

Meeting Type: BCC Regular Meeting

Meeting Date: 10/16/2018

Item Status: Replacement

From: Joey Nunnally, P.E., County Engineer

B. Taylor Rider, BRATS Director of Transportation

Submitted by: Chandra Middleton, Assistant Director of Transportation

ITEM TITLE

Submission of Revised Fiscal Year 2019 Section 5307 Urbanized Area Public Transportation Grant Budget |

STAFF RECOMMENDATION

Take the following actions:

- 1) Adopt Resolution No. 2019-017 authorizing the Baldwin County Commission to commit \$173,758.09 as local non-federal match for operations and capital expenditures under the Section 5307 Urbanized Area Public Transportation Program during Fiscal Year 2019; and
- 2) Authorize the Chairman to sign the revised local match commitment documents and any related documents, any related award documents, and any related reporting documents; and
- 3) Authorize Baldwin Regional Area Transit System (BRATS) staff to submit the Revised Fiscal Year 2019 Section 5307 Budget to ALDOT. |

BACKGROUND INFORMATION

Previous Commission action/date: N/A|

Background: Since 2016, BRATS has received an annual Section 5307 grant from the Federal Transit Administration, which passes through ALDOT. The funds are used to provide public transportation to the citizens of Baldwin County. The Fiscal Year 2019 request for federal assistance is \$544,438.92 and the local match requirement is \$173,758.09 of which \$120,000.00 comes from the City of Fairhope which is included as part of the Fiscal Year 2019 BRATS's Budget. These federal funds are 80% of Capital and 50% of Operational cost.

These revisions are a result of the Baldwin County BRATS budget reduction approved on September 18, 2018.

Replacement item submitted due to requested from ALDOT to add Fairhope Capital project. |

FINANCIAL IMPACT

Total cost of recommendation:

\$748,518.15 with \$544,438.92 offset by 5307 Grant Revenue, \$19,640.31 offset by Farebox Revenue, \$10,680.83 offset by Contract Revenue resulting in \$173,758.09 in Local Match of which \$120,000.00 comes from the City of Fairhope. |

Budget line item(s) to be used: |Fiscal Year 2019 Budget |

If this is not a budgeted expenditure, does the recommendation create a need for funding? |N/A|

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
|N/A|

Reviewed/approved by: |N/A|

Additional comments: |N/A|

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? |No|

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: |Deadline - October 17, 2018|

Individual(s) responsible for follow up: |Administration staff and BRATS staff |

Action required (list contact persons/addresses if documents are to be mailed or emailed): |Administration to print letters on letterhead and obtain the Chairman and Administrator's signatures where appropriate, provide the county seal and forward original document to BRATS staff. BRATS Staff will ensure documents are in order and complete for overnight submittal of the original documents to ALDOT.

Documents that require Administration attention:

1. Fiscal Year 2019 Urbanized Transit Program Application Letter
2. Local Match Commitment Letter
3. Local Match Certification
4. Authorization Resolution 2019-017

Address letters to the attention of:

Mr. D. E. Phillips, Jr., P. E.
State Local Transportation Engineer
Local Transportation Bureau, Transit Section
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110 |

Additional instructions/notes: | Please contact Chandra Middleton to arrange pick up for overnight processing. |

EXHIBIT 1 – Section 5307 Current Data Sheet

ALABAMA URBANIZED AREA PUBLIC TRANSPORTATION PROGRAM FISCAL YEAR 2019

1. Name and Address of Applicant Baldwin County Commission 312 Courthouse Square, Suite 11 Bay Minette, Alabama 36507	2. Date: 10/16/2018 Contact Person: Taylor Rider Telephone: 251-972-8576 Fax: 251-972-6841 E-Mail Address: btrider@baldwincountyal.gov
3. Names of Subcontractors	4. Area To Be Served By Project and Congressional District: Baldwin County, Alabama
5. Service Area Population 208,563 Population (57,383 in 5307 Service Area) 2,027 Square Miles	6. Hours and Days of Operation 5:30 A.M – 7:00 P.M. Every day

7. Funding Summary 5307:

	Budget Category	A. Section 5307 Funds (8.2%)	B. Section 5307 Local Funds	C. Section 5307 Contract Revenue	D. Section 5307 Fare Box	E. Section 5307 Total
1	Operating	\$64,438.92	\$53,758.09	\$10,680.83	\$19,640.31	\$148,518.15
2	Administrative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Other Capital Improvements	\$480,000.00	\$120,000.00	\$0.00	\$0.00	\$600,000.00
5	Total	\$544,438.92	\$173,758.09	\$10,680.83	\$19,640.31	\$748,518.15

* Contract Revenue may be applied to operating or administrative costs as local match once 10% fare box recovery has been accomplished.

