

**EASTERN SHORE MPO**  
BALDWIN COUNTY SATELLITE COURTHOUSE  
1100 FAIRHOPE AVENUE  
**FAIRHOPE, ALABAMA 36532**  
TELEPHONE: (251) 990-4640 (251)-990-4643  
FAX: 251-580-2590  
WWW.EASTERNSHOREMPO.ORG

**COMBINED MEETING AGENDA**

AS OF 7/17/2020

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**Policy Board Work Session:**

Wednesday, July 8, 2020; 10:00 AM  
Baldwin County Satellite Courthouse (Fairhope)  
1100 Fairhope Ave.  
Fairhope, AL 36532  
Join Zoom Meeting: <https://zoom.us/j/93052633488>  
Meeting ID: 930 5263 3488

**Bike/Pedestrian Advisory Committee:**

Tuesday, July 14, 2020; 8:30 AM  
Baldwin County Satellite Courthouse (Fairhope)  
1100 Fairhope Ave.  
Fairhope, AL 36532  
Join Zoom Meeting: <https://zoom.us/j/98180063628>  
Meeting ID: 981 8006 3628

**Citizens Advisory Committee:**

Tuesday, July 14, 2020; 1:00 PM  
Baldwin County Satellite Courthouse (Fairhope)  
1100 Fairhope Ave.  
Fairhope, AL 36532  
Join Zoom Meeting: <https://zoom.us/j/91995696015>  
Meeting ID: 919 9569 6015

**Technical Advisory Committee:**

Wednesday, July 15, 2020; 10:00 AM  
Baldwin County Satellite Courthouse (Fairhope)  
1100 Fairhope Ave.  
Fairhope, AL 36532  
Join Zoom Meeting: <https://zoom.us/j/95769060588>  
Meeting ID: 957 6906 0588

**Policy Board:**

Wednesday, July 22, 2020; 10:00 AM  
Fairhope Municipal Complex  
161 N Section St.  
Fairhope, AL 36532  
Join Zoom Meeting: <https://zoom.us/j/92667180660>  
Meeting ID: 926 6718 0660

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CALL TO ORDER/INVOCATION/PLEDGE

ROLL CALL

## DRAFT 2045 LRTP PRESENTATION

### APPROVAL OF MINUTES

### NEW BUSINESS

1. **Action** – Adopting the 2020 Public Participation Plan (PPP) (**All**)
2. **Action** – Adopting the Continuity of Operations Plan (COOP) (**All**)
3. **Action** – Adopting the FY 2021 Unified Planning Work Program (UPWP) (**All**)
4. **Action** – Adopting the FY 2021 Cost Allocation Plan (CAP) (**All**)
5. **Action** – Obligating 5307 Funds to the Town of Loxley (**All**)
  - Municipal Park Transit Project
6. **Action** – Public Transportation Agency Safety Plan (PTASP) (**All**)
7. **Action** – Support of Local Toll Authority for BBEII (**All**)
8. **Action** – State Amendments to the Transportation Improvement Program (TIP) (**All**)
  - Widening I-10 from East End of Bayway Bridge to 0.5 Mile East of SR-181 – Added PE
  - Adding Turning Lanes on CR-44 and Upgrading Traffic Signal at CR-44 and US-98 – Added PE
  - CARES Act Apportionment – Operating
  - CARES Act Apportionment – Rolling Stock
  - 5 Year Regional Traffic Operations for 130 Signalized Intersections along SR-59, US-90, and US-98 – Added PE
9. **Action** – Amending the 2040 Long Range Transportation Plan (LRTP) (**All**)
10. **Informational** – Designating BRATS as the Direct Recipient of 5307 Funds (**All**)
11. **Informational** – MPO Coordinator’s Report (**All**)
  - ALDOT Project Update:
    - SR 181 Widening
    - US 31
    - SR 181 and I-10, Diverging Diamond
    - Intersection Alignment at US 90/SR 59
  - Project Update:
    - CR34 Signal
    - Fairhope Transit Project
  - TAP Grant Letters of Support
  - Planning and Development Update

#### NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, October 7, 2020; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, October 13, 2020; 9:00 AM; TBD
- **CAC Meeting:** Tuesday, October 13, 2020; 1:00 PM; TBD
- **TAC Meeting:** Wednesday, October 14, 2020; 10:00 AM; TBD
- **Policy Board Meeting:** Wednesday, October 21, 2020; 10:00 AM; TBD

#### 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**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020
<b>SUMMARY</b>
Approval of Meeting Minutes: <ul style="list-style-type: none"><li>• Bicycle and Pedestrian Advisory Committee (BPAC)</li><li>• Citizens Advisory Committee (CAC)</li><li>• Technical Advisory Committee (TAC)</li><li>• Policy Board</li></ul>
<b>ATTACHMENT(S)</b>
1.) January BPAC Meeting Minutes 2.) January CAC Meeting Minutes 3.) January TAC Meeting Minutes 4.) January Policy Board Meeting Minutes



EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
DAPHNE, ALABAMA  
JANUARY 14, 2020  
9:00 AM

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CALL TO ORDER/PLEDGE/INVOCATION.

- Vice Chairperson Ms. Kathie LaRose called the meeting to order at 9:05 A.M.
- Invocation was said by Ms. LaRose.
- Pledge was led by Mr. Vince Beebe.

ROLL CALL

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

- **Members present:** Mr. Payton Rogers, City of Daphne; Mr. Jeff Sheldon, City of Spanish Fort; Ms. Gail Yongue, Baldwin County; Mr. David Wells, City of Fairhope; Mr. Mark Wetzel, City of Daphne; Ms. Kathie LaRose, City of Spanish Fort; Mrs. Katie Bolton, City of Fairhope; Mr. David Ringler, City of Daphne; Mr. Raymond Lovell, Town of Loxley; Mrs. Nancy Johnson, Baldwin County.
- **Members absent:** Mr. Jeff Hudson, City of Fairhope; Mr. Dewane Hayes, Baldwin County.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Vince Beebe, ALDOT; Mr. Robert Lebowski.

Mrs. Sislak gave a presentation regarding the 2045 Long Range Transportation Plan

APPROVAL OF MINUTES

**MOTION:** By Mr. Mark Wetzel to approve the September 2019 minutes. The motion was seconded by Mr. Payton Rogers.

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

NEW BUSINESS

**1. Action** – Bicycle and Pedestrian Advisory Committee (BPAC) Members (**All**)

Mrs. Sislak stated that the Bicycle and Pedestrian Advisory Committee (BPAC) has two vacant positions and MPO staff received two applications for these vacancies. Ms. Meredith Montgomery to represent the City of Fairhope and Mrs. Valery Smith to represent Baldwin County.

**MOTION:** No action was required by the Advisory Committee.

**2. Action** – Statewide Highway Safety Improvement Program Targets (PM1) (**All**)

Mrs. Sislak explained that Fixing Americas Surface Transportation Act (FAST Act) requires that MPO Transportation Plans, Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) include Performance Management Measures and Targets for urbanized areas. These are the FY 2020 Statewide Highway Safety Improvement Program Targets (PM1) and MPO staff recommends the Policy Board adopt the Statewide Highway Safety Program Targets.

**MOTION:** By Mr. Raymond Lovell to recommend the Policy Board approve the Statewide Highway Safety Improvement Program Targets. The motion was seconded by Mr. David Wells.

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

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

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requests the following changes be made to the FY20-23 Transportation Improvement Program (TIP):

- Project: 100065560 (CN) Federal aid number: TAPAA TA16 (934) County: BALDWIN.  
Project Description: SR-225 SIDEWALK IMPROVEMENTS FOR THE CITY OF SPANISH FORT. Old Target Start Date: 9/15/2019; New Target Start Date: 10/15/2019

This project was on the FY16-19 TIP but the change in the start date carried it into FY20.

**MOTION:** By Mr. Wells to recommend the Policy Board approve the State Amendments to the Transportation Improvement Program (TIP). The motion was seconded by Mrs. Katie Bolton.

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

**4. Action – Obliging Transportation Surface Funds to the City of Spanish Fort (All)**

Mrs. Sislak stated that the City of Spanish Fort submitted a project for the use of transportation surface funds. The Jimmy Faulkner Boulevard Multi-Use Trail project was a FY 2017 Transportation Alternatives Program (TAP) grant award. The City is requesting MPO funds to cover overruns in the amount of \$120,000 (\$96,000 MPO, \$24,000 Spanish Fort).

**MOTION:** By Mr. Lovell to recommend the Policy Board obligate Transportation Surface Funds to the City of Spanish Fort. The motion was seconded by Mr. Rogers.

- Discussion: The Advisory Committee was concerned if there were any future plans in extending the Jimmy Faulkner trail because they did not feel that the multi-use trail was long enough.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

**5. Action – Amending 2040 Long Range Transportation Plan (LRTP)(All)**

Mrs. Sislak explained that in cooperation with the Alabama Department of Transportation and Federal Highway Administration, the Eastern Shore Policy Board adopted Resolution 2019-09 amending the 2040 Long Range Transportation Plan to include specific funding and project details regarding the I-10 Mobile River Bridge and Bayway Widening project. Section 3.6 of the 2040 LRTP contains details regarding the Mobile River Bridge and Bayway Project that are inconsistent with the action taken by the Eastern Shore MPO Policy Board on August 28, 2019. This action would nullify Resolution 2019-09, rescind associated amendment to the 2040 LRTP, and update section 3.6 of the LRTP with the following: The I-10 Mobile River Bridge and Bayway project is a proposal to increase capacity along the I-10 corridor and bayway to meet existing and projected future traffic volumes. Funding for the bridge has not yet been determined. However, the project is a priority for the State of Alabama and the Eastern Shore MPO.

**MOTION:** By Mr. Jeff Sheldon to recommend the Policy Board amend the 2040 Long Range Transportation Plan (LRTP). The motion was seconded by Mr. Rogers.

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

**6. Discussion – Traffic Counts (All)**

Mrs. Sislak explained that there was discussion at previous Work Sessions regarding traffic counts, their locations, and frequency of counts. MPO staff created a map of existing traffic counts. Mrs. Sislak explained ALDOT conducts traffic counts on local roads and there are tools online on ALDOT's website that contain historical count data.

**7. Informational – MPO Coordinator's Report (All)**

- Meeting Minutes  
Mrs. Sislak informed the Advisory Committee that the Baldwin County Commission no longer has a contract with the previous court reporter. MPO staff will complete the minutes in summary form versus verbatim.
- ALDOT Project Update

Mr. Beebe provided ALDOT's project update:

- SR 181 Widening – roadway grading and draining work is occurring just north of SR 104, utility relocation is still underway. The project is expected to be complete mid-year 2021.
- US 31 – new curb and gutters are being installed on the widened section of the roadway. The project is anticipated to be complete in 2021.
- SR 181 and I-10, Diverging Diamond – lane closures on SR 181 are occurring while draining on US 90- widening of the north bound lanes will start in the next week or so. ALDOT has a FB page 'Eastern Shore Diverging Diamond Interchange' to inform drivers of work occurring. The project is expected to be complete in the summer of 2020.
- Intersection Alignment at US 90/SR 59 – right-of-way acquisition is 90% complete, letting of the project is anticipated for the spring of this year to begin construction.
- Loxley Municipal Park Transit Project  
Mrs. Sislak informed the Board that the Town of Loxley is planning a transit project at the Municipal Park that will be brought to the April Agenda after their conceptual design and cost estimate is complete.
- Planning and Development Update  
Mrs. Katrina Taylor gave an update for the 2019 calendar year.

OTHER DISCUSSION: None

#### NEXT MPO MEETINGS (All)

- **Policy Board Work Session: Wednesday, April 8, 2020; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)**
- **BPAC Meeting: Tuesday, April 14, 2020; 9:00 AM; City of Fairhope Council Chambers**
- **CAC Meeting: Tuesday, April 14, 2020; 1:00 PM; City of Fairhope Council Chambers**
- **TAC Meeting: Wednesday, April 15, 2020; 10:00 AM; City of Fairhope Council Chambers**
- **Policy Board Meeting: Wednesday, April 22, 2020; 10:00 AM; City of Fairhope Council Chambers**

#### PUBLIC FORUM (All)

- **Members of the Public:** No comments were made by members of the public.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** Mrs. Johnson stated that she has put in a request to the Baldwin County Highway Department for surface repairs along the Eastern Shore Trail. She would also like to implement educational resources to publicize the trail.

#### ADJOURNMENT (All)

Motion to adjourn was made by Mr. Ringler at 9:22 AM. The motion was seconded by Mr. Wells.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
CITIZENS ADVISORY COMMITTEE (CAC)  
DAPHNE, ALABAMA  
JANUARY 14, 2020  
1:00 PM

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CALL TO ORDER/PLEDGE/INVOCATION

- Chairperson Mr. Andrew James called the meeting to order at 1:05 P.M.
- Invocation was said by Mr. Richard Ullo.
- Pledge was led by Mr. Greg Walker.

ROLL CALL

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

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

Mr. James “Rod” Wilburn and Mrs. Sarah Sislak gave a presentation regarding the 2045 Long Range Transportation Plan.

APPROVAL OF MINUTES

**MOTION:** By Mr. Richard Jaehne to approve the September 2019 minutes. The motion was seconded by Mr. Donald Ouellette.

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

NEW BUSINESS

**1. Action** – Bicycle and Pedestrian Advisory Committee (BPAC) Members (**All**)

Mrs. Sislak stated that the Bicycle and Pedestrian Advisory Committee (BPAC) has two vacant positions and MPO staff received two applications for these vacancies. Ms. Meredith Montgomery to represent the City of Fairhope and Mrs. Valery Smith to represent Baldwin County.

**MOTION:** No action was required by the Advisory Committee.

**2. Action – Statewide Highway Safety Improvement Program Targets (PM1) (All)**

Mrs. Sislak explained that Fixing Americas Surface Transportation Act (FAST Act) requires that MPO Transportation Plans, Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) include Performance Management Measures and Targets for urbanized areas. These are the FY 2020 Statewide Highway Safety Improvement Program Targets (PM1) and MPO staff recommends the Policy Board adopt the Statewide Highway Safety Program Targets.

**MOTION:** By Mr. Ouellette to recommend the Policy Board approve the Statewide Highway Safety Improvement Program Targets. The motion was seconded by Mr. Tedson Meyers.

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

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

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requests the following changes be made to the FY20-23 Transportation Improvement Program (TIP):

- Project: 100065560 (CN) Federal aid number: TAPAA TA16 (934) County: BALDWIN.  
Project Description: SR-225 SIDEWALK IMPROVEMENTS FOR THE CITY OF SPANISH FORT. Old Target Start Date: 9/15/2019; New Target Start Date: 10/15/2019

This project was on the FY16-19 TIP but the change in the start date carried it into FY20.

**MOTION:** By Mr. David Stejskal to recommend the Policy Board approve the State Amendments to the Transportation Improvement Program (TIP). The motion was seconded by Mr. Ullo.

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

**4. Action – Obligating Transportation Surface Funds to the City of Spanish Fort (All)**

Mrs. Sislak stated that the City of Spanish Fort submitted a project for the use of transportation surface funds. The Jimmy Faulkner Boulevard Multi-Use Trail project was a FY 2017 Transportation Alternatives Program (TAP) grant award. The City is requesting MPO funds to cover overruns in the amount of \$120,000 (\$96,000 MPO, \$24,000 Spanish Fort).

**MOTION:** By Mr. Walker to recommend the Policy Board obligate Transportation Surface Funds to the City of Spanish Fort with the contingency that future projects are re-let if a change order exceeds 10% of the total project cost. The motion was seconded by Mr. Meyers.

- Discussion: The Advisory Committee was concerned with the reason of the change order and requesting the overrun cost to be covered by the MPO.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

**5. Action – Amending 2040 Long Range Transportation Plan (LRTP)(All)**

Mrs. Sislak explained that in cooperation with the Alabama Department of Transportation and Federal Highway Administration, the Eastern Shore Policy Board adopted Resolution 2019-09 amending the 2040 Long Range Transportation Plan to include specific funding and project details regarding the I-10 Mobile River Bridge and Bayway Widening project. Section 3.6 of the 2040 LRTP contains details regarding the Mobile River Bridge and Bayway Project that are inconsistent with the action taken by the Eastern Shore MPO Policy Board on August 28, 2019. This action would nullify Resolution 2019-09, rescind associated amendment to the 2040 LRTP, and update section 3.6 of the LRTP with the following: The I-10 Mobile River Bridge and Bayway project is a proposal to increase capacity along the I-10 corridor and bayway to meet existing and projected future traffic volumes. Funding for the bridge has not yet been determined. However, the project is a priority for the State of Alabama and the Eastern Shore MPO.

**MOTION:** By Mrs. Diane Burnett to recommend the Policy Board amend the 2040 Long Range Transportation Plan (LRTP). The motion was seconded by Mr. Jaehne.

- Discussion: The Advisory Committee strongly supports the Policy Board to move this project along rapidly.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

**6. Discussion – Traffic Counts (All)**

Mrs. Sislak explained that there was discussion at previous Work Sessions regarding traffic counts, their locations, and frequency of counts. MPO staff created a map of existing traffic counts. Mrs. Sislak explained ALDOT conducts traffic counts on local roads and there are tools online on ALDOT's website that contain historical count data.

**7. Informational – MPO Coordinator's Report (All)**

- Meeting Minutes

Mrs. Sislak informed the Advisory Committee that the Baldwin County Commission no longer has a contract with the previous court reporter. MPO staff will complete the minutes in summary form versus verbatim.

- ALDOT Project Update

Mr. Beebe provided ALDOT's project update:

- SR 181 Widening – roadway grading and draining work is occurring just north of SR 104, utility relocation is still underway. The project is expected to be complete mid-year 2021.

- US 31 – new curb and gutters are being installed on the widened section of the roadway. The project is anticipated to be complete in 2021.
- SR 181 and I-10, Diverging Diamond – lane closures on SR 181 are occurring while draining on US 90- widening of the north bound lanes will start in the next week or so. ALDOT has a FB page ‘Eastern Shore Diverging Diamond Interchange’ to inform drivers of work occurring. The project is expected to be complete in the summer of 2020.
- Intersection Alignment at US 90/SR 59 – right-of-way acquisition is 90% complete, letting of the project is anticipated for the spring of this year to begin construction.
- Loxley Municipal Park Transit Project  
Mrs. Sislak informed the Board that the Town of Loxley is planning a transit project at the Municipal Park that will be brought to the April Agenda after their conceptual design and cost estimate is complete.
- Planning and Development Update  
Mrs. Katrina Taylor gave an update for the 2019 calendar year.

#### OTHER DISCUSSION:

#### NEXT MPO MEETINGS (All)

- **Policy Board Work Session: Wednesday, April 8, 2020; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)**
- **BPAC Meeting: Tuesday, April 14, 2020; 9:00 AM; City of Fairhope Council Chambers**
- **CAC Meeting: Tuesday, April 14, 2020; 1:00 PM; City of Fairhope Council Chambers**
- **TAC Meeting: Wednesday, April 15, 2020; 10:00 AM; City of Fairhope Council Chambers**
- **Policy Board Meeting: Wednesday, April 22, 2020; 10:00 AM; City of Fairhope Council Chambers**

#### 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)

Meeting adjourned at 2:58 P.M.



EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
DAPHNE, ALABAMA  
JANUARY 15, 2020  
10:00 AM

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CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Mr. Richard Johnson called the meeting to order at 10:00 A.M.
- Invocation was said by Mr. Johnson.
- Pledge was led by Mr. Vince Beebe.

ROLL CALL

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

- **Members present** Mr. Richard Johnson, City of Fairhope; Mr. Jeremy Sasser, City of Daphne; Mrs. Adrienne Jones, City of Daphne; Mr. Hunter Simmons, City of Fairhope; Mr. Robert Davis, Town of Loxley; Ms. Weezie Jeffords, Baldwin County (Proxy for Joey Nunally); Mr. Casey Raines, City of Spanish Fort; Mr. Bill Harbour, Baldwin County Board of Education; Mr. Edwin Perry, ALDOT; Mrs. Casey Gay Williams, Eastern Shore Chamber of Commerce.
- **Members absent:** Mr. Matthew Brown, Baldwin Regional Area Transit System; Mr. Patrick Northcutt, Central Baldwin Chamber of Commerce; Mr. Don Lagarde, City of Fairhope Airport Authority; Mr. Greg Smith, City of Robertsdale; Mr. Clint Andrews, Federal Highway Administration; Mr. Michael Hora, ALDOT.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Vince Bebee, Mr. James “Rod” Wilburn, Mr. Robert Cummins

Mr. James “Rod” Wilburn and Mrs. Sarah Sislak gave a presentation regarding the 2045 Long Range Transportation Plan.

APPROVAL OF MINUTES

**MOTION:** By Mrs. Adrienne Jones to approve the September 2019 minutes. The motion was seconded by Mr. Jeremy Sasser.

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

NEW BUSINESS

**1. Action** – Bicycle and Pedestrian Advisory Committee (BPAC) Members (**All**)

Mrs. Sislak stated that the Bicycle and Pedestrian Advisory Committee (BPAC) has two vacant positions and MPO staff received two applications for these vacancies. Ms.

Meredith Montgomery to represent the City of Fairhope and Mrs. Valery Smith to represent Baldwin County.

**MOTION:** No action was required by the Advisory Committee.

**2. Action – Statewide Highway Safety Improvement Program Targets (PM1) (All)**

Mrs. Sislak explained that Fixing Americas Surface Transportation Act (FAST Act) requires that MPO Transportation Plans, Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) include Performance Management Measures and Targets for urbanized areas. These are the FY 2020 Statewide Highway Safety Improvement Program Targets (PM1) and MPO staff recommends the Policy Board adopt the Statewide Highway Safety Program Targets.

**MOTION:** By Mr. Bill Harbour to recommend the Policy Board approve the Statewide Highway Safety Improvement Program Targets. The motion was seconded by Mrs. Jones.

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

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

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requests the following changes be made to the FY20-23 Transportation Improvement Program (TIP):

- Project: 100065560 (CN) Federal aid number: TAPAA TA16 (934) County: BALDWIN.  
Project Description: SR-225 SIDEWALK IMPROVEMENTS FOR THE CITY OF SPANISH FORT. Old Target Start Date: 9/15/2019; New Target Start Date: 10/15/2019

This project was on the FY16-19 TIP but the change in the start date carried it into FY20.

**MOTION:** By Mr. Sasser to recommend the Policy Board approve the State Amendments to the Transportation Improvement Program (TIP). The motion was seconded by Mr. Harbour.

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

**4. Action – Obligorating Transportation Surface Funds to the City of Spanish Fort (All)**

Mrs. Sislak stated that the City of Spanish Fort submitted a project for the use of transportation surface funds. The Jimmy Faulkner Boulevard Multi-Use Trail project was a FY 2017 Transportation Alternatives Program (TAP) grant award. The City is requesting MPO funds to cover overruns in the amount of \$120,000 (\$96,000 MPO, \$24,000 Spanish Fort).

**MOTION:** By Mr. Casey Raines to recommend the Policy Board obligate Transportation Surface Funds to the City of Spanish Fort. Motion not seconded; motion failed.

- Discussion: The Advisory Committee was concerned with the reason of the change order and did not support using MPO funds to cover the overrun costs. The Funding Agreement should state that the City is responsible for the overrun costs and this sets a bad precedent for planning. The Advisory Committee recommended establishing a policy to address overrun costs for future projects.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Failed

**5. Action – Amending 2040 Long Range Transportation Plan (LRTP) (All)**

Mrs. Sislak explained that in cooperation with the Alabama Department of Transportation and Federal Highway Administration, the Eastern Shore Policy Board adopted Resolution 2019-09 amending the 2040 Long Range Transportation Plan to include specific funding and project details regarding the I-10 Mobile River Bridge and Bayway Widening project. Section 3.6 of the 2040 LRTP contains details regarding the Mobile River Bridge and Bayway Project that are inconsistent with the action taken by the Eastern Shore MPO Policy Board on August 28, 2019. This action would nullify Resolution 2019-09, rescind associated amendment to the 2040 LRTP, and update section 3.6 of the LRTP with the following: The I-10 Mobile River Bridge and Bayway project is a proposal to increase capacity along the I-10 corridor and bayway to meet existing and projected future traffic volumes. Funding for the bridge has not yet been determined. However, the project is a priority for the State of Alabama and the Eastern Shore MPO.

