not necessarily reflect the views and policies of the U. S. Department of Transportation.

Policy Board and Advisory Committee Memberships

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Mayor Karin Wilson
Councilmember Jack Burrell, Vice Chair

City of Daphne

Mayor Dane Haygood, Chair
Councilmember Ron Scott

City of Spanish Fort

Mayor Mike McMillan

Town of Loxley

Councilman Richard Teal

Baldwin County

Commissioner Joe Davis
Commissioner Billie Jo Underwood

Alabama Department of Transportation

Matthew Ericksen P.E., Southwest Region
Engineer

Non-Voting Members

Mark Bartlett, Division Administrator, FHWA
Ed Phillips, P.E. ALDOT Local Transportation
Mr. Richard Johnson, Chairperson of the TAC

Technical Advisory Committee

City of Fairhope

Wayne Dyess, Planning Director
Richard Johnson, Public Works Director, Chair

City of Daphne

Jeremy Sasser, P.E., Public Works Director
Adrienne Jones, Dir of Community Dev, Vice Chair

City of Spanish Fort

Carl Nelson, Planning Commission

Town of Loxley

Robert Davis, Superintendent of Utilities

Baldwin County

Joey Nunnally, P.E., County Engineer
Matthew Brown, Director of Transportation

Alabama Department of Transportation

Edwin Perry, P.E., Pre-Construction Engineer

Baldwin County Board of Education

Bill Harbour

Non-Voting Members

Michael Hora, P.E., ALDOT
Casey Gay Williams, Eastern Shore Chamber of Commerce
Patrick Northcutt, Central Baldwin Chamber of Commerce
Pam Caudill Director, City of Fairhope Airport Authority
Clint Andrews, FHWA
Greg Smith, P.E., City of Robertsdale
Representative, Baldwin County (Vacant)
Representative, City of Daphne (Vacant)
Representative, City of Fairhope (Vacant)
Representative, City of Spanish Fort (Vacant)
Representative, Town of Loxley (Vacant)
Trucking Representative (Vacant)
U.S. Army Corps of Engineers Representative (Vacant)

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Sherry Sullivan
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Baldwin County
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Dewane Hayes
Mike Henriksen
Gail Yongue

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

**Adopting the FY 2020 to 2023 Draft
Transportation Improvement Program (TIP)**

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Title 23 USC 134 and 23 CFR 450.324 require that transportation projects in urbanized areas, funded by the Federal Highway Administration and the Federal Transit Administration, be included in a Transportation Improvement Program (TIP), amended as often as required, and adopted by the Eastern Shore Metropolitan Planning Organization (MPO); and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization, in cooperation with the Alabama Department of Transportation, has prepared an FY 2020 to 2023 Transportation Improvement Program; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization, in session this 24th day, July 2019, did review and evaluate the aforementioned Transportation Improvement Program, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Eastern Shore Metropolitan Planning Organization that the same does hereby endorse and adopt said Transportation Improvement Program.

_____ Date: _____
Dane Haygood, Chairman

ATTEST:

_____ Date: _____

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1.0 INTRODUCTION

1.1 - Purpose

The Transportation Improvement Program (TIP) is a prioritized list of transportation projects scheduled for project design and engineering, right-of-way acquisition, utility relocation, or construction for fiscal years 2020 to 2023. The TIP is developed by the Eastern Shore Metropolitan Planning Organization (ESMPO), which includes the City of Spanish Fort, the City of Daphne, the City of Fairhope, the Town of Loxley, and portions of Baldwin County. The projects listed in the TIP are taken from the MPO's member government TIP requests and passed by MPO Policy Board Resolutions, and from the 2040 Long Range Transportation Plan (LRTP). The TIP identifies transportation projects that are needed to meet current and future travel demand in the planning area.

1.2 – MPO History, Organization, and Management

The Eastern Shore MPO was formed in the summer of 2012 after the 2010 Census established the population of the Eastern Shore Urbanized Area at 57,383. The Eastern Shore Urbanized Area encompasses parts of the City of Spanish Fort, the City of Daphne, the City of Fairhope, the Town of Loxley, and Baldwin County.

The MPO is comprised of the MPO Policy Board, the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), and the Bicycle and Pedestrian Advisory Committee (BPAC). In September 2012, the Eastern Shore MPO passed a FY13 UPWP and began formal planning operations. The Policy Board selected the Baldwin County Highway Department to manage the MPO.

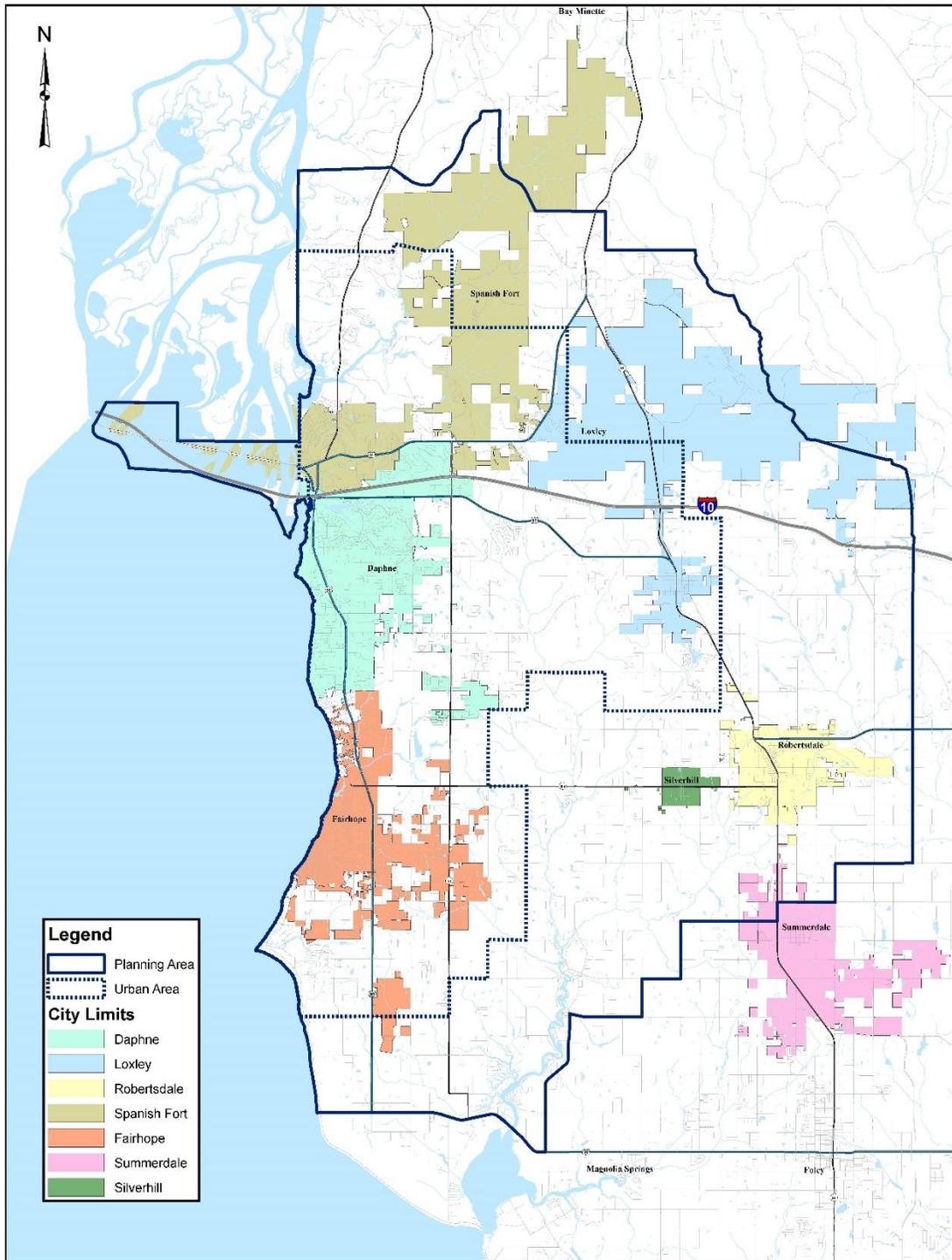
MPO staff developed a Planning Area boundary which includes the Urbanized Area plus the adjacent geographic area likely to become Urbanized within the next 25 years. The land area of the ESMPO Planning Area is approximately 311 square miles. The MPO planning area and the MPO urban area are shown in Map 1.2 on the following page and in Appendix A. More information about the history, organization, and management of the ESMPO is available on Sections 1.1 through 1.5 of the 2040 LRTP.

1.3 – Regulations and Laws

The FY 2020 through 2023 Transportation Improvement Program has been developed in accordance with Public Law 114-94, the Fixing Americas Surface Transportation (FAST Act), as adopted by Congress in December 2015. FAST Act establishes that the metropolitan planning process be a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. The development of a TIP is specifically addressed in 23 USC 450.324.

Map 1 – Planning Area

Eastern Shore Metropolitan Planning Area



Source: MPO Staff

1.4 – Consistency with Other Plans

The TIP is consistent with the ESMPO 2040 Long Range Transportation Plan. The projects included in TIP are taken directly from the LRTP. The LRTP covers a 25 year planning horizon, while the TIP encompasses only the next four years. The TIP is often viewed as the MPO's short-range plan.

The State Transportation Improvement Program (STIP) is a statewide listing of prioritized transportation projects prepared by the Alabama Department of Transportation (ALDOT). The STIP is consistent with the statewide long-range transportation plan and the long-range transportation plans and TIPs developed by the fourteen (14) Alabama MPOs. Projects from the Metropolitan Planning Organizations TIPs are included in the State Transportation Improvement Program (STIP).

1.5 – Scope of the Planning Process

The SAFETEA-LU planning factors are retained in FAST Act as the Scope of the Planning Process. The eight (8) factors listed remain the same and must be considered as part of the planning process for all metropolitan areas. These factors are consulted throughout the development of projects and strategies that are included in the Eastern Shore TIP. The factors shall:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

1.6 – Planning Emphasis Areas (PEAs)

FHWA and FTA have identified the following planning emphasis areas:

- **FAST Act Implementation** - Transition to Performance Based Planning and Programming: FAST Act includes a mandate for performance based planning and programming within the transportation planning process. Currently, the Unified Planning Work Program (UPWP), includes the Livability Principles and Indicators performance measures, which were developed by the Federal Highway Administration (FHWA) prior to MAP-21 being signed into law, as the first in a new series of legislated performance measures. The Eastern Shore MPO will fully implement the FAST Act performance

management approach as performance based planning and programming measures are developed and published. In addition, safety performance measures are mandated in FAST Act.

- **Models of Regional Planning Coordination** - Promote Cooperation and Coordination Across MPO Boundaries and Across State Boundaries Where Appropriate to Ensure a Regional Approach to Transportation Planning: The Eastern Shore MPO will work with transportation officials, staff, and stakeholders to promote regional cooperation and coordination, as the transportation planning process is intended to be regional in scope, transportation systems transcend political boundaries. Furthermore, the Transportation Improvement Program (TIP) and the Long Range Transportation Plan acknowledges consistency with other plans that include transportation elements. Both documents include regionally significant projects that are modeled in the MPO's transportation network.
- **Ladders of Opportunity** - Access to Essential Services - As a Part of the Transportation Planning Process, Identify Transportation Connectivity Gaps in Access to Essential Services: The entirety of the Eastern Shore MPO's Metropolitan Planning Area is serviced by Baldwin Rural Area Transportation System (BRATS), which is a demand response public transit system. In a demand response system, local citizens may schedule trips to and from any location in the service area, from Monday-Friday for a small fee. Therefore, the Eastern Shore MPO area has no gaps in access to essential services, such as housing, employment, health care, schools, and recreation during the work week.

Livability Principles and Indicators

Increasingly, federal, and state agencies are using Performance Measures as a way of ensuring greater accountability for the expenditure of public funds in an evergrowing number of programs and activities across a variety of disciplines. Within the transportation sector and the planning processes associated with transportation infrastructure development, ALDOT has adopted the Livability Principles and Indicators as a sustainability measurement against future actions.

All planning tasks must be measured against these Livability Principles:

1. Provide more transportation choices
2. Promote equitable, affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate policies and leverage investment
6. Value Communities and neighborhoods

As a measure of sustainability of these principles, the MPO will provide the following Livability Indicators:

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects
2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities
3. Percentage of household income spent on housing and transportation
4. Percentage of Workforce Commuting to Work by Bike
5. Percentage of Workforce Walking to Work
6. Percentage of Workforce Utilizing Public Transit
7. Percentage of jobs and housing located within one-half (1/2) mile of transit service
8. Percent of workforce living within twenty-four (24) miles or less from primary job

1.7 – Performance Measures

ALDOT’s Performance Measures

Background

In compliance with the Joint Planning Rule from FWHA (23 CFR 450 and 771) and FTA (49 CFR 613), under the MAP-21 and the FAST Act, State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) are to implement a performance-based approach to planning and programming activities. This includes setting data-driven performance targets for transportation performance measures. This approach supports the national goals for the federal-aid highway and public transportation programs. The seven goals are as follows: 1) Improving Safety, 2) Maintaining an Infrastructure Asset System in a State of Good Repair, 3) Reducing Traffic Congestion, 4) Improving the Efficiency of the Surface System, 5) Freight Movement and Economic Vitality, 6) Protecting the Environment, and 7) Reducing Project Delivery Delays.

Under the 23 CFR 490, the DOTs and MPOs are required to establish targets for applicable national performance measures. The Safety Performance Measures (PM1), Bridge/Pavement Measures (PM2), the System Performance Measures (PM3), and the FTA’s Transit Asset Management (TAM) Targets have been adopted by ALDOT and the MPOs. Some targets are required to be set on an annual basis while others are set on two (2)-year and four (4)-year cycles.

ALDOT and the MPOs, along with the Transit Providers, have a cooperative agreement in place to coordinate the development of the targets, the sharing of information related to the transportation performance measures, selection of targets, and reporting requirements.

STIP Linkage to Performance-Based Planning Documents and Targets:

The FHWA/FTA Joint Planning Rule required that two years after the rules become effective that STIP/TIPs amendments or updates must meet the Performance-Based Program and Planning (PBPP) requirements (23 CFR 450.226 and 450.340). These “phased -in” requirements became effective in 2018 and 2019. The STIP/TIPs aid in programming investments toward achieving the targets as well as align with the PBPP plans *to the maximum extent practicable*.

This STIP contains both Highway and Transit Projects. Typical highway projects, such as highway capacity, system preservation, bridge, and safety projects, support the established targets. The same is true for the transit projects that are capital purchases. The STIP project selection criteria considers ALDOT’s goals and objectives to preserve the existing system, improve system reliability, promote safety, reduce congestion, and improve the movement of goods and people. ALDOT will continue to coordinate with the MPOs on updates and/or amendments to the

STIP/TIPs and support the selected performance targets (*to the maximum extent practicable*). The MPO will support the state targets by adding projects to the Long Range Transportation Plan and Transportation Improvement Program.