8. Project Number: RPT- _____ **County (ies) Served:** Baldwin

9. List Contracts & Estimated Amounts for FY 2019:
(Use additional sheets, if necessary)

	Agency Name	Section 5307 Funds (8.2%)
1	Baldwin County Mental Health	\$5,789
2	Baldwin County Council on Aging	\$4,891
3		
	Total	\$10,680.83

EXHIBIT 2 - Application Letter

October 16, 2018

Mr. D. E. Phillips, Jr., P. E.
State Local Transportation Engineer
Local Transportation Bureau, Transit Section
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Dear Mr. Phillips:

FY 2019 URBANIZED TRANSIT PROGRAM 5307 APPLICATION

The Baldwin County Commission is hereby applying for a Section 5307 operating/planning/capital grant under 49 USC Section 5307, to assist in the operation of the Baldwin Regional Area Transit System "BRATS" Public Transit System for the period covering October 1, 2018 to September 30, 2019. The project application has been reviewed and approved by the Baldwin County Commission. The requested amount of Federal assistance is as follows:

Federal Operating Assistance:	\$64,438.92
Federal Planning Assistance:	\$0.00
Federal Capital Assistance:	\$0.00
Federal Other Capital Improvement Assistance:	\$480,000.00
Total 5307 Federal Assistance:	\$544,438.92

Local assistance in the amount of \$ 173,758.09 will be used as the non-federal match.

The applicant attests that all information contained within this application is true and correct and that the applicant has the legal, financial and technical capacity to carry out the proposed project. If you have questions or need further information, please contact Baldwin Regional Area Transit System's Director of Transportation, Taylor Rider at (251) 972-8576.

Respectfully,

Frank Burt, Jr.
Chairman,
Baldwin County Commission

Revised Section 5307 Program of Projects				
Project No.:	UPT-			
Applicant Name:	Baldwin Regional Area Transit System "BRATS"			
Urbanized Area:	Eastern Shore of Baldwin County			
Fiscal Year:	2019			
Project Information:	Operating, Capital & Preventive Maintenance			
	Quantity	FTA Amount	Local Amount	Total Eligible Cost
SCOPE				
300-00 OPERATING ASSISTANCE (local share includes 10% farebox recovery)	0	\$64,438.92	\$84,079.23	\$148,518.15
ACTIVITY				
30.09.01 OPERATING ASSISTANCE – 50% (local share includes 10% farebox recovery)	0	\$64,438.92	\$84,079.23	\$148,518.15
SCOPE				
117-00 OTHER BUS CAP. ITEMS -	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.7A.00 PREVENTIVE MAINTENANCE – 80%	0	\$0.00	\$0.00	\$0.00
SCOPE				
111-00 BUS ROLLINGSTOCK -	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.12.03 BUY REPLACEMENT 30-FT BUS – 80%	0	\$0.00	\$0.00	\$0.00
11.12.15 BUY REPLACEMENT VAN – 80%	0	\$0.00	\$0.00	\$0.00
11.13.15 BUY VAN FOR SVC EXPANSION – 80%	1	\$0.00	\$0.00	\$0.00
SCOPE				
114-00 BUS: SUPPORT EQUIP	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.42.41 ACQUIRE-BICYCLE EQUIP – 90%	0	\$0.00	\$0.00	\$0.00
SCOPE				
140-00 ROW, LAND, EXISTING IMPROVEMENTS	0	\$480,000.00	\$120,000.00	\$600,000.00
ACTIVITY				
14.03.30 SUPPORT FACILITIES: YARDS, SHOPS, ADMIN BLDGS – 80% (Fairhope)	0	\$480,000.00	\$120,000.00	\$600,000.00
SCOPE				
114-00 BUS: SUPPORT EQUIP AND FACILITIES	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.42.09 ACQUIRE - MOBILE SURV/SECURITY EQUIP – 80%	0	\$0.00	\$0.00	\$0.00
11.42.07 ACQUIRE - ADP HARDWARE – 80%	0	0.00	\$0.00	\$0.00
11.42.08 ACQUIRE - ADP SOFTWARE – 80%	0	\$0.00	\$0.00	\$0.00
SCOPE				
117-00 OTHER CAPITAL ITEMS (BUS)	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.76.91 REAL ESTATE ACQUISITION – 80%	0	\$0.00	\$0.00	\$0.00
11.76.94 REAL ESTATE APPRAISALS – 80% (Spanish Fort)	0	\$0.00	\$0.00	\$0.00
SCOPE				
119-00 TRANSIT ENHANCEMENTS (BUS)	0	\$0.00	\$0.00	\$0.00
ACTIVITY				
11.92.02 PURCHASE BUS SHELTERS – 80%	0	\$0.00	\$0.00	\$0.00
Estimated Total Eligible Cost:				\$748,518.15
Federal Share:				\$544,438.92
Local Share:				\$204,079.23

REVISED 2019 5307 PROPOSED BUDGET

FISCAL YEAR:
2019

BRATS
PROJECT NUMBER:

OPERATIONS		ADMINISTRATION
	5307 (8.2%)	
Overtime	\$2,050.00	Overtime
Longevity	\$1,189.00	Longevity
Salaries	\$78,399.87	Salaries
Retirement	\$7,168.36	Retirement
Health Insurance	\$22,521.22	Health Insurance
Life Insurance	\$158.92	Life Insurance
Social Security	\$9,051.41	Social Security
Workman's Compensation	\$5,636.76	Workman's Compensation
Unemployment Compensation	\$207.21	Unemployment Compensation
Disability	\$266.01	Disability
Contracts (Salaries/Temp.)	\$0.00	Contract Services
Employee Physicals	\$57.40	Pest Control
Gas & Oil	\$16,523.00	Drug Testing
Small Tools	\$41.00	Training
Tires	\$1,107.00	Membership Dues
Travel	\$0.00	Office Supplies
Uniforms	\$295.20	Copy Machine Rental
Vehicle Repair/Maintenance	\$3,567.00	Bldg. Repair
Towing	\$114.80	Computer Software
Deductions on Insurance	\$164.00	Utilities
Surety Bonds	\$0.00	Telephones
Licenses/Tags	\$0.00	Postage
	\$0.00	Advertising
	\$0.00	Travel
	\$0.00	Building Insurance
	\$0.00	- Motor Vehicle Insurance
	\$0.00	- General Liability Insur.
Operations Total	\$148,518.15	Administration Total

5307 Grand Total: \$148,518.15

5307 Source of Budget Funds Worksheet

PROJECT COUNTY: Baldwin

FISCAL YEAR:
2019

PROJECT NUMBER:

OPERATING BUDGET		ADMINISTRATIVE BUDGET	
Total Operating	\$148,518.15	Total Administrative	\$0.00
Less Direct Operating			
5307 Fare box:	\$19,640.31		
Other Revenue:			
Net Operating Cost:	\$128,877.84		
Less Grant (<=50%)	\$64,438.92	Less 5311 Grant (<=80%)	\$0.00
Total Local Share (>= 50%)	\$64,438.92	Total Local Cash (>=20%)	\$0.00
(Sum of 1-4 Below)		(Sum of 5-7 Below)	
1.Donations			
2.In-Kind - Contract Revenue	\$10,680.83	5. Donations	
3.Advertising		6. In-Kind	
4.Local Government	\$53,758.09	7. Local Government	\$0.00

Overall Total Local Share:	\$53,758.09
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Local Match Commitment Letter

October 16, 2018

Mr. D. E. Phillips, Jr., P. E.
State Local Transportation Engineer
Local Transportation Bureau, Transit Section
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Dear Mr. Phillips:

Subject: Local Match Commitment for 5307 Grant

The Baldwin County Commission is applying for a Section 5307 planning/operation/capital grant to aid in the operation of the Baldwin Rural Area Transportation System. The planning, operational and/or capital expenses requested in this project have been reviewed and approved by the Baldwin County Commission of Baldwin County. We are requesting 5307 federal assistance in the amount of \$64,438.92 for operational assistance and \$480,000.00 funding for capital assistance. Local assistance in the amount of \$173,758.09 will be used as the non-federal match.

The Baldwin County Commission hereby acknowledges the local matching requirements for the referenced project and affirms assistance in the amount set forth above.

If you have any questions on this request, please contact Taylor Rider at (251) 972-8576.

Sincerely,

Frank Burt, Jr.
Chairman,
Baldwin County Commission

Local Match Certification

We, the undersigned representing Baldwin County Commission, do hereby certify to the Alabama Department of Transportation that the required local funds for the Baldwin Regional Area Transit System, "BRATS" Public Transportation Program are available from the following source(s):

General Fund - \$173,758.09

Contracts - \$10,680.83

These funds will be available as of October 1, 2018.

Signature
Frank Burt, Jr.
Chairman,
Baldwin County Commission

Date

RESOLUTION NO. 2019-017

"SECTION 5307 NONURBANIZED AREA PUBLIC TRANSPORTATION"

WHEREAS, the **Baldwin County Commission** recognizes the need for a public transportation program; and

WHEREAS, the **Baldwin County Commission** recognizes that the requirements to obtain Section 5307 funds from the Alabama Department of Transportation include a local match of 50% for operating expenses and 20% for planning and capital expenses; and

WHEREAS, the **Baldwin County Commission** recognizes that the local match will be a shared cost with other participating municipalities being responsible for providing an appropriate allocation of local non-federal funds to secure the operating of the Section 5307 Urbanized Area Public Transportation Program.

NOW, THEREFORE, BE IT RESOLVED, that the **Baldwin County Commission** hereby commits the amount of \$173,758.09 as local non-federal match for operations, planning and capital expenditures under the Section 5307 Urbanized Area Public Transportation Program during Fiscal Year 2019.

Passed and adopted the sixteenth day of October 2018.

Frank Burt, Jr.
Chairman,
Baldwin County Commission

ATTEST:

Ronald J. Cink
County Administrator,
Baldwin County Commission