**MOTION:** By Mr. Sasser to recommend the Policy Board amend the 2040 Long Range Transportation Plan (LRTP). The motion was seconded by Mr. Harbour.

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

**6. Discussion – Traffic Counts (All)**

Mrs. Sislak explained that there was discussion at previous Work Sessions regarding traffic counts, their locations, and frequency of counts. MPO staff created a map of existing traffic counts. Mrs. Sislak explained ALDOT conducts traffic counts on local roads and there are tools online on ALDOT's website that contain historical count data.

## **7. Informational – MPO Coordinator’s Report (All)**

- **Meeting Minutes**

Mrs. Sislak informed the Advisory Committee that the Baldwin County Commission no longer has a contract with the previous court reporter. MPO staff will complete the minutes in summary form versus verbatim.

- **ALDOT Project Update**

Mr. Beebe provided ALDOT’s project update:

- SR 181 Widening – roadway grading and draining work is occurring just north of SR 104, utility relocation is still underway. The project is expected to be complete mid-year 2021.
- US 31 – new curb and gutters are being installed on the widened section of the roadway. The project is anticipated to be complete in 2021.
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- Intersection Alignment at US 90/SR 59 – right-of-way acquisition is 90% complete, letting of the project is anticipated for the spring of this year to begin construction.

- **Loxley Municipal Park Transit Project**

Mrs. Sislak informed the Board that the Town of Loxley is planning a transit project at the Municipal Park that will be brought to the April Agenda after their conceptual design and cost estimate is complete.

- **Planning and Development Update**

Mrs. Katrina Taylor gave an update for the 2019 calendar year.

OTHER DISCUSSION: None

## **NEXT MPO MEETINGS (All)**

- **Policy Board Work Session: Wednesday, April 8, 2020; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)**
- **BPAC Meeting: Tuesday, April 14, 2020; 9:00 AM; City of Fairhope Council Chambers**
- **CAC Meeting: Tuesday, April 14, 2020; 1:00 PM; City of Fairhope Council Chambers**
- **TAC Meeting: Wednesday, April 15, 2020; 10:00 AM; City of Fairhope Council Chambers**
- **Policy Board Meeting: Wednesday, April 22, 2020; 10:00 AM; City of Fairhope Council Chambers**

## **PUBLIC FORUM (All)**

- **Members of the Public:** No comments were made by members of the public.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** Mr. Harbour updated the Advisory Committee that the Belforest Elementary School is on schedule to open in 2020. Mrs. Casey Gay Williams informed the board that the Alabama 1st congressional district forum is on January 23, 2020,

hosted by the Baldwin County Association of Realtors and all members of the public are encouraged to attend.

**ADJOURNMENT (AII)**

Meeting adjourned at 11:16 A.M.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
POLICY BOARD MEETING  
DAPHNE, ALABAMA  
JANUARY 22, 2020  
10:00 AM

---

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Mayor Dane Haygood called the meeting to order at 10:08 A.M.
- Invocation was said by Councilmember Ron Scott.
- Pledge was led by Mr. Robert Davis.

ROLL CALL

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

- **Members present:** Councilmember Jack Burrell, City of Fairhope; Councilmember Ron Scott, City of Daphne; Mayor Dane Haygood, City of Daphne; Mr. Chester Patterson, City of Spanish Fort; Mr. Robert Davis, Town of Loxley; Commissioner Joe Davis, Baldwin County; Commissioner Billie Jo Underwood, Baldwin County; Mr. Brian Aaron, ALDOT
- **Members absent:** Mayor Karin Wilson, City of Fairhope
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Scott Mosley, Mr. Joey Nunnally, Mr. Cliff McCollum, Mr. Jim Zeigler, Dr. Lou Campomenosi, Mr. Robert Cummins, Mr. Charles Brevik, Mr. Adam Labrato, Mr. Bob Scivicque, Mr. Jeff Hester, Mr. Mattie Mendenhall, Ms. Linda Pitts, Ms. Anita Matchett, Ms. Gloria Pettis, Mr. Alec Thigpen, Mr. Phillip Jones, Mrs. Betty Jones, Ms. Melissa Schilling, Ms. Pamel Stubler, Ms. Christine Greene, Mr. Stewart Rein, Mr. Jeff Hester, Mr. Guy Busby, Mr. Edwin Perry, Mr. Scott Hutchinson, Mr. Eddy Leon, Mr. Tony Stocker, Mr. Blake Brown, Mr. Brandon Bias, Mrs. Andrea Ramey, Mr. John Sharp, Mr. Gabriel Tynes, Mr. Andrew Ankrom, Ms. Christina Hellmich with the Youth Leadership of Eastern Shore Chamber of Commerce

APPROVAL OF MINUTES

**MOTION:** By Commissioner Joe Davis to approve the September 2019 minutes. The motion was seconded by Councilmember Ron Scott.

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

NEW BUSINESS

1. **Action** – Bicycle and Pedestrian Advisory Committee (BPAC) Members (**All**)  
Mrs. Sislak stated that the Bicycle and Pedestrian Advisory Committee (BPAC) has two vacant positions and MPO staff received two applications for these vacancies. Ms.

Meredith Montgomery to represent the City of Fairhope and Mrs. Valery Smith to represent Baldwin County.

**MOTION:** By Commissioner Billie Jo Underwood approve the BPAC member appointments. The motion was seconded by Councilmember Jack Burrell.

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

**2. Action – Statewide Highway Safety Improvement Program Targets (PM1) (All)**

Mrs. Sislak explained that Fixing Americas Surface Transportation Act (FAST Act) requires that MPO Transportation Plans, Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) include Performance Management Measures and Targets for urbanized areas. These are the FY 2020 Statewide Highway Safety Improvement Program Targets (PM1) and MPO staff recommends the Policy Board adopt the Statewide Highway Safety Program Targets.

**MOTION:** By Councilmember Burrell to adopt the Statewide Highway Safety Improvement Program Targets (PM1). The motion was seconded by Commissioner Underwood.

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

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

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requests the following changes be made to the FY20-23 Transportation Improvement Program (TIP):

- Project: 100065560 (CN) Federal aid number: TAPAA TA16 (934) County: BALDWIN.  
Project Description: SR-225 SIDEWALK IMPROVEMENTS FOR THE CITY OF SPANISH FORT. Old Target Start Date: 9/15/2019; New Target Start Date: 10/15/2019

This project was on the FY16-19 TIP but the change in the start date carried it into FY20.

**MOTION:** By Councilmember Scott to adopt the State Amendments to the Transportation Improvement Program. The motion was seconded by Commissioner Davis.

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

- 4. Action – Obligating Transportation Surface Funds to the City of Spanish Fort (All)**  
Mrs. Sislak stated that the City of Spanish Fort submitted a project for the use of transportation surface funds. The Jimmy Faulkner Boulevard Multi-Use Trail project was a FY 2017 Transportation Alternatives Program (TAP) grant award. The City is requesting MPO funds to cover overruns in the amount of \$120,000 (\$96,000 MPO, \$24,000 Spanish Fort).

**MOTION:** By Councilmember Scott to obligate transportation surface funds to the City of Spanish Fort. The motion was seconded by Commissioner Davis.

- Discussion: A member asked Mrs. Sislak what the current balance of the transportation surface funds is and if it would impact the approved FY20-23 TIP projects. Mrs. Sislak confirmed this project will not interfere with any approved projects and an email of the current funds will be sent out to all board members following the meeting.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

- 5. Action – Amending 2040 Long Range Transportation Plan (LRTP)(All)**

Mrs. Sislak explained that in cooperation with the Alabama Department of Transportation and Federal Highway Administration, the Eastern Shore Policy Board adopted Resolution 2019-09 amending the 2040 Long Range Transportation Plan to include specific funding and project details regarding the I-10 Mobile River Bridge and Bayway Widening project. Section 3.6 of the 2040 LRTP contains details regarding the Mobile River Bridge and Bayway Project that are inconsistent with the action taken by the Eastern Shore MPO Policy Board on August 28, 2019. This action would nullify Resolution 2019-09, rescind associated amendment to the 2040 LRTP, and update section 3.6 of the LRTP with the following: The I-10 Mobile River Bridge and Bayway project is a proposal to increase capacity along the I-10 corridor and bayway to meet existing and projected future traffic volumes. Funding for the bridge has not yet been determined. However, the project is a priority for the State of Alabama and the Eastern Shore MPO.

**MOTION:** By Councilmember Scott to amend the 2040 Long Range Transportation Plan (LRTP). The motion was seconded by Commissioner Davis.

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

- 6. Discussion – Traffic Counts (All)**



Mrs. Sislak explained that there was discussion at previous Work Sessions regarding traffic counts, their locations, and frequency of counts. MPO staff created a map of existing traffic counts. Mrs. Sislak explained ALDOT conducts traffic counts on local roads and there are tools online on ALDOT's website that contain historical count data. No board members requested additional counts at this time.

## **7. Informational – MPO Coordinator's Report (All)**

- **Meeting Minutes**

Mrs. Sislak informed the Policy Board that the Baldwin County Commission no longer has a contract with the previous court reporter. MPO staff will complete the minutes in summary form versus verbatim. Board members showed interest in videoing the meetings and staff is receiving cost estimates to purchase the equipment to video record the minutes.

- **ALDOT Project Update**

Mr. Brian Aaron provided ALDOT's project update:

- SR 181 Widening – roadway grading and draining work is occurring just north of SR 104, utility relocation is still underway. The project is expected to be complete mid-year 2021.
- US 31 – new curb and gutters are being installed on the widened section of the roadway. The project is anticipated to be complete in 2021.
- SR 181 and I-10, Diverging Diamond – lane closures on SR 181 are occurring while draining on US 90- widening of the north bound lanes will start in the next week or so. ALDOT has a FB page 'Eastern Shore Diverging Diamond Interchange' to inform drivers of work occurring. The project is expected to be complete in the summer of 2020.
- Intersection Alignment at US 90/SR 59 – right-of-way acquisition is 90% complete, letting of the project is anticipated for the spring of this year to begin construction.

- **Loxley Municipal Park Transit Project**

Mrs. Sislak informed the Board that the Town of Loxley is planning a transit project at the Municipal Park that will be brought to the April Agenda after their conceptual design and cost estimate is complete.

- **Planning and Development Update**

Mrs. Katrina Taylor gave an update for the 2019 calendar year.

## **OTHER DISCUSSION:**

Mayor Haygood explained that the City of Daphne had an agenda item on the Policy Board Work Session that was tabled. The City of Daphne was requesting the use of transportation surface funds to cover the overrun construction cost on the Pollard Road sidewalk project with a total cost of \$455,000 (MPO \$364,000, Local \$91,000). The City is examining other funding sources at this time to cover the overrun cost but wanted Board members to be informed if this is brought back at a later time.

Councilmember Burrell informed the Policy Board members that he wanted to amend the Agenda to add a Resolution supporting a proposed scope across Mobile River and Mobile Bay.

**MOTION:** By Councilmember Burrell to amend the Agenda to add Resolution 2020-06 supporting a proposed scope for the Mobile River Bridge and Bayway project. The motion was seconded by Councilmember Scott.

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

**8. Action – Resolution Supporting a Proposed Scope Across Mobile River and Mobile Bay (Policy Board)**

Mrs. Sislak read Resolution 2020-06 into the record as follows:

“RESOLUTION NO. 2020-06 Resolution Supporting a Proposed Scope Across Mobile River and Mobile Bay

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 13 (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 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 Long Range Transportation Plan as a condition for meeting the provisions of Title 23 USC 134; and

WHEREAS, it has been requested that the Coastal Alabama region provide an alternative plan for the capacity needs to the transportation network across the Mobile River and Mobile Bay; and

WHEREAS, an alternate concept of constructing the new Mobile River Bridge together with new capacity across Mobile Bay in the form of an “expressway” that would augment the existing capacity provided by I-10 and the Causeway has been re-introduced as a potential basis for such a solution; and

WHEREAS, an expressway based concept has merit as it provides much needed additional capacity at a cost much lower than previous solutions;

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization hereby:

1. adopts the attached scope found in Exhibit “A” as an ESMPO supported solution to the additional capacity need across the Mobile River and Mobile Bay;
2. appeals to ALDOT to further investigate the feasibility of a project based on this scope and if feasible, undertake steps to move the concept to a more defined project;

3. encourages the state legislature and ALDOT to identify funding sources for the project so that an acceptable funding plan may be developed for the project;
4. suggests that all citizens, organizations, governmental entities and elected leaders in Coastal Alabama become familiar with this scope and endorse a scope that they believe will lead to a consensus for a solution within the Coastal Alabama region;
5. adds the engineering (PE) phase for a project based on the adopted scope to the ESMPO Transportation Improvement Plan (TIP) should ALDOT find it desirable and agrees in writing to be sponsor of said PE project;
6. will consider adding the construction (CN) phase to the TIP once ALDOT develops a more defined project based on the adopted scope;
7. requests the Mobile MPO to consider adopting this scope in order to achieve consensus between the two MPOs and foster a true Coastal Alabama consensus plan;

invites ALDOT to bring forward the ESMPO for consideration any alternate ideas, concepts, or plans it may deem as a more viable solution; The foregoing resolution was adopted and approved on the 22nd day of January 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Mrs. Sislak read Exhibit A into record as follows:

“Mobile River Bridge and Expressway Concept – Project Scope

1. Project Description.

The segment of Interstate 10 (I-10) between Mobile and Baldwin Counties has been identified as one of the greatest bottleneck on I-10. Further, the traffic counts and associated traffic congestion on this segment is on par with the worst in the Southeast. With the strong regional growth being experienced in Coastal Alabama, it is critical to address the aging and limiting transportation network traversing Mobile Bay and the Mobile River to handle the rapidly growing local traffic in addition to the growing interstate traffic traversing to this area. To increase capacity, the Mobile Metropolitan Planning Organization (Mobile MPO) and the Eastern Shore Metropolitan Planning Organization (Eastern Shore MPO) propose the Mobile River Bridge and Expressway project. This high-priority project involves three major components:

- Mobile River Bridge: a new cable stay bridge built to provide six lanes of travel over the Mobile River
- Expressway: 7.5 miles of new bridges over Mobile Bay built above the 100-year storm surge level that will supplement the existing I-10 route over Mobile Bay
- Access: Limited access along the Expressway with mid-bay egress to address safety and access concerns

2. Design Parameters.

The Project has been conceived and intentionally designed to utilize the same routes as the Original Mobile River Bridge and Bayway Project with the intent of leveraging the existing Final Environmental Impact Statement (FEIS) and Record of Decision (ROD) which was received in 2019 for the Original Project.

Design Factors/Constraints:

Mobile River Bridge: The design for the main span Mobile River Bridge shall be consistent with the original design from the original ALDOT Mobile River Bridge and Bayway Project.

Expressway: A four lane, divided expressway with two travel lanes in each direction to be constructed from the termination of the Mobile River Bridge to the Eastern Shore in Baldwin County and between the existing Eastbound and Westbound Bayway bridge spans.

Access:

1. A new diverging diamond interchange at Virginia Street on Interstate 10 in Mobile.
2. The existing access to US Highway 98 (Exit 35A) and US Highway 90 (Exit 35B) from Interstate 10 to remain accessible as well as be accessible from the eastbound Expressway route.
3. The existing Causeway (Exit 30) access from Interstate 10 to remain, as well as access to the Causeway from Expressway be provided.
4. The Expressway to be accessible from US Highway 98 on the Eastern Shore to enable local traffic to utilize the Expressway.

3. Budget.

Since an estimate of cost is a required for a MPO to add a project to it's Long Range Transportation Plan (LRTP) or it's Transportation Improvement Program (TIP), it is necessary to develop an estimate of cost for a project based on this project scope. Building upon existing plans and cost estimates available from prior Expressway concepts, and the recent efforts by state Senator Albritton to highlight an Expressway based concept as a potential solution, engineers have produced a proof of concept that meets objectives set forth in the project scope provided here within. Cost estimates for the proof of concept were generated and are estimated at \$1.227 billion. A detailed cost estimate is provided in Exhibit B. The proof of concept represents one potential design and it will be necessary for ALDOT to produce a design that satisfactorily balances the complex array of design parameters that accompany a project of this nature. For reference purposes, the proof of concept generated by the engineering team is provided in Exhibit A.

4. Funding.

Detailing source(s) of funding is required for a project to be placed on the TIP by a MPO. Ultimately, a funding plan for this project will need to be developed by ALDOT in parallel with the development of a more detailed project. Generally speaking, the project is intended to be funded utilizing state funding, Federal Grant programs (e.g., INFRA) and federal financing programs (e.g. TIFIA, private activity bonds). Given the large-scale nature and cost of this project, it is understood that ALDOT, together with the executive and legislative branches of the state, will need to work to identify and earmark funding, likely consisting of a combination of one-time allocations as well as recurring funding sources, for construction of the project, with the hope that the project can be funded without the use of tolling.

5. Legacy Routes.

- (i) Free and available. The existing Interstate 10 route across Mobile Bay (the "Bayway") together with the I-10 tunnel traversing the Mobile River (the "Wallace

tunnel”) as well as the US Highway 90/98 route across Mobile Bay (the “Causeway”) together with the US Highway 90/98 tunnel traversing the Mobile River (the “Bankhead tunnel”) (collectively, the “Legacy Routes”) shall remain in-place, in-service and usable by the public without any toll or fee.

(ii) Maintenance. No restrictions may be placed that prevent maintenance of the Legacy Routes to ensure that they remain in good working order.

(iii) Substitution of Free Routes. In the unlikely event it becomes necessary to remove one or more of the Legacy Routes from service, or a portion thereof, due to (i) costs to repair Legacy routes become economically undesirable; (ii) federal requirements prevent the continued use of a particular route or structure; or (iii) the State of Alabama find it determine it to be advantageous to abandon any portion of the Legacy Routes for any reason, the Legacy Routes being removed from service shall be replaced equivalent with a new route of a similar travel path and travel time with equal or greater traffic capacity. The replacement route shall be subject to the same provisions as the original Legacy Route being replaced.”

**MOTION:** By Councilmember Scott to adopt Resolution-2020-06 supporting a proposed scope across Mobile River and Mobile Bay. The motion was seconded by Commissioner Davis.

- Discussion: The ALDOT representative explained that ALDOT is willing to work with the Eastern Shore MPO and Mobile MPO to come up with a scope of work that pleases all three entities. The fellow board members applauded Mayor Haygood, Mayor Stimpson, and Senator Albritton for putting a plan on the table to move the project forward. Mr. Jim Zeigler spoke on behalf of the ‘Block the Mobile Bayway Toll’ facebook group thanked the Policy Board for coming forth with a proposal with no tolling. Reducing the project to \$1.2 billion is a substantial improvement from our local officials, and they should be commended. Mr. Charles Breddick spoke about ALDOT’s proposal A. He stated that was unacceptable and they should have brought more than one plan to the table. He had questions regarding the 215-foot bridge clearance, the ships draft that will impact the George Wallace Tunnel, and the bicycle and pedestrian accommodations on ALDOT’s proposal. He emphasized the scope details need to focus on the capacity building of the project. Dr. Lou Campomenosi stated that Montgomery has been the problem in providing an acceptable plan to the citizens that work and live here. He hopes that the two MPO’s can look at the “consensus plan” to alleviate funding issues. He expressed that Senator Albritton’s plan did not have Exit 35 and this is a critical aspect for local traffic. He requested to create a Town Hall Forum for local citizens to be included in creating the scope of the project. Board members informed the citizens that the framework is still being resolved for the issues identified.
- Abstain: None
- In favor: All
- Opposed: Brian Aaron

- Result: Passed

OTHER DISCUSSION: Board Members requested a Special Called Policy Board Meeting be scheduled for February 19, 2020 at 10:00 AM at the Baldwin County (Fairhope) Satellite Courthouse.

#### NEXT MPO MEETINGS (All)

- **Policy Board Work Session: Wednesday, April 8, 2020; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)**
- **BPAC Meeting: Tuesday, April 14, 2020; 9:00 AM; City of Fairhope Council Chambers**
- **CAC Meeting: Tuesday, April 14, 2020; 1:00 PM; City of Fairhope Council Chambers**
- **TAC Meeting: Wednesday, April 15, 2020; 10:00 AM; City of Fairhope Council Chambers**
- **Policy Board Meeting: Wednesday, April 22, 2020; 10:00 AM; City of Fairhope Council Chambers**

#### PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** Councilmember Burrell noted that the project's parameters do include Exit 35A and Exit 35B for access to US 98 and US 90.  
Mayor Haygood stated that finding the funding is the key element to moving this project to a reality.

#### ADJOURNMENT (All)

Meeting adjourned at 11:24 A.M.

**AGENDA ITEM 1**

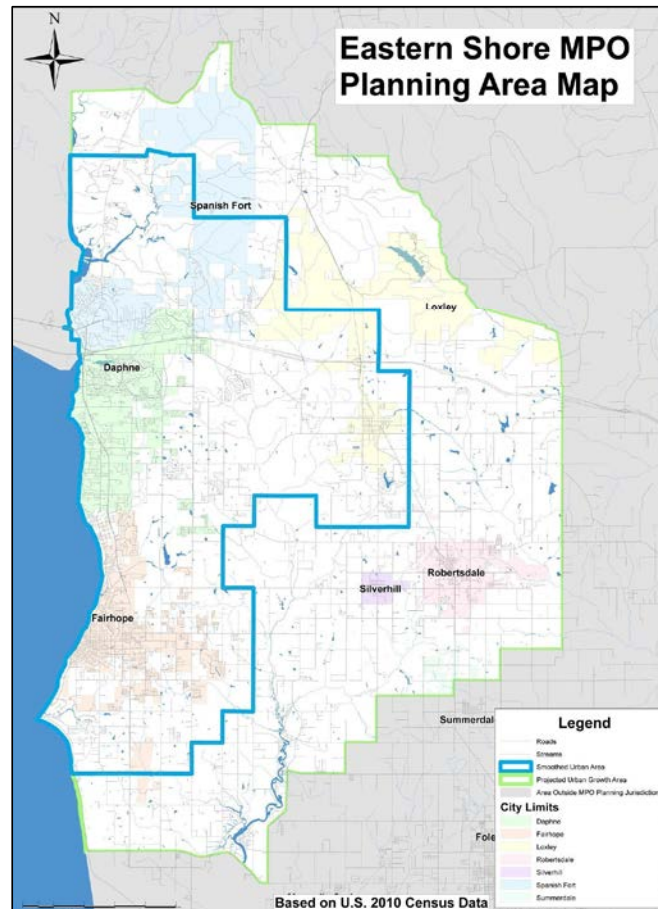
**ACTION – RESOLUTION ADOPTING 2020 PUBLIC PARTICIPATION PLAN (PPP)**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p style="text-align: center;">Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>The MPO's Public Participation Plan (PPP) is the document which describes how MPO Staff will communicate and involve the public in planning activities.</p> <p>A Draft version was published for Public Comment for 45 days from February 28, 2020 – April 12, 2020. No formal comments were received. The Draft version will be adopted as the Final.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1.) 2020 Public Participation Plan (PPP)</li><li>2.) Resolution</li></ol>



# Eastern Shore Metropolitan Planning Organization

## 2020 Public Participation Plan (PPP)



Prepared by the Eastern Shore Metropolitan Planning Organization for  
Member Local Governments in Cooperation with the  
Alabama Department of Transportation

July 2020

Asistencia de idiomas está disponible poniéndose en contacto con personal de la MPO en  
[coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)



# **Eastern Shore Metropolitan Planning Organization**

## **2020 Public Participation Plan (PPP) for the Eastern Shore Metropolitan Planning Area**

This document is posted on the internet at [www.easternshorempo.org](http://www.easternshorempo.org)

For information regarding this document, please contact:

Sarah H. Sislak, MPO Coordinator

Eastern Shore MPO

Baldwin County (Fairhope) Satellite Courthouse

1100 Fairhope Ave

Fairhope, AL 36532

(251) 990-4643 Office

(251) 580-2590 Fax

Email: [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

This PPP was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Alabama Department of Transportation (ALDOT), and local governments as a requirement of 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 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  
Commissioner Billie Jo Underwood, Baldwin County Commission District 3  
Mayor Michael McMillan, City of Spanish Fort  
Mayor Richard Teal, Town of Loxley  
Matthew Eriksen, P.E., Southwest Region Engineer, Alabama Department of Transportation

### **Non-Voting Members**

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

## **TAC Members**

Richard Johnson, P.E., Public Works Director, City of Fairhope  
Adrienne Jones, Director of Community Development, City of Daphne  
Buford King, Planning & Building Director, City of Fairhope  
Jeremy Sasser, Public Works Director, City of Daphne  
Carl Nelson, Planning Commission Chairman, City of Spanish Fort  
Robert Davis, Superintendent of Utilities, Town of Loxley  
Joey Nunnally, P.E., County Engineer, 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  
Don Lagarde, Director, City of Fairhope Airport Authority  
Clint Andrews, P.E., 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)

### **CAC Members**

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

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

Johnny Chaney, Representative of Baldwin County  
Greg Walker, Representative of Baldwin County  
Andrew James, Representative of Baldwin County  
Marissa Rennaker, Representative of Baldwin County

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

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

### **BPAC Members**

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

Meredith Montgomery, Representative of the City of Fairhope  
Jeff Hudson, Representative of the City of Fairhope  
Katie Bolton, Representative of the City of Fairhope  
David Wells, Representative of the City of Fairhope

Nancy Johnson, Representative of Baldwin County  
Valerie Smith, Representative of Baldwin County  
Dewane Hayes, Representative of Baldwin County  
Gail Younge, Representative of Baldwin County

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

Raymond Lovell, Representative of the Town of Loxley  
Vacant, Representative of the Town of Loxley

<b>Eastern Shore MPO Staff</b>
--------------------------------

**Baldwin County Highway Department, ESMPO Administrator**

**Sarah H. Sislak, MPO Coordinator**

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**Katrina Taylor, MPO Technician**

Phone: 251-990-4640

[katrina.taylor@baldwincountyal.gov](mailto:katrina.taylor@baldwincountyal.gov)

**EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2020-**

Approving the 2020 Public Participation Plan for the Eastern Shore Metropolitan 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 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 CFR 450.316(a)(1) et al,** provides that the MPO's must prepare a public participation plan to describe the process to ensure all citizens have reasonable opportunities to be involved in transportation planning, defines the segments of population to be included in that process, and further describes the means, methods, and formats used in providing those opportunities; and

**WHEREAS, in meeting requirements of 450.316 (a)(ix),** the MPO agrees to periodically review the effectiveness of procedures and strategies intended to provide full and open access to all citizens; and

**WHEREAS, consistent with the declaration of the above provisions,** the Eastern Shore MPO, in consultation with the Alabama Department of Transportation, has prepared a 2020 Public Participation Plan; and

**WHEREAS, pursuant to 450.316 (a)(3),** the MPO has provided a public comment period of forty-five (45) days to review the PPP prior to final MPO approval; now

**THEREFORE, BE IT RESOLVED** that the Eastern Shore MPO has reviewed its public participation procedures, hereafter referred to as the 2020 Public Participation Plan (PPP), to assure that full and open access to the transportation planning process is provided to all citizens, to maintain consistency with federal and state requirements, and to improve and streamline the public involvement process.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of April 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_

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## **1.0 Purpose**

The following procedures are part of the Eastern Shore Metropolitan Planning Organization (MPO) Public Participation Plan (PPP), required as part of the passage of Public Law 112-141, Fixing America's Surface Transportation Act (FAST Act). The purpose of this Public Participation Plan is to be consistent with the intent of the FAST Act final rules to provide for an open process with free exchange of information and opportunity for public input at all stages of the transportation planning process, as well as at scheduled meetings of the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC), and the MPO Policy Board.