ALDOT Performance Measures & Targets

*only applicable to Regional Planning Commission of Greater Birmingham

FHWA Safety Performance Measures (PM1) (Annual Targets)	Calendar Year 2019 Targets	
Number of Fatalities	932	
Rate of Fatalities (per 100 million Vehicle Miles Traveled)	1.33	
Number of Serious Injuries	8469	
Rate of Serious Injuries (per 100 million Vehicle Miles Traveled)	12.08	
Number of Non-motorized fatalities and serious injuries	394	
FHWA Bridge/Pavement Performance Measures (PM2)	2-Year Target	4-Year Target
% of Pavements of the Interstate System in Good Condition	n/a	50.0%
% of Pavements of the Interstate System in Poor Condition	n/a	5.0%
% of Pavements of the Non-Interstate NHS in Good Condition	40.0%	40.0%
% of Pavements of the Non-Interstate NHS in Poor Condition	5.0%	5.0%
% of NHS bridges in Good condition by deck area	27.0%	27.0%
% of NHS bridges in Poor condition by deck area	3.0%	3.0%
FHWA System Performance Measures (PM3)	2-Year Target	4-Year Target
% of Person-Miles Traveled on the Interstate that are Reliable	96.4%	96.4%
% of Person-Miles Traveled on the Non-Interstate NHS that are Reliable	n/a	93.6%
Truck Travel Time Reliability (TTTR) Index on the Interstate	1.20	1.21
Congestion Mitigation and Air Quality (CMAQ)* On-Road Mobile Source Emissions		
Total Emission Reductions: PM2.5	20.830	42.413
Total Emission Reductions: NOx	168.590	312.667
Total Emission Reductions: VOC	17.207	32.429
Traffic Congestion		
Annual Hours of Peak Hours Excessive Delay (PHED) per capita	n/a for this period	
% Non-Single Occupancy Vehicle Travel (SOV)	n/a for this period	
FTA State of Good Repair Performance Measures	2018	
% of Rolling Stock (Revenue vehicles) meet or exceed Useful Life Benchmark (ULB)	Reduce inventory by 10%	
% of Equipment (over \$50K) meet or exceed Useful Life Benchmark (ULB)	Reduce by 10%	
% of FTA-funded Facilities with condition rating below 3.0 (average) of FTA Average TERM Scale	No more than 20% of facilities rate less than average	

Performance-Based Plans Descriptions:

Listed below are brief descriptions of ALDOT's PBPP Plans. All of the plans align with their respective performance measures and targets and this STIP.

Strategic Highway Safety Plan (SHSP) and Highway Safety Improvement Program (HSIP) Report (HSIP) (PM1)

The SHSP is a data-driven, multiyear comprehensive plan that establishes ALDOT's traffic safety goals, objectives, priorities and areas of focus, and facilitates engagement with safety stakeholders and partners. The SHSP provides a comprehensive framework for reducing fatalities and serious injuries on all public roads, with the ultimate vision of eradicating the State's roadway deaths. The strategies detailed in the plan integrate the efforts of partners and safety stakeholders from the 4 E's of safety (Engineering, Education, Enforcement and Emergency Medical Services).

The Alabama SHSP 3rd Edition was completed in July 2017 and the current focus of Alabama's SHSP is the National Goal of "Toward Zero Deaths" initiative which is to reduce fatalities by 50% by 2035.

The HSIP is an annual report required by states that documents the statewide performance measures toward the zero deaths vision. It identifies and reviews traffic safety issues around the state to identify locations with potential for improvement. The Eastern Shore MPO will support the state

Transportation Asset Management Plan (TAMP) (PM2)

The TAMP is a focal point for information about the bridge and pavement assets, their management strategies, long-term expenditure forecasts, and business management processes. The development of ALDOT's TAMP is consistent with ALDOT's desire to make data-driven spending decisions related to its assets. In short, ALDOT puts into practice, both on a regular basis and more specifically in the TAMP, better decision making based upon quality information and well-defined objectives. The TAMP will be a central resource for multiple ALDOT Bureaus for asset information, management strategies around those assets, financial sources and forecasting, and business management processes. The Eastern Shore MPO and the Public Transportation provider, Baldwin Regional Area Transit System, are participating in the state TAMP.

System Performance Measures (PM3)

System Performance Measures (PM3) assess the performance of the Interstate and Non-Interstate National Highway System (NHS) for the purpose of carrying out the National Highway Performance Program (NHPP); to evaluate freight movement on the Interstate System; and to analyze traffic congestion and on-road mobile source emissions for the purpose of carrying out the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

The Alabama Statewide Long-Range Plan provides a high-level description of existing and projected travel and maintenance conditions of Alabama's infrastructure. This Plan places emphasis on the roadway system because it is the primary mode of transportation for the movement of people and goods. The targets support system reliability along Alabama's infrastructure system.

The Alabama Statewide Freight Plan (FP) provides an overview of existing and projected commodity flow by mode (truck, rail, waterway, air and pipeline) along existing and projected network characteristics through data analysis. In general, the FP provides an overall profile of Alabama’s multimodal freight network, existing and projected freight flows by truck, and congested areas of concern throughout the state. The targets support the movement of freight which affects economic vitality.

The targets were set utilizing the FHWA’s dataset source for travel time called National Performance Management Research Data Set (NPMRDS), Regional Planning Commission of Greater Birmingham’s Air Quality Conformity Data, and other resources.

Transit Asset Management (TAM)

Transit Asset Management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties to keep transit networks in a State of Good Repair (SGR). The benefits of the plan are: improved transparency and accountability, optimal capital investment and maintenance decisions, more data-driven decisions, and has potential safety benefits. This plan aligns with the transit targets under Transit Asset Management.

2.0 TIP DEVELOPMENT PROCESS

2.1 – TIP Development Process

In July 2019, the MPO Advisory Committees and Policy Board, along with the staff of the Metropolitan Planning Organization, reviewed the proposed projects for the Draft FY 2020 to 2023 TIP. Projects for the Draft TIP were identified using the MPO Visionary Project List. Projects were prioritized in the TIP based on need and the availability of local match. The document was published to the public for comment for 30 days. MPO staff responded to all comments and then submitted the Draft to the MPO Policy Board for adoption. The MPO Policy Board adopted the Draft FY 2020-2023 TIP at their July 2019 Policy Board meeting. Following a second 30-day public comment period, the Final FY 2020-2023 Transportation Improvement Program was presented to the MPO Policy Board for adoption. The Policy Board adopted the Final FY 2020-2023 TIP in ##.

2.2 – TIP Amendment and Modification Process

The TIP will be amended periodically to adjust funding, time frames, scopes, or other factors relevant to the projects. New projects will be added if appropriate, and if funding is available. Other projects may be deleted if funding is not available.

The Federal Highway Administration (FHWA) - Alabama Division, the Federal Transit Administration (FTA) Region 4, and the Alabama Department of Transportation (ALDOT) have agreed that a formal TIP amendment, requiring MPO approval and vote, is necessary when one or more of the following criteria are met:

- Affects air quality conformity, regardless of the cost of the project or the funding source.

- Adds a new project, or deletes a project, that utilizes federal funds from a statewide line item, exceeds the thresholds listed below, and excludes those federally-funded statewide program projects.
- Adds a new project phase(s), or increases a current project phase, or deletes a project phase(s), or decreases a current project phase that utilizes federal funds, where the revision exceeds the following thresholds:
 - \$5 million or 10 percent, whichever is greater, for ALDOT federally-funded projects and Transportation Management Area (TMA) attributable projects.
 - The lesser amount of \$1 million of project cost for non-TMA MPOs.
 - \$750,000 for the county highway and bridge program.
- Involves a change in the Scope of Work to a project(s) that would:
 - Result in an air quality conformity reevaluation.
 - Result in a revised total project estimate that exceeds the thresholds established between ALDOT and the Planning Partner (not to exceed any federally-funded threshold contained in this MOU).
 - Results in a change in the Scope of Work on any federally-funded project that is significant enough to essentially constitute a New Project.
 - Level of Effort (LVOE) planned budget changes, exceeding 20% of the original budgeted amount per ALDOT region.

The initial submission and approval process of the Statewide Transportation Improvement Program (STIP) will establish federal funding for Level of Effort (LVOE) project groups. Subsequent placement of individual projects in the STIP that are LVOE, will be considered Administrative Modifications. An Amendment through resolution is required when the entire LVOE category increases by 20%.

For more information about TIP Amendments, please review the Memorandum of Understanding included in Appendix B, p. 37.

An Administrative Modification is a minor STIP/TIP revision that:

- Adds a project from a level of effort category or line item, utilizing 100 percent state or non-federal funding, or an MPO TIP placement of the federally-funded, Statewide Program, or federal funds from a statewide line item that do not exceed the thresholds established by the Planning Partner.
- Adds a project for emergency repairs to roadways or bridges, except those involving substantive or functional adjustments, or location and capacity changes.
- Draws down, or returns funding, from an existing STIP/TIP Reserve Line Item, and does not exceed the threshold established between ALDOT and the Planning Partners.
- Adds federal or state capital funds from low-bid savings, de-obligations, release of encumbrances, from savings on programmed phases, and any other project-cost modification sent to and approved by FHWA or FTA, to another programmed project phase or line item.

Administrative Modifications do not affect air quality conformity, nor involve a significant change in a project scope of work that would trigger an air quality conformity reevaluation; do not exceed the threshold established in the MOU between ALDOT and the Planning Partners, or

the threshold established by this MOU (as detailed in the Revisions Amendments and Administrative Modifications section); and do not result in a change in scope on any federally-funded project that is significant enough to essentially constitute a new project .

Administrative Modifications do not require federal approval. ALDOT and the Planning Partner will work cooperatively to address and respond to any FHWA or FTA comments. FHWA and FTA reserve the right to question any administrative action that is not consistent with federal regulations or with this MOU, where federal funds are being utilized.

For more information about Administrative Modifications to the TIP, please review the Memorandum of Understanding included in Appendix B, p. 37.

2.3 – Public Participation Process

In order to facilitate public participation, the Eastern Shore Metropolitan Planning Organization held a public review of the Draft FY 2016 to 2019 TIP from June 5, 2019, to July 5, 2019. The review period was advertised in five Gulf Coast Newspapers throughout Baldwin County on May 29, 2019, and June 12, 2019. The Eastern Shore Metropolitan Planning Organization also held two public meetings regarding the Draft TIP on June 18, 2019, and June 20, 2019. Information on the public meetings were included in all legal ads, news releases, and posted on the ESMPO website. A second public review for the Final TIP was advertised and held from **August ##, to September ##, 2019**. The Eastern Shore Metropolitan Planning Organization also held two public meetings regarding the Final TIP on **## and ##**.

Copies of the Draft and Final FY 2020-2023 TIP were made available at the following locations both public review periods:

- **Daphne City Hall**, Clerk's Office
- **Daphne Public Library**
- **Eastern Shore Chamber of Commerce**, Fairhope
- **Fairhope City Hall**, Clerk's Office
- **Fairhope Public Library**
- **Baldwin County Fairhope Satellite Courthouse, Commission Office**
- **Baldwin Regional Area Transit System (BRATS) Hub**, Fairhope
- **Loxley Town Hall**, Clerk's Office
- **Loxley Public Library**
- **Alabama DOT, Division Engineer**, Mobile
- **BRATS Hub and Headquarters**, Robertsdale
- **Baldwin County Central Annex II, Highway Department**, Robertsdale
- **Central Baldwin Chamber of Commerce**, Robertsdale
- **Baldwin County Central Annex Commission Office**, Robertsdale
- **Robertsdale Public Library**
- **Baldwin County Central Annex, Baldwin County Library Cooperative**, Robertsdale
- **Spanish Fort City Hall**, Clerk's Office
- **Silverhill Town Hall**, Silverhill

For more information regarding the Public Participation activities related to the FY 2020-2023 TIP, please review the MPO's 2013 Public Participation Plan, available on the MPO website (<http://easternshoremopo.org/planning-documents/other/>).

2.4 – Title VI in Preparation of the TIP

The Eastern Shore Metropolitan Planning Organization is committed to ensuring public participation in the development of all transportation plans and programs. It is the overall goal of the MPO that the transportation planning process be open, accessible, transparent, inclusive, and responsive. As a continuing effort by the MPO to provide public access and the means by which to engage in the planning process, the MPO has established the following public participation goals for all documents and programs:

1. An Open Process – To have an open process that encourages early and continued public participation. All MPO and committee meetings are open to the public.
2. Easy Information Access – To provide complete and timely information regarding plans, programs, procedures, policies, and technical data produced or used during the planning process, to the general public and the media. All MPO meeting announcements, documents, maps, and plans can be viewed at www.easternshorempo.org.
3. Notice of Activities – To provide timely and adequate public notice of hearings, meetings, reviews, and availability of documents.
4. Public Input and Organizational Response – To demonstrate consideration and recognition of public input and comments, and to provide appropriate responses to public input.
5. An Inclusive Process – To encourage participation in the planning process by traditionally under-represented segments of the community; low-income groups, minorities, persons with disabilities, and the elderly; and to consider the needs of these groups when developing programs, projects, or plans.

Additionally, the Eastern Shore MPO will be compliant with provisions of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 in July 2016. The MPO will continue to be compliant with the following Title VI laws, processes, procedures, and programs:

- Civil Rights Act of 1964, 42 USC 2000d, et seq., which prohibits exclusion from participation in any federal program on the basis of race, color, or national origin.
- 23 USC 324, which prohibits discrimination on the basis of sexual orientation, adding to the landmark significance of 2000d. This requirement is found in 23 CFR 450.334(1).
- Rehabilitation Act of 1973, 29 USC 701 Section 504, which prohibits discrimination on the basis of a disability, and in terms of access to the transportation planning process.
- Americans with Disabilities Act of 1990, which prohibits discrimination based solely on disability.
- ADA encourages the participation of people with disabilities in the development of transportation and paratransit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO, will take place in locations which are accessible by persons with mobility limitations or other impairments.
- Language Assistance Plan (LAP), which is required by Title VI of the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular C 4702.1B, October 2012. The Eastern Shore MPO has completed a Four Factor Analysis of the Eastern Shore Metropolitan Planning Area to determine requirements for compliance with the Limited English Proficiency (LEP) provisions.

- Environmental Justice, Executive Order 12898, which requires recipients of federal funds to consider the both minority and low-income population in the planning process.
- Based on analysis, the MPO has identified a population within the MPA that may require MPO assistance in participating in the planning process. A Language Assistance Plan has been developed and is documented in the 2018 Public Participation Plan, which can be accessed at the following on the MPO website, www.easternshorempo.org.

In order to further support the public participation goals of the ESMPO, the public was encouraged to participate in the development of the LRTP. The 2040 LRTP process included two series of public involvement meetings, designed to obtain input from the public concerning the long range transportation planning process in the Eastern Shore Metropolitan Planning Area. This process culminated in a set of public involvement meetings that were held to present the draft 2040 LRTP, and receive comments from the public. In addition, once the draft LRTP was approved, it was subject to a 30-day public comment period. Also, all ESMPO meetings are open to the public. At these meetings, the ESMPO committees review and approve the draft and final LRTP documents. Interested individuals may also review and comment upon these documents in tandem with the MPO committees. Individuals may address their concerns to the MPO committees directly at any meetings they attend. The MPO Coordinator at the Eastern Shore MPO should be contacted to coordinate and address the MPO committees and to obtain unapproved draft and final documents.

2.5 – Environmental Mitigation

MPOs are asked to consider the adverse environmental impacts their projects may have on both the human and natural environments. To this end, MAP-21 requires MPOs to discuss the,

“... types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.” - P.L. 112-141 §134(i)(2)(D)(i) and (ii)

23 USC 134(i)(2)(D). To satisfy this requirement the ESMPO will, to the extent practicable, place emphasis on the environmental impact of Federally-funded transportation projects in the region. In addition, the ESMPO will continue to develop and maintain relationships with state and local governments and agencies with the goal of incorporating their environmental mitigation knowledge and expertise in the development of the TIP.