## **2.0 Metropolitan Planning Organization Structure**

Planning processes within the Metropolitan Planning Area (hereafter MPA; see Appendix B) are carried out by the Eastern Shore Metropolitan Planning Organization (ESMPO). ESMPO staffing and operations are carried out by the Baldwin County Highway Department, located in Fairhope, Alabama. The ESMPO business and physical address is:

*Eastern Shore Metropolitan Planning Organization (ESMPO)  
Baldwin County (Fairhope) Satellite Courthouse  
1100 Fairhope Avenue  
Fairhope, AL 36532  
(251) 990-4643*

The Eastern Shore MPO is comprised of four (4) components - one Policy Board and three Committees:

### **MPO Policy Board:**

The overall decision-making responsibility for the transportation planning process in the Eastern Shore MPA (Metropolitan Planning Area) belongs to the Policy Board, comprised of nine (9) elected officials from the Baldwin County Commission, the City of Daphne, the City of Fairhope, the City of Spanish Fort, the Town of Loxley, and the Alabama Department of Transportation 9<sup>th</sup> Division Engineer. The Board was formed in July of 2012, following designation of the Urban Areas in Eastern Shore by the 2010 US Census as requiring a MPO.

### **Technical Advisory Committee (TAC):**

The MPO Policy Board receives input, recommendations, and advice from this committee primarily on technical aspects of roadway network planning, funding, and implementation. The committee largely consists of municipal department heads and staff, who may work directly in a planning capacity, such as city and regional planners, city engineers, and public works directors. The TAC also consists of non-voting members from various other transportation sectors such as public transportation, trucking, and aviation.

#### Citizens Advisory Committee (CAC):

The Policy Board and the TAC may receive input, recommendations, or advice directly from this committee, made up of community members and leaders active in city and regional issues. The CAC is comprised of citizens from communities within the MPA. CAC members provide views on projects and programs from the community perspective.

#### Bike and Pedestrian Advisory Committee (BPAC):

The Policy Board, the TAC, and the CAC, may receive input, recommendations, or advice directly from this committee, made up of community members and leaders active 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.

#### Additional Committees:

The Policy Board may develop, at its discretion, additional Committees to solicit specialized input on particular subject matter. Members may be comprised of technical persons as well as citizens from the communities within the MPA to provide recommendations and advise the BPAC, CAC, TAC, and the Policy Board.

## **3.0 Regulations and Requirements**

### **3.1 Planning Factors**

While the amended 23 USC 134 and 135 and 23 CFR 450 are the primary regulatory resources MPO planning activities, the **Scope of the Planning Process** (formerly the SAFETEA-LU Planning Factors) provides guiding principles within which public participation takes place. The Scope of the Planning Process is provided here as additional information in support of the PPP process:

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 of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.



## 3.2 FAST Act PPP Provisions

Title 23 USC 134, as amended, emphasizes not only the need for involvement by the general public and all interested parties, it requires fundamental procedures be carried out for insuring direct public access to information and the opportunity for input into the process.

- A. **23 USC 134(i)(6)(B)** calls for a Public Participation Plan (PPP) in development of an overall Transportation Plan or Long Range Transportation Plan and provides for the following, in part:
  - 1. Shall be developed in consultation with interested parties.
  - 2. Shall provide interested parties with reasonable opportunity to comment.
  - 3. Methods must include public meetings at convenient and accessible times and locations.
  - 4. Visualization techniques to assist in interpreting plans and actions.
  - 5. Public information should be provided electronically, using available devices and applications and the Internet to aid in dissemination.
  - 6. A plan must be published by the MPO for public review (ALDOT requires that the Plan be made available both in hard copy and electronic versions).
  
- B. **23 Code of Federal Regulations (CFR) 450** interprets the amended provisions of 23 USC 134 and provides for the following, in part:
  - 1. Adequate public notice of activities and time for public review and comment.
  - 2. Timely notice and access to information.
  - 3. Employment of visualization techniques to describe plans and programs.
  - 4. Make information available electronically and on the internet.
  - 5. Hold meetings at convenient times and easily accessible venues.
  - 6. Consider and respond to public input in a timely fashion.
  - 7. Seek out and consider the needs of the traditionally underserved in the community, such as low-income and minority populations.
  - 8. Provide additional opportunity for public comment on all plans, and changes to plans, following initial agency and public reviews during development, especially the Long Range Transportation Plan and Transportation Improvement Program.
  - 9. Coordination with statewide public involvement and consultation processes.
  - 10. Periodically review procedures and effectiveness of Plan strategies.
  - 11. Provide a summary of public comments on the draft for the Long Range Transportation Plan and the Transportation Improvement Program and include those in the final documents.
  - 12. Provide a minimum of a forty-five (45) day public comment period before finalization of a PPP Plan or an update of an existing PPP Plan.

### 3.3 Americans with Disabilities Act (ADA), Title VI, and Environmental Justice

#### ADA:

The ADA is a civil rights law that prohibits discrimination based solely on disability. It provides protections against discrimination similar to the Civil Rights Act of 1964, which is based on race, religion, sex, national origin, and other characteristics. ADA essentially defines disability as a physical or mental impairment that limits life activity.

The Americans with Disabilities Act of 1990 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.*** Further, each state is required to be compliant with Section 504 of the Rehabilitation Act of 1973 and the 1990 Act.

#### Title VI & Environmental Justice:

Title VI of the Civil Rights Act of 1964 ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, was signed by President Clinton in 1994. It required that programs, policies, and activities affecting human health or the environment will identify and avoid disproportionately high and adverse effects on minority and low-income populations. The intent was to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences resulting from government programs and policies.

As required by Title VI of the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, the 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. Based on the 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 as follows:

#### Limited English Proficiency (LEP):

According to the US Census Bureau's American Communities Survey, 2007-2011, 904 LEP persons (who speak Spanish) reside within the census tracts that intersect the Metropolitan Planning Area. (See Exhibits to MPO LEP Plan). Though more specific data does not exist, the likely number of LEP, Spanish speaking persons actually residing within the MPA is estimated to be around 600. According to the same American Communities Survey, other language groups with LEP persons tally at 500 or lower.

Though the total LEP populations for specific language groups do not meet the threshold requirements for a written Language Assistance Plan, out of abundance of caution and in a good faith effort to comply with FTA requirements, the MPO has developed a Language Assistance Plan as follows:

The MPO will provide language assistance to LEP persons through:

- Networking with local human service organizations that provide service to LEP individuals and seeking opportunities to provide information on the Eastern Shore MPO's programs and services;
- Posting the Eastern Shore MPO Title VI Notice, Complaint Procedures, Complaint Form, and LEP Plan on the MPO website;
- Publishing public notices, publications, and other printed materials, including webpage content, in other languages upon written request.
- Identifying in-house staff with other language abilities to assist with translation services.
- Utilizing a web-based translation service application.

The MPO will provide notice of the availability of language assistance to LEP persons by:

- Placing the LEP plan and Title VI notice on the MPO website, in MPO offices, and at public meetings.
- Including statements in notices and publications regarding the availability of interpreter services for meetings free of charge with a seven-day advance notice.

The MPO trains staff to provide language assistance in the following ways:

- Developing a curriculum and corresponding PowerPoint to educate staff on the Title VI requirements for providing meaningful access to services for LEP persons;
- Providing staff with a description of language assistance services offered by the MPO;
- Providing staff with specific procedures to be followed when encountering an LEP person, including how to handle a potential Title VI/LEP complaint.

The MPO periodically reviews the above steps to ensure that inadvertent discrimination on the basis of national origin is not occurring. The MPO monitors, evaluates, and updates the Plan annually through update of the MPO's Title VI Program.

The MPO will examine and update its LEP plan by:

- Determining how the needs of LEP persons have been addressed;
- Determining the current LEP population in the service area and whether the need for translation services has changed;
- Determining whether local language assistance programs have been effective and sufficient to meet the need;

- Determining whether transit systems financial resources are sufficient to fund language assistance resources needed;
- Determining whether the MPO has fully complied with the goals of the LEP Plan
- Determining whether complaints have been received concerning the MPO's failure to meet the needs of LEP individuals.

### **3.4 MPO PPP Goals**

As a continuing effort by the MPO to provide public access and the means to engage in the planning process, the MPO has established the following goals:

- Will offer opportunities for groups and individuals to participate in the decision-making process for the development of the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and other formal planning documents.
- Will provide open and continuous communication to inform citizens of transportation planning activities.
- Will provide timely and adequate public notice of hearings, meetings, events, and draft planning document availability.
- Will offer a timely response to public comments and concerns with the aim of addressing the concerns of citizens and/or educating citizens about transportation planning programs and issues.
- Will consult with and encourage comments from groups and individuals belonging to minority populations, low-income populations, and others with special needs.
- Will review the Public Participation Plan (PPP) annually and update policies as needed or required by FHWA or ALDOT. Full update of the PPP may be required with enactment of new legislation pertaining to the metropolitan public involvement process if deemed necessary.

### **3.5 Public Participation Procedures for Transportation Planning Documents**

This section discusses the public participation process and procedures for preparation a dissemination of the following planning documents:

#### **Unified Planning Work Program (UPWP):**

The UPWP is the primary document in the formal, required planning document hierarchy, which includes the Long Range Transportation Plan, the Transportation Improvement Program, Public Participation Plan, Bicycle and Pedestrian Plan, and others. The UPWP document includes those activities and funding necessary to develop and produce the other Plans.

It outlines the task activities for the transportation planning program for the upcoming fiscal year, such as Administration, Data Collection and Management, UPWP, Public Involvement, Transportation Systems, LRTP, TIP, Bicycle and Pedestrian, and so on. Within each task and sub-task area, components are identified as Objective(s), Previous Work, Proposed Work, Products/Deliverables, Staffing, Schedule/Timeline, and Financial Responsibility. Planning Funds (PL) are allocated to the separate tasks, including those for Public Involvement. The activities under the Public Involvement task include building or preparing the PPP, doing community outreach, educating the public on the involvement process, and interacting with the public for the MPO. Other procedural steps include:

- Public Involvement for the UPWP document itself includes a thirty (30) day review period for agency and public comment on the draft and similar timeframe for changes that may be made to the draft before ALDOT approval and publication of the final document.
- Comment Forms are made available to the public at Policy Board and Advisory Committee meetings as well as available for download on the ESMPO website.
- Notices and agendas for all meetings of the ESMPO are U.S. mailed or emailed to stakeholders and interested parties fourteen (14) days prior to the meeting date.
- All meetings are open to the public because public input is encouraged and valued as codified in the Alabama Open Meetings Act 2005-40, p. 55, Art. 1.
- All meetings are subject to the provisions of Alabama Code 36-25A-1 and requirements for public access and involvement.
- All ESMPO meetings will be advertised by legal notice in a newspaper with city/countywide coverage.
- Dissemination of written information to stakeholders and other interested parties is required by federal and state statute and guidelines and is a routine activity of the MPO. Drafts of the UPWP will be available for public review and comment for a *minimum of thirty (30) days prior to MPO Policy Board approval*.
- The MPO will strive for consistency with all other planning documents and with agencies and officials responsible for other planning activities affected by transportation projects in the Metropolitan Planning Area and the implications for public involvement.
- Written and recorded oral comments and disposition of those comments on the draft UPWP will be summarized by report in the UPWP document.
- Amendment to the UPWP requires FHWA and ALDOT approval and may require public participation. The MPO should consult with ALDOT to determine the extent of that participation.
- Copies of documents or CDs may be obtained by contacting the ESMPO Coordinator, Sarah H. Sislak, as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532

**Phone:** (251) 990-4643

**Email:** coordinator@easternshorempo.org

*There is a nominal printing or reproduction charge.*

**Long Range Transportation Plan:**

The Long Range Transportation Plan (LRTP) projects transportation decision-making in the Metropolitan Planning Area out to at least a twenty-year horizon. The LRTP is updated every five years (four years if in non-conformity for Air Quality) and serves as a conduit for public input on a broad range of transportation issues. The LRTP considers all modes of transportation from a regional perspective. The following actions will be undertaken to ensure that the public is involved in the LRTP development and all revisions to the draft and final documents:

- The LRTP will be open to public review and comment for fourteen (14) days after ALDOT and FHWA review and changes have been made prior to ESMPO approval.
- The MPO will maintain stakeholder and interested party telephone, email, and address listings for the purpose of outreach and generating comment. These will include CAC members, school and church organization members, community organizations and groups, housing authority members, chambers of commerce, and state, federal, and local government agencies and staffs.
- Special outreach within the Metropolitan Planning Area that will include complete listings of churches, businesses, and community leaders in areas with low and moderate income populations.
- LRTP meetings will be conducted in minority and low to moderate income areas to encourage participation in the transportation planning process.
- Dissemination of written information to stakeholder groups is required and is important for the public participation process to succeed. Draft versions of the Long Range Transportation Plan will be available for public review and comment for a ***minimum of fourteen (14) days prior to ESMPO Policy Board approval.***
- Notices and agendas of meetings concerning the LRTP will be posted on the ESMPO website and mailed or emailed out fourteen (14) days prior to the scheduled meeting.
- Notices will be advertised in a newspaper with city and countywide coverage.
- Hold at least two (2) open public meetings: 1) Daphne/Fairhope and 2) Spanish Fort/Loxley, to receive public comments on the LRTP, in addition to Public Forum periods during the ESMPO Policy Board and Advisory Committee meetings and other events as may be scheduled to accommodate all segments of the MPA population.

- When written or oral comments are received, an analysis, summary, and report on the disposition of the comments are included in the appendices of the Final Long Range Transportation Plan. Changes will be incorporated into the LRTP as appropriate and at the discretion of the Policy Board.
- Members of the ESMPO staff will be available to answer questions and hear comments from interested citizens at all scheduled LRTP meetings and during regular Public Forum periods of the ESMPO Policy Board and Committee meetings.
- Comment forms will be available at all meetings and may be presented to the ESMPO Coordinator at any time or during the Public Forum periods if a citizen wishes to address the Board or Committees.
- Draft versions of the LRTP will be available for review at the following locations: Loxley Town Hall, Daphne City Hall, Fairhope City Hall, Spanish Fort City Hall, Baldwin County Fairhope Satellite Courthouse, and Baldwin County Central Annex in Robertsedale, all public libraries in the Metropolitan Planning Area, the ESMPO website, and other venues as deemed appropriate by the Policy Board.
- The MPO will consult with all local governments, federal and state agencies, and other officials responsible for other planning activities in the Metropolitan Planning Area.
- Amendment to the LRTP requires public participation. The MPO will consult with ALDOT to determine the extent of that participation.
- Copies of documents or CDs may be obtained by contacting the ESMPO Coordinator, Sarah H. Sislak, as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532  
**Phone:** (251) 990-4643  
**Email:** coordinator@easternshorempo.org

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**Transportation Improvement Program:**

The Transportation Improvement Program (TIP) is the short-range subset of the Long Range Transportation Plan and is the funded, four-year program of projects in the Eastern Shore MPA. The TIP includes those federal-aid projects funded under Surface Transportation, Bridges, Highway Safety, Transit, and Transportation Enhancement programs. Other state and federal funding sources and programs may contribute to transportation development in the Eastern Shore area and are included in the TIP project listings, which include specific project descriptions, level of completion, funding by phase, and funding sources. The following will be undertaken to insure public participation:

The MPO will maintain stakeholder and interested party telephone, email, and/or address listings for the purpose of outreach and generating comment. These will include CAC members, school and church organization members, community organizations and groups, housing authority members, chambers of commerce, state, federal, and local government agencies and staffs, and members of the community who have expressed an interest.

- Hold at least two (2) open public meetings: 1) Daphne/Fairhope and 2) Spanish Fort/Loxley, to receive public comments on the Transportation Improvement Program, in addition to Public Forum periods during the ESMPO Policy Board and Advisory Committee meetings and other events as may be scheduled to accommodate all segments of the MPA population.
- Special outreach within the Metropolitan Planning Area that will include complete listings of churches, businesses, and community leaders in areas with low and moderate income populations.
- Dissemination of written information to public and stakeholder groups. Draft version of the TIP will be available for public review and comment for a *minimum of fourteen (14) days prior to MPO Policy Board approval*.
- Notices will also be advertised in a newspaper with city and countywide coverage.
- Press releases will be disseminated to public news agencies in Baldwin County.
- Notices and agendas of meetings concerning the TIP will be posted on the ESMPO website and mailed out fourteen (14) days prior to the scheduled meeting.
- Members of the ESMPO staff will be available to answer questions and hear comments from interested citizens at all scheduled TIP meetings and during Public Forum periods of the ESMPO Policy Board and Advisory Committee meetings.
- Comment forms will be available at all meetings and may be presented to the ESMPO Coordinator at any time or during the Public Forum periods if a citizen wishes to address the Board or Committees.
- When written and oral comments on the TIP are received, an analysis, summary, and report on the disposition of the comments are included in the appendices of the Final Transportation Improvement Program. Changes will be incorporated into the TIP as appropriate and at the discretion of the Policy Board.
- Draft versions of the TIP will be available for display at the following locations: Loxley Town Hall, Daphne City Hall, Fairhope City Hall, Spanish Fort City Hall, Baldwin County Fairhope Satellite Courthouse, and Baldwin County Central Annex in Robertsdale, all public libraries in MPA, the ESMPO website, and other venues as deemed appropriate by the Policy Board.
- Amendment to the TIP may require public participation. The MPO should consult with ALDOT to determine the extent of that participation.
- In preparation of the TIP, the MPO will consult with all local governments, federal and state agencies, and other officials responsible for other planning activities affected by transportation projects in the Metropolitan Planning Area.



- Copies of documents or CDs may be obtained by contacting the ESMPO Coordinator, Sarah H. Sislak as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532

**Phone:** (251) 990-4643

**Email:** coordinator@easternshorempo.org

**Public Participation Plan:**

As already shown under Section 3.1, the PPP is required under the law as written in 23 USC 134, and then as interpreted in the regulations of 23 CFR 450. Within 450.316 are the specifics for the Plan, and they include some or all of the following items that are necessary to ensuring full compliance with the law and to ensure the opportunity for participation of the citizens of the Eastern Shore MPA in the planning process.

The Plan outlines processes for involving the public in transportation planning under federal and state regulations and guidelines for preparing the primary planning documents: UPWP, LRTP, TIP, PPP, and now, the Bicycle and Pedestrian Plan. Additionally, for Transportation Management Areas (TMAs) (over 200,000 population), the Congestion Management Process and the Air Quality Conformity Report (for TMAs in non-conformity for Air Quality), are required. At present, the Eastern Shore MPO is concerned with preparing documentation for the original four, plus the Bicycle and Pedestrian Plan. The following actions will take place in preparation of the Public Participation Plan:

- The Public Participation Plan (PPP) will be updated *at least* every five (5) years, unless directed otherwise by the Alabama Department of Transportation (ALDOT). The MPO may adjust or amend the PPP as needed, with copies submitted for review to ALDOT, who will make further distribution to FHWA, FTA, and other agencies.
- The PPP will be prepared by the MPO with input from the citizens of the MPA, individuals who work in the MPA, local governments, state and federal agencies, and interested parties as provided in 23 CFR 450.316(a).
- Dissemination of written information to public and stakeholder groups is a requisite part of 316(a). Draft versions of the PPP will be available for public review and comment for a ***minimum of forty-five (45) days prior to MPO Policy Board approval***, unless otherwise specified by ALDOT.
- Draft versions and the Final PPP document must be approved by ALDOT, FHWA, and FTA.

A minimum of two (2) Public Forums for the PPP will be held in the communities of 1) Daphne/Fairhope, and 2) Loxley/Spanish Fort, in addition to opportunities

presented at scheduled ESMPO Policy Board meetings during the Public Forum periods. Times and venues will be announced in advance.

- Special outreach will be undertaken within the Metropolitan Planning Area that will include complete listings of churches, businesses, and community leaders in areas with low and moderate income populations.
- Notices and agendas of meetings concerning the PPP will be posted on the ESMPO website and mailed out fourteen (14) days prior to the scheduled meeting or event. Notices will also be advertised in a newspaper with city and countywide coverage.
- Members of the MPO staff will be available to answer questions and hear comments from interested citizens at all scheduled PPP meetings and during regular Public Forum periods of the ESMPO Policy Board and Advisory Committee meetings.
- Comment forms will be available at all meetings and may be presented to the ESMPO Coordinator at any time or during the Public Forum periods if a citizen wishes to address the Policy Board or Advisory Committees.
- When written and oral comments on the PPP are received, an analysis, summary, and report on the disposition of the comments are included in the appendices of the final Public Participation Plan. Changes will be incorporated into the PPP as appropriate and at the discretion of the Policy Board.
- Draft PPPs will be available for review at the following locations: Loxley Town Hall, Daphne City Hall, Fairhope City Hall, Spanish Fort City Hall, Baldwin County Fairhope Satellite Courthouses, Baldwin County Commission Central Annex in Robertsedale, all public libraries in the MPA, the ESMPO website, and other venues as deemed appropriate by the Policy Board.
- Amendment to the PPP may require public participation. The MPO should consult with ALDOT to determine the extent of that participation.
- In preparation of the PPP, the MPO will consult with all local governments, federal and state agencies, and other officials responsible for other planning activities affected by the planning process in the Metropolitan Planning Area.
- Copies of documents or CDs may be obtained by contacting the ESMPO Coordinator, Sarah H. Sislak as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532  
**Phone:** (251) 990-4643  
**Email:** [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

### **Bicycle and Pedestrian Plan (BPP):**

By FHWA directive, bicycle and pedestrian planning components have been required in the Long Range Transportation Plan and the Transportation Improvement Program documents for some time. Inclusion in Alabama MPO planning documents took place in 2010. ALDOT joined other state DOTs and approved and implemented a Statewide Bicycle and Pedestrian Plan in the same year.

As a result of the 2010 action, ALDOT required that MPOs in the FY 2012 cycle either have Bicycle/Pedestrian Plans in their UPWP or be working on a Plan, with approval for no later than the Summer of 2013. Those MPOs lacking a Plan must include in their Proposed Work section of the FY 2013 UPWP, specific language for the development of a Bicycle and Pedestrian Plan. As a formal planning document, draft and final versions of the Plan are subject to ALDOT and FHWA review and approval. The following activities will be done in preparation of the Bicycle and Pedestrian Plan:

- The MPO may adjust or amend the Bicycle and Pedestrian Plan as desired, with copies submitted for review to ALDOT, who will make further distribution to FHWA and other agencies.
- The Bicycle and Pedestrian Plan will be prepared by the MPO with input from the citizens of the MPA, individuals who work in the MPA, local governments, state and federal agencies, and interested parties as provided in this PPP and 23 CFR 450.316. The BPAC will make a recommendation to the ESMPO Policy Board for action on the Draft and Final documents.
- Dissemination of written information to public and stakeholder groups is a requisite part of 450.316(a). Draft versions of the Plan will be available for public review and comment for a *minimum of thirty (30) days prior to ESMPO Policy Board approval.*
- ***Drafts and Final*** Bicycle and Pedestrian Plans must be approved by ALDOT and FHWA.
- Notices and agendas of meetings concerning the Bicycle and Pedestrian Plan will be posted on the ESMPO website and be mailed and/or emailed to stakeholder groups fourteen (14) days prior to the scheduled meeting or event. Notices will also be advertised in a newspaper with city and countywide coverage.
- Members of the MPO staff will be available to answer questions and hear comments from interested citizens on the Bicycle and Pedestrian Plan at all scheduled ESMPO meetings and during regular Public Forum periods of the ESMPO Policy Board and Advisory Committee meetings.
- Comment forms will be available at all meetings and may be presented to the ESMPO Coordinator at any time or during the Public Forum periods if a citizen wishes to address the Policy Board or Advisory Committees concerning the Bicycle and Pedestrian Plan.
- When written and oral comments on the Bicycle and Pedestrian Plan are received, an analysis, summary, and report on the disposition of the comments are included in the appendices of the final Bicycle and Pedestrian Plan. Changes will be incorporated into the BPP as appropriate and at the discretion of the Policy Board.

- Draft Bicycle and Pedestrian Plans will be on display at the following locations: Loxley Town Hall, Daphne City Hall, Fairhope City Hall, Spanish Fort City Hall, Baldwin County Fairhope Satellite Courthouse, Baldwin County Commission Central Annex in Robertsdale, all public libraries in the MPA, the ESMPO website, and other venues as deemed appropriate by the Policy Board.
- In preparation of the Bicycle and Pedestrian Plan, the MPO will consult with all local governments, federal and state agencies, and other officials responsible for other planning activities affected by the planning process in the Metropolitan Planning Area.
- Copies of documents or CDs may be obtained by contacting the ESMPO Coordinator, Sarah H. Sislak, as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532  
**Phone:** (251) 990-4643  
**Email:** coordinator@easternshorempo.org

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### **3.6 Amendment Process for the Long Range, TIP and other MPO Planning Documents**

Amendments to formal planning documents containing project listings and funding will be carried out pursuant to sections of Title 23 Code of Federal Regulations (CFR) 450, applicable to road and highway projects under various Federal Highway Administration (FHWA) funding programs and those transportation projects and funding actions under Federal Transit Administration (FTA) programs.

While governing regulations are specific to the Long Range Transportation Plan, the short range component of the Long Range, the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP), the process is extended in Alabama to those plans with projects and funding presented in tabular or listed format, to include the Congestion Management Plan (CMP), the Bicycle and Pedestrian Plan, and the amended project listings of the Long Range and TIP documents under the Air Quality Conformity Process.

An amendment to the Long Range Plan, TIP, and STIP documents may take one of two forms: 1. Administrative Modification, or 2. Formal Amendment Process.

1. An Administrative Modification is a minor change to project costs, funding sources, or project/phase start dates. Such minor changes or adjustments do not require public involvement activities, reestablishment of financial constraint, or, in areas of air quality nonconformity, confirmation of conformity determination. Amendments of this nature are generally conducted

through coordination of ALDOT Bureau of Transportation Planning and Modal Programs staff and MPO staff to minimize plan modification, documentation activities, and costs.

2. The Formal Amendment Process is a major change to project costs, design scope, funding amounts, project/phase start dates, or a revision approved and required in the MPO plans by the State as an adjunct to its Public Involvement process. This process requires public notice, addition to MPO monthly meeting agendas, review by the public and MPO advisory committees, reviews by federal agencies, a vote by the MPO Policy Board, and an executed Resolution of adoption. The process criteria then, under which a formal amendment occurs, is when a plan or document:
  - a. Adds a project
  - b. Deletes a project
  - c. Project costs exceed 20% of the original projected costs
  - d. Changes a project start or completion date
  - e. Changes the project design scope or termini description
3. Amendments to Congestion Management Plans (TMAs only) and Bicycle Pedestrian Plans (now a formal plan in Alabama) are subject to the same processes as above. However, ALDOT will generally work with MPOs to make adjustments to these documents on a more informal basis in order to accommodate public involvement meetings and advisory committee scheduling.

## **4.0 Meetings and Contact Information**

MPOs hold Public Meetings, or have Public Forums during regular MPO meetings in review of draft and final planning documents and may attend, sponsor meetings, or hold ad hoc meetings as outreach for specific proposed projects or programs.

State *DOTs* will hold Project Hearings as outreach or for public information and feedback. MPOs may attend or otherwise provide support for the local government projects under review.

All MPO Policy Board meetings, Advisory Committee meetings, and public forums will be held at various locations throughout the MPA.

All MPO meetings will be advertised in newspapers with countywide circulation a minimum of fourteen (14) days prior to meeting dates. Future meeting times and dates are announced at ESMPO and Advisory Committee meetings and a schedule is provided on the ESMPO website, as well as any venue changes. If a meeting is called for a special purpose, that information is also provided.

The MPO must accommodate persons with special needs. Venues should be ADA504 compliant (wheelchair accessible) and meeting notices will provide a call-in number at least 24 hours in advance for citizens requiring assistance.

Meetings must conform to the requirements of the Alabama Open Meetings Act 2005-40 and are open to the public. All meetings are subject to public access and involvement requirement provisions of Alabama Code 36-25A-1.

The ESMPO established its permanent office in Fairhope on December 1, 2012. Any inquiries regarding the ESMPO can be made to the MPO Coordinator, Sarah H. Sislak, as follows:

**U.S. Mail:**

Eastern Shore MPO  
Baldwin County Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, Alabama, 36532  
**Phone:** (251) 990-4643  
**Email:** coordinator@easternshorempo.org

## 5.0 Performance Measurement Process

### 5.1 Livability Principles and Indicators

FHWA, with ALDOT concurring, requires that the Eastern Shore MPO continuously evaluate the effectiveness of public involvement activities in the Metropolitan Planning Area to ensure a full and open participation process.” (23 CFR 450.316(a)(1)(X)). Through periodic review and adjustment, it is possible to improve or add new public participation efforts to the MPO program and discontinue efforts that are ineffective.

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.

The Livability Principles and Indicators are described in the narrative and individual task sections of each draft and final version of the Unified Planning Work Program. The **Principles** shown are established by federal law and cannot be changed by the MPO. However, Alabama MPOs are encouraged to employ or adapt those **Indicators** they feel best reflect their local conditions and needs and that can be easily tracked over time and presented in tables, charts, or GIS mapping within the following planning documents:

- 1) Long Range Transportation Plan
- 2) Transportation Improvement Program
- 3) Bicycle and Pedestrian Plan
- 4) **Public Participation Plan**
- 5) Congestion Management Process
- 6) Air Quality Conformity Report (applicable to those MPOs in non-conformity status)

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 the sustainability of these principles, the Eastern Shore 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 households utilizing transit service.
4. Percentage of household income spent on housing and transportation.
5. Bicycle accidents as a percentage of all accidents.
6. Pedestrian accidents as a percentage of all accidents.
7. Percentage of jobs and housing located within one-half (1/2) mile of transit service.
8. Percent of workforce living within a thirty (30) minute or less commute from primary job centers.

## 5.2 Performance Evaluation

The following procedures will be used to evaluate the effectiveness of the methods and goals listed in this document:

<u>Public Involvement Tool</u>	<u>Measures of Effectiveness (MOE)</u>	<u>Performance Goal(s)</u>
MPO Meetings (Policy Board, TAC, CAC, BPAC)	Total Number of ESMPO Meetings	Hold one at least one MPO meeting in each member government annually
	Meeting Locations	Attendees should live within the MPO Urbanize Area
	Number of Public Attendees	100 Business attendees each year
	Residence of Public Attendees	100 Public attendees each year
	Number of Business Attendees	
Comments	Total number of Comments received; on comment forms,	100 comments received
	Number of oral comments, or electronic comments,	At least five comments received from each member government
	Number of mailed comments	At least five comments received from business representative
	Location of Residence or business of commenting party	20 percent of comments submitted electronically
	Total number of comments by Mail or Email	At least 20 percent of responses sent via email.
Letter / Telephone Communication with Citizens	Number of letters received by MPO per Quarter	
	Residence or Business Location of sending party	Response to written Correspondence within 2 business days
	Total calls received per Quarter	Response to telephone communication within one business day.
	Residence or Business Location of calling party	
ESMPO website	Number of visits per month	Minimum of 20 hits per month on ESMPO website
	Number of ESMPO tweets	Minimum of 4 tweets per month
Social Media	Number of ESMPO Facebook Posts	4 Facebook posts per month
Poster, Flyers	Number of Flyers distributed (mail, delivered, posted)	100 flyers per quarter
	Flyer/Poster Distribution Area	Flyers delivered to each member municipality and Robertsdale
Email Communication	Total number of emails from public	100 percent response to emails from public
	Response time to email communication	Response to all email communication within 1 business day
	Number of email campaigns sent	2 email campaigns each month
	Number of recipients on mailing list	20% growth of email list per fiscal year
	Number of new recipients	



## *Appendices*

## **Appendix A**

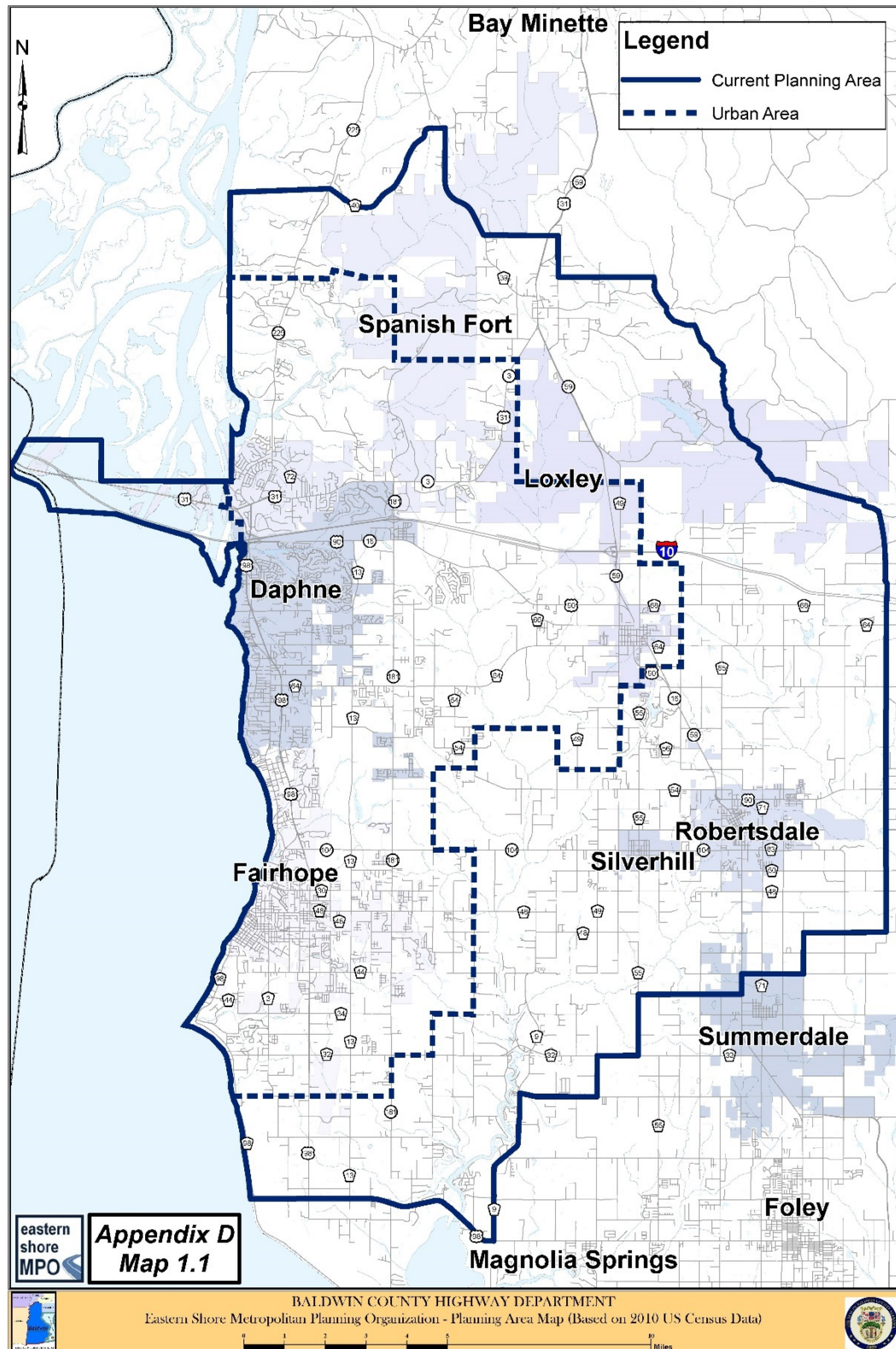
### **Abbreviations and Acronyms**

<b>3-C</b>	Comprehensive, Cooperative, and Continuing
<b>ADA</b>	Americans with Disabilities Act
<b>ADEM</b>	Alabama Department of Environmental Management
<b>ALDOT</b>	Alabama Department of Transportation
<b>APA</b>	American Planning Association
<b>AQ</b>	Air Quality
<b>BPAC</b>	Bicycle and Pedestrian Advisory Committee
<b>CAC</b>	Citizen Advisory Committee
<b>CAD</b>	Computer Aided Design
<b>CFR</b>	Code of Federal Regulations
<b>COOP</b>	Continuity of Operations Plan
<b>DBE</b>	Disadvantaged Business Enterprise
<b>DRI</b>	Developments of Regional Impact
<b>DOT</b>	Department of Transportation
<b>EPA</b>	Environmental Protection Agency
<b>ESRI</b>	Environmental Scientific Research Institute
<b>ETS</b>	Environmental Technical Section
<b>FAS</b>	Federal Aid System
<b>FAST Act</b>	Fixing Americas Surface Transportation Act
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GIS</b>	Geographic Information System
<b>GHG</b>	Greenhouse Gases
<b>ITS</b>	Intelligent Transportation System
<b>LAP</b>	Language Assistance Plan
<b>LEP</b>	Limited English Proficiency
<b>LRTP</b>	Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century
<b>MPA</b>	Metropolitan Planning Area
<b>MPO</b>	Metropolitan Planning Organization
<b>MOVES</b>	Motor Vehicle Emission Simulator
<b>NAAQS</b>	National Ambient Air Quality Standards

<b>NEPA</b>	National Environmental Policy Act
<b>NHS</b>	National Highway System
<b>O<sub>3</sub></b>	Ground level ozone is an air pollutant resulting from chemical reactions between nitrogen and certain volatile organic compounds (VOCs) emitted through fossil fuel exhaust and other sources.
<b>PL</b>	Planning Funds
<b>PM 2.5</b>	Pollution in the form of tiny particles or droplets in the air that are two and one half microns or less in width.
<b>PPP</b>	Public Participation Plan (or Process depending on use)
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users
<b>SIP</b>	Statewide Implementation Plan
<b>SPR</b>	State Planning and Research
<b>STIP</b>	Statewide Transportation Improvement Program
<b>TAC</b>	Technical Advisory Committee
<b>TAZ</b>	Traffic Analysis Zone
<b>TEA-21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>TSM</b>	Transportation System Management
<b>UPWP</b>	Unified Planning Work Program
<b>USC</b>	United States Code

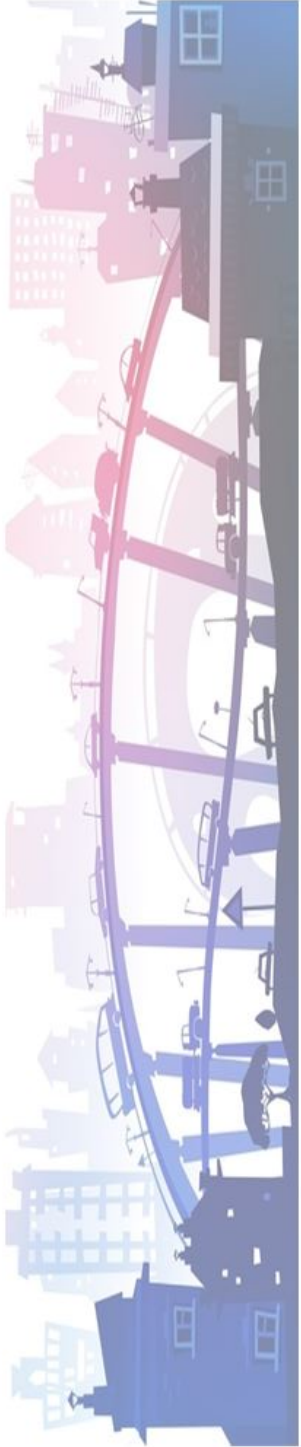
## Appendix B

### Eastern Shore Metropolitan Planning Area Map



## Appendix C

### Sample Sign-In Sheet for Attendance



### Sign-in Sheet

**Meeting Name:** Draft 2020 Public Participation Plan (PPP) Public Meeting  
**Date, Time & Location:** Thursday, March 26, 2020; 5-7 PM; Spanish Fort City Hall

Name	Representing (if applicable)	U.S. Mail address or E-mail address (if not provided before or if changed)	Can we send you MPO information by email in the future? (circle one)	Phone Number	How did you hear about this meeting? (i.e. newspaper, web, TV, friend, community group)
			( <u>Yes</u> / No )		
			( <u>Yes</u> / No )		
			( <u>Yes</u> / No )		
			( <u>Yes</u> / No )		
			( <u>Yes</u> / No )		

**Appendix D**  
**Sample Public Forum Card**

**SPEAKER CARD**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Print

Name: \_\_\_\_\_



Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_ Action \_\_\_\_\_ Non- Action \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix E**  
**Sample Sign-In Sheet for Document Review**

**SIGN-IN SHEET**

**EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION**  
**DRAFT 2020 PUBLIC PARTICIPATION PLAN (PPP)**  
**PUBLIC COMMENT PERIOD**  
**February 28, 2020 - April 12, 2020**

**Location Name:** \_\_\_\_\_

**Have a Question or Need Help?**  
Call the MPO Coordinator, Sarah Sislak at:  
251-990-4643 or 251-990-4640

<b>Name:</b>	<b>Email Address:</b>	<b>Would you like to be notified via email of future MPO activity?</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>
		<b>Yes / No</b>

[illegible]



## Appendix G

### Sample Comment Form

#### **COMMENT FORM**

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (ESMPO)

#### **DRAFT 2020 PUBLIC PARTICIPATION PLAN (PPP)**

**PUBLIC COMMENT PERIOD: February 28, 2020 – April 12, 2020**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in ESMPO: Property Owner within ESMPO Area \_\_\_\_\_ Public Official \_\_\_\_\_

Local Business Owner \_\_\_\_\_ Other \_\_\_\_\_

Please provide comments concerning the Draft 2020 PPP (Please Print & Use Back if Needed):

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May we respond to your comment by email (response will be attached in pdf format) instead of U.S. Mail? Yes \_\_\_\_\_ No \_\_\_\_\_

Please return this completed form to the ESMPO by **April 12, 2020**:

Mrs. Sarah Hart Sislak, MPO Coordinator  
1100 Fairhope Avenue  
Fairhope, AL 36532

[coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

Would you like to be notified of future MPO activity via email: Yes \_\_\_\_\_ No \_\_\_\_\_

How did you learn about the present opportunity to give comments (circle one)?

Newspaper MPO Email List U.S. Mail MPO Website Other: \_\_\_\_\_

## Appendix H

### Application for Membership on Advisory Committee

#### EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (ESMPO)

#### CITIZENS ADVISORY COMMITTEE (CAC) APPLICATION

Application period will remain open until positions are filled.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

U.S. or Naturalized Citizen: yes ☐ no ☐ 21 years of age or older: yes ☐ no ☐

Reside or work in the MPA\*: yes ☐ no ☐

\*You must be at least 21 years of age, a U.S. or naturalized citizen and either reside or work in the MPA (see map on MPO website; the pink, yellow and green regions make up the MPA) to serve on an MPO Advisory Committee.)

#### Interest in ESMPO:

Live/work within ESMPO Area ☐ Local Business Owner ☐ Other \_\_\_\_\_

Meetings are generally held on the third Tuesday (at 1:00 PM) of October, January, April, July, and the fourth Wednesday of September.

Please provide comments regarding why you should be selected as a member of the CAC (please print):

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Please fill out and return to MPO staff.

Print Form

Eastern Shore MPO  
1100 Fairhope Ave Fairhope, AL 36532  
(P) (251) 990-4643  
(F) (251) 580-2590  
coordinator@easternshorempo.org

Submit via Email

Would you like to be notified of future MPO activity via email: Yes ☐ No ☐

How did you learn about the present opportunity?

Newspaper ☐ MPO Email List ☐ U.S. Mail ☐ MPO Website ☐ Other: \_\_\_\_\_

# **Appendix I**

## **Public Notice, Comments, and Responses**

### **EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION**

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**FOR IMMEDIATE RELEASE:**

February 28, 2020

**CONTACT:**

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

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### **PUBLIC NOTICE**

#### **Eastern Shore Metropolitan Planning Organization**

#### **REQUEST FOR PUBLIC COMMENTS REGARDING THE PROPOSED DRAFT 2020 PUBLIC PARTICIPATION PLAN (PPP)**

The Eastern Shore Metropolitan Planning Organization (ESMPO) has prepared the Draft 2020 PPP for review by the MPO Policy Board in April 2020.

The PPP is a cooperative effort between the U.S. Department of transportation (USDOT), Federal Highway Administration (FHWA), Alabama Department of Transportation (ALDOT), ESMPO member governments and citizens living within the ESMPO planning area. A primary purpose of the ESMPO is to encourage community involvement during the transportation planning process. The PPP outlines the manner in which the public is reached, encouraging the maximum amount of participation possible. The PPP outlines the processes for involving the public in transportation planning under federal and state regulations and guidelines for preparing the primary planning documents; Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), Public Participation Plan (PPP), and the Bicycle and Pedestrian Plan. The PPP sets measurable goals and performance evaluations.

The Draft PPP will be available for review at the locations listed below from February 28th through April 12th. The MPO welcomes comments during the public comment period and at any MPO meeting. The document may also be viewed on the ESMPO website, [www.easternshorempo.org](http://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 this document:

**Spanish Fort**  
**City Hall, Council Chambers**  
March 24, 2020; 5-7 PM

**Fairhope**  
**Baldwin County Fairhope Satellite Courthouse, Commission Conference Room**  
March 26, 2020; 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](mailto:shart@baldwincountyal.gov) or by visiting our website at [www.easternshorempo.org](http://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.org](mailto:coordinator@easternshorempo.org).

# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-07

Approving the 2020 Public Participation Plan for the Eastern Shore Metropolitan 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 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 CFR 450.316(a)(1) et al, provides that the MPO's must prepare a public participation plan to describe the process to ensure all citizens have reasonable opportunities to be involved in transportation planning, defines the segments of population to be included in that process, and further describes the means, methods, and formats used in providing those opportunities; and

**WHEREAS**, in meeting requirements of 450.316 (a)(ix), the MPO agrees to periodically review the effectiveness of procedures and strategies intended to provide full and open access to all citizens; and

**WHEREAS**, consistent with the declaration of the above provisions, the Eastern Shore MPO, in consultation with the Alabama Department of Transportation, has prepared a 2020 Public Participation Plan (PPP); and

**WHEREAS**, pursuant to 450.316 (a)(3), the MPO has provided a public comment period of forty-five (45) days to review the PPP prior to final MPO approval; now

**THEREFORE, BE IT RESOLVED** that the Eastern Shore MPO has reviewed its public participation procedures, hereafter referred to as the 2020 Public Participation Plan (PPP), to assure that full and open access to the transportation planning process is provided to all citizens, to maintain consistency with federal and state requirements, and to improve and streamline the public involvement process.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_

**AGENDA ITEM 2**

**ACTION - RESOLUTION ADOPTING CONTINUITY OF OPERATIONS PLAN (COOP)**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p style="text-align: center;">Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>MPO Staff has prepared the 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.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1. Continuity of Operations Plan</li><li>2. Resolution</li></ol>

# **Eastern Shore Metropolitan Planning Organization**

## **Continuity of Operations Plan (COOP)**

July 2020



# **Eastern Shore Metropolitan Planning Organization**

## **COOP**

For information regarding this document, please contact:

Sarah Hart Sislak, MPO Coordinator  
Eastern Shore MPO  
Baldwin County (Fairhope) Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, AL 36532  
(251) 990-4643 Office  
(251) 580-2590 Fax  
Email: [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

# **Eastern Shore Metropolitan Planning Organization (ESMPO)**

## **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 1.2 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 Local Transportation Bureau, 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 the 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.

### **Threats to Human Health**

In the case of threats to human health, including declared epidemics and pandemics, the County Engineer will assess the situation and will communicate through telephone or email to provide instruction to ESMPO staff. 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 2021 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:** [REDACTED]

---

Councilmember Ron Scott, Daphne City Council

**Email:** councildistrict5@daphneal.com

**Phone:** 251-621-9000

**Mobile Phone:** [REDACTED]

---

Mayor Dane Haygood, City of Daphne

**Email:** mayorsoffice@daphneal.com

**Phone:** 251-621-9000

**Mobile Phone:** [REDACTED]

---

Councilmember Jack Burrell, Fairhope City Council

**Email:** jack.burrell@fairhopeal.gov

**Phone:** 251-629-2136

**Mobile Phone:** [REDACTED]

---

Commissioner Joe Davis III, Baldwin County Commission District 2

**Email:** Joe.Davis@baldwincountyal.gov

**Phone:** 251-990-4620

**Mobile Phone:** [REDACTED]

---

Commissioner Billie Jo Underwood, Baldwin County Commission District 3

**Email:** BUnderwood@baldwincountyal.gov

**Phone:** 251-972-8515

**Mobile Phone:** [REDACTED]

---

Mayor Mike McMillan, City of Spanish Fort

**Email:** mayor@cityofspanishfort.com

**Phone:** 251-626-4884

**Mobile Phone:** [REDACTED]

---

Mayor Richard Teal, Town of Loxley

**Email:** rteal@flowerwood.com

**Phone:** 251-964-5162

**Mobile Phone:** [REDACTED]

---

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

**Email:** ericksenm@dot.state.al.us

**Phone:** (251) 434-6800

**Mobile Phone:** [REDACTED]

---

### **Policy Board Non-Voting Members**

---

Mark Bartlett, Division Administrator, Federal Highway Administration

**Email:** Mark.Bartlett@dot.gov

**Phone:** 334-274-6350

---

Ed Phillips, State Local Transportation Engineer, ALDOT

**Email:** phillipse@dot.state.al.us

**Phone:** 334-242-6203

---

Richard Johnson, Technical Advisory Committee (Chairperson)

**Email:** richard.johnson@fairhopeal.gov

**Phone:** 251-928-8003

**Mobile Phone:** [REDACTED]

---

Andrew James, Citizen Advisory Committee (Chairperson)

**Email:** andrew.james@volkert.com

**Phone:** 251 968-7551

**Mobile Phone:** [REDACTED]

---

# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-08

### Adopting the Continuity of Operations Plan (COOP)

**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,** 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 Eastern Shore MPO 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 Eastern Shore MPO 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 Eastern Shore MPO in FY21 and indefinitely until such time that changes are needed.

**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 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_



## AGENDA ITEM 3

### ACTION – RESOLUTION ADOPTING FY 2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p>Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 14, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>MPO Staff has completed the Draft FY 2021 Unified Planning Work Program (UPWP). The UPWP is the administrative planning budget for the MPO.</p> <p>The Draft UPWP was published for Public Comment for 30 days from June 1, 2020 - June 30, 2020. No formal comments were received. The Draft version will be adopted as the Final.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1. FY 2021 UPWP</li><li>2. Resolution</li></ol>

# **Eastern Shore Metropolitan Planning Organization**

**FY 2021**

## **Unified Planning Work Program (UPWP)**

### **MPO PLANNING AND ADMINISTRATIVE BUDGET**



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

July 2020

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

# **Eastern Shore Metropolitan Planning Organization**

**FY 2021**

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

## **MPO PLANNING AND ADMINISTRATIVE BUDGET**

This document is posted on the internet at  
[www.easternshorempo.org](http://www.easternshorempo.org)

For information regarding this document, please contact:

Sarah Hart Sislak, MPO Coordinator  
Eastern Shore MPO  
Baldwin County (Fairhope) Satellite Courthouse  
1100 Fairhope Ave  
Fairhope, AL 36532  
(251) 990-4643 Office  
(251) 580-2590 Fax  
Email: [coordinator@easternshorempo.org](mailto:coordinator@easternshorempo.org)

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  
Commissioner Billie Jo Underwood, Baldwin County Commission District 3  
Mayor Michael McMillan, City of Spanish Fort  
Mayor Richard Teal, Town of Loxley  
Matthew Eriksen, P.E., Southwest Region Engineer, Alabama Department of Transportation

### **Non-Voting Members**

Mark Bartlett, P.E., Division Administrator, Federal Highway Administration  
D.E. Phillips, Jr., P.E., State Local Transportation Engineer, ALDOT  
Richard Johnson, P.E., 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  
Buford King, Development Services Manager, City of Fairhope  
Jeremy Sasser, Public Works Director, City of Daphne  
Carl Nelson, Planning Commission Chairman, City of Spanish Fort  
Robert Davis, 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  
Don Lagarde, Director, City of Fairhope Airport Authority  
Lian Li, 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  
Marissa Renneker, 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  
Meredith Montgomery, City of Fairhope  
David Wells, City of Fairhope

Nancy Johnson, Baldwin County  
Dewane Hayes, Baldwin County  
Valerie Smith, Baldwin County  
Gail Yongue, Baldwin County

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

Raymond Lovell, Town of Loxley  
Vacant, Town of Loxley

**Eastern Shore MPO Staff**

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[katrina.taylor@baldwincountyal.gov](mailto:katrina.taylor@baldwincountyal.gov)

**EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
RESOLUTION NO.   2020-**

**Adopting the FY2021 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 2021; and

**WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO),** in session this 22<sup>nd</sup> day of July 2020, did review and evaluate the aforementioned FY21 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 2021, from October 1, 2020 to September 30, 2021.

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](http://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**

#### ***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. 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 are appointed by 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 workplace 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 FY20 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 FY20 MPO Policy Board Meetings; Communication with Policy Board Members and Advisory Committee Members throughout FY20; Proofing MPO documents and correspondence; Managing MPO FY20 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 workplace 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

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds*	\$29,600.00
Local Funds	\$7,400.00
<b>Total Funds*</b>	<b>\$37,000.00</b>

*\*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 FY20 COOP; Update Continuity of Operations Plan for FY21.

### Proposed Work

Staff will update the COOP, if needed, to 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

\*MPO Coordinator will evaluate the need to update or adopt a new COOP. The current COOP will remain active unless changes or additions are needed for FY22.

### 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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$400.00
Local Funds	\$100.00
<b>Total Funds*</b>	<b>\$500.00</b>

*\*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 FY20, 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, agenda packets, general documents, draft and final plans, maps

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds	\$9,600.00
Local Funds	\$2,400.00
<b>Total Funds*</b>	<b>\$12,000.00</b>

*\*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
- Building and Planning permit Spreadsheets

#### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff



## **Schedule**

October 1, 2020– September 30, 2021

## **Funding Responsibility**

PL Funds	\$2,400.00
Local Funds	\$600.00
<b>Total Funds*</b>	<b>\$3,000.00</b>

*\*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, 2019, and 2020..

### **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, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$8,000.00
Local Funds	\$2,000.00
<b>Total Funds*</b>	<b>\$10,000.00</b>

*\*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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$3,200.00
Local Funds	\$800.00
<b>Total Funds*</b>	<b>\$4,000.00</b>

*\*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, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$4,000.00
Local Funds	\$1,000.00
<b>Total Funds*</b>	<b>\$5,000.00</b>

*\*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 benchmarks and timelines where appropriate to enable MPO, ALDOT, and FHWA to measure progress on time-sensitive activities.

#### Previous Work

Mid-year review and updates to FY20 Final UPWP including review of work and funding availability.

#### Proposed Work

In cooperation with ALDOT, MPO staff will determine the needed planning activities (tasks) for FY 2022. These activities, along with funding levels and funding sources, will be incorporated into the Draft FY 2022 Unified Planning Work Program. The UPWP will continue to reflect the requirements of federal transportation legislation. MPO staff will also provide an annual report.

- Develop the FY 2022 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 2022 Draft and Final UPWP  
Annual Report  
Financial Reports

#### Staffing

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

#### Schedule

Draft in June 2021; Final in July/August 2021

#### Funding Responsibility

PL Funds	\$3,200.00
Local Funds	\$800.00
<b>Total Funds*</b>	<b>\$4,000.00</b>

*\*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, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds	\$16,000.00
Local Funds	\$4,000.00
<b>Total Funds*</b>	<b>\$20,000.00</b>

*\*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 FTA Title VI Plan  
Up to Date LEP Plan

### **Staffing**

MPO Coordinator  
MPO Technician I

Baldwin County Highway Department Staff

**Schedule**

October 1, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$4,000.00
Local Funds	\$1,000.00
<b>Total Funds*</b>	<b>\$5,000.00</b>

*\*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, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds	\$400.00
Local Funds	\$100.00
<b>Total Funds*</b>	<b>\$500.00</b>

*\*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 2021, the earliest possible work under this subtask would not take place until 2022.**

### 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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$400.00
Local Funds	\$100.00
<b>Total Funds*</b>	<b>\$500.00</b>

*\*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 2021, the earliest possible work under this subtask would not take place until 2022 or 2023.**

#### **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, 2020– September 30, 2021

**Funding Responsibility**

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*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 2045 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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$200.00
Local Funds	\$50.00
<b>Total Funds*</b>	<b>\$250.00</b>

*\*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 2020. 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 2045 LRTP; Collected and presented Livability Indicator Data in the 2045 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 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 2. 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 2045 LRTP
- **The MPO will collect, prepare, and present *Livability Indicator* data in the listed planning documents as required on page 2.**
- MPO staff will attend meetings, training events, or presentations as appropriate to the tasking.
- Map plats and track building permit data

#### Products

Up-to-date 2045 Long Range Transportation Plan  
Planning Studies (as requested)  
Planning and Development spreadsheets

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds	\$30,400.00
Local Funds	\$7,600.00
<b>Total Funds*</b>	<b>\$38,000.00</b>

*\*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. 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 FY2020-2023 TIP; Adopted Final FY2020-2023 TIP in September 2019; Amended FY2020-2023 TIP as requested by Policy Board; Assisted Member Governments with ADA Plan compliance

### Proposed Work

- The MPO will 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 2. 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 2.**
- MPO staff will attend meetings, training events, presentations, or peer information exchanges as appropriate to the tasking

### Products

Up-to-date FY2020-23TIP

Studies (when applicable)

Livability Indicator data, as required on page 2. This data will be displayed in the Plan as numbers or percentages in charts, tables, or maps.

Annual Obligated Projects List

### Staffing

MPO Coordinator

MPO Technician I

Baldwin County Highway Department Staff

**Schedule**

October 1, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$28,000.00
Local Funds	\$7,000.00
<b>Total Funds*</b>	<b>\$35,000.00</b>

*\*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 FTA 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.

### **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
- Assist in preparation of 5307 grant application
- Implement strategies identified in Public Transit Plan and updated LRTP.
- 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**

5307 Grant Application  
5307 Project Conceptual Designs

**\* 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, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$16,000.00
Local Funds	\$4,000.00
<b>Total Funds*</b>	<b>\$20,000.00</b>

***\*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 2045 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. All bicycle and pedestrian planning will be in coordination with ALDOT's statewide bike/ped plan

- 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
- Work with County Bike/Ped Connectivity Group

### **Products**

Updated Bicycle and Pedestrian Concept  
Connectivity Maps

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

**Schedule**

October 1, 2020 – September 30, 2021

**Funding Responsibility**

PL Funds	\$7,200.00
Local Funds	\$1,800.00
<b>Total Funds*</b>	<b>\$9,000.00</b>

*\*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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$1,600.00
Local Funds	\$400.00
<b>Total Funds*</b>	<b>\$2,000.00</b>

*\*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.
- Consult Statewide Freight Plan
- 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, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$8,000.00
Local Funds	\$2,000.00
<b>Total Funds*</b>	<b>\$10,000.00</b>

*\*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.
- Assist member governments with Highway Safety Improvement Program applications.

### Products

Safety Videos  
Safety Performance Measures

### Staffing

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### Schedule

October 1, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$6,400.00
Local Funds	\$1,600.00
<b>Total Funds*</b>	<b>\$8,000.00</b>

*\*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

MPO staff attended training seminars and conferences regarding the following: Cube Voyager modeling, transportation planning, Arc GIS training, Census, and other various administrative courses. MPO staff also assisted with the preparation of and attended the Alabama Transportation Planners (ATPA) Annual Conference.

### Proposed Work

MPO staff will continue to attend workshops, training sessions, and seminars in order to improve the planning capabilities of MPO planning staff. Staff will assist in the preparations of the annual ATPA Conference. MPO staff will attend classes on the Citilabs Cube Voyager Travel Demand model held quarterly. Other training will consist of:

- GIS training
- Various Planning-related Workshops, Seminars, Meetings, Conferences, and Peer Exchanges
- General administrative training
- Maintenance of Safety Video Kiosk

### Products

Certifications  
Up-to-Date Travel Model  
Safety Videos

### Staffing

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### Schedule

October 1, 2020 – September 30, 2021

### Funding Responsibility

PL Funds	\$10,400.00
Local Funds	\$2,600.00
<b>Total Funds*</b>	<b>\$13,000.00</b>

*\*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 member governments for various plans and studies.

### **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)
- Planning and Development Spreadsheets

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

## **Schedule**

October 1, 2020 – September 30, 2021

### **Funding Responsibility**

PL Funds	\$9,581.60
Local Funds	\$2,395.40
<b>Total Funds*</b>	<b>\$11,977.00</b>

*\*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.

### **Previous Work**

MPO staff partnered with consultants to develop the 2045 Long Range Transportation Plan. Provided funding to the City of Daphne for Traffic Calming Guidelines.

### **Proposed Work**

MPO staff will partner with Consultants to prepare various planning documents as needed and as requested. The MPO will also 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), and to the Town of Loxley for a Corridor Study/Access Management Plan (Estimated Total Cost of \$40,000 or less with federal portion of \$32,000 or less).

### **Products**

City of Fairhope Complete Streets Policy Guide  
Town of Loxley Corridor Study/Access Management Plan  
Miscellaneous Planning Documents

### **Staffing**

MPO Coordinator  
MPO Technician I  
Baldwin County Highway Department Staff

### **Schedule**

October 1, 2020 – September 30, 2021

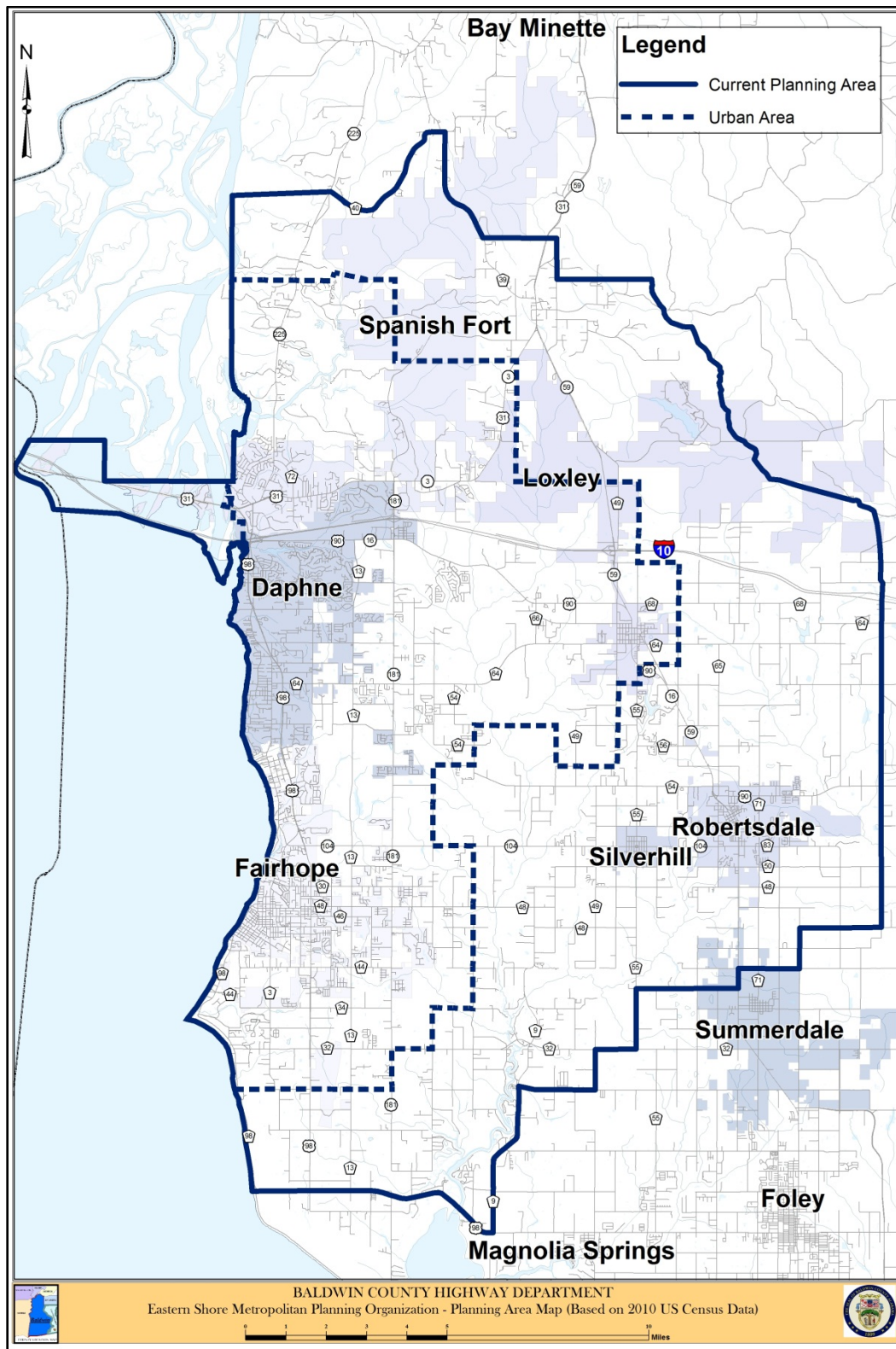
### **Funding Responsibility**

PL Funds	\$113,653.60
Local Funds	\$28,413.40
<b>Total Funds*</b>	<b>\$142,067.00</b>

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

## *Appendices*

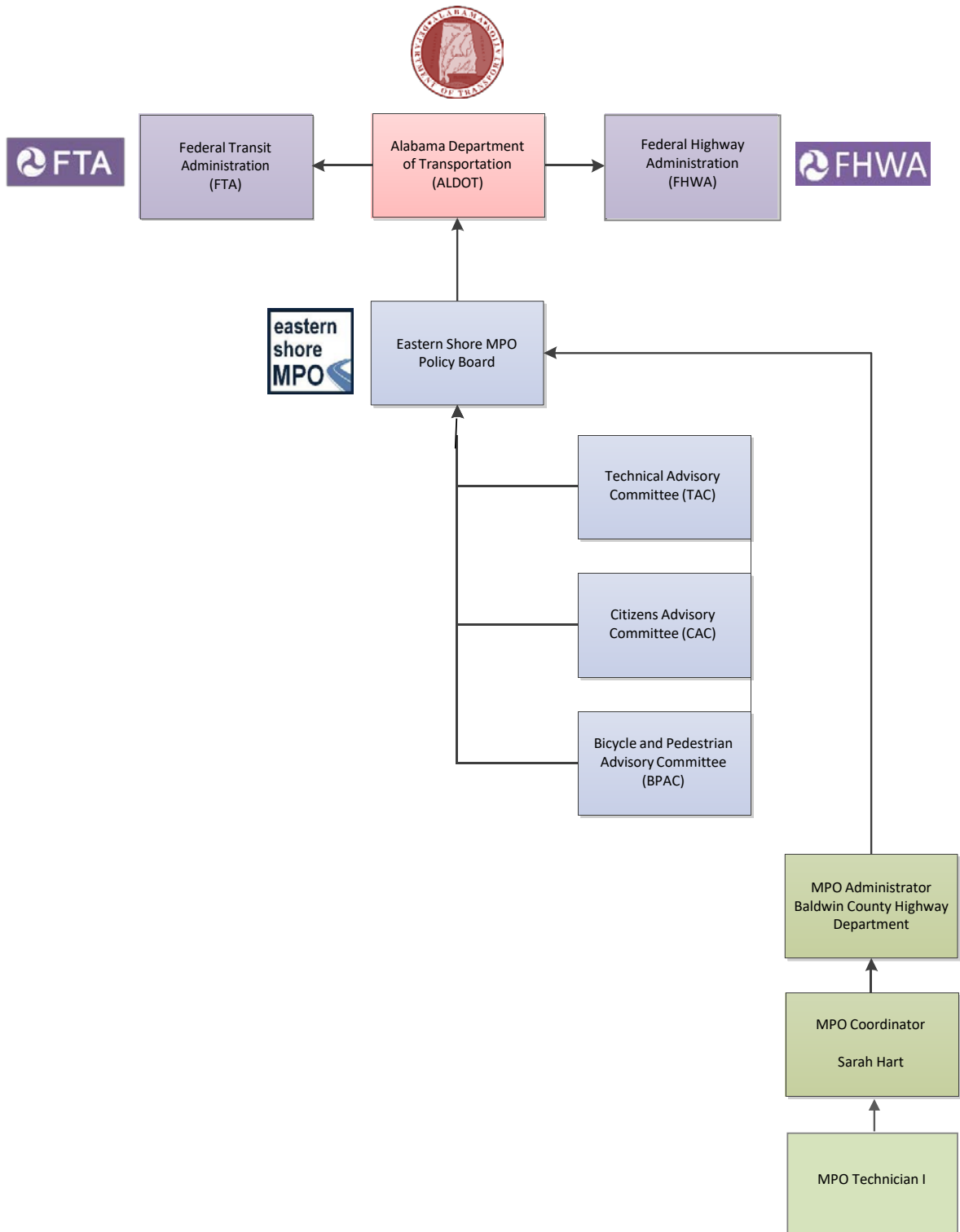
## Appendix A Eastern Shore MPO



Source: MPO Staff

## Appendix B

### MPO Organizational Chart



## Appendix C

### Abbreviations and Acronyms

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

<b>MPO</b>	Metropolitan Planning Organization
<b>MOVES</b>	Motor Vehicle Emission Simulator
<b>NAAQS</b>	National Ambient Air Quality Standards
<b>NEPA</b>	National Environmental Policy Act of 1969
<b>NHS</b>	National Highway System
<b>O<sub>3</sub></b>	Ozone
<b>PL</b>	Planning Funds
<b>PM 2.5</b>	<b>Particulate Matter 2.5</b> - Pollution in the form of tiny particles or droplets in the air that are two and one half microns or less in width.
<b>PPP</b>	Public Participation Plan (or Process depending on use)
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>SARPC</b>	<b>South Alabama Regional Planning Commission</b>
<b>SIP</b>	Statewide Implementation Plan
<b>SPR</b>	State Planning and Research
<b>STIP</b>	Statewide Transportation Improvement Program
<b>TAC</b>	Technical Advisory Committee
<b>TAP</b>	Transportation Alternatives Program
<b>TAZ</b>	Traffic Analysis Zone
<b>TEA-21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>TSM</b>	Transportation System Management
<b>UPWP</b>	Unified Planning Work Program
<b>USC</b>	United States Code