2.5.1 – Climate Change

According to the FHWA report *Integrating Climate Change into the Transportation Planning Process*, there is general scientific consensus that the earth is experiencing a long-term warming trend and that human-induced increases in atmospheric greenhouse gases (GHGs) may be the predominant cause. The combustion of fossil fuels is by far the biggest source of GHS emissions.

In the United States, transportation is the largest source of GHG emissions, after electricity generation. Within the transportation sector, cars and trucks account for a majority of emissions.

Opportunities to reduce GHG emissions from transportation include switching to alternative fuels, using more fuel efficient vehicles, and reducing the total number of miles driven. Each of these options requires a mixture of public and private sector involvement. Transportation planning activities, which influence how transportation systems are built and operated, can contribute to these strategies.

In addition to contributing to climate change, transportation will likely also be affected by climate change. Transportation infrastructure is vulnerable to predicted changes in sea level and increases in severe weather and extreme high temperatures. Long-term transportation planning will need to respond to these threats.

(Introduction to *Integrating Climate Change into the Transportation Planning Process*, Federal Highway Administration, Final Report, July 2008).

2.6 – Air Quality Planning

The Environmental Protection Agency (EPA) establishes tolerance limits on ground-level and atmospheric pollutant concentrations through enactment of the National Ambient Air Quality Standards (NAAQS). An MPO that has been determined to be in violation of NAAQS is said to be in ‘non-attainment’ status. The ESMPO area is currently in attainment status. As a result, no project-level air quality mitigation measures have been incorporated into the present TIP.

However, ALDOT has requested MPOs in attainment to nevertheless establish tasks in the UPWP for training in NAAQS monitoring and possible outreach activities. ESMPO staff will continue to monitor FHWA and EPA bulletins and advisories on Climate Change, as well as the developing House, Senate and Administration versions of the forthcoming transportation legislation.

2.7 – Bicycle and Pedestrian Considerations

FHWA Requirements

According to FHWA, MPOs must consider at a minimum, accommodating bicycle and pedestrian needs as identified below:

- 23 United States Code 217 states that “Bicyclists and pedestrians shall be given due consideration in the comprehensive transportation plans developed by each metropolitan planning organization and State.”
- FHWA guidance on this issue states that “due consideration” of bicycle and pedestrian needs should include, at a minimum, a presumption that bicyclists and pedestrians will be accommodated in the design of new and improved transportation facilities. In the planning, design, and operation of transportation facilities, bicyclists and pedestrians should be included as a matter of routine, and the decision not to accommodate them should be the exception rather than the rule. Furthermore, according to the amendments of the FAST Act, bicycle transportation facilities, and intermodal facilities that support intercity transportation is encouraged. There must be exceptional circumstances for denying bicycle and pedestrian access either by prohibition or by designing highways that are incompatible with safe, convenient walking and bicycling.”

Exceptional circumstances are defined below:

- If bicyclists and pedestrians are prohibited by law from using the roadway. In this instance, an effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right-of-way or within the same transportation corridor.
- If the cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project. This twenty percent figure should be used in an advisory rather than an absolute sense.
- Where sparsely of population or other factors indicate an absence of existing and future need. For example, the Portland Pedestrian Guide requires “all construction of new public streets” to include sidewalk improvements on both sides, unless the street is a cul-de-sac with four or fewer dwellings, or the street has severe topographic or natural resource constraints.

ALDOT Requirements

ALDOT received a written directive from FHWA – Alabama Division, June 12, 2009, that the MPOs must “include a **policy statement that bicycling and walking facilities will be incorporated** into all transportation projects unless exceptional circumstances exist.” This guidance was reinforced by a USDOT email broadcast March 17, 2010, in which recommendations were forwarded to state DOTs with regard to bicycle and pedestrian policy. These two directives effectively modified 23 USC 217 in implementing improvements using federal funds to state routes under ALDOT jurisdiction.

This is now ALDOT bicycle and pedestrian policy and it carries over to the short-range TIP subset and new bicycle and pedestrian plans and updates. The MPO will comply with these provisions.

2.8 – Safety Planning

FAST Act requires that each statewide and metropolitan planning process shall provide for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users. As updated in the FAST Act under Section 5329 of Title 49, grant monies may be apportioned to address and fix highway safety concerns in the MPO. These are considered in MPO Advisory and Policy board meetings for inclusion in the TIP. The Eastern Shore MPO’s Safety Planning efforts are documented annually in the UPWP. The MPO’s Safety Planning objective in the FY2019 UPWP is to incorporate transportation safety and security measures into the local transportation planning process and identifies the following proposed steps:

- Develop maps and reports concerning safety issues as provided by ALDOT and member government law enforcement.
- Identify bicycle and pedestrian movement to improve safety.
- Perform sidewalk/crosswalk/signal assessments as appropriate.

2.9 – Regionally Significant Projects

From 23 CFR 450.104, a regionally significant project means a project (other than projects that may be grouped in the STIP/TIP pursuant to §450.216 and §450.324) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region,

major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including, as a minimum, all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.

From 40 CFR 93.101, a regionally significant project means a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or transportation terminals, as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

At this time, the Eastern Shore Metropolitan Planning Organization does not have any regionally significant projects planned or programmed for the 2020-2023 TIP timeframe that are not already included in the project listings.

2.10 – Level of Effort (LVOE)

Projects in the STIP/TIP, referred to as Level of Effort (LVOE) projects, represent grouped projects not considered of appropriate scale to be identified individually. Projects may be grouped by function, work type, and/or geographical area, using the applicable classifications under 23 CFR 771.117 (c) and (d), and/or 40 CFR part 93.

LVOE projects are placed in the STIP/TIP according to selected funding programs, with the planned funding amounts for each year. ALDOT, and the affected MPOs, will be required to make a formal amendment to the STIP/TIPs for any adjustment of funding of an LVOE group that exceeds 20 percent of its originally-planned funding to a particular Region. The selected statewide funding programs include:

- Transportation Alternative Program (TAP)
- Safety Projects [Hazard elimination, roadway and rail, high-speed passenger rail, seatbelt, blood alcohol content, and others.]
- Recreational Trails [Funds are transferred to ADECA.]
- Federal-Aid Resurfacing Program for each ALDOT Region
- County Allocation Funds [Off-system bridges and STP non-urban.]
- Federal Transit Programs: 5307 (urbanized), 5311 (non-urban), 5310 (Elderly and Disabilities), and 5339 (Buses and Bus Facilities)

Addition or deletion of individual LVOE projects are considered an administrative modification, and do not require any further MPO action prior to authorization, subject to the dollar thresholds established in the sections above. ALDOT will maintain a matrix listing, on the STIP website, of LVOE projects for each of the five ALDOT Regions. The MPOs will be notified as soon as any specific projects within their urban areas, are identified and selected, and will have ten (10) days to decline the project. Additionally, the MPOs will be notified as soon as any specific projects

are modified or deleted within their urban areas, and will have ten (10) days to decline the project deletion or change.

Level of Effort (LVOE) holds funds that are not dedicated to specific projects, and may be used to cover cost increases, or add new projects or project phases. LVOE shall not exceed the thresholds, or the requirements, of any other items that require an amendment. LVOE may include the Statewide Transportation Alternative Program (TAP), Safety Projects, Federal-Aid Resurfacing, Off-System Bridge, STP Non-urban, and FTA Programs 5307, 5310, 5311, and 5339 (see listing above).

Level of Effort resurfacing shall be programmed annually for the five (5) ALDOT Regions, and shown as line items in each category for each Region. Projects or project lists will be added as soon as available, and MPOs will be notified of all changes that occur in the list.

For more information about Level of Effort (LVOE), please review the Memorandum of Understanding included in Appendix B, p. 37.

2.11 – Financial Constraint

23 CFR §450.324(i) requires that the TIP be financially constrained. Therefore, the sum of all project costs in a given TIP year cannot exceed the available funding for that year. It should be noted that the available funding for a particular year comprises the sum of (1) the FY apportioned funds and (2) any available accrued funds.

The financial constraint requirement makes a further fundamental demand with regard to documentation. Projects in a TIP must include the sources or funding programs of all funds, dollar amounts, project identification numbers, termini descriptions, project phases to be funded, and the year of expected expenditure. In addition, all funding must be done in ‘year of expenditure’ dollars. The objective is to establish, at the project level, where funds are coming from, what they are spent on, and over what period of time.

MPO funding during the FY2020-2023 timeframe is uncertain due to an anticipated decline in Highway Trust Fund revenue and the lack of a long term funding bill. If current funding levels are maintained, the ESMPO will receive federal funds in the sum of:

\$3,731,509 in fiscal year 2020 [Reflects carry-over from FY2017- FY2019]
\$1,450,642 in fiscal year 2021
\$1,450,642 in fiscal year 2022
\$1,450,642 in fiscal year 2023

Federal funds received by the MPO will be combined with a twenty percent match from local governments for an annual total of:

\$4,664,387 in fiscal year 2020 [Reflects carry-over from FY2017- FY2019]
\$1,813,303 in fiscal year 2021
\$1,813,303 in fiscal year 2022
\$1,813,303 in fiscal year 2023

The local governments have agreed to accept financial responsibility for the projects they sponsor in the TIP. This document contains projects sponsored by a number of governmental bodies. All projects sponsored by the local governments are included in the financial constraint analysis. In order for projects to be included in a State Transportation Improvement Program (STIP), they must first be in an approved MPO TIP. Once ALDOT has approved an ESMPO TIP, it is assumed that federal matching funds will be available for the projects. The expenditure of all Federal Highway Funds is controlled by the state.

2.12 – Project Selection and Prioritization

Through the Continuing, Cooperative, and Comprehensive (3-C) Planning Process, the Eastern Shore MPO's Public Participation Plan (PPP), Long Range Transportation Plan (LRTP), and Transportation Improvement Plan (TIP) together comprise and define the project selection and prioritization process utilized by the MPO.

Public Participation Plan - Public involvement is a key component of both the transportation planning process and the project selection and prioritization process. To that end, the PPP outlines the process for providing citizens, public officials, transportation stakeholders, and other interested parties full and open participation in the metropolitan transportation planning process. The PPP details the methods and practices employed by the MPO to specifically involve and engage the public in the project selection and prioritization process as a part of the overall transportation planning process by:

- Providing adequate notice of public participation activities and time for public review and comment at key decision points including, but not limited to, a reasonable opportunity to comment on the proposed transportation plan;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe metropolitan transportation planning documents;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the social media and the internet;
- Holding transportation planning meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of metropolitan transportation planning documents;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Coordinating the statewide transportation planning public involvement and consultation processes with other planning entities and officials;
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Long Range Transportation Plan - The project selection and prioritization process begins with the LRTP, which is developed with input from the public and transportation stakeholders to develop a program of projects necessary to improve the local transportation network over the plan horizon. The process entails identifying the projected transportation demand of persons and goods in the metropolitan planning area over a 25-year horizon based on economic, demographic, environmental protection, growth management and land use activities. Accurate identification of the needs and deficiencies of the MPO's transportation network is achieved through involvement of the public, input from the local governments, and other stakeholders.

Transportation Improvement Plan - The PPP and LRTP processes culminate in the development of the TIP where local governments coordinate with the public and transportation stakeholders to set the priority of the LRTP's program of projects based on funding availability agreement between the MPO member governments. Establishing TIP project priorities is a dynamic process which considers specific local factors such as traffic volume, traffic patterns, safety, demographics, development patterns and land use to identify project need. Due to the limited amount of funds received by the ESMPO, MPO staff and Policy Board members rely heavily on input from the MPO's three advisory committees, Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), and Bicycle and Pedestrian Advisory Committee (BPAC), when setting project priorities.

2.12 – I-10 Mobile River Bridge

The I-10 Mobile River Bridge and Bayway project is a proposal to increase the capacity of I-10 by constructing a new six-lane bridge, with 215 feet of Air Draft Clearance (ADC), across the Mobile River, and replacing the existing I-10 bridges across Mobile Bay, known as the Bayway, from four to eight lanes at an elevation above the 100-year storm surge. The proposed project would be located in Baldwin and Mobile Counties. For the purpose of this Plan, only the Baldwin County section is included. The Baldwin County section includes the I-10 Bayway from Mobile County Line to East of SR-16 (US-90) in Spanish Fort. The bridge increases the capacity of I-10 to meet existing and predicted future traffic volumes, and to provide a more direct route for local, regional, and coastal interstate traffic, while minimizing impacts to Mobile's maritime industry.

The I-10 Mobile River Bridge and Bayway will be funded through a Public-Private Partnership (P3). P3's allow public agencies to leverage private sector resources to build critical projects when the public agencies do not have sufficient funds to do so otherwise. This P3 pairs ALDOT with a private partner or partners, to design, build, finance, operate, and maintain the new I-10 Mobile River Bridge and Bayway without additional burden on public tax dollars.

As the public partner, ALDOT will facilitate the selection of the private partner, or concessionaire, through a competitive process. The concessionaire agrees to lease the infrastructure in the designated project area for 55 years, making the concessionaire responsible for designing and constructing the project, as well as maintaining and preserving the roadways and bridges over the life of the lease. During the 55-year concession period, ALDOT will provide oversight and hold the concessionaire accountable for the goals, deadlines, and budgets detailed in the lease. The concessionaire will also be required to meet

all commitments detailed in the approved FEIS/ROD.

In addition to private investment and available state funds, P3 projects similar to the proposed I-10 Mobile River Bridge and Bayway project are often tolled to help with upfront project costs. Tolls also support the ongoing operations and maintenance of the facilities, allowing the private partner to recover their investment in the project over the life of the P3. Estimated cost with project details for the Bayway portion can be seen in Section 3.4 – Project Listings.

3.0 MPO PORTAL PROJECTS

3.1 – CPMS Web Portal

ALDOT utilizes the Comprehensive Project Management System (CPMS) MPO Portal as a medium for information exchange between the Department and Alabama’s MPOs. CPMS is a computerized information-management and decision-support system designed for metropolitan planning organizations and state departments of transportation. The main purpose of CPMS is to provide tools for managing the Transportation Improvement Program (TIP), while meeting the planning and programming requirements of current transportation legislation. ALDOT specifically employs Web CPMS MPO Portal which is a web-based version of the program. Using the Web Portal platform, MPOs can interface with available project information. CPMS reports project information such as Project Number, Project Description, Project Type and Project Cost among other items.

3.2 – MPO Portal Project Categories

Surface Transportation Attributable Projects

Surface Transportation is a federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, seaport and airport access, vanpooling, bicycle facilities, and pedestrian facilities. This funding was originally established under TEA-21 and reinforced in FAST Act.

Other Surface Transportation Program Projects

These types of funds may be used for capacity, bridge work, intersection, and other operational improvements. In addition, there are at least 37 different codes for fund sourcing under the category Other Surface Transportation funding. In TELUS, for example, coding of STPAA indicates Surface Transportation Program Any Area. Others might be ACFP (Advanced Construction Primary Program), CESR (Rural Secondary), or DHP8 (Surface Transportation Innovative Projects).

National Highway / Interstate Maintenance / NHS Bridge Projects

The National Highway Performance Program (NHPP) provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal Aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

Appalachian Highway System Projects

TEA-21 provided funding under Section 1117 for highway corridor projects in 13 states to promote economic development. Most of the ADHS (92%+) is part of the National Highway System. Funding codes associated with the ADHS are APDV (Appalachian Development), CX54J (APD Corridor X 2003), and ACAP (Advance Construction Appalachian Development).

Transportation Alternatives

FAST Act continues the Transportation Alternatives Program (TAP) to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs, wrapping them into a single funding source.