## Appendix D

### Summary Tables

Table 1: FY 2021 Planning Funds – Overview

FY 21 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	\$ 142,067.00		\$70,000.00	\$ 212,067.00
	State Planning and Research (SPR)***		\$ 50,000.00		\$ 50,000.00
<b>TOTAL MPO PLANNING AND ADMIN. BUDGET:</b>		<b>\$391,044.00</b>	<b>\$ 50,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 411,044.00</b>

Table 2: FY 2021 Planning Funds – Detailed View

FY21 Planning Funds (from FHWA):			\$199,181.60				
FY21 Match Funds (20% from County):			\$49,795.40				
Total FY21 MPO Planning Funds:			\$248,977.00				
MPO Planning (PL) Funds - Breakdown by Subtask							
Task	Subtask	Description	FY 21 PL-FHWA/FTA	FY 21 Local	FY 21 Total	FY 20 Total	FY19 Total
1	Administration						
	1.1	MPO Administrative Duties	\$ 29,600.00	\$ 7,400.00	\$ 37,000.00	\$ 37,000.00	\$ 32,000.00
	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	\$ 12,000.00
Task 1.0 Subtotal			\$ 39,600.00	\$ 9,900.00	\$ 49,500.00	\$ 49,500.00	\$ 44,500.00
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	\$ 4,000.00	\$ 6,000.00
	2.4	Prep. of Emissions Data for MOVES2010a	\$ -	\$ -	\$ -	\$ -	\$ -
	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	\$ 22,000.00	\$ 24,000.00
3	Unified Planning Work Program						
Task 3.0 Subtotal			\$ 3,200.00	\$ 800.00	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00
4	Public Involvement						
	4.1	Public Participation Process	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00	\$ 17,000.00
	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	\$ 500.00
	4.4	Public Involv. for Air Quality Conformity	\$ 400.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00
Task 4.0 Subtotal			\$ 20,800.00	\$ 5,200.00	\$ 26,000.00	\$ 26,000.00	\$ 23,000.00
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	\$ 38,000.00	\$ 35,000.00
	6.2	Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ -
	6.3	Amend LRTP for Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ -
	6.4	Transportation Improvement Program (TIP)	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00
	6.5	Amend TIP for Air Quality Conformity	\$ -	\$ -	\$ -	\$ -	\$ -
	6.6	Public Transportation*	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00
	6.7	Bicycle/Pedestrian Planning	\$ 7,200.00	\$ 1,800.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
	6.8	Congestion Management Process	\$ 1,600.00	\$ 400.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	6.9	Freight Planning	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Task 6.0 Subtotal			\$ 91,200.00	\$ 22,800.00	\$ 114,000.00	\$ 114,000.00	\$ 116,000.00
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	\$ 13,000.00
9	Special Projects, Corridor Development, DRI						
Task 9.0 Subtotal			\$ 9,581.60	\$ 2,395.40	\$ 11,977.00	\$ 11,977.00	\$ 45,922.00
10	Future Planning Studies						
FY 2020 Carryover			\$ 89,623.60	\$ 22,405.90	\$ 112,029.50	\$ 112,029.50	\$ -
Task 10.0 Subtotal			\$ 89,623.60	\$ 22,405.90	\$ 112,029.50	\$ 112,029.50	\$ -
TOTAL TASKS 1.0 THROUGH 10.0:			\$ 288,805.20	\$ 72,201.30	\$ 361,006.50	\$ 361,006.50	\$ 278,422.00
SPR Funds Allocated Utilized by ALDOT:***			\$ 50,000.00	\$ -	\$ 50,000.00	\$ 37,500.00	\$ 48,000.00
TOTAL MPO PLANNING AND ADMIN. BUDGET:			\$ 288,805.20	\$ 72,201.30	\$ 288,805.20	\$ 361,006.50	\$ 326,422.00

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

\*\* Leftover PL funds from FY17-20 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.

Table 3: FY 2020 Planning Activities

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

<b>Sponsor: Town of Loxley</b>			
Task	Description	Type	Status
10	SR 59 Corridor Study/Access Management Plan	Traffic	Ongoing

The following statewide planning documents can be found on the ALDOT website: Freight Plan, Statewide Bicycle and Pedestrian Plan, Statewide Transportation Plan, State Airport System Plan, and the Alabama Statewide Management Plan.

Future plans include the Alabama Rail Plan, the Alabama Public Involvement Plan, and the Transportation Asset Management 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	Disposed
12/27/2012	HP Probook 657B Notebook PC (for Coordinator)	1	\$ 794.00	Disposed
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	Disposed
12/27/2012	36"x300' 24# Inkjet Plotter Paper	1	\$ 41.32	Disposed
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.47	Disposed
1/7/2013	44"x300' CAD One Premium Coated Plotter Paper	1	\$ 68.46	Disposed
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	Disposed
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	Disposed
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	Disposed
2/14/2013	HP Plotter Printhead - Magenta/Cyan	1	\$ 55.16	Disposed
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	Disposed
2/14/2013	HP Plotter Printhead - Grey/Photo Black	1	\$ 55.17	Disposed
2/14/2013	HP Plotter Printhead - Matte Black/Yellow	1	\$ 55.17	Disposed
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	Disposed
5/30/2013	GCOP - Bulliten Bar 48"	2	\$ 44.48	Disposed
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	Disposed
8/6/2013	HP 90W DOCK STATION (Coordinator Asst.)	1	\$ 134.00	Disposed
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 - Gray	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	\$ -	Disposed
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	Disposed
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	Disposed
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
<b>MPO Asset Inventory</b>				
<b>Ledger Date:</b>	<b>Asset Description:</b>	<b>Quantity:</b>	<b>Purchase Price:</b>	<b>Status:</b>
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	Disposed
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



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
<b>MPO Asset Inventory</b>				
<b>Ledger Date:</b>	<b>Asset Description:</b>	<b>Quantity:</b>	<b>Purchase Price:</b>	<b>Status:</b>
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
<b>MPO Asset Inventory</b>				
<b>Ledger Date:</b>	<b>Asset Description:</b>	<b>Quantity:</b>	<b>Purchase Price:</b>	<b>Status:</b>
4/11/2019	STAPLES CONTRACT & COMMERCIAL, Elmer's Adhesive Spray	1	\$ 10.86	In Use
4/11/2019	STAPLES CONTRACT & COMMERCIAL, 8" Scissors	1	\$ 10.49	In Use
4/11/2019	BAY AREA PRINTING - Yellow Ink Cartridge	1	\$ 76.85	In Use
4/11/2019	BAY AREA PRINTING - Matte Black and Yellow Printer Head	1	\$ 80.60	In Use
4/11/2019	BAY AREA PRINTING - Matte Black Ink Cartridge	1	\$ 76.85	In Use



4/11/2019	BAY AREA PRINTING - MaGENTA AND Cyan Print Heads	1	\$ 80.60	In Use
4/11/2019	BAY AREA PRINTING - Grey and Photo Black Print Heads	1	\$ 80.60	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, Post-it Notes	1	\$ 12.45	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, 8.5x11 Paper	2	\$ 67.00	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, Paper Clips	2	\$ 5.28	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, 4" White 3 Ring Binder	1	\$ 13.99	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, 1" Black 3 Ring Binder	10	\$ 18.00	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, 3" White 3 Ring Binder	2	\$ 36.96	In Use
8/2/2019	STAPLES CONTRACT & COMMERCIAL, Avery Tab Dividers	10	\$ 16.50	In Use
10/10/2019	CDW - Government, Ink, Epson Powerlite 179SF Projector	1	\$ 891.37	In Use
11/25/2019	Notary Public Underwriters - Impression Inker	1	\$ 21.50	In Use
12/2/2019	iPhone 7 (for coordinator)	1	\$ -	In Use
12/2/2019	iPhone 7 otterbox (for coordinator)	1	\$ 41.93	In Use
12/12/2019	BAY AREA PRINTING & GRAPHICS, 36" x 300' Inkjet Plotter Paper	1	\$ 147.00	In Storage
12/12/2019	BAY AREA PRINTING & GRAPHICS, 42" x 300' Inkjet Plotter Paper	1	\$ 197.00	In Storage
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Binder 1" White/dozen	1	\$ 36.96	In Storage
12/30/2019	STAPLES CONTRACT & COMMERCIAL, 8.5 x 11 Copy Paper	2	\$ 67.00	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Sharpie/pk	1	\$ 10.76	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Cardstock Paper	1	\$ 18.01	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Pilot Pens Blue/pk	1	\$ 23.52	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, True Red Pens/ Black	1	\$ 3.58	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, True Red Pens/Blue	1	\$ 3.98	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Scotch Tape	1	\$ 6.44	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Highlighter/pk	1	\$ 10.53	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Tab Dividers/pk	10	\$ 16.50	In Use
12/30/2019	STAPLES CONTRACT & COMMERCIAL, Post-it Notes	1	\$ 10.86	In Use
2/7/2020	BAY IMAGES, Brass Nametags	2	\$ 24.00	In Use
2/10/2020	STAPLES CONTRACT & COMMERCIAL, Guest Chairs (for Technician)	2	\$ 229.48	In Use
2/10/2020	STAPLES CONTRACT & COMMERCIAL, Wall Shelf (for Technician)	2	\$ 72.18	In Use
3/3/2020	STAPLES CONTRACT & COMMERCIAL, 4 1/8 x 9 1/2 Envelopes	2	\$ 37.98	In Use



## Appendix F – Public Notices, Comments, and Responses

### EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

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**FOR IMMEDIATE RELEASE:**

May 21, 2020

**CONTACT:**

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

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### **PUBLIC NOTICE**

#### **Eastern Shore Metropolitan Planning Organization**

#### **REQUEST FOR PUBLIC COMMENTS REGARDING THE PROPOSED DRAFT FISCAL YEAR 2021 UNIFIED PLANNING WORK PROGRAM (UPWP)**

The Eastern Shore Metropolitan Planning Organization (ESMPO) has prepared the Draft FY 2021 UPWP for review by the MPO Policy Board and Advisory Committees in July 2020.

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 2021 by the Alabama Department of Transportation (ALDOT) and the Eastern Shore MPO.

The Draft FY 2021 UPWP will be available for review at the locations listed below from June 1st through June 30th. The document may also be viewed on the ESMPO website, [www.easternshorempo.org](http://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:

**Fairhope**

**City Hall, Clerk's Office**

**Public Library**

**Robertsdale**

**Robertsdale Public Library**

**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](mailto:coordinator@easternshorempo.org)

**Facsimile:**  
(251) 580-2590

To schedule an appointment to review the document in person, or for additional information regarding this document, contact the MPO Coordinator, Sarah Hart Sislak, at (251) 990-4643 or [shart@baldwincountyal.gov](mailto:shart@baldwincountyal.gov) or visit our website at [www.easternshorempo.org](http://www.easternshorempo.org).

Public participation is solicited without regard to race, color, national origin, sex, age, religion, or disability. 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.org](mailto:coordinator@easternshorempo.org).

# Comment Response Log

Eastern Shore MPO: Comment Processing Form for <u>Draft FY21 Unified Planning Work Program (UPWP)</u>									
Locations:	# of Comments:	# of Sign-Ins:	Other:	Sent To (check all that apply):			Date:	Response Date:	Verification:
Fairhope City Hall, Clerk's Office, Fairhope	0	0		BPAC	CAC	TAC	PB		SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS SHS
Fairhope Public Library, Fairhope	0	0		BPAC	CAC	TAC	PB		
Alabama DOT, Division Engineer, Mobile	0	0		BPAC	CAC	TAC	PB		
Robertsdale Public Library, Robertsdale	0	0		BPAC	CAC	TAC	PB		
Newspaper - Public Notice Regarding Comment Period	0	0		BPAC	CAC	TAC	PB		
Website	0	0		BPAC	CAC	TAC	PB		
Social Media	0	0		BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
				BPAC	CAC	TAC	PB		
TOTALS:	0	0							

## 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:	<b>28.8%</b>	27.0%	26.9%	24.2%	22.2%
Average:	<b>31.1%</b>	33.4%	30.3%	29.6%	28.4%
Maximum:	<b>34.5%</b>	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:	<b>11.4%</b>	8.1%	8.2%	6.8%	10.7%
Average:	<b>25.1%</b>	22.7%	19.0%	18.5%	23.1%
Maximum:	<b>36.9%</b>	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:	<b>45.3%</b>	37.5%	35.7%	32.0%	33.8%
Average:	<b>56.2%</b>	56.1%	49.3%	48.1%	51.5%
Maximum:	<b>66.8%</b>	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 Using Transit:	0.26%
Percent Males Using Transit:	0.03%
Percent Females Using Transit:	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. 2020-09

### Adopting the FY 2021 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 (UPWP) 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 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) 2021; and

**WHEREAS,** pursuant to its duties, functions, and responsibilities, the Eastern Shore MPO, in session this 22<sup>nd</sup> day of July 2020, did review and evaluate the Draft FY21 Unified Planning Work Program, summarized on the attached pages; now

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization hereby endorses and adopts 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.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_

**AGENDA ITEM 4**

**ACTION – RESOLUTION ADOPTING FY 2021 COST ALLOCATION PLAN (CAP)**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p style="text-align: center;">Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>MPO Staff has prepared the FY 2021 Cost Allocation Plan (CAP). The CAP outlines administrative expenses incurred by the MPO and produces indirect cost ratios used for reimbursement by ALDOT.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1. FY 2021 Cost Allocation Plan</li><li>2. Resolution</li></ol>



# **Eastern Shore Metropolitan Planning Organization**

**FY 2021**

## **Cost Allocation Plan**

July 2020

# Eastern Shore Metropolitan Planning Organization (ESMPO)

## FY 2021

### 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, Local Transportation Bureau, Planning 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:

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

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 2021 to allocate 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.

The formula below should be used to calculate the MPO's total billable costs for our example month:

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

### Step 1 - Calculating Billable Amount for Employee Time:

As noted above the billable amount for employee time is multiplied by two different rates to account for employee fringe benefits and to account for overhead. Thus the costs for Employee A and Employee B would be as follows:

$$\begin{array}{rclclcl} \text{Actual Salaries} & \times & \text{Fringe Benefit Rate} & \times & \text{Indirect Allocation Rate} & = & \text{Billable Employee Time} \\ (\$4800 + \$1920) & \times & 1.55 & \times & 1.25 & = & \$13,020 \end{array}$$

Accounts for the fringe benefits of Employee A and Employee B (Vacation, Holidays, FICA, Worker's Compensation, Health Insurance, etc)

Accounts for indirect, overhead costs related to operating the MPO (Office Rent, Office Supplies, Utilities, Equipment Upkeep, etc)

### Step 2 - Calculating Billable Amount for any Other Direct Expenses:

Calculating the billable amount for any other direct expenses requires only that the remaining direct expenses be totaled together:

Travel +	\$36 +
Postage +	\$30 +
Newspaper	\$200
= Total:	\$266

### Step 3 - Add Billable Employee Time to the Direct Expenses:

Billable Employee Time +	\$13,020 +
<u>Other Direct Expenses</u>	<u>\$266</u>
= Total Billed:	\$13,286

The total above represents the total billable costs for the example month.

### Step 4 – Calculate Reimbursable Amount:

The local MPO member governments are required to pay for twenty percent (20%) of the MPO costs. ALDOT will only reimburse for eighty percent (80%) of the Total Billed.

$$\begin{array}{rcl} \text{Total Billed} & \times & 80\% = \text{Reimbursable Amount} \\ \$13,286 & \times & 80\% = \$10,628 \text{ (rounded to the nearest dollar)} \end{array}$$

## Appendices A through C

APPENDIX A - FY 2021				
Calculation of Fringe Benefit Rate and Indirect Allocation Rate				
FRINGE BENEFIT RATE:				
The Fringe Benefit Rate (FBR) is calculated with the following equation:				
$\text{FBR} = 1 + \frac{\text{Total Fringe Benefits}}{\text{Chargeable Agency Salaries}} = 1 + \frac{\$ 61,179.82}{\$ 97,407.90} = 1.6281$				
Total Fringe Benefits: <span style="border: 1px solid black; padding: 2px;">\$ 61,179.82</span> (from Agency Salary Worksheet; Column 16)				
Chargeable Agency Salaries: <span style="border: 1px solid black; padding: 2px;">\$ 97,407.90</span> (from Agency Salary Worksheet; Column 8)				
INDIRECT ALLOCATION RATE:				
The Indirect Allocation Rate (IAR) is calculated with the following equation:				
$\text{IAR} = 1 + \frac{\text{Total Indirect Costs (TIC)}}{\text{Total Direct Salaries with Fringe Benefits}} = 1 + \frac{\$51,264.04}{\$137,575.68} = 1.3726$				
Total Indirect Salaries (TIS): <span style="margin-left: 20px;">\$ 12,906.03</span> (from Agency Salary Worksheet; Column 8)				
Indirect Personnel Costs (IPC): <span style="margin-left: 20px;">\$ 21,012.04</span> (= TIS * FBR)				
Total Indirect Expenses (TIE): <span style="margin-left: 20px;">\$ 30,252.00</span> (from Indirect Cost Worksheet)				
Total Indirect Costs (TIC): <span style="margin-left: 20px;"><span style="border: 1px solid black; padding: 2px;">\$ 51,264.04</span></span> (= IPC + TIE)				
Direct Salaries (DS): <span style="margin-left: 20px;">\$ 84,501.86</span> (from Agency Salary Worksheet; Column 8)				
Total Direct Salaries with Fringe Benefits: <span style="margin-left: 20px;"><span style="border: 1px solid black; padding: 2px;">\$ 137,575.68</span></span> (= DS * FBR)				

**APPENDIX B**  
**EASTERN SHORE MPO**  
**Agency Fringe Benefit Worksheet - FY 2021**

**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 2021 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%):	Unemploy-ment (0.18%):	Workman's Comp:	Longevity:†	Total Fringe Benefits:
	Sislak, S.	\$ 31	\$ 64,470	\$ 3,223	\$ 2,976	\$ 2,976	1880	\$ 55,295	\$ 4,932	\$ 12,709	\$47.00	\$ 149	\$ 3,868	\$ 64	\$ 182.00	\$ 500	\$ 31,626
	Taylor, K.	\$ 16	\$ 34,053	\$ 1,703	\$ 1,572	\$ 1,572	1880	\$ 29,207	\$ 2,605	\$ 12,709	\$47.00	\$ 79	\$ 2,043	\$ 34	\$ 155.00	\$ -	\$ 22,518
	SUBTOTALS:	\$ 47	\$ 98,522	\$ 4,926	\$ 4,547	\$ 4,547	3760	\$ 84,502	\$ 7,537	\$ 25,418	\$ 94	\$ 228	\$ 5,911	\$ 99	\$ 337	\$ 500	\$ 54,144

**AGENCY INDIRECT SALARIES & FRINGE**

Employee:	Hourly Rate:	FY 2021 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:
Burnett, B	\$39.55	\$ 82,271.00	\$ 4,114	\$ 3,797	\$ 3,797	40	\$ 1,501	\$ 6,294	\$ 5,718	\$47.00	\$ 190	\$ 4,936	\$ 126	\$ 144.00	\$ -	\$ 620
Peterson, S	\$32.14	\$ 66,852.00	\$ 3,343	\$ 3,600	\$ 3,085	65	\$ 1,965	\$ 5,114	\$ 12,709	\$47.00	\$ 155	\$ 4,011	\$ 155	\$ 117.00	\$ 500	\$ 1,135
Byrd, T	\$26.57	\$ 55,262.00	\$ 2,763	\$ 5,101	\$ 2,551	15	\$ 358	\$ 4,228	\$ 12,709	\$47.00	\$ 128	\$ 3,316	\$ 95	\$ 97.00	\$ 1,500	\$ 260
Sangster, L	\$23.00	\$ 47,842.00	\$ 2,392	\$ 3,864	\$ 2,208	25	\$ 524	\$ 3,660	\$ 12,709	\$47.00	\$ 111	\$ 2,871	\$ 82	\$ 84.00	\$ 1,000	\$ 386
Nunnally, J	\$74.04	\$154,000.00	\$ 7,700	\$ 12,438	\$ 7,108	60	\$ 4,045	\$ 10,473	\$ 12,709	\$47.00	\$ 356	\$ 9,240	\$ 277	\$ 3,553.00	\$ 1,000	\$ 2,071
Brown, M	\$43.35	\$ 90,159.00	\$ 4,508	\$ 8,322	\$ 4,161	40	\$ 1,557	\$ 6,897	\$ 12,709	\$47.00	\$ 208	\$ 5,410	\$ 103	\$ 158.00	\$ 500	\$ 915
George, V	\$28.63	\$ 59,560.00	\$ 2,978	\$ 2,749	\$ 2,749	70	\$ 1,902	\$ 4,556	\$ 12,709	\$47.00	\$ 138	\$ 3,574	\$ 105	\$ 104.00	\$ 500	\$ 1,125
Gautney, W	\$41.62	\$ 86,562.00	\$ 4,328	\$ 7,990	\$ 3,995	24	\$ 897	\$ 6,622	\$ 5,718	\$47.00	\$ 200	\$ 5,194	\$ 152	\$ 155.00	\$ 1,500	\$ 458
Howard, M	\$17.55	\$ 36,512.00	\$ 1,826	\$ 3,370	\$ 1,685	10	\$ 158	\$ 2,793	\$ -	\$47.00	\$ 84	\$ 2,191	\$ 94	\$ 64.00	\$ -	\$ 65
<b>SUBTOTALS:</b>	<b>\$ 326</b>	<b>\$ 679,020</b>	<b>\$ 33,951</b>	<b>\$ 51,233</b>	<b>\$ 31,339</b>	<b>373</b>	<b>\$ 12,906</b>	<b>\$ 50,637</b>	<b>\$ 87,690</b>	<b>\$ 423</b>	<b>\$ 1,569</b>	<b>\$ 40,741</b>	<b>\$ 1,189</b>	<b>\$ 4,476</b>	<b>\$ 6,500</b>	<b>\$ 7,036</b>

<b>AGENCY TOTALS:</b>	<b>\$ 777,542</b>	<b>\$ 38,877</b>	<b>\$ 55,780</b>	<b>\$ 35,887</b>	<b>\$ 4,133</b>	<b>\$ 97,408</b>	<b>\$ 58,174</b>	<b>\$ 113,108</b>	<b>\$ 517</b>	<b>\$ 1,797</b>	<b>\$ 46,653</b>	<b>\$ 1,288</b>	<b>\$ 4,813</b>	<b>\$ 7,000</b>	<b>\$ 61,180</b>
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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 2021**

<b>Description:</b>	<b>Monthly Cost per Unit:</b>	<b>Quantity:</b>	<b>Total Monthly Cost:</b>	<b>Total Yearly Cost:</b>	<b>Source:</b>
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	3	\$ 144.00	\$ 1,728.00	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
<b>GRAND TOTALS:</b>	<b>\$1,159.00</b>	<b>N/A</b>	<b>\$2,521.00</b>	<b>\$ 30,252.00</b>	