Bridge Projects (State and Federal)

Bridge projects include new facility construction, existing bridge repair, and/or bridge replacement. Projects selected by ALDOT are based on regional needs, maintenance and inspection criteria (sufficiency ratings), and available funding. If sufficiency ratings fall below a certain point, the bridge is automatically scheduled for repair or replacement. This project category is currently sensitive to public scrutiny after structural failures in the states of Washington and California. Typical funding codes are: ACBR (Advance Construction Bridge), BRDF (Bridge Replacement Discretionary Fund), and BRPL (Bridge Replacement).

State Funded Projects

These are typically smaller projects or phases of larger projects for which there is no Federal funding available, a county or municipality is participating with the state to proceed on a project rather than wait on federal. Existing project examples would include resurfacing, patching, and striping projects within municipal city limits, a training program on non-reimbursable state grant, DBE training extended beyond Federal funding limits, or industrial access. There are a variety of scenarios in which this type of project would be done. Some common funding program identification codes would be STAT (State Program), STATC (State Program – Contract Construction), or STATS (State Program – Special Aid).

Enhancement Projects

TEA-21 requires that 10% of federal highway funds allocated to the state (STP funds) are to be set aside (equal to or greater than the amount allocated in FY2005) for transportation enhancement activities. This funding category has specific and exclusive eligible activities listed in SAFETEA-LU. They may be found under 23 USC 101(a)(35). MAP-21 rolled the Transportation Enhancement program into the Transportation Alternatives program. A few Enhancement projects may still appear on the ballot.

Transit Projects

Local transit operators provide projects to MPOs in priority order and they in turn use these to develop a Four- or Five-Year Transit Development Plan (TDP). Transit projects are required for the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). This type of project is typically for fixed-route services in the MPO Planning Area and the

primary funding provider is FTA (Federal Transit Administration) with supplemental soft-match funding from local governments. For informational purposes, Transportation Disadvantaged (TD) projects with their fund sources are usually included in major planning documents. Common coding examples would be FTA09 (Federal Transit Administration Section 5307 for FY2009), JARC (Job Access and Reverse Commute), and RPTO (Federal Transit Administration Section 5311).

System Maintenance Projects

Roadway and bridge maintenance is provided according to system specifications, facility-life maintenance scheduling, and available funding. Projects are usually assigned a '99' code designation. Projects include 99004 (Shoulder Repair), 99005 (Bridge Painting), 99006 (Traffic Signal Upgrading), 99054 (Roadway Mowing), and simply MAIN (Maintenance Projects).

Safety Projects

SAFETEA-LU restructured the original TEA-21 Highway Safety Improvement Program (HSIP) to provide more comprehensive funding to states for specific types of projects. This approach was continued under MAP-21 as amended by the FAST Act. The program requires a state to develop a Statewide Highway Safety Plan 'correct or improve a hazardous road location or feature, or address a highway safety problem' to become eligible for funding. Eligible types of projects include:

1. Safety-conscious planning;
2. Improvement in the collection and analysis of crash data;
3. Planning, integrated interoperable emergency communications equipment, operational activities, or traffic enforcement activities (including police assistance) relating to work-zone safety;
4. The addition or retrofitting of structures or other measures to eliminate or reduce accidents involving vehicles and wildlife;
5. Construction and operational improvements on high-risk rural roads;
6. Improvements for safety of the disabled;
7. Installation and maintenance of signs at pedestrian-bicycle crossings and in school zones.

Sample coding for safety projects would be HESS (Hazard Elimination Program), STPSA (Any Hazard), and BELT (Safety Incentive Seat Belt Apportionment).

Other Federal and State Aid Projects

This *Other* category is a miscellaneous category for projects that do not fit easily elsewhere. Some sample funding codes are: PLN8 (Surface Transportation Metropolitan Planning), SPAR (State Planning and Research), STRP (State Revenue Sharing), UABC (Urban Extension), and CMAQ (Congestion Mitigation Air Quality).

Congestion Mitigation and Air Quality Projects

The Congestion Mitigation and Air Quality (CMAQ) program is continued in MAP-21 to provide a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

High Priority and Congressional Earmark Projects

High Priority funding is project-specific funding provided by TEA-21 and extended by SAFETEA-LU. High Priority Projects (HPP) may be advanced under an Advanced Construction provision in 23 USC 117 without additional funding until HPP funds become available. Congressional Earmarks are legislative actions providing funding for a specific purpose or project outside the normal funding allocation process. High Priority coding could be AHPP (Advanced Construction High Priority Corridor) or HPPP (High Priority Project Program). Earmark funding may carry any number of codes, but some attached to Alabama projects are: FTA3C (Capital New Starts/Fed Earmark) and TCSPE (Transportation Communications System Earmarked Grant).

Authorized Projects

Authorized Projects are differentiated from Planned Projects by having completed the planning process and having an established funding contract in place. Authorized Projects are Planned Projects that have FHWA approval to proceed.

3.3 – CPMS Project Report Format

CPMS MPO Web Portal can be used to generate reports showing all programmed projects in the TIP. The following diagram is provided to help guide the reader through the CPMS reports.

Diagram 3.3
CPMS MPO Portal Report Format

[on next page]

**Diagram 3.3
CPMS MPO Portal Project Report Format**

5 2.4.2 Other Surface Transportation Program Projects

Sponsor: ALDOT 1													
Project Family ID	Project Number (FANBR) 2	Project Description	Project Length (miles)	SCP 6	STS 7	Project Type 8	FY 11	Map ID 9	Project Priority	Conform Year	Federal State Other	Estimated Total Cost 12	
22886	100044781 STPAA 0181 () 3	SR-181 ADDITIONAL LANES FROM SR-42 (US-98) TO CR-32 4	3.63	RW	P	GRADE, DRAIN, BASE AND PAVE	2022	0.000		NA 10	\$4,132,827 \$1,033,207 \$0	\$5,166,034	
22886	100044782 STPAA 0181 ()	SR-181 ADDITIONAL LANES FROM SR-42 (US-98) TO CR-32	3.63	UT	P	GRADE, DRAIN, BASE AND PAVE	2023	0.000		4	\$2,721,946 \$680,487 \$0	\$3,402,433	
Totals By Sponsor						Federal		\$6,854,773			ALL Funds	\$8,568,467	

1. **Project Sponsor** - in this case, Alabama Department of Transportation.
2. **ALDOT Project ID** - a nine digit identifying number from within CPMS (Comprehensive Project Management System).
3. **Funding Code and Federal Aid Program Number** - in this case STPAA.
4. **Route and Termini Description** - route number is SR-181 plus the *from* and *to* description for the project.
5. **Project Category** – Other Surface Transportation Program Projects.
6. **Project Scope or Phase** - RW indicates Right-of-Way Phase, CN is Construction Phase, UT is Utility Phase, and so forth.
7. **Project Status** - ‘P’ indicates Planning, ‘A’ is Authorized.
8. **Work Being Performed** - type of work actually being performed, in this example Grade, Drain, Base and Pave.
9. **Map ID** - assigned to project maps and linked.
10. **Year Open to Traffic** – the year the project will open to traffic. Air Quality Conformity would determine Exempt/Non-exempt status.
11. **FY or Fiscal Year** - the year the work will be performed.
12. **Funding Sources** - and total project costs Year of Expenditure (YOE).

3.4 – Project Listings

2.4.1 Surface Transportation Attributable Projects

Sponsor:												
Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost

No Records Found

2.4.2 Other Surface Transportation Program Projects

Sponsor: ALDOT												
Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
22886	100044781 STPAA 0181 ()	SR-181 ADDITIONAL LANES FROM SR-42 (US-98) TO CR-32	3.63	RW	P	GRADE, DRAIN, BASE AND PAVE	2022	0.000		NA	\$4,132,827 \$1,033,207 \$0	\$5,166,034
22886	100044782 STPAA 0181 ()	SR-181 ADDITIONAL LANES FROM SR-42 (US-98) TO CR-32	3.63	UT	P	GRADE, DRAIN, BASE AND PAVE	2023	0.000		4	\$2,721,946 \$680,487 \$0	\$3,402,433
Totals By Sponsor						Federal		\$6,854,773			ALL Funds	\$8,568,467

2.4.3 NHS / Interstate Maintenance / NHS Bridge Projects

Sponsor: ALDOT

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
43685	100069462 BR 1010 ()	BRIDGE PAINTING ON VARIOUS BRIDGES ALONG I-10. ON US-98 OVER I-10 (BIN 1000210003) ON I-10 OVER FISH RIVER (BIN 1017010171) ON I-10 OVER 3-MILE CRK (BIN 1017210173) ON I-10 OVER COWPEN CRK (BIN 85278528) ON I-10 OVER STYX RIVER (BIN 8530 8531)	0.00	PE	P	BRIDGE PAINTING	2020	0.000	EXEMPT	NA	\$80,800 \$20,200 \$0	\$101,000
43685	100069479 BR 1010 ()	BRIDGE PAINTING ON VARIOUS BRIDGES ALONG I-10. ON US-98 OVER I-10 (BIN 1000210003) ON I-10 OVER FISH RIVER (BIN 1017010171) ON I-10 OVER 3-MILE CRK (BIN 1017210173) ON I-10 OVER COWPEN CRK (BIN 85278528) ON I-10 OVER STYX RIVER (BIN 8530 8531)	0.00	CN	P	BRIDGE PAINTING	2021	0.000	EXEMPT	NA	\$1,375,534 \$343,883 \$0	\$1,719,417
27205	100055054 IM 1010 ()	I-10 INTERCHANGE AT CR-68 WITH CONNECTOR TO (983) BALDWIN BEACH EXPRESS	2.00	CN	P	LIGHTING	2021	0.000		NA	\$931,026 \$103,447 \$0	\$1,034,473
43008	100066184 NH 0042 (534)	RESURFACING SR-42 (US-98) FROM DOLIVE CREEK TO JUST NORTH OF SR-104	7.55	FM	P	PREVENTATIVE MAINTENANCE LEVEL 2	2021	0.000	EXEMPT	NA	\$2,661,070 \$665,268 \$0	\$3,326,338
Totals By Sponsor						Federal		\$5,048,430			ALL Funds	\$6,181,228

2.4.4 Appalachian Highway System Projects

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.5 Transportation Alternatives

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.6 Bridge Projects (State and Federal)

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.7 State Funded Projects

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.8 Enhancement Projects

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.9 Transit Projects

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.10 System Maintenance Projects

Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

2.4.11 Safety Projects

Sponsor: BALDWIN COUNTY COMMISSION

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
43549	100069295 HSIP 0219 (251)	CONSTRUCTION OF ROUNDABOUT AT THE INTERSECTION OF CR-13 AND CR-44	0.25	UT	P	GRADE, DRAIN, BASE AND PAVE	2021	0.000	EXEMPT	NA	\$201,980 \$0 \$22,442	\$224,422
43549	100069296 HSIP 0219 (251)	CONSTRUCTION OF ROUNDABOUT AT THE INTERSECTION OF CR-13 AND CR-44	0.25	RW	P	GRADE, DRAIN, BASE AND PAVE	2020	0.000	EXEMPT	NA	\$90,900 \$0 \$10,100	\$101,000
43549	100069297 HSIP 0219 ()	CONSTRUCTION OF ROUNDABOUT AT THE INTERSECTION OF CR-13 AND CR-44	0.25	CN	P	GRADE, DRAIN, BASE AND PAVE	2021	0.000	EXEMPT	NA	\$1,434,516 \$0 \$159,391	\$1,593,906
Totals By Sponsor						Federal		\$1,727,395			ALL Funds	\$1,919,328

2.4.12 Other Federal and State Aid Projects

Sponsor: ALDOT												
Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
33130	100055816 NHP3 1010 ()	WIDEN I-10 FROM EAST END OF BAYWAY BRIDGE TO 0.5 MILE EAST OF SR-181	4.07	CN	P	ADDITIONAL ROADWAY LANES	2020	0.000		NA	\$13,881,753 \$3,470,438 \$0	\$17,352,191
5011	100062415 NHP3 1010 ()	I-10 BAYWAY WIDENING FROM MOBILE COUNTY LINE TO EAST OF SR-16 (US-90) AT SPANISH FORT	7.59	UT	P	GRADE, DRAIN, BASE, PAVE AND BRG	2020	0.000		NA	\$873,827 \$218,457 \$0	\$1,092,284
5011	100062416 NHP3 1010 ()	I-10 BAYWAY FROM MOBILE COUNTY LINE TO EAST OF EASTERN SHORE INTERCHANGE (EXIT 35) SR-16 (US-90)	7.59	CN	P	GRADE, DRAIN, BASE, PAVE AND BRG	2020	0.000	EXEMPT	NA	\$651,248,000 \$162,812,000 \$0 \$0	\$814,060,000
Totals By Sponsor						Federal		\$666,003,580			ALL Funds	\$832,504,475

2.4.13 Congestion Mitigation and Air Quality Projects

Sponsor:												
Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost

No Records Found

2.4.14 High Priority and Congressional Earmark Projects

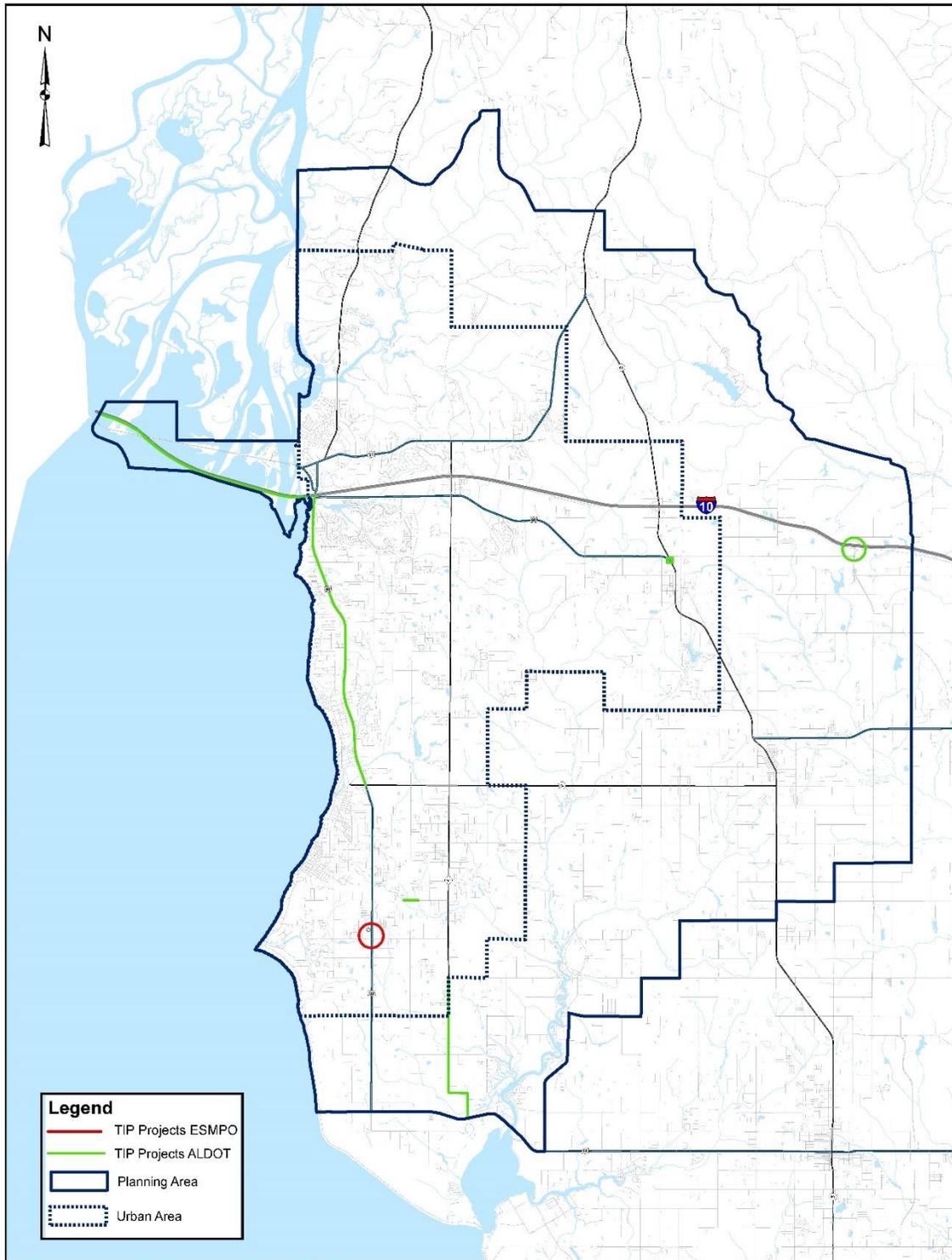
Sponsor:

Project Family ID	Project Number (FANBR)	Project Description	Project Length (miles)	SCP	STS	Project Type	FY	Map ID	Project Priority	Conform Year	Federal State Other	Estimated Total Cost
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No Records Found

3.5 – Authorized Projects

Authorized Projects									
Sponsor: ALDOT									
Program	Table No.	FA Nbr.	Project Number	Scope	Project Description	Project Length (miles)	Start Date	Type of Work	Estimated Cost
IM01M	3	IM I010(344)	100055053	PE	I-10 INTERCHANGE LIGHTING AT CR-68 WITH CONNECTOR TO BALDWIN BEACH EXPRESS	2.000	12/01/2020	LIGHTING	\$103,447
IM	3	IM I010(343)	100067472	CN	RESURFACING ON I-10 FROM SR-59 TO 0.3 MILE EAST OF CR-64 (WILCOX ROAD)	9.461	01/25/2019	PREVENTATIVE MAINTENANCE LEVEL 1	\$3,576,095
SAF	11	HSIP 0003(614)	100067767	CN	INTERSECTION MODIFICATION ON SR-3 (US-31) AT SR-225 TO INSTALL OFFSET LEFT TURN LANES	0.220	12/07/2018	INTERSECTION IMPROVEMENTS	\$233,224
Sponsor: BALDWIN COUNTY COMMISSION									
Program	Table No.	FA Nbr.	Project Number	Scope	Project Description	Project Length (miles)	Start Date	Type of Work	Estimated Cost
RPTO	9	RPTO TR19()	100069117	TR	SECTION 5311 TRANSIT BALDWIN CO COMM OPERATING FY 2019	0.000	03/01/2019	UNCLASSIFIED	\$1,825,751
FTA9	9	FTA9 TR19()	100069248	TR	SECTION 5307 TRANSIT BALDWIN CO COMM (DAPHNE/FAIRHOPE) OPERATING FY 2019 GRANT 2018X009	0.000	11/01/2018	UNCLASSIFIED	\$341,486
SAF	11	HSIP 0219(251)	100069294	PE	CONSTRUCTION OF ROUNDABOUT AT THE INTERSECTION OF CR-13 AND CR-44	0.250	06/01/2019	GRADE, DRAIN, BASE AND PAVE	\$130,000
Sponsor: CITY OF FAIRHOPE									
Program	Table No.	FA Nbr.	Project Number	Scope	Project Description	Project Length (miles)	Start Date	Type of Work	Estimated Cost
TA	5	TAPAA TA16(930)	100065553	CN	SIDEWALK ALONG CR-13 STARTING AT THE MIDPOINT BETWEEN CR-34 AND MANLEY RD TRAVELLING NORTH TO SEDGEFIELD AVE.	0.000	05/15/2019	SIDEWALK	\$500,000
TA	5	TAPOA TA17(937)	100067313	CN	SIDEWALKS ON CR-44 FROM FOUNDERS DRIVE TO CR-13 AND MANLEY ROAD FROM CR-13 TO SR-42 (US-98) IN FAIRHOPE	0.000	05/15/2019	SIDEWALK	\$383,267
FTA9C	9	FTA9C TR19()	100069246	TR	SECTION 5307 TRANSIT BALDWIN CO COMM (CITY OF FAIRHOPE) CAPITAL BUS SUPPORT EQUIP AND FACILITIES (PARKING SHELTER) FY 2019 GRANT 2018X009	0.000	11/01/2018	UNCLASSIFIED	\$600,000



APPENDIX A

ALDOT TIP FUNDING AND URBAN AVAILABILITY FUNDING REPORT

ALDOT SPREADSHEET FOR ALL TIP Fiscal Years 2020 Through 2023 - Financial Plan Eastern Shore MPO				
	2020	2021	2022	2023
Surface Transportation Attributable Projects				
Carryover From Previous Year (Federal Funds Only)				
Apportionment (Federal Funds Only)				
Funds Available to the MPO for Programming (Federal Funds Only)				
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)				
Balance Forward (Federal Funds Only)				
See most recent Urban Funds Report				
Other Surface Transportation Program Projects (includes Bridge projects not on NH System)				
Funds Available for Programming Statewide (Federal Funds Only)	\$125,476,363	\$125,476,363	\$125,476,363	\$125,476,363
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
National Highway Performance Program (APD, IM, Bridge projects on NH System)				
Funds Available for Programming Statewide (Federal Funds Only)	\$473,464,897	\$473,464,897	\$473,464,897	\$473,464,897
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the Tuscaloosa Area (Federal Funds Only)	0%	0%	0%	0%
Appalachian Highway System Projects				
State Funds Available for Programming Statewide (Total Funds)	\$37,652	\$37,652	\$37,652	\$37,652
MPO Area Estimated Cost of Planned Projects (Total Funds)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Total Funds)	0%	0%	0%	0%
Transportation Alternatives				
Funds Available for Programming Statewide (Federal Funds Only)	\$15,903,966	\$15,903,966	\$15,903,966	\$15,903,966
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
Bridge Projects				
Funds Available for Programming Statewide (Federal Funds Only)	\$0	\$0	\$0	\$0
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
State Funded Projects				
State Funds Available for Programming Statewide (Total Funds)	\$25,500,000	\$25,500,000	\$25,500,000	\$25,500,000
MPO Area Estimated Cost of Planned Projects (Total Funds)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Total Funds)	0%	0%	0%	0%
Enhancement Projects				
Funds Available for Programming Statewide (Federal Funds Only)	\$0	\$0	\$0	\$0

Appendix A (Continued) – ALDOT TIP FUNDING

ALDOT SPREADSHEET FOR ALL TIP Fiscal Years 2020 Through 2023 - Financial Plan Eastern Shore MPO

MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
Transit Projects				
Funds Available for Programming Statewide (Federal Funds Only)	\$0	\$0	\$0	\$0
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
System Maintenance Projects				
State Funds Available for Programming Statewide (Total Funds)	\$30,000,000	\$30,000,000	\$30,000,000	\$30,000,000
MPO Area Estimated Cost of Planned Projects (Total Funds)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Total Funds)	0%	0%	0%	0%
Safety Projects				
Funds Available for Programming Statewide (Federal Funds Only)	\$52,036,074	\$52,036,074	\$52,036,074	\$52,036,074
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
Other Federal and State Aid Projects				
Funds Available for Programming Statewide (Federal Funds Only)	\$22,408,968	\$22,408,968	\$22,408,968	\$22,408,968
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%
Congestion Mitigation and Air Quality Projects - Birmingham Area Only				
Carryover From Previous Year (Federal Funds Only)	\$18,955,155	\$18,955,155	\$18,955,155	\$18,955,155
Apportionment (Federal Funds Only)	\$11,795,045	\$11,795,045	\$11,795,045	\$11,795,045
Funds Available for Programming (Federal Funds Only)	\$30,750,200	\$30,750,200	\$30,750,200	\$30,750,200
Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Balance Forward (Federal Funds Only)	\$30,750,200	\$30,750,200	\$30,750,200	\$30,750,200
High Priority and Congressional Earmark Projects (Money still available)				
<i>This group of projects usually results from congressional action in an annual appropriations bill; these projects and the amount available for programming annually is an unknown factor.</i>				
Funds Available for Programming Statewide (Federal Funds Only)	\$100,412	\$100,412	\$100,412	\$100,412
MPO Area Estimated Cost of Planned Projects (Federal Funds Only)	\$0	\$0	\$0	\$0
Percentage Programmed in the MPO Area (Federal Funds Only)	0%	0%	0%	0%

Appendix A (Continued) – Urban Area Availability Funding Report

6/4/2019		URBAN AREA FUNDING AVAILABILITY REPORT				Page 1 of 1	
URBAN AREA		FEDERAL FUNDING ONLY					
EASTERN SHORE							
PROJECT NO	PROJECT DESCRIPTION	SCOPE	FEDERAL FUNDS	Start Date	Status	Authorized	
100069345	TRAFFIC SIGNAL INSTALLATION AT THE INTERSECTION OF SR-42 (US-98) AND CR-34	CN	\$280,000	06/15/2019	Planned		
100069347	WIDENING AND ADDING CENTER TURN LANE ON CR-64 FROM SR-181 TO CR-54. AND INSTALLAT	PE	\$428,000	06/01/2019	Planned		
		TOTALS FOR FISCAL YEAR		2019			
Prior FY Carryover	\$1,568,024	Authorized Projects	\$0	Unobligated Balance	\$2,985,384		
FY Apportionment	\$1,417,360	Planned Projects	\$708,000	Remaining Balance	\$2,277,384		
FY Special Allocation	\$0	Total Project Funds	\$708,000				
Total Funds	\$2,985,384						
							6/4/2019
		TOTALS FOR FISCAL YEAR		2020			
Prior FY Carryover	\$2,277,384	Authorized Projects	\$0	Unobligated Balance	\$3,728,026		
FY Apportionment	\$1,450,642	Planned Projects	\$0	Remaining Balance	\$3,728,026		
FY Special Allocation	\$0	Total Project Funds	\$0				
Total Funds	\$3,728,026						
							6/4/2019
		TOTALS FOR FISCAL YEAR		2021			
Prior FY Carryover	\$3,728,026	Authorized Projects	\$0	Unobligated Balance	\$5,178,668		
FY Apportionment	\$1,450,642	Planned Projects	\$0	Remaining Balance	\$5,178,668		
FY Special Allocation	\$0	Total Project Funds	\$0				
Total Funds	\$5,178,668						
							6/4/2019
		TOTALS FOR FISCAL YEAR		2022			
Prior FY Carryover	\$5,178,668	Authorized Projects	\$0	Unobligated Balance	\$6,629,310		
FY Apportionment	\$1,450,642	Planned Projects	\$0	Remaining Balance	\$6,629,310		
FY Special Allocation	\$0	Total Project Funds	\$0				
Total Funds	\$6,629,310						
							6/4/2019
		TOTALS FOR FISCAL YEAR		2023			
Prior FY Carryover	\$6,629,310	Authorized Projects	\$0	Unobligated Balance	\$8,079,952		
FY Apportionment	\$1,450,642	Planned Projects	\$0	Remaining Balance	\$8,079,952		
FY Special Allocation	\$0	Total Project Funds	\$0				
Total Funds	\$8,079,952						

APPENDIX B

CERTIFICATION-TIP/STIP MOU

Certification Questions Statewide and Metropolitan Planning Organization Transportation Planning Process

A. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and subparts A, B, and C of this part;

1. Is the MPO properly designated by agreement between the Governor and 75% of the urbanized area, including the largest incorporated city, and in accordance with procedures set forth in state and local law? [23 U.S.C. 134 (d)(1)(A) and (B); 49 U.S.C. 5303 (c); 23 C.F.R. 450.310 (b)]

RESPONSE: *Yes, a 3-C Agreement was executed by all the member governments in March 2018. Documents are available on the MPO website, www.easternshorempo.org.*

2. For Transportation Management Areas (TMAs) only, does the MPO policy board include local elected officials, officials that administer or operate major modes of transportation, and appropriate state officials? [23 U.S.C. 134 (d)(2)(A) , (B), & (C); 49 U.S.C. 5303 (c); 23 C.F.R. 450.310 (d)]

RESPONSE: *N/A*

3. Does the MPO have up-to-date agreements, such as the transportation planning agreement that creates the MPO, the financial agreement, and, if applicable, a transportation planning agreement between the MPOs, State, and public transportation operators where more than one MPO has been designated to serve an urbanized area? [23 C.F.R. 450.310 (b); 23 C.F.R. 450.314 (a) and (d)]

RESPONSE: *Yes, a 3-C Agreement was executed by all the member governments in March 2018. A Funding Agreement was executed by the County and the State in September 2012. A Performance Measures agreement was executed in April 2018. Documents are available on the MPO website, www.easternshorempo.org.*

4. Does the MPO boundary encompass the existing urbanized area and contiguous area expected to become urbanized within 20-year forecast period? [23 U.S.C. 134 (e)(2); 49 U.S.C. 5303 (d); 23 C.F.R. 450.312 (a)]

RESPONSE: *Yes.*

5. Did ALDOT send a copy of the boundary map to FHWA and FTA? [23 C.F.R. 450.312(j)]

RESPONSE: *Yes.*

6. For projects located within the boundaries of more than one MPO, does the MPO coordinate the planning of these projects with the other MPO(s)? [23 U.S.C. 134 (g)(2)]

RESPONSE: *Yes, to the extent applicable.*

7. Does the MPO planning process provide for consideration of the 10 planning factors? [23 U.S.C. 134 (h); 23 C.F.R. 450.306 (a)]

RESPONSE: Yes, the ten planning factors are addressed in all formal MPO planning documents (8 factors if developed prior to the FAST Act).

8. Did the Long Range Transportation Plan (LRTP) have at least a 20 year horizon at the time of adoption of the last major update? [23 U.S.C. 134 (i)(2)(A); 23 C.F.R. 450.322 (a)]

RESPONSE: Yes.

9. Did the LRTP address the following areas in accordance with 23 U.S.C. 134 (i)(2), 49 U.S.C. 5303 (f)?

- Identify projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan.

RESPONSE: Yes

- Identify major transportation facilities that function as an integrated metropolitan transportation system, giving emphasis to facilities that serve national and regional transportation functions.

RESPONSE: Yes, the MPO performed a detailed analysis of the functionally classified road network within the planning area and recommended appropriate changes and upgrades.

- Include a description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with 23 USC 134(h)(2).

RESPONSE: Yes, the LRTP was amended to include these targets as directed.

- Include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in 23 USC 134(h)(2).

RESPONSE: Yes, the LRTP was amended to include as directed

- Include discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.

RESPONSE: The MPO has an active Bicycle and Pedestrian Advisory Committee and, in early 2015, approved a Bicycle and Pedestrian Concept for the MPO Planning Area. Promoting multimodal as an alternative to conventional motorized transportation will help restore and maintain the environment. The MPO is also adopted a Public Transit Plan that focuses on providing transit for those interested in riding a bus to work instead of driving their own vehicles.

- Include a financial plan that showed the public and private revenue sources that could reasonably be expected.

RESPONSE: Yes. See Section 3.4 and Section 4 of LRTP.

- Include discussion of operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.

RESPONSE: Yes. See Sections 3.8 and 3.9 of the LRTP.

- Include discussion of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.

RESPONSE: Yes. See Sections 2 and 3 of the LRTP.

- Indicate as appropriate proposed transportation and transit enhancement activities.

RESPONSE: Yes. See Sections 2.1 and 2.2 of the LRTP.

10. Did the LRTP address the following minimum required areas in accordance with 23 C.F.R. 450.322 (f)?

- Identify projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;

RESPONSE: Yes. See Section 2.1, Appendix C, and Appendix D.

- Identify existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors);

RESPONSE: Yes. See Section 2 and Appendix D.

- Include a description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with 23 C.F.R. 450.306(d).

RESPONSE: Yes.

- Include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in 23 C.F.R. 450.306(d)

RESPONSE: Yes.

- Include operational and management strategies to improve the performance of existing transportation facilities;

RESPONSE: Yes. See Section 3.9 of the LRTP.

- In TMA areas, consider the results of the congestion management process;

RESPONSE: N/A

- Include an assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs;

RESPONSE: Yes. See Sections 2 and 3 of the LRTP.

- Describe the proposed improvements in sufficient detail to develop cost estimates;

RESPONSE: Yes. See Section 3.

- Discuss types of potential environmental mitigation activities and potential areas to carry out these activities;

RESPONSE: *The MPO has an active Bicycle and Pedestrian Advisory Committee and, in early 2015, approved a Bicycle and Pedestrian Concept for the MPO Planning Area. Promoting multimodal as an alternative to conventional motorized transportation will help restore and maintain the environment. The MPO is also adopted a Public Transit Plan that focuses on providing transit for those interested in riding a bus to work instead of driving their own vehicles.*

- Include pedestrian walkway and bicycle transportation facilities;

RESPONSE: *Yes. See Section 2.3 of the LRTP.*

- Include transportation and transit enhancement activities;

RESPONSE: *Yes. See Sections 2.1 and 2.2 of the LRTP.*

- Include a financial plan that demonstrates how the adopted transportation plan can be implemented

RESPONSE: *Yes. See Sections 3 and 4 of the LRTP.*

- Include design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding sources, in nonattainment and maintenance areas for conformity determinations under the EPA’s transportation conformity regulations (40 C.F.R. part 93, subpart A).

RESPONSE: *N/A*

11. Has the LRTP been reviewed and updated at least 5 years since the date of the last MPO Board action? [23 U.S.C. 134 (i)(1); 23 C.F.R. 450.322 (c)]

RESPONSE: *The LRTP will be updated next year (2020).*

12. Has the MPO sent all updates/amendments of the LRTP to FHWA and FTA via the ALDOT's Local Transportation Bureau? [23 C.F.R. 450.322(c)]

RESPONSE: *Yes.*

13. Was the TIP developed in cooperation with the State and local transit operators? [23 U.S.C. 134 U)(1)(A); 49 U.S.C. 5304 (a); 23 C.F.R. 450.324 (a)]

RESPONSE: *Yes.*

14. Was the TIP updated at least every 4 years and approved by the MPO and the Governor? [23 U.S.C.134 U)(1)(D); 23 C.F.R. 450.324 (a)]

RESPONSE: *Yes.*

15. Was the TIP financially constrained and did it include only revenues that could be reasonably expected? [23 U.S.C. 134 U)(2)(B); 49 U.S.C. 5304 (a); 23 C.F.R. 450.324 (h)]

RESPONSE: Yes.

16. Did the TIP contain a priority list of federally supported projects to be supported over the next four years? [23 U.S.C. 134 U)(2)(A); 49 U.S.C. 5304 (b); 23 C.F.R. 450.324 (a)]

RESPONSE: Yes.

17. Did the TIP contain all regionally significant projects, as defined by 23 C.F.R. 450.104? [23 U.S.C. 134 U)(3)(B); 49 U.S.C. 5304 (c)(6); 23 C.F.R. 450.324 (d)]

RESPONSE: Yes.

18. Was the TIP consistent with the LRTP? [23 U.S.C. 134 U)(3)(C); 49 U.S.C. 5304 (c)(2); and 23 C.F.R. 450.324 (g)]

RESPONSE: Yes.

19. Does the TIP identify the criteria and process for prioritizing implementation of transportation plan elements (including inter-modal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs? [23 C.F.R. 450.324 (I) (1)]

RESPONSE: MPO funds are very limited. At this point preference is given to projects based on need and availability. See Section 2.1 of TIP.

20. Did the TIP include a listing of projects for which Federal funds have been obligated in the preceding year, or was this list otherwise made available for public review? [23 U.S.C. 134 U)(7)(B); 49 U.S.C. 5304 (c)(5); 23 C.F.R. 450.324(1)(2)]

RESPONSE: Yes. See Section 3.5 of the TIP.

21. When developing the LRTP and TIP, did the MPO provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed plan and program? [23 U.S.C. 134 (h)(5)(A)]

RESPONSE: Yes, both Plans were published repeatedly throughout the Planning Area and on the MPO website for public comment.

22. Is the LRTP and TIP of the MPO published or otherwise readily available for public review? [23 U.S.C. 134 (i)(6) and U)(7)(A)]

RESPONSE: Yes, both documents are available for viewing on the MPO website and at the MPO's offices.

23. Did the UPWP identify work proposed for the next one- or two-year period by major activity and task in sufficient detail to indicate who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds? [23 C.F.R. 450.308 (c)]

RESPONSE: Yes.

24. Did the UPWP document planning activities to be funded through Title 23 U.S.C. and the Federal Transit Act? [23 C.F.R. 450.308 (c)]

RESPONSE: Yes. The UPWP documents activity related to LRTP development, TIP development, Public Transit Plan development and other planning activities.

25. Were the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process? [23 U.S.C. 134 (c)(3), 49 U.S.C. 5303 (a)(3)]

RESPONSE: Yes.

26. If located in a Transportation Management Area, does the MPO have an up to date congestion management process? [23 U.S.C. 134 (k)(3)]

RESPONSE: N/A

27. Does the MPO have a documented Public Participation Plan that defines a process for members of the public to have reasonable opportunity to participate in the planning process? [23 C.F.R. 450.316 (a)]

RESPONSE: Yes. The PPP is available on the MPO website, www.easternshorempo.org.

28. Has the MPO recently reviewed its Public Participation Plan? [23 C.F.R. 450.316 (a)(1)(x)]

RESPONSE: Yes.

29. When the Public Participation Plan was adopted, was it made available for public review for at least 45 days? [23 C.F.R. 450.316(a)(3)]

RESPONSE: Yes.

B. The requirements of Sections 174 and 176 (c) and (d) of the Clean Air Act (for air quality nonattainment and maintenance areas only)

1. How does the MPO coordinate the development of the Transportation Plan with SIP development?

RESPONSE: N/A

2. How does the MPO's UPWP incorporate all of the metropolitan transportation related air quality planning activities addressing air quality goals, including those not funded by FHWA/FTA?

RESPONSE: N/A

3. Does the metropolitan planning process include a Congestion Management Process that meets the requirements of 23 CFR Part 450.320? What assurances are there that the Transportation Plan incorporates travel demand and operational management strategies, and that necessary demand reduction and operational management commitments are made for new SOV projects?

RESPONSE: N/A

4. How does the MPO ensure that the TIP includes all proposed federally and nonfederally funded regionally significant transportation projects, including intermodal facilities?

RESPONSE: N/A

C. The prohibitions against discrimination on the basis of race, color, creed, national origin, age, gender, or disability as dictated by Title VI of the Civil Rights Act of 1964, as amended; 49 U.S.C. 5332; 23 U.S.C. 324; The Americans with Disabilities Act; The Older Americans Act; and Section 504 of the Rehabilitation Act of 1973

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination? [23 CFR 200.9 (a)(1)]

RESPONSE: The MPO Policy Board has adopted a Title VI Program expressing its commitment to non-discrimination. The Title VI Program is available on the MPO website, www.easternshorempo.org.

2. Does the MPO take action to correct any deficiencies found by the Department within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance? [23 CFR 200.9 (a)(3)]

RESPONSE: The MPO has never been made aware of any deficiencies. However, should a deficiency be found, the MPO will take action to correct the deficiencies within a reasonable time, not to exceed 90 days.

3. Does the MPO have a staff person assigned to handle Title VI and ADA related issues? This does not need to be a full time equivalent position, but there should be at least someone at the MPO for whom Title VI and ADA is an extra duty area. [23 CFR 200.9 (b)(1); 49 C.F.R. 27.13]

RESPONSE: Nearly all planning activities in the MPO are shared between two staff members. Katrina Taylor, MPO Technician I, has specific duties focusing on public participation, Title VI, and environmental justice.

4. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with the Department's procedure? [23 C.F.R. 200.9 (b)(3)]

RESPONSE: Yes. The MPO's Title VI complaint procedures are available in Spanish and English and can be found in Appendix B of the MPO Title VI Program available on the MPO website, www.easternshorempo.org.

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants in, and beneficiaries of the programs and activities of the MPO? [23 CFR 200.9 (b)(4)]

RESPONSE: Using its limited resources and the information available through the US Census Bureau, the MPO collects data from the entire planning area relating to poverty levels, commercial and residential growth, English proficiency, and national origin.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI? [23 CFR 200.9 (b)(6)]

RESPONSE: Section 5.2 of the Public Participation Plan lists performance evaluations for public involvement. The MPO tracks this information to evaluate its level of effectiveness in satisfying the requirements of Title VI.

7. Has the MPO participated in any recent Title VI training, either offered by the state, organized by the MPO, or some other form of training, in the past year?

RESPONSE: The MPO periodically attends online seminars related to Title VI and environmental justice.

8. Does the MPO have a signed Non Discrimination Agreement, including Title VI Assurances, with the State?

RESPONSE: The State signed a Non-Discrimination Agreement with the Federal Government including Title VI Assurances. As a subrecipient of federal funds, the Eastern Shore MPO is bound by the State Agreement.

9. Do the MPO's contracts and bids include the appropriate language as shown in the appendices of the Non Discrimination Agreement with the State?

RESPONSE: Yes.

10. Does the MPO hold its meetings in locations that are ADA accessible? [49 C.F.R. 27.7 (5)]

RESPONSE: Yes, all meetings are held in ADA accessible locations. If assistance is needed, citizens are encouraged to contact MPO staff.

11. Does the MPO take appropriate steps to ensure its communications are available to persons with impaired vision and hearing? [49 C.F.R. 27.7 (6)(c)]

RESPONSE: Yes. These services are available upon request.

12. Does the MPO keep on file for 1 year all complaints of ADA non-compliance received and for 5 years a record of all complaints in summary form? [49 C.F.R. 27.121]

RESPONSE: To date, the MPO has not received any complaints. However, the MPO will retain files as described above if it receives a complaint.

13. Have all the local governments (city and county) included within the MPO's study area boundary completed an ADA Transition Plan? Please provide a table indicating the status of the transition plans (e.g. date of completion, status of plan implementation).

Local Government	ADA Coordinator or Local Contact(Position, Address, Phone, email)	Self Evaluation Status/ Updates	Status of Transition Plan	Plan Completion Date	Description	Certification Notes	Location of the Plan	Website Address
Baldwin County	Ron Cink 312 Courthouse Square Bay Minette, AL 251-580-2550 Rcink@baldwincountyal.gov	Baldwin County has evaluated all facilities in Public Right of Way and has begun making improvements based on the Highway Maintenance Schedule	Approved by the Baldwin County Commission	7/19/16, Amended 9/1/2018	Self evaluation and transition plan to include all facilities in public ROW	Plan includes schedule to remove all barriers	BCC Commission Offices, BCC Website	baldwincountyal.gov
City of Fairhope	Richard Johnson 555 S. Section Street Fairhope, AL 36533 251-928-9003 Richard.Johnson@fairhopeal.gov	City of Fairhope has evaluated all facilities in Public Right of Way and has begun making improvements based on the schedule provided	Approved by the City of Fairhope	11/28/2016	Self evaluation and transition plan to include all facilities in public ROW	Plan includes schedule to remove all barriers	Clerks office, City Website	cofairhope.com
City of Daphne	William Eringman P.O. Box 400 Daphne, AL 36526 251-621-3182 werringman@daphneal.com	City of Daphne has evaluated all facilities in Public Right of Way and has begun making improvements based on the schedule provided	Approved by the City of Daphne	5/1/2016	Self evaluation and transition plan to include all facilities in public ROW	Plan includes schedule to remove all barriers	Public Works, City Hall, City Website	daphneal.com
City of Spanish Fort	Chester Patterson 7361 Spanish Fort Boulevard Spanish Fort, AL 36527 251-626-4884 buildingofficial@cityofspanishfort.com	City of Spanish Fort has evaluated all facilities in Public Right of Way and has begun making improvements based on the schedule provided	Approved by the City of Spanish Fort	7/18/2016	Self evaluation and transition plan to include all facilities in public ROW	Plan includes schedule to remove all barriers	Clerks office, City Website	cityofspanishfort.com
Town of Loxley	Jake Traweek P.O. Box 9 Loxley, AL 36551 251-964-5162 Jaket@townofloxley.org	Town of Loxley has evaluated all facilities in Public Right of Way and has begun making improvements based on the schedule provided	Approved by the Town of Loxley	7/20/2016	Self evaluation and transition plan to include all facilities in public ROW	Plan includes schedule to remove all barriers	Town Hall	townofloxley.org

D. Section 1101(b) of FAST Act regarding the involvement of disadvantaged business enterprises in FHWA and FTA planning projects (49 CFR Part 26)

(Note): MPOs that are part of municipal or county governments may have some of these processes handled by the host agency.

1. Does the MPO have an ALDOT approved DBE plan?

RESPONSE: The MPO utilizes ALDOT's pre-approved list of contractors for all projects.

2. Does the MPO track DBE participation?

RESPONSE: The MPO utilizes ALDOT's pre-approved list of contractors for all projects.

3. Does the MPO report actual payments to DBEs?

RESPONSE: The MPO utilizes ALDOT's pre-approved list of contractors for all projects.

4. Does the MPO include the DBE policy statement in its boilerplate contract language for consultants and sub-consultants?

RESPONSE: The MPO utilizes ALDOT's pre-approved list of contractors for all projects.

E. 23 C.F.R. Part 230 regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.

1. Has the MPO implemented an equal employment opportunity program?

RESPONSE: Yes, through the Baldwin County Commission, the MPO's manager.

Appendix B (Continued) – MPO Self-Certification

METROPOLITAN TRANSPORTATION PLANNING SELF-CERTIFICATION

The Alabama Department of Transportation and the Eastern Shore Metropolitan Planning Organization for the Daphne-Fairhope Urbanized Area hereby certify that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 C.F.R. part 450, subpart C;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 C.F.R. part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the Fixing America’s Surface Transportation Act (FAST Act) (Pub. L. 114-94) and 49 C.F.R. part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 C.F.R. part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 C.F.R. parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. part 27 regarding discrimination against individuals with disabilities.