## 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](http://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

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**From:** Doolin, Jim [mailto:doolinj@dot.state.al.us]  
**Sent:** Monday, October 22, 2012 12:48 PM  
**To:** Brandy Leigh. Robertson  
**Cc:** cemetzger@dothan.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](mailto: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](mailto: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><u>95.41</u></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		ESMPO		Provide Month network connectivity for ESMPO					
Address				office computer and printer equipment					
City/ST/Zip		Fairhope							
Contact Person		Matthew Brown							
Telephone									
E-mail address		msbrown@baldwincountyal.gov							
Additional Information									
RECURRING CHARGES (billed monthly)				NON-RECURRING CHARGES (one-time charges)					
Computer Networking Services		Quantity Requested	Unit Cost	Total	Device Installation Fees		Quantity	Rate	Total
Personal Computers w/full services		2	\$48.00	\$96.00	Personal Computer		0	\$150.00	\$0.00
Personal Computers w/limited services		0	\$22.00	\$0.00	Printer		0	\$50.00	\$0.00
Printers (on network print server)		2	\$42.00	\$84.00	Telephone		0	\$50.00	\$0.00
E-mail		1	\$6.00	\$6.00	Security Camera		0	\$100.00	\$0.00
Total Computer Networking Services				\$186.00	Total Installation Fees				\$0.00
Telecommunications Services		Quantity Requested	Unit Cost	Total	Labor Rates		Estimated Hours	Hourly Rate	Total
Basic Dial Tone/Extension		0	\$29.00	\$0.00	Technicians & Operations		0	\$50.00	\$0.00
Direct-dial (DID) Number		0	\$13.00	\$0.00	Programming & Analysis		0	\$65.00	\$0.00
Voicemail		0	\$6.00	\$0.00	Total Labor Rates				\$0.00
Total Telecommunications Services				\$0.00	Miscellaneous		Quantity	Rate	Total
Other Network Services		Quantity Requested	Unit Cost	Total	Opti Point 420 Advanced Telephone		0	\$345.00	\$0.00
Devices on network w/internet access only		0	\$10.00	\$0.00	Opti Advance Plus E Digital Telephone		0	\$169.00	\$0.00
Network Security Camera		0	\$52.00	\$0.00	600 Series HRO		0	\$50.00	\$0.00
Enterprise BlackBerry Account		0	\$6.00	\$0.00	RP 624 S/L Digital Telephone		0	\$125.00	\$0.00
Managed Access Control/Door Lock		0	\$42.00	\$0.00	OPX Service		0	\$200.00	\$0.00
Video Conferencing Device		0	\$48.00	\$0.00	Other		0	\$0.00	\$0.00
Std Virtual App. Server Service		0	\$90.00	\$0.00	Other		0	\$0.00	\$0.00
MS SQL Database Hosting (up to 10 gb)		0	\$50.00	\$0.00	Other		0	\$0.00	\$0.00
Additional Disk Storage (50 gb blocks)		0	\$50.00	\$0.00	Total Miscellaneous				\$0.00
Total Other Network Services				\$0.00	TOTAL RECURRING CHARGES				\$186.00
TOTAL RECURRING CHARGES				\$186.00	TOTAL NON-RECURRING CHARGES				\$0.00
QUOTE TOTAL				\$186.00					
Request Date 11/14/2012				Estimated Completion Date					
General Ledger Account No.				CIS Work Order No. 3111 & 3112					
Customer Approval/Date				CIS Approval/Date					

# Appendix C-4

## BALDWIN COUNTY Communications & Information Systems Price Quote

Customer: Eastern Shore MPO			Summary/Notes	
Bill to Dept Code : 53100			Date: October 15, 2012 Add DID Ext. with voicemail.	
ACCT. NUMBER	QTY	PRODUCT/SERVICE DESCRIPTION	UNIT PRICE	EXTENDED PRICE
One-Time NON-Recurring Costs				
1.				
2. 53100.5211.1	1	Installation Charge		\$50.00
3. 53100.5211.1	1	Opti-Point 420 Advance Phone		\$315.00
4.				
5.				
			** Total One Time NON-Recurring Costs *****	
			\$365.00	
Monthly Recurring Costs				
1. 53100.5251	1	Dial Tone / Port Charge	\$29.00	\$29.00
2. 53100.5251	1	Voicemail Charge	\$6.00	\$6.00
3. 53100.5251	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: Lion Sample Approved By: Lion 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](mailto: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. 2020-10

### Adopting the FY 2021 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, Local Transportation Bureau, Planning Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama, the Eastern Shore MPO has prepared a Cost Allocation Plan (CAP) to summarize, in writing, the methods and procedures that the Eastern Shore MPO will use to allocate costs to various Tasks (and subtasks) within the Eastern Shore MPO FY 2021 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 2021.

**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 CAP in cooperation with the Alabama Department of Transportation as needed.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_

**AGENDA ITEM 5**

**ACTION – RESOLUTION AUTHORIZING 5307 FUNDS TO THE TOWN OF LOXLEY**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>							
<p>Policy Board Work Session – July 8, 2020</p> <p>Bicycle and Pedestrian Advisory Committee – July 14, 2020</p> <p>Citizens Advisory Committee – July 14, 2020</p> <p>Technical Advisory Committee – July 15, 2020</p> <p>Policy Board – July 22, 2020</p>							
<b>SUMMARY</b>							
<p>The Town of Loxley has requested the use of 5307 funds for a transit hub at the Loxley Municipal Park.</p> <table style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: right;">Federal:</td><td style="text-align: right;">\$782,635.54</td></tr><tr><td style="text-align: right;"><u>Town of Loxley:</u></td><td style="text-align: right;"><u>\$195,658.88</u></td></tr><tr><td style="text-align: right;">Total Cost:</td><td style="text-align: right;">\$978,294.42</td></tr></table>		Federal:	\$782,635.54	<u>Town of Loxley:</u>	<u>\$195,658.88</u>	Total Cost:	\$978,294.42
Federal:	\$782,635.54						
<u>Town of Loxley:</u>	<u>\$195,658.88</u>						
Total Cost:	\$978,294.42						
<b>RECOMMENDATION</b>							
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>							
<b>ATTACHMENT(S)</b>							
<ol style="list-style-type: none"><li>1. Project Submittal Form</li><li>2. Resolution</li></ol>							

# **EASTERN SHORE MPO** **PROJECT SUBMITTAL FORM**

FOR SUBMITTING A PROPOSED PROJECT FOR INCLUSION IN THE LONG RANGE TRANSPORTATION PLAN (LRTP)  
OR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Date:** 05/04/2020 **Point of Contact:** Robert Davis

**Address:** PO BOX 9 Loxley, AL 36551

**Phone:** 251-747-1662

**Email:** rdavis@townofloxley.org

**This Project was Recommended by (check one):** ☐ Citizen Working or Living within MPO Area

☐ Advisory Committee Member

☒ Public Official

☐ Other \_\_\_\_\_

**Please provide the following information about the proposed project:**

Project Description and Location (*include termini description, if road improvement*)

Construct a transit hub at Loxley Municipal Park.

Reason for Proposed Project (*Purpose and Need*):

This project will provide a transit hub for the community that will connect and improve commuting within the Loxley area and neighboring cities in Baldwin County.

Project Length (*if applicable*):

Bicycle and Pedestrian or ADA Upgrades:

This project will comply with all ADA Standards.

Roadway Classification (*if applicable*):  
N/A

Sponsor (*i.e. Responsible Local Government & Signature*):

*Robert C. Davis*

Percent (%) Local Match:  
20

Match Source:  
Funds from sponsor

Environmental Justice Issues or Concerns:

There are no expected environmental issues.



**For Internal (MPO or Project Sponsor) Use Only**

Scope of Work:	Cost Estimate:
Preliminary Engineering: Schematic design, design development, and related expenses.	\$43,594.69
Right-of-Way:	N/A
Utilities:	N/A
Construction: Transit hub and related improvements. Scope and estimate is attached.	\$934,699.73
TOTAL COST: \$978,294.42	





**For Internal (MPO or Project Sponsor Use Only)**

**Potential Funding Sources:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

**Bicycle and Pedestrian Advisory Committee Recommendation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Visionary List of the LRTP  | <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Financially Constrained List of the LRTP |
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the TIP _____   | <input type="checkbox"/> Recommend the Policy Board not approve the project   |
| <input type="checkbox"/> Recommend the Policy Board postpone taking any action on the proposed project to give time for further review or to change the project scope: _____ | Votes: _____  |
| _____  | Chair or Vice Chair Signature _____ Date _____  |

**Citizens Advisory Committee Recommendation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Visionary List of the LRTP  | <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Financially Constrained List of the LRTP |
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the TIP _____   | <input type="checkbox"/> Recommend the Policy Board not approve the project   |
| <input type="checkbox"/> Recommend the Policy Board postpone taking any action on the proposed project to give time for further review or to change the project scope: _____ | Votes: _____  |
| _____  | Chair or Vice Chair Signature _____ Date _____  |

**Technical Advisory Committee Recommendation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Visionary List of the LRTP  | <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the Financially Constrained List of the LRTP |
| <input type="checkbox"/> Recommend approval of the project as submitted for inclusion in the TIP _____   | <input type="checkbox"/> Recommend the Policy Board not approve the project   |
| <input type="checkbox"/> Recommend the Policy Board postpone taking any action on the proposed project to give time for further review or to change the project scope: _____ | Votes: _____  |
| _____  | Chair or Vice Chair Signature _____ Date _____  |

**Policy Board Action:**

- |   |   |
|---|---|
| <input type="checkbox"/> Approve the project as submitted for inclusion in the Visionary List of the LRTP   | <input type="checkbox"/> Approve the project as submitted for inclusion in the Financially Constrained List of the LRTP |
| <input type="checkbox"/> Approve the project as submitted for inclusion in the TIP _____  | <input type="checkbox"/> Choose not to approve the project  |
| <input type="checkbox"/> Postpone taking any action on the proposed project to give time for further review or to change the project scope: _____ | Votes: _____  |
| _____   | Resolution Number: _____  |
| _____   |   |

LOXLEY MUNICIPAL PARK  
Preliminary Budget Estimate

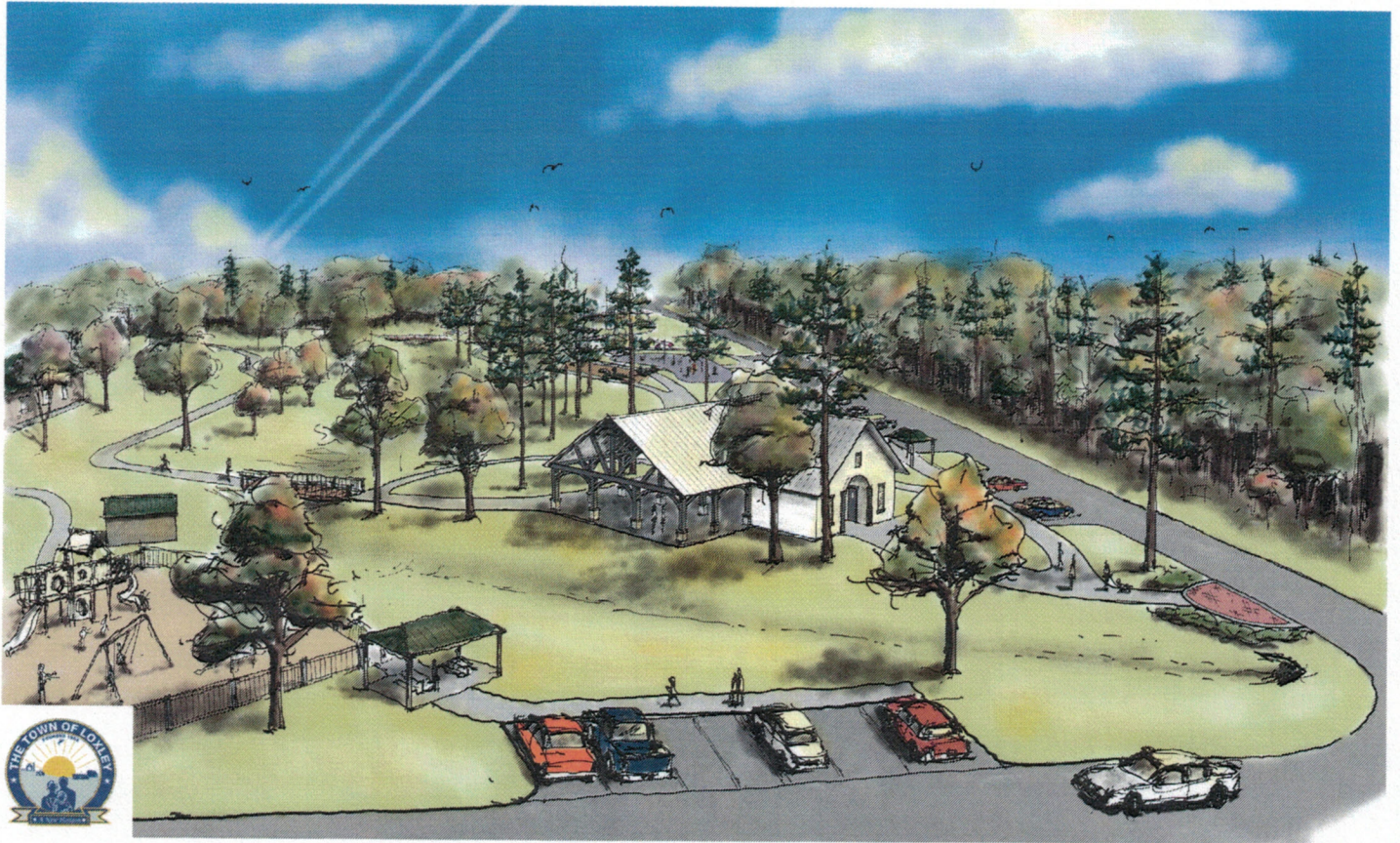
30-Apr-20



**TRANSIT HUB**

Preliminary Planning & Design				\$43,594.69
Mobilization	LS	1	\$70,000	\$70,000.00
Muti Purpose Tansit Hub Pavilion	SF	6000	\$115.00	\$690,000.00
New Sidewalk	SF	750	\$8.00	\$7,218.20
Entry Plaza to Transit Hub	SF	515	\$20.00	\$10,300.00
10% Contingency				\$77,751.82
A&E Fees				\$79,429.71
<b>TRANSIT HUB TOTAL</b>				<b>\$978,294.42</b>





BIRDSEYE RENDERING FOR

**LOXLEY MUNICIPAL PARK**

Preliminary - Not for Construction

LOXLEY, ALABAMA

fairhope, al | ocean springs, ms | p 855.539.5086

**CHRISTIANPREUS**  
Landscape Architecture

[cpladesignplanning.com](http://cpladesignplanning.com)

# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-11

### Obligating 5307 Funds to the Town of Loxley

**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 2019-27 approving the Final FY 2020-2023 Transportation Improvement Program; and

**WHEREAS**, the Town of Loxley has requested the use of funds through 5307 Urbanized Area Transit Grant funding to construct a transit hub and associated improvements at the Loxley Municipal Park; and

**WHEREAS**, the Town of Loxley agrees to provide the local match required for the \$978,294.42 (Federal - \$782,635.54, Local - \$195,658.88) in 5307 funds in the amounts set forth and as required by FTA for associated improvements; and

**WHEREAS**, the Town of Loxley agrees to cover all cost over-runs associated with the Municipal Park transit hub project; now

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization agrees to obligate the requested 5307 funds to the Town of Loxley, amends the 2040 Long Range Transportation Plan, and amends the FY 2020 to 2023 Transportation Improvement Program to include the project.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_



**AGENDA ITEM 6**  
**ACTION – RESOLUTION APPROVING THE BRATS PTASP**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p style="text-align: center;">Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>The Alabama Department of Transportation developed the Public Transportation Agency Safety Plan (PTASP) in cooperation with the Baldwin Regional Area Transit System (BRATS). This safety plan is a Federal Transit Administration (FTA) requirement for the 5311 and 5307 grants.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1. PTASP</li><li>2. Resolution</li></ol>



## **Baldwin Regional Area Transit System**

### **Public Transportation Agency Safety Plan**

**Version 1**

**Adopted April 21, 2020**

**In compliance with 49 CFR Part 673**

**Developed by the**  
**Alabama Department of Transportation**  
**in conjunction with**  
**The University of Alabama at Huntsville**

# Agency Safety Plan



## Baldwin Regional Area Transit System

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# Agency Safety Plan



## Baldwin Regional Area Transit System

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# Agency Safety Plan



## Baldwin Regional Area Transit System

### 1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that public transportation providers achieve the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the National Safety Program including the National Public Transportation Safety Plan (NSP) that FTA published to provide guidance on managing safety risks and safety hazards. One component is the Transit Asset Management (TAM) Plan, which was developed and implemented by public transportation agencies across the industry in 2018. The Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA are the subject of this document.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. All levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Alabama and comply with FTA requirements, the Alabama Department of Transportation (ALDOT) has developed this Agency Safety Plan (ASP) in collaboration with Baldwin County Commission (the Commission) and Baldwin Regional Area Transit System (BRATS).

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and contribute to the goals of the NSP, the Commission and BRATS adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP). While safety has always been a primary function at BRATS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

# Agency Safety Plan



## Baldwin Regional Area Transit System

---

### ***A. Plan Adoption – 673.11(a)(1)***

This Public Transportation Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Matthew Brown, Executive Director

4/21/2020

ACCOUNTABLE EXECUTIVE SIGNATURE

DATE

Since BRATS is considered a department of Baldwin County, the main governing body is the Baldwin County Commission. Approval of this plan by the Baldwin County Commission occurred on April 21, 2020, and is documented in minutes of the Commission Meeting found in Appendix B.

### ***B. Certification of Compliance – 673.13(a)(b)***

ALDOT certifies on April 21, 2020, that this ASP is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by BRATS as evidenced by the plan adoption signature and necessary Commission approvals under Section 1.A of this plan.



## Baldwin Regional Area Transit System

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### 2. TRANSIT AGENCY INFORMATION – 673.23(D)

BRATS makes every effort to serve the needs of all the citizens of Baldwin County. Anyone of age and ability is eligible to enjoy the public transit system. The transit program provides many with increased independence, supports an active lifestyle, reduces traffic congestion, helps protect the local environment and provides greater access to our community. BRATS provides Demand Response transportation between 6 am and 5 pm, Monday through Friday. Because the BRATS service area is over 1500 square miles, not all areas receive service at all times and on all days. BRATS operates 4 primary zones, 12 outer zones, and several connector services to move passengers between zones. The service schedule in each zone can be viewed on the BRATS website.

As Baldwin County's only public transit system, BRATS also assists the community during emergency evacuations. Funding for BRATS is provided by the Baldwin County Commission and FTA grants administered by ALDOT.

Table 1 contains agency information, and an organizational chart for BRATS is provided in

# Agency Safety Plan



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Figure 1.

Table 1: Agency Information

Information Type	Information
Full Transit Agency Name	Baldwin Regional Area Transit System
Transit Agency Address	18100 County Road 54, Robertsdale, Alabama 36567
Name and Title of Accountable Executive 673.23(d)(1)	Matthew Brown, Director of Transportation
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Ron Stewart, Driver Manager
TEMPORARY PROJECT MANAGER (OPTIONAL)	
KEY STAFF	Kathy Weeks, Scheduling Manager
KEY STAFF (ADD ADDITIONAL ROWS AS NEEDED)	
Mode(s) of Service Covered by This Plan 673.11(b)	Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5311 and 5307
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Demand Response
Number of Vehicles Operated	Approximately 30

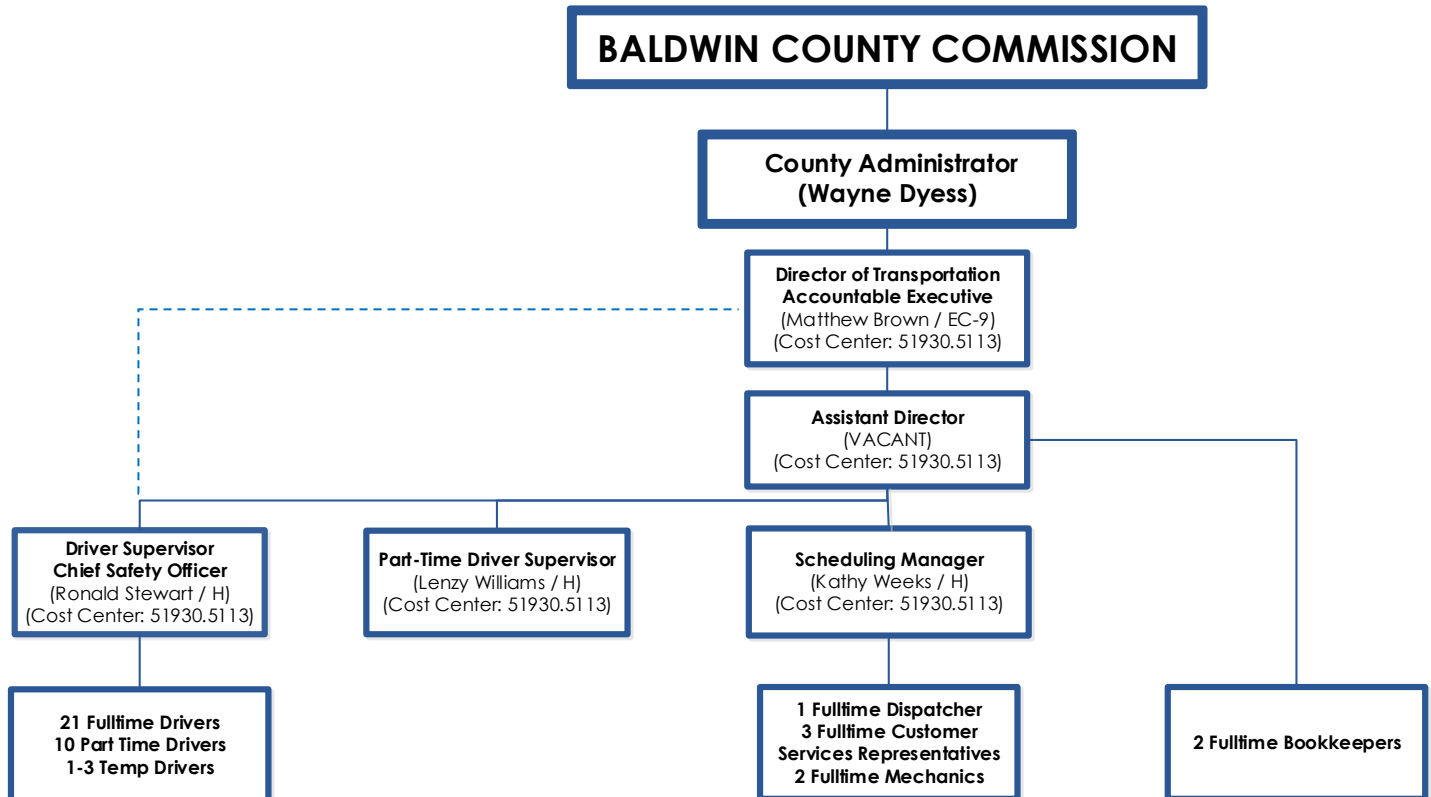


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Figure 1: BRATS Organizational Chart



### Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), BRATS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in BRATS' SMS per 673.23(d)(1).

**Agency leadership and executive management**, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS are the Scheduling Manager and the Training Supervisor.

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The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of BRATS' SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

The Baldwin County Commission employs a full-time Safety Coordinator and Risk Manager that work with employees, county wide. The BRATS designated CSO will work closely with the County Safety Coordinator and Risk Manager throughout the SMS process. The County also hosts periodic countywide Safety Committee meetings. The BRATS CSO sits on the County Safety Committee.

All non-driver BRATS team members will provide essential support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS to varying degrees.

**Front line employees** perform the daily tasks and activities where hazards can be readily identified so the hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

Because BRATS is a small transit operation, the **Risk Management Team** and **Safety Committee** referred to in this document are synonymous and are composed of the BRATS management team. Management Roundtable meetings are generally held weekly at BRATS and there is a standing Agenda item for the SMS Process.

Further detail regarding specific responsibilities at the Management, Supervisor and Employee level has been provided in Section VII of the *Baldwin County Employee Handbook* and the *Position Descriptions* (Appendix A, Table 8 shows the document name, file name, and date of adoption).

In addition, over the next year, BRATS will be reviewing and modifying, if necessary, our current job descriptions to ensure the descriptions comply with 49 CFR Part 673.