Metropolitan Planning Organization

State Department of Transportation

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

FORTHCOMING

APPENDIX C

TERMS AND ACRONYMS

3-C	Comprehensive, Cooperative, and Continuing
ADA	Americans with Disabilities Act
ADEM	Alabama Department of Environmental Management
ALDOT	Alabama Department of Transportation
APA	American Planning Association
AQ	Air Quality
BPAC	Bicycle and Pedestrian Advisory Committee
CAC	Citizen Advisory Committee
CAD	Computer Aided Design
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
DBE	Disadvantaged Business Enterprise
DRI	Developments of Regional Impact
DOT	Department of Transportation
EPA	Environmental Protection Agency
ESRI	Environmental Scientific Research Institute
ETS	Environmental Technical Section
FAS	Federal Aid System
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
GHG	Greenhouse Gases
ITS	Intelligent Transportation System
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MOVES	Motor Vehicle Emission Simulator

NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
O₃	Ozone
PL	Planning Funds
PM 2.5	Particulate Matter 2.5 - Pollution in the form of tiny particles or droplets in the air that are two and one half microns or less in width.
PPP	Public Participation Plan (or Process depending on use)
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users
SIP	Statewide Implementation Plan
SPR	State Planning and Research
STIP	Statewide Transportation Improvement Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TEA-21	Transportation Equity Act for the 21st Century
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TSM	Transportation System Management
UPWP	Unified Planning Work Program
USC	United States Code

APPENDIX D

LIVABILITY INDICATORS

1. Percentage of LRTP projects that contain bicycle and pedestrian elements, excluding transit projects.

- Approximately 30%

2. Percentage of transportation investment from the Long Range Transportation Plan (LRTP) dedicated to enhancing accessibility of existing transportation facilities.

- Approximately 50%

3. Percentage of household income spent on housing and transportation.

Transportation Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	28.8%	27.0%	26.9%	24.2%	22.2%
Average:	31.1%	33.4%	30.3%	29.6%	28.4%
Maximum:	34.5%	45.9%	39.8%	38.4%	37.2%

*Household Transportation Costs are calculated as the sum of Auto Ownership Costs, Auto Use Costs, and Public Transit Costs. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by Transportation Costs.

Housing Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	11.4%	8.1%	8.2%	6.8%	10.7%
Average:	25.1%	22.7%	19.0%	18.5%	23.1%
Maximum:	36.9%	48.7%	49.1%	39.2%	55.8%

*Housing Costs factored as a percent of income has widely been utilized as a measure of affordability. Traditionally, a home is considered affordable when the costs consume no more than 30% of household income.

Housing + Transp. Costs as a Percentage of Income*					
	ESMPO	Average AL MPOs	Lake-Sumter (FL) MPO	Midland-Odessa (TX) MPO	Fargo-Moorhead (ND) MPO
Minimum:	45.3%	37.5%	35.7%	32.0%	33.8%
Average:	56.2%	56.1%	49.3%	48.1%	51.5%
Maximum:	66.8%	84.6%	80.7%	71.3%	88.0%

*H+T has been developed as a more complete measure of affordability beyond the standard method of assessing only Housing Costs. By taking into account both the cost of housing as well as the cost of transportation associated with the location of the home, H+T provides the true cost of housing decisions. Dividing these costs by the representative income illustrates the Cost Burden placed on a Typical Household by combined H+T expenses.

(Data derived from the Center for Neighborhood Technology, Housing + Transportation Affordability Index, available at <http://htaindex.cnt.org/>)

4. Percentage of Workforce Commuting to Work by Bike

Percentage of Workforce Commuting to Work by Bike *	
	Percent Workforce:
Percent by Bike:	0.64%
Percent Males by Bike:	0.37%
Percent Females by Bike:	0.27%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

5. Percentage of Workforce Walking to Work

Percentage of Workforce Walking to Work*	
	Percent Workforce:
Percent Walking:	0.84%
Percent Males Walking:	0.32%
Percent Females Walking:	0.52%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

6. Percentage of Workforce Utilizing Public Transit

Percentage of Workforce Commuting to Work on Public Transit*	
	Percent Workforce:
Percent Walking:	0.26%
Percent Males Walking:	0.03%
Percent Females Walking:	0.24%

*Data collected from the American Communities Survey at the census tract level. Percentages include data from all census tracts that intersect the MPO Planning Area.

(Data derived from the U.S. Census Bureau's American Community Survey, available at <http://factfinder2.census.gov/>)

7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.

Percentage Jobs and Housing within One-half (1/2) Mile of Transit Service		
	For Work Trips*	For Day Trips**
Housing:	49.7%	100.0%
Jobs:	63.4%	100.0%

*Represent the number of jobs or homes in a census block within one-half mile of a transit route that operates on a schedule that would allow a passenger to arrive at work by 8 AM and depart from work after 5 PM.

**The Baldwin Rural Area Transit Service (BRATS) operates a demand response system that can provide rides from any home or business in the planning area to any other home or business in the planning area during any business day. However these rides must be scheduled in advance and are limited to only one or two pick-up or drop-off times in a given day. These demand response routes do not offer sufficient flexibility to service individuals desiring to commute to work.

(Data provided by Baldwin Rural Area Transportation System administrative offices)

8. Percent of workforce living within twenty-four (24) miles or less from primary job.

Percentage of Workforce with 24 Miles of Primary Job	
	Percent Workforce:
Less than 10 Miles:	34.1%
10 to 24 Miles:	49.9%
Total within 24 Miles:	84.0%

(Data derived from the U.S. Census Bureau's On the Map Application, available at <http://lehdmap.ces.census.gov>)

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

**Adopting the Draft FY 2020 to 2023 Transportation Improvement Program
(TIP)**

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Draft FY 2020 to 2023 Transportation Improvement Program as a condition for meeting the provisions of Title 23, U.S. Code, Section 134; and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization, in cooperation with the Alabama Department of Transportation, has prepared a Draft FY 2020 to 2023 Transportation Improvement Program; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization, in session this 24th day of July 2019, did review and evaluate the aforementioned Draft FY 2020 to 2023 Transportation Improvement Program, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Eastern Shore Metropolitan Planning Organization hereby endorses and adopts said Draft FY 2020 to 2023 Transportation Improvement Program.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:
_____ Date: _____

AGENDA ITEM 7
ACTION - RESOLUTION AMENDING THE BYLAWS

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

MPO staff has amended the Bylaws to add the Director of Transportation of the Baldwin County Board of Education to the Technical Advisory Committee.

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1. Bylaws
2. Resolution

**Eastern Shore Metropolitan Planning
Organization**

BYLAWS

Honorable Dane Haygood, Chairperson, presiding

July 2019

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process. The intent is to provide for an organization that will be responsible for fulfilling the requirements of amended Title 23 United States Code (USC) 134 (FAST Act, Section 6001, August 2005), and 23 Code of Federal Regulation (CFR) 450 *et al*, and all other subsequent laws and regulations establishing standards for multimodal transportation planning. This planning task will be accomplished within the guidelines of the 3C (*cooperative, comprehensive, continuing*) planning process framework as established in *An Agreement Concerning A Transportation Planning Process for the Eastern Shore Urbanized Area Between the County of Baldwin and the Municipalities of Daphne, Fairhope, Spanish Fort, Loxley, and the State of Alabama*. Further, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama, the Alabama Department of Transportation (ALDOT), the United States Department of Transportation (USDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), or in such manner as events shall dictate.

Section 1.0: Process Name and Organization Name

A. The name for the ongoing transportation process shall be the Eastern Shore Urbanized Area Transportation Planning Process.

B. The name for the organization conducting the Urbanized Area Transportation Planning Process for the Metropolitan Planning Area (MPA) shall be the Eastern Shore Metropolitan Planning Organization (ESMPO).

Section 2.0: The Organizational Structure

A. The organization shall consist of one (1) Policy Board and three (3) Advisory Committees: (1) the Eastern Shore Metropolitan Planning Organization (Policy Board), (2) the Technical Advisory Committee (TAC), (3) the Citizens Advisory Committee (CAC), and (4) the Bicycle and Pedestrian Advisory Committee. The Advisory Committees serve at the pleasure of the Policy Board. Additional committees and subcommittees shall be formed as deemed necessary.

Section 3.0: General Policies

A. All general policies shall apply to the members of the Policy Board and all committees and participants of the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process for the Metropolitan Planning Area (MPA).

B. All reports, programs and plans shall be reviewed by the Advisory Committees for comment and recommendations to the Policy Board. The Technical Advisory Committee and Citizens Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Eastern Shore Metropolitan Planning Organization (Policy Board). Reports, programs, and plans become official process documents following adoption by resolution of the Eastern Shore Metropolitan Planning Organization (Policy Board).

C. The Policy Board and three (3) committees shall proceed with their respective responsibilities and duties 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 urban area.

E. Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

F. All published data and/or reports shall be made available to the ALDOT, FHWA, FTA, other federal and state agencies, the general public, and interested parties on request.

Section 4.0: Amendment of Bylaws

A. Any section herein contained may be amended at any meeting of the Eastern Shore Metropolitan Planning Organization (Policy Board) provided such amendment is delivered to the Chair of the Eastern Shore Metropolitan Planning Organization (Policy Board) at least ten (10) days prior to the meeting at which the amendment is to be presented to the Eastern Shore Metropolitan Planning Organization (Policy Board). It shall be the duty of the Chair of the Eastern Shore Metropolitan Planning Organization (Policy Board) 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 has been advertised for public comment for a minimum of fourteen days and receives an affirmation vote of a majority of a quorum of voting members present.

B. These rules shall be revised, updated, or amended as circumstances dictate. This shall be the responsibility of the Metropolitan Planning Organization Coordinator.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (POLICY BOARD) BYLAWS

Section 5.0: Purpose

A. The purpose of the Eastern Shore Metropolitan Planning Organization (Policy Board) will be to serve the Eastern Shore Metropolitan Planning Area as the official decision making body for the Eastern Shore Urbanized Area 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 planning activities, formal planning documents and products, and transportation programs which are developed by the process.

C. To organize and appoint members of the Technical Advisory Committee and the Citizens Advisory Committee.

D. To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Eastern Shore Metropolitan Planning Organization and the Urbanized Area Transportation Planning Process.

E. To take official action on committee recommendations and other matters pertaining to furthering the planning process.

F. To adopt transportation goals and objectives to guide the Eastern Shore Urbanized Area Transportation Planning Process.

G. To adopt the formal planning documents as required by ALDOT, FHWA, FTA and other federal agencies. These include, but are not limited to: Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP) and others as may be determined by those agencies.

H. To submit plans and recommendations to participating member governments and obtain resolutions for adoption from those member governments.

I. To establish and maintain Urbanized Area boundaries, and a Metropolitan Planning Area/Study Area boundary consistent with 2010 US Census data and future census updates.

J. To change the designated membership as deemed necessary by the Policy Board.

K. To ensure that citizen participation is achieved in the transportation planning process in accordance with the requirements of 23 CFR 450.316.

Section 5.2: Membership

A. Metropolitan Planning Organization (Policy Board) – Voting Members

1. Mayor, City of Daphne
2. Mayor, City of Fairhope
3. Mayor, City of Spanish Fort
4. Elected Official of City Council, City of Daphne
5. Elected Official of City Council, City of Fairhope
6. Elected Official of Town Council, Town of Loxley
7. Baldwin County Commissioner, District 2
8. Baldwin County Commissioner, District 3
9. Southwest Region Engineer, Alabama Department of Transportation

B. Metropolitan Planning Organization (Policy Board) – Non-Voting Members

1. Bureau Chief, Transportation Planning and Modal Programs, Alabama Department of Transportation
2. Division Administrator, Federal Highway Administration
3. Chair, Technical Advisory Committee
4. Chair, Citizens Advisory Committee

C. The voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board) serve terms on the committee coinciding with the terms of their respective offices.

D. Each voting member may name an alternate or 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.

E. The Metropolitan Planning Organization (Policy Board) shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Presiding officers (Chairperson, Vice Chairperson) of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be chosen from the voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board) and shall be elected public officials.

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

C. A Vice Chairperson shall be elected by the majority of the members in a duly constituted meeting to serve in the Chairperson's absence or if Chairperson vacates elected office.

D. Election of officers shall be in September of each year, to be installed no later than October 1 of the new fiscal year.

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 5.4: Meeting Procedure

A. The rules of order herein contained shall govern deliberations and meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) and the Advisory Committees. Any point of order applicable to the deliberations by this Board and the Advisory Committees shall be governed by Roberts Rules of Order.

B. Meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be held quarterly (the fourth Wednesday in January, April, July and October). Notices will be provided by U. S. Mail and email to ALDOT and FHWA – Alabama Division. All meetings must be held in accordance with the provisions of the Alabama Open Meetings Act (2005-40). Additional meetings can be held as required after public notice.

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice shall be provided describing the time and location. The Metropolitan Planning Organization Coordinator shall also provide notification to the news media at least fourteen days before the meeting. A proposed agenda should also be provided to the Eastern Shore Metropolitan Planning Organization (Policy Board), ALDOT, and FHWA to ensure that adequate preparation will occur.

D. A quorum shall consist of five (5) voting members of the Eastern Shore Metropolitan Planning Organization (Policy Board), their alternates or proxies. The member may designate proxies (in writing) if the member will be unable to attend a meeting. No action shall be taken by the Eastern Shore Metropolitan Planning Organization (Policy Board) without a quorum. If a quorum is not present at a regular or special meeting, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

E. 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 Eastern Shore Metropolitan Planning Organization (Policy Board) shall fail.

F. All meetings of the Eastern Shore Metropolitan Planning Organization (Policy Board) shall be open to the general public. The public is encouraged to attend meetings and participate in Committees & and Board meetings. The public will be allowed to speak during the Public Forum portion of the meetings. Any citizen wishing to speak must first fill out a card requesting

to speak and provide information including name, address, phone, email, and subject matter. The citizen will be limited to five minutes unless the Chairperson permits an extension of time.

G. At the discretion of the Metropolitan Planning Organization Coordinator and with the approval of the Chairperson of the Policy Board, a regularly scheduled meeting can be canceled. Notification of the cancellation will be sent to the board members, ALDOT, FHWA, the news media, and posted to the website.

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 Policy Board 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. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of minutes of previous meeting
6. Communications from the presiding officer
7. Report of officers and/or committees
8. Old Business
9. New Business
10. Public Forum for citizens wishing to address the Policy Board
11. Adjournment

TECHNICAL ADVISORY COMMITTEE BYLAWS

Section 6.0: Purpose

A. The purpose of the Technical Advisory Committee is to provide the Eastern Shore Metropolitan Planning Organization (Policy Board) 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 Eastern Shore Metropolitan Planning Organization (Policy Board) to further the planning process.

B. To help coordinate the work of member local governments, operating departments, and federal and state agencies participating in this process.

C. To discuss and recommend alternative transportation plans and programs to the Eastern Shore Metropolitan Planning Organization (Policy Board).

D. To comment on and make recommendations on the draft reports of the Unified Planning Work Program (UPWP), the Long Range Transportation Plan (LRTP) the Transportation Improvement Program (TIP), the Public Participation Plan (PPP), and other plans and reports.

Section 6.2: Membership

A. Voting – by Government, Organization, or Agency

CITY OF DAPHNE

Director of Public Works
Director of Community Development

CITY OF FAIRHOPE

Planning and Building Director
Public Works Director

CITY OF SPANISH FORT

Planning Commission Chairman

TOWN OF LOXLEY

Superintendent of Utilities

BALDWIN COUNTY

Baldwin County Highway Department Representative
Director, Baldwin County Rural Transit System

ALABAMA DEPARTMENT OF TRANSPORTATION

Southwest Region Pre-Construction Engineer

BALDWIN COUNTY BOARD OF EDUCATION

Board of Education Representative

***BALDWIN COUNTY BOARD OF EDUCATION**

Transportation Director

(Voting member when present)

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

Transportation Metropolitan Planning Engineer (ALDOT, Montgomery)
U.S. Army Corps of Engineers Representative
Eastern Shore Chamber of Commerce Representative

Central Baldwin Chamber of Commerce Representative
Director, City of Fairhope Airport Authority
Trucking Representative
Representative, City of Daphne
Representative, City of Fairhope
Representative, City of Spanish Fort
Representative, Town of Loxley
Representative, Baldwin County
Representative, City of Robertsdale
Representative, Federal Highway Administration (FHWA)
Representative, Federal Transit Administration (FTA)

C. Additional members shall be appointed by the Eastern Shore Metropolitan Planning Organization (Policy Board) as a whole.

D. Each member of the Technical Advisory Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which 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 Chairperson shall be elected by the committee.

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

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

D. Election of officers shall be in September of each year for installation by October 1 (new fiscal year).

E. The Metropolitan Planning Organization 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 Advisory Committee. Any point of order applicable to the deliberations by this committee shall be governed by Roberts Rules of Order.

B. Meetings of the Technical Advisory Committee shall be held quarterly (the third Wednesday in January, April, July and October).

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.

D. A quorum shall consist of five (5) members or their alternates, or proxies. Of the five members, there must be a representative from at least three of the following: the City of Daphne, the City of Fairhope, Baldwin County, the Town of Loxley, the City of Spanish Fort or the Alabama Department of Transportation. Also, no decision that involves one of the above listed entities can be made unless a representative from that group is present.

E. All meetings of the Technical Advisory Committee shall be open to the general public, and will follow the same procedure as in Section 5.4.

F. At the discretion of the Metropolitan Planning Organization Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be sent to the committee members at least three (3) days prior to the date of the scheduled meeting and posted on the MPO website.

G. The Chairperson 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. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of minutes of previous meeting
6. Communications from the presiding officer
7. Report of officers and/or committees
8. Old Business
9. New Business
10. Public Forum for citizens wishing to address the Committee.
11. Adjournment

CITIZENS ADVISORY COMMITTEE BYLAWS

Section 7.0: Purpose

A. The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Eastern Shore Metropolitan Planning Organization and Urbanized Area Transportation Planning Process.

Section 7.1: 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 to the Eastern Shore Metropolitan Planning Organization (Policy Board) and/or Technical Advisory Committee (TAC).

D. To provide ideas and suggestions for consideration by the Eastern Shore Metropolitan Planning Organization (Policy Board) and Technical Advisory Committee (TAC).

E. To objectively assess the social, economic, and physical impact of all transportation reports submitted by the Eastern Shore Metropolitan Planning Organization (Policy Board) or Technical Advisory Committee.

F. To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide needs as identified through community research and public meetings.

Section 7.2: Membership

A. The Citizens Advisory Committee shall consist of the following voting members.

1. Four (4) representatives from the City of Daphne
2. Four (4) representatives from the City of Fairhope
3. Four (4) representatives from Baldwin County
4. Two (2) representatives from the City of Spanish Fort
5. Two (2) representatives from the Town of Loxley

This will be an open application process with applications submitted directly to the MPO Coordinator. The MPO may publicly request applications and process those according to membership requirements.

B. All committee members shall be at least twenty-one years of age, U. S. or naturalized citizens, and either reside or work within the MPA.

C. The Eastern Shore Metropolitan Planning Organization (Policy Board) voting members from the City of Daphne, the City of Fairhope, Baldwin County, the City of Spanish Fort and the Town of Loxley will be responsible for selecting and appointing members to the CAC.

D. The duration of the terms of the representatives shall be two years from date of appointment.

E. Citizens Advisory Committee members who miss three (3) consecutive Citizens Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances. Members may be dismissed for cause at any time by the Policy Board.

Section 7.3: Officers

A. A Chairperson shall be elected by the committee.

B. A Vice Chairperson shall be elected by the committee to serve in the absence of the Chairperson.

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

D. Election of officers shall be in September of each year to assume duties by October 1 of the new fiscal year.

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 7.4: Meeting Procedure

A. Committee meetings shall follow a printed agenda. Meeting times and venues will be announced as an item of business during MPO Policy Board Meetings. Agendas will be distributed by US Mail, email, posting on the MPO website, public libraries, and common sites throughout the MPA.

B. Meetings of the Citizens Advisory Committee (CAC) shall be held quarterly (the third week in January, April, July and October). To the extent possible, CAC meetings shall be held on Tuesday, but the ESMPO Coordinator shall have wide discretion to schedule each CAC meeting at a date and time convenient to all members.

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.

D. Pursuant to the Alabama Open Meetings Act, a quorum shall consist of a majority of the members of the Eastern Shore Metropolitan Planning Organization Citizens Advisory Committee. No action shall be taken by the Eastern Shore Metropolitan Planning Organization Citizens Advisory Committee without a quorum.

E. All meetings of the committee shall be open to the general public, and will follow the same procedure as in Section 5.4.

F. All cancellations should be avoided; however, in the event unforeseen circumstances, the Metropolitan Planning Organization Coordinator with the approval of the Chairperson of the committee, can cancel a regularly scheduled meeting. Notification of the cancellation shall be sent to committee members at least 3 days prior to the date of the scheduled meeting and posted on the MPO website.

Section 7.5: Sub-Committees

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Citizens Advisory Committee to consist of members and/or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regularly scheduled Citizens Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Advisory Committee.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE BYLAWS

Section 8.0: Purpose

A. The purpose of this committee is to serve as the formal means through which active and interested parties from the bicycle and pedestrian community can aid and support the Eastern Shore Metropolitan Planning Organization and Urbanized Area Transportation Planning Process.

Section 8.1: Responsibilities

A. To review and respond to draft bicycle and pedestrian plans prepared for the MPO.

B. To assess local bicycle and pedestrian transportation related needs as perceived by area residents.

C. To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the bicycle and pedestrian transportation planning process to the Eastern Shore Metropolitan Planning Organization (Policy Board) and/or Technical Advisory Committee (TAC).

D. To provide ideas and suggestions for consideration by the Eastern Shore Metropolitan Planning Organization (Policy Board) and Technical Advisory Committee (TAC).

E. To objectively assess the social, economic, and physical impact of all bicycle and pedestrian transportation reports submitted by the Eastern Shore Metropolitan Planning Organization (Policy Board) or Technical Advisory Committee.

F. To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide bicycle and pedestrian needs as identified through community research and public meetings.

Section 8.2: Membership

A. The Bicycle and Pedestrian Advisory Committee (BPAC) shall consist of the following voting members.

1. Four (4) representatives from the City of Daphne
2. Four (4) representatives from the City of Fairhope
3. Four (4) representatives from Baldwin County
4. Two (2) representatives from the City of Spanish Fort
5. Two (2) representatives from the Town of Loxley

This will be an open application process with applications submitted directly to the MPO Coordinator. The MPO may publicly request applications and process those according to membership requirements.

B. All committee members shall be at least twenty-one years of age, U. S. or naturalized citizens, and either reside or work within the MPA.

C. The Eastern Shore Metropolitan Planning Organization (Policy Board) voting members from the City of Daphne, the City of Fairhope, Baldwin County, the City of Spanish Fort and the Town of Loxley will be responsible for selecting and appointing members to the BPAC.

D. The duration of the terms of the representatives shall be two years from date of appointment.

E. Bicycle and Pedestrian Advisory Committee members who miss three (3) consecutive Citizens Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances. Members may be dismissed for cause at any time by the Policy Board.

Section 8.3: Officers

A. A Chairperson shall be elected by the committee.

B. A Vice Chairperson shall be elected by the committee to serve in the absence of the Chairperson.

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

D. Election of officers shall be in September of each year to assume duties by October 1 of the new fiscal year.

E. The Metropolitan Planning Organization Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 8.4: Meeting Procedure

A. Committee meetings shall follow a printed agenda. Meeting times and venues will be announced as an item of business during MPO Policy Board Meetings. Agendas will be distributed by US Mail, email, posting on the MPO website, public libraries, and/or common sites throughout the MPA.

B. Meetings of the Bicycle and Pedestrian Advisory Committee (BPAC) shall be held quarterly (the third week in January, April, July and October). To the extent possible, BPAC meetings shall be held on Tuesday, but the ESMPO Coordinator shall have wide discretion to schedule each BPAC meeting at a date and time convenient to all members.

C. Meetings will normally be initiated by the Metropolitan Planning Organization Coordinator. When providing notification for a meeting, at least fourteen days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.

D. Pursuant to the Alabama Open Meetings Act, a quorum shall consist of a majority of the members of the Eastern Shore Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee. No action shall be taken by the Eastern Shore Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee without a quorum.

E. All meetings of the committee shall be open to the general public, and will follow the same procedure as in Section 5.4.

F. All cancellations should be avoided; however, in the event unforeseen circumstances, the Metropolitan Planning Organization Coordinator with the approval of the Chairperson of the committee, can cancel a scheduled meeting. Notification of the cancellation shall be sent to committee members at least 3 days prior to the date of the scheduled meeting and posted on the MPO website.

Section 8.5: Sub-Committees

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Bicycle and Pedestrian Advisory Committee to consist of members and/or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regularly scheduled Bicycle and Pedestrian Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Bicycle and Pedestrian Advisory Committee.

METROPOLITAN PLANNING ORGANIZATION COORDINATOR BYLAWS

Section 9.0: Purpose

A. The purpose of the coordinator is to ensure that all requirements of the Transportation Planning Process for the Eastern Shore Urbanized Area, as prescribed by the Agreement with the Alabama Department of Transportation, are met.

Section 9.1: Designation

A. The Metropolitan Planning Organization Coordinator of the Baldwin County Commission shall be the Metropolitan Planning Organization Coordinator of the Eastern Shore Metropolitan Planning Organization. In the absence of the Metropolitan Planning Organization Coordinator, that individual shall designate a staff member to serve as Coordinator.

Section 9.2: Duties

A. To act as a liaison between the parties of the *Agreement Concerning a Transportation Planning Process for the Eastern Shore Urbanized Area* and assist in various phases of the process.

B. To coordinate the process through the Eastern Shore Metropolitan Planning Organization (Policy Board), Technical Advisory Committee, and the Citizens Advisory Committees.

C. To arrange meetings, set agendas, and serve as Executive Secretary for the Eastern Shore Metropolitan Planning Organization (Policy Board), Technical Advisory Committee, and the Citizens Advisory Committee.

D. To develop a draft and final Unified Planning Work Program (UPWP) for submission on an annual basis.

E. To present suggested changes of the recommended plan to the Eastern Shore Metropolitan Planning Organization and others, as appropriate, for their consideration and/or approval. To present a draft document for approval to Metropolitan Planning Section, Bureau of Transportation and Modal Programs, ALDOT.

F. To provide staff and clerical assistance for Eastern Shore Metropolitan Planning Organization activities.

G. To monitor transportation planning in the Eastern Shore urban area and report apparent conflicts to the Eastern Shore Metropolitan Planning Organization (Policy Board).

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

Amending the ESMPO Bylaws

WHEREAS, the Eastern Shore Metropolitan Planning Organization (ESMPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Section 6.2(A) of the ESMPO Bylaws specifies the Representatives on the Technical Advisory Committee (TAC); and

WHEREAS, the ESMPO staff has requested that the TAC Representation be amended to add the Director of Transportation for the Baldwin County Board of Education as a designated TAC Representative; and

WHEREAS, the Technical Advisory Committee of the MPO is tasked with providing technical support to the MPO Policy Board; and

WHEREAS, adding the Director of Transportation from the Baldwin County Board of Education to the membership of the TAC would aid the TAC in providing technical support to the Policy Board; now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization hereby amends the Bylaws to add the Director of Transportation of the Baldwin County Board of Education to serve on the Technical Advisory Committee.

The foregoing resolution was adopted and approved on the 24th day July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:

_____ Date: _____

AGENDA ITEM 8
ACTION – STATE AMENDMENTS TO THE TIP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

The Alabama Department of Transportation (ALDOT) requests that the following changes be made to the FY16-19 TIP:

- Project: 100069813 (PE) Federal aid number: RP MR19 County: BALDWIN. Project Description: INTERSECTION IMPROVEMENTS AT SR-16 (US-90), SR-3 (US-31) AND SPANISH MAIN STREET. Target Start Date: 7/1/2019; Engineers Estimate: \$300,000.00

**All projects listed above are State funded. No MPO dollars are involved in the proposed TIP Amendments*

RECOMMENDATION

- BPAC recommends:
- CAC recommends:
- TAC recommends:

ATTACHMENT(S)

1.) Resolution

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2019-

State Requested Amendments to the FY 2016-2019 Transportation Improvement Program (TIP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Title 23 USC 134 and 23 CFR 450.324 require that transportation projects in urbanized areas, funded by the Federal Highway Administration and the Federal Transit Administration, be included in a Transportation Improvement Program (TIP), amended as often as required, and adopted by the Eastern Shore Metropolitan Planning Organization (MPO); and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization, in cooperation with the Alabama Department of Transportation, adopted Resolution 2015-24 approving the Final FY 2016-2019 Transportation Improvement Program; and

WHEREAS, the Alabama Department of Transportation has proposed the following changes to the Final FY 2016-2019 Transportation Improvement Program:

- Project: 100069813 (PE) Federal aid number: RP MR19 County: BALDWIN. Project Description: INTERSECTION IMPROVEMENTS AT SR-16 (US-90), SR-3 (US-31) AND SPANISH MAIN STREET. Target Start Date: 7/1/2019; Engineers Estimate: \$300,000.00

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization, has reviewed the requested amendments to the FY 2016 to 2019 Transportation Improvement Program and does hereby approve the aforementioned changes.

The foregoing resolution was adopted and approved on the 24th day of July 2019, by the Eastern Shore Metropolitan Planning Organization Policy Board.

_____ Date: _____
Dane Haygood, Chairperson

ATTEST:

_____ Date: _____

AGENDA ITEM 9
INFORMATIONAL – MPO COORDINATOR’S REPORT

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 10, 2019
Bicycle and Pedestrian Advisory Committee – July 16, 2019
Citizens Advisory Committee – July 16, 2019
Technical Advisory Committee – July 17, 2019
Policy Board – July 24, 2019

SUMMARY

- MPO Project Update
 - Adaptive Signal
 - Fairhope Transit Hub
- ALDOT Project Update
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
- Call for Projects – Planning Funds
- BRATS Letter of Support
- MPO 101 Seminar
- Visionary List
 - MPO Funds
 - Grants
- Planning and Development Update

RECOMMENDATION

N/A

ATTACHMENT(S)

- 1.) BRATS Letter of Support
- 2.) MPO 101 Flyer

EASTERN SHORE MPO

FAIRHOPE OFFICE (SATELLITE COURTHOUSE)

1100 FAIRHOPE AVENUE

FAIRHOPE, ALABAMA 36532

TELEPHONE: (251) 990-4640

FAX: 251-580-2590

July 24, 2019

K. Jane Williams
Acting Administrator
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

*Re: Letter of Support for Baldwin County's Integrated Mobility Innovation (IMI)
Demonstration Program Notice of Funding*

Dear Administrator Williams:

The Eastern Shore MPO Policy Board expresses its full support for Baldwin County's Integrated Mobility Innovation (IMI) Demonstration Program grant application. Baldwin County continues to experience unprecedented growth. With rapid changes in technology, public transit users now have higher expectations for on-demand service with fully-integrated booking and payment applications. The County's mix of rural and urban areas makes it an ideal location to create and test a new multi-modal transit system integrating both mobility on demand and commuter transit.

Thank you for your consideration of Baldwin County's IMI grant application.

Sincerely,

Dane Haygood, Chairperson



SAVE THE DATE!

eastern
shore
MPO 

**METROPOLITAN PLANNING ORGANIZATION
(MPO) 101 Informational Seminar**

Date: August 14, 2019

Time: 8:30 a.m. – 2:00 p.m.

Location: Blakeley Hall



**Five Rivers Alabama Delta
Resource Center
30945 5 Rivers Blvd.
Spanish Fort, AL 36527**