### 3. SAFETY POLICIES AND PROCEDURES

#### A. Policy Statement – 673.23(a)

Safety is BRATS' first priority. BRATS is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain to all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with legislative and regulatory requirements and

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standards. We also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

### I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Agencies must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.

#### REPORTING PROCESS

BRATS has a *Team Member Manual* (Appendix A, Table 8 shows the document name, file name, and date of adoption). This manual describes the steps an employee should take to provide any type of employee feedback the *Baldwin County Employee Handbook* sets forth Safety Rules (see Page VII-11 & VII-12) which required employees to “report unsafe acts and unsafe conditions to the department supervisor immediately.” The *BRATS Team Member Manual* reinforces this requirement. However, employees are not penalized or discouraged from reporting a safety concern at any time after-the-fact.

Team Members have two options for reporting a safety concern:

- 1) The first option is to call and verbally report the safety concern to the Director of Transportation (Accountable Executive), the Driver Manager (CSO), or any agency leadership or key staff. The individuals who receive this verbal report will immediately document in the electronic safety concern form.
- 2) The second option is to access the electronic Safety Concern form available on the driver tablets.

The options above are available to full-time, part-time, and contract team members.

#### PROTECTION FOR TEAM MEMBERS WHO REPORT

All feedback given by BRATS team members is treated as highly valuable information and therefore is protected. Only BRATS leadership has access to feedback. Protecting the integrity of the reporting process is continually stressed across the entire team.

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Team Members are encouraged to report anonymously if this is a more comfortable option for them. A Team Member can elect to remain anonymous under either of the two reporting options above. Any Team Member who retaliates against another Team Member based on a reported safety concern, will receive disciplinary action, including potential termination.

Over the next year, BRATS will review and modify, if necessary, our *Team Member Manual* to ensure that our procedures comply with 49 CFR Part 673.

### EMPLOYEE BEHAVIORS THAT MAY RESULT IN DISCIPLINE:

In general, BRATS *Team Member Manual*, in conjunction with the *Baldwin County Employee Handbook*, will provide guidance indicating what employee behaviors are not protected and may result in discipline.

To bolster the information received from frontline employees, BRATS will also review our current policy for how it receives information and safety related data from employees and customers. If necessary, BRATS will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distribute agency wide to ensure that future reporting is encouraged.

### II. Communicating the Policy Throughout the Agency – 673.23(c)

BRATS is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout the agency.

The SMP and safety objectives will be at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations (which may include electronic locations) for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our regular safety trainings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

### B. PTASP Development – 673.11(d)

This PTASP has been developed by ALDOT, on behalf of the Baldwin County Commission and Baldwin Regional Area Transit System (BRATS) in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. ALDOT mailed a formal call for participation in a State sponsored PTASP development process to all Alabama Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. BRATS provided a letter to ALDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in

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communication and coordination throughout the development of this plan. The BRATS documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our SA and SP processes, BRATS conducts a yearly safety culture survey. The survey is intended to help BRATS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by BRATS' administrators, supervisors, staff and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with BRATS to gain a better understanding of the agency and agency personnel. This understanding was necessary to ensure that the ASP was developed to fit BRATS' size, operational characteristics, and capabilities.

The draft ASP was delivered to BRATS in January 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to BRATS for review and adoption

### ***C. PTASP Annual Review – 673.11(a)(5)***

As part of BRATS' ongoing commitment to fully implementing SMS and engaging our employees in developing a robust safety culture, BRATS will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through BRATS' annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Activity Guidelines, Policies, Manuals, etc.) that are used to fully implement all the processes utilized to manage safety at BRATS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the Baldwin County Commission, whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, BRATS will track those changes for use in the annual review.

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**Table 2: ASP Annual Update Timeline**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <i>Safety Policy; Risk Management; Safety Assurance; and Safety Promotion.</i>		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to NTD, <b>ALDOT, Eastern Shore Metropolitan Planning Organization</b>					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following Table 3 will be used to record final changes made to the ASP during the annual update. This will be a permanent record of the changes to the ASP over time.

**Table 3: ASP Record of Changes**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and, as such, this PTASP is a working document. A clear record of changes and adjustments is kept for the benefit of safety plan performance management and to comply with Federal statutes.

### ***D. PTASP Maintenance – 673.11(a)(2); (c)***

BRATS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as BRATS continues to develop and refine our SMS implementation.

### ***E. PTASP Documentation and Recordkeeping – 673.31***

At all times, BRATS will maintain documents that set forth our Agency Safety Plan, including those related to the implementation of BRATS' SMS, and results from SMS processes and activities. BRATS will also maintain documents that are included in whole, or by reference, that describe the programs,

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policies, and procedures that the agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or ALDOT. BRATS will maintain these documents for a minimum of three years after they are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

### ***F. Safety Performance Measures – 673.11(a)(3)***

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires all public transportation providers that must develop an ASP to include safety performance targets (SPTs) based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the National Transit Database (NTD). The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (state of good repair as developed and tracked in the Transit Asset Management Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

**Table 4: NSP Safety Performance Measures**

Safety Performance Measure	SPT	SPT
<b>Fatalities</b>	Total Number Reported	Rate Per Total VRM
<b>Injuries</b>	Total Number Reported	Rate Per Total VRM
<b>Safety Events</b>	Total Number Reported	Rate Per Total VRM
<b>System Reliability</b>	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. BRATS collected all available reported NTD data (2016, 2017, & 2018) as of the development of this plan to develop the averages listed in the table.

**Table 5: Baseline 2019 Safety Performance Measures**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
<b>Demand Response</b>	0	0	0	0	0	0	185,235 revenue miles

\*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the BRATS operation, the adoption of this ASP will result in a number of changes across all aspects of the organization. The SPTs set in Table 6 reflect an



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acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

**Table 6: Demand Response Safety Performance Targets**

Mode	Baseline	Target
Fatalities	0	0
Injuries	0	0
Safety Events	0	0
System Reliability	185,235 revenue miles	185,235 revenue miles

\*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, BRATS will reevaluate our safety performance targets and determine if they need to be refined. As more data is collected as part of the SRM process discussed later in this plan, BRATS may begin developing safety performance indicators to help inform management on safety related investments.

### **G. Safety Performance Target Coordination – 673.15(a)(b)**

BRATS will make our SPTs available to ALDOT and the Eastern Shore Metropolitan Planning Organization (MPO) to aid in their respective regional and long-range planning processes. To the maximum extent practicable, BRATS will coordinate with ALDOT and the MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU) to the maximum extent practicable.

Each year during the FTA Certifications and Assurances reporting process, BRATS will transmit any updates to our SPTs to both the Eastern Shore MPO and ALDOT (unless those agencies specify another time in writing).

## **4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C**

As noted previously, the FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, National Public Transportation Safety Plan, and 49 CFR Part 673, BRATS is adopting SMS as the basis for directing and managing safety and risk at our agency. BRATS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level in service delivery.



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SMS is comprised of four basic components – SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

**Figure 2: Safety Management Systems**



Implementing SMS at BRATS will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. BRATS has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, BRATS will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. BRATS will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the Baldwin County Commission and our agency planning partners.

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### A. Safety Risk Management – 673.25

By adopting this ASP, BRATS is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement BRATS' SMS.

**Figure 3: Safety Risk Management Process**



The implementation of the SRM component of the SMS will be carried out over the course of the next year through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised, as necessary, to ensure that the processes are achieving the intended safety objectives as the processes are fully incorporated into the agency's standard operating procedures (SOP).

The SRM is focused on implementing and improving actionable strategies that BRATS has undertaken to identify, assess and mitigate risk. The creation of a risk register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

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Figure 4: Draft Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

What is wrong?

What could happen

What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps BRATS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation.

### I. Safety Hazard Identification – 673.25(b)

Through training and reporting procedures, BRATS ensures that employees can identify hazards. The *Baldwin County Employee Handbook* (Appendix A, Table 8) states that it is the employee's responsibility to report any safety hazards identified to supervisors. Continued training helps employees to identify hazards.

Training procedures include pre-and post-trip inspection forms which are provided in the *Team Member Manual* (Appendix A, Table 8) and are required to be used by all drivers on every shift. To ensure compliance with 49 CFR Part 673, BRATS is working to implement the following SRM.

BRATS' SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a Hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment.



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Hazard identification focuses on out of the norm conditions that need special attention or immediate action, new procedures or training to resolve a condition that is unacceptable and return conditions to an acceptable level. BRATS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, BRATS ensures personnel can identify hazards and that each employee clearly understands that they have a responsibility to immediately report any safety hazards identified to their supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that BRATS has full use of information from frontline employees for hazard identification.
- Upon receiving the Safety Concern, the reported concern/hazard will be directed to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- Standard reporting forms (e.g. Pre- and Post-trip Inspection Forms and Driver Request for Interim Care Form where drivers can request specific maintenance work for safety hazards identified in pre- or post-trip inspections such as low fluids or soft brakes) and other reports completed on a routine basis by administrative, operational and maintenance employees. The *BRATS Team Member Manual* contains procedures for flagging and reporting hazards as a part of day-to-day operations.
- The CSO, in conjunction with Agency Leadership, perform safety assessments and recommend methods to reduce identified hazards.
- BRATS uses Safety Concern reports and records associated with the event to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and so that hazards are identified before an event recurrence.
- Safety Concern reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- The CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
  - ESRP
  - Inspections of personnel job performance, vehicles, facilities and other data
  - Investigations of safety events
  - Safety trend analysis on data currently collected



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- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
  - FTA and other federal or state authorities
  - Reports from the public
  - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) and subcategory when necessary.

### II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, BRATS has established methods to assess the likelihood and severity of the consequences of identified hazards, and prioritize the hazards based on the safety risk. The process continues the use of the risk register to address the next two components.

To accurately assess a risk, the Baldwin County Personnel Department performs Job Safety and Health Analysis (JSHA) on different job descriptions, which it reviews on a periodic basis. The JSHA sets a baseline of potential hazards that might be encountered in specific positions but is only the starting point of the safety analysis for BRATS. As stated in the *Baldwin County Employee Handbook*, JSHA is simply the study of job-related tasks and possible hazards and the implementation of methods to reduce the identified hazards.

To accurately assess a risk, BRATS may need to perform an investigation. BRATS currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. The investigation procedure can start with the framework found in the *Baldwin County Employee Handbook* and will be developed to cover all risk assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources, including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

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Figure 5: Safety Risk Assessment Steps in Populating the Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and their risk management team through the safety committee supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

Figure 6: Safety Risk Assessment Matrix

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that BRATS will use to address our unique operating realities and leadership guidance.

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The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the risk register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

### III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. In this step, the goal is to avoid or eliminate the hazard or, when elimination is not likely or feasible, reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

**Figure 7: Risk Register Mitigation Component**

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the safety compliance committee, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and management with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous risk register entries and their documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g. roadway construction by an outside agency), information and input from external actors or experts may also be sought in order to take advantage of all reasonably available resources and avoid any unintended consequences.



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Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and their specific responsibilities are entered into the risk register under the Resolution section. The CSO is responsible for documenting the mitigation effort including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the risk register for use in subsequent safety SA activities and to monitor the effectiveness of the SRM program.

### **B. Safety Assurance – 673.27 (a)**

Safety Assurance means processes within the BRATS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) to ensure that BRATS meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. It also ensures that safeguards are in place and are effective in meeting BRATS' critical safety objectives and contribute towards SPTs.

#### **I. Safety Performance Monitoring and Measuring – 673.27 (b)**

As the first step in the BRATS SA program, BRATS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. BRATS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. But initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, BRATS will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

#### **MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES 673.27 (B)(1)**

BRATS monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Management monitors employee compliance with safety guidelines through direct observation and review of information from internal reporting systems such as the feedback guidelines in the *Team Member Manual* (Appendix A, Table 8).

BRATS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions including revision of training materials and delivery of employee and management training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other approaches.



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Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### MONITORING OPERATIONS 673.27(B)(2)

Management is required to monitor investigation reports of safety events and SRM resolution reports to monitor operations and to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

### II. Safety Event Investigation – 673.27(b)(3)

BRATS currently conducts investigations of safety events. From an SA perspective the objective of the investigation is to identify causal factors of the event to identify actionable strategies that BRATS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

BRATS' current investigation process varies depending on the type of safety event. Investigations for Accidents, Incident, and some Occurrences will be based on the *Baldwin County Handbook* guidelines (specifically Section VI, C. Loss and Safety Investigation) which meet current local, state and federal procedural guidelines and requirements, but relies heavily on existing available supporting materials (e.g. driver and witness statements, supervisor reports, police reports, camera footage and electronic device recordings and records, photographs, analysis reports, etc.). The investigation of minor occurrences may be as simple as a phone conversation with the team member who reported the issue. Over the next year, BRATS will begin to develop additional investigative documentation focused on systemic causal factors in order to better inform the SRM process. Once fully developed, the document will become the Hazard Identification & Investigation Guidelines and be incorporated into the BRATS *Team Member Manual*. The guidelines will include accident investigation documentation procedures as well as risk/hazard investigation procedures. These procedures will be used to investigate risks/hazards identified from multiple sources.

Hazards identified through the investigative process, including previous mitigation in place at the time of the safety event, will be submitted to the SRM process, analyzed, evaluated and, if appropriate, assigned for mitigation and resolution.



## Baldwin Regional Area Transit System

### MONITORING INTERNAL SAFETY REPORTING PROGRAMS 673.27(B)(4)

As a primary part of the internal safety reporting program, BRATS monitors information reported through the feedback guidelines in the BRATS *Team Member Manual*. When a report through the complaint process documents a safety hazard, it will be moved through the internal reporting process, including previous mitigation in place at the time of the safety event, to the SRM process to be analyzed, evaluated and, if appropriate, assigned for mitigation/resolution.

### OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, BRATS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; other industry trends; or other indicators as appropriate.

### C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that BRATS will implement and how safety related information will be communicated.

#### I. Safety Competencies and Training – 673.29(a)

BRATS provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to their position. In addition, several driver safety meetings are held throughout the year to ensure that safety related information is relayed. This is in addition to the constant communication between management and team members about safety related issues.

As part of SMS implementation, BRATS conducts the following activities:

- Safety Culture Survey
- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and their safety related responsibilities.
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Develop a set of competencies and training required to meet the safety related activities for each general staff category.
- Mandatory onboarding training for new staff with a primary focus on drivers, which includes the following:

# Agency Safety Plan



## Baldwin Regional Area Transit System

- One Day Admin Orientation and Drive Check
- Two Day Defensive Driving and Safety Course (includes ADA compliance and intensive mobility device securement)
- One Day Paperwork, Tablet, and Admin Training
- Six Days Shadowing Existing Drivers, Learning Routes, and Driving with Observer.
- Additional time allotted as need.
- Mandatory training throughout the year including practical skills test and policy and procedure training including the following:
  - 1<sup>st</sup> Quarter – Local Roadeo (includes scored driving course and written test)
  - 2<sup>nd</sup> Quarter – Preventative Maintenance, Pre-trip, and Post Trip Training
  - 3<sup>rd</sup> Quarter – Mobility Device Securement Testing/Training
  - 4<sup>th</sup> Quarter -- Annual Safety Training (focus on policies and procedures)
- Ongoing refresher training or retraining for all trainings on a routine basis and on a case by case basis as determined through Safety Concern reports and investigations. This will apply it to all agency personnel and contractors.
- Appropriate trainings will be recorded to ensure that absent team members can attend an e-training after the fact.
- BRATS maintains a training list to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.

### II. Safety Communication – 673.29(b)

BRATS regularly communicates safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

BRATS reports any safety related information to the Baldwin County Safety Committee, and the Baldwin County Commission, at their regular meetings and will begin including safety performance information. In addition, BRATS holds regularly scheduled training meetings with drivers (as outlined above) to ensure that any safety related information is passed along that would affect the execution of their duties. BRATS also posts safety related and other pertinent information in common areas (this included electronic postings) for all employees.

BRATS will begin systematically collecting, cataloging and, where appropriate, analyzing and reporting safety and performance information to all staff. Due to the size of the organization, all safety

# Agency Safety Plan



## Baldwin Regional Area Transit System

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information will be reported to all team members, except that personal information that may be confidential will be limited to distribution among the management team and appropriate County personnel. The determination to send safety information to all employees in a single periodic publication was made after considering the following questions:

What information does this individual need to do their job?

How can we ensure the individual understands what is communicated?

How can we ensure the individual understands what action they must take as a result of the information?

How can we ensure the information is accurate and kept up-to-date?

Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, BRATS will review our current communications strategies and determine if other procedures are needed. As part of this effort, BRATS has conducted, and will continue to conduct, a safety culture survey to understand how safety is perceived in the workplace and what areas BRATS should be addressing to fully implement a safety culture at our agency.

# Agency Safety Plan



## Baldwin Regional Area Transit System

### 5. APPENDIX A

**Table 7: PTASP Supporting Documents**

File Name	Revision Date	Document Name	Document Owner
2015-04-22-LRTP-Final-approved-by-ALDOT.pdf	7/29/2015	Eastern Shore 2040 Long Range Transportation Plan; LRTP for Eastern Shore with a planning horizon of 2040.	ESMPO
2019-04-30-DRAFT-FY2020-2023-Transportation-Improvement-Program.pdf	July, 2019	FY 2020-2023 Transportation Improvement Program	ESMPO
ACCIDENT SUMMARY COVER SHEET REVISED.doc		Accident Checklist Cover Sheet	BCC
ALDOT Subrecipient Procurement Procedures Agreement WORKING 06 05 19.docx	8/21/2018	Procurement Procedures	BCC
ALDOT TAM Plan Final Draft.pdf	October, 2018	Group-Sponsored Transit Asset Management Plan	ALDOT
BCC Employee Handbook.pdf	12/20/2016	Baldwin County Employee Handbook	BCC
BRATS EMERGENCY RESPONSE & EVACUATION POLICY 2019.pdf	5/13/2019	Emergency Response & Evacuation Policy	BRATS
BRATS information Data.docx		Information Data	BRATS
BRATS MAINTENANCE PLAN 2017.pdf	September, 2017	Maintenance Plan	BRATS
BRATS Zero Tolerance Substance Abuse Policy 02 06 18.pdf	2/6/2018	Zero Tolerance Substance Abuse Policy	BRATS
CIS Policies.pdf	3/16/2010	Commission Policies	BCC
Collision Report.doc		Collision Report	BRATS

# Agency Safety Plan



## Baldwin Regional Area Transit System

File Name	Revision Date	Document Name	Document Owner
Dispatch Collision & Incident Report.doc	8/26/2014	Dispatcher Collision/Incident Report	BRATS
Driver Procedure Guidelines Interim Care Sheet.docx	March, 2014	Driver Procedure Guidelines / Submittal Process for Mechanical Issues	BRATS
Driver Procedure Guidelines Wheelchair Securement.docx	March, 2014	Driver Procedure Guidelines / Wheelchair Securement	BRATS
Driver Procedures Guidelines Accident Incident Procedures.docx	4/7/2014	Driver Procedure Guidelines / Accident & Incident	BRATS
Driver Procedures Guidelines Complaint Procedure.docx	4/7/2014	Driver Procedure Guidelines / Complaints	BRATS
Driver Procedures Guidelines Pre-Trip Post Trip Paperwork.docx	4/7/2014	Driver Procedure Guidelines / Pre-Trip & Post Trip Paperwork	BRATS
Driver Supervisor Procedure Guidelines Safety Training.docx	4/4/2014	Driver Supervisor Procedure Guidelines / Safety Training	BRATS
DRIVER TRAINING PACKET 04 2019.doc	4/1/2019	New Operator Training Form	BRATS
Facility Maintenance Plan 06 10 19.pdf	4/1/2017	Emergency Operations Plan	BCC
FY 10 Subrecipient workbook - Final 06 28 2010.docx	6/24/2010	Section 5307/5311 Subrecipient Site Visit Checklist	ALDOT
HISTORY OF ACCIDENTS & INCIDENT FORM 04 26 2005.xls	N/A	History of Accidents/Incidents	BRATS
Injury Incident Report.doc	8/26/2014	Injury/Incident Report	BRATS
Position Descriptions.pdf	N/A	Position Description	BRATS
Post Property damage and Injury	5/11/2016	Property Damage/Collision/Injury/Illness Investigation Report	BCC

# Agency Safety Plan



## Baldwin Regional Area Transit System

File Name	Revision Date	Document Name	Document Owner
Investigation Report 7-13-16.pdf			
Public Transit Plan 2019.pdf	1/23/2019	Public Transit Plan	ESMPO
SOP Working 06 19.pdf	2019	Standard Operating Procedure Guidelines	BRATS
Union Referral_AL-2016-018-03_1.pdf	7/19/2018	Employee Protections Referral Memo	US Department of Labor
Mechanics Bus Maintenance Procedure Guidelines.docx	3/31/2015	BRATS Guidelines for Operations	BRATS

### A. Glossary of Terms

The terms below are taken directly from 49 CFR 673.5, Definitions. The meaning of any other terms in this document shall be as defined in the applicable source law, regulation, or manual.

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

# Agency Safety Plan



## Baldwin Regional Area Transit System

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FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Rail fixed guideway public transportation system means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.



# Agency Safety Plan



## Baldwin Regional Area Transit System

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Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
- (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
- (4) Involves any internal organ; or
- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.



## Baldwin Regional Area Transit System

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State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

### *B. Additional Acronyms Used*

**ALDOT:** Alabama Department of Transportation

**ASP:** Agency Safety Plan

**BRATS:** Baldwin Regional Area Transit System

**Commission:** Baldwin County Commission

**ESRP:** Employee Safety Reporting Program

**FAST Act:** Fixing America's Surface Transportation Act

**JSHA:** Job Safety & Health Analysis

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NSP:** National Safety Plan

**NTD:** National Transit Database

**PA:** Project Administrator

**SOP:** Standard Operating Procedure

**VRM:** Vehicle Revenue Mile


# Agency Safety Plan



## Baldwin Regional Area Transit System

### 6. APPENDIX B

#### A. Commission Minutes or Resolution

	<b>COUNTY COMMISSION</b> BALDWIN COUNTY 312 Courthouse Square, Suite 12 BAY MINETTE, ALABAMA 36507 (251) 937-0264 Fax (251) 580-2500 <a href="http://www.baldwincountyal.gov">www.baldwincountyal.gov</a>	<b>MEMBERS</b> DISTRICT 1. JAMES E. BALL 2. JOE DAVIS, III 3. BILLIE JO UNDERWOOD 4. CHARLES F. GRUBER
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April 21, 2020

Mr. D.E. Phillips, JR., P.E.  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

**RE: Baldwin County Regional Area Transit Public Transportation Agency  
Safety Plan**


Dear Mr. Phillips:

The Baldwin County Commission, during its regularly scheduled meeting held on April 21, 2020, approved the *Baldwin Regional Area Transit System (BRATS) Public Transportation Agency Safety Plan* which is in accordance with the 5311 and 5307 grant requirements of the Federal Transit Administration and Alabama Department of Transportation for the transit industry.

This *Safety Plan* will supersede any previously approved Safety Plan(s) specific to the Baldwin Regional Area Transit System (BRATS).

If you have any questions or need further assistance, please do not hesitate to contact me at (251) 972-8515 or Matthew Brown, BRATS Director, at 972-8576.

Sincerely,

  
BILLIE JO UNDERWOOD, Chairman  
Baldwin County Commission

BJU/me Item GD1

cc: Matthew Brown  
Amanda Thweatt  
Wayne Dyess

(BALDWIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER M/F)

# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-12

### Approving the Baldwin Regional Area Transit System (BRATS) Public Transportation Agency Safety Plan (PTASP)

**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,** 49 CFR 673 require that public transit agencies adopt a Safety Plan in accordance with the 5311 and 5307 grant requirements of the Federal Transit Administration (FTA) and Alabama Department of Transportation (ALDOT); and

**WHEREAS,** ALDOT offered to develop the plan on behalf of local agencies and Baldwin Regional Area Transit System (BRATS) opted into the process and has been an active participant in the development of this plan by sharing existing documentation and participating in communication and coordination throughout the development; and

**WHEREAS,** the Baldwin County Commission adopted Resolution 20-1020 approving the Public Transportation Agency Safety Plan (PTASP); and

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization, has reviewed the PTASP and does hereby approve the aforementioned plan.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_

**AGENDA ITEM 7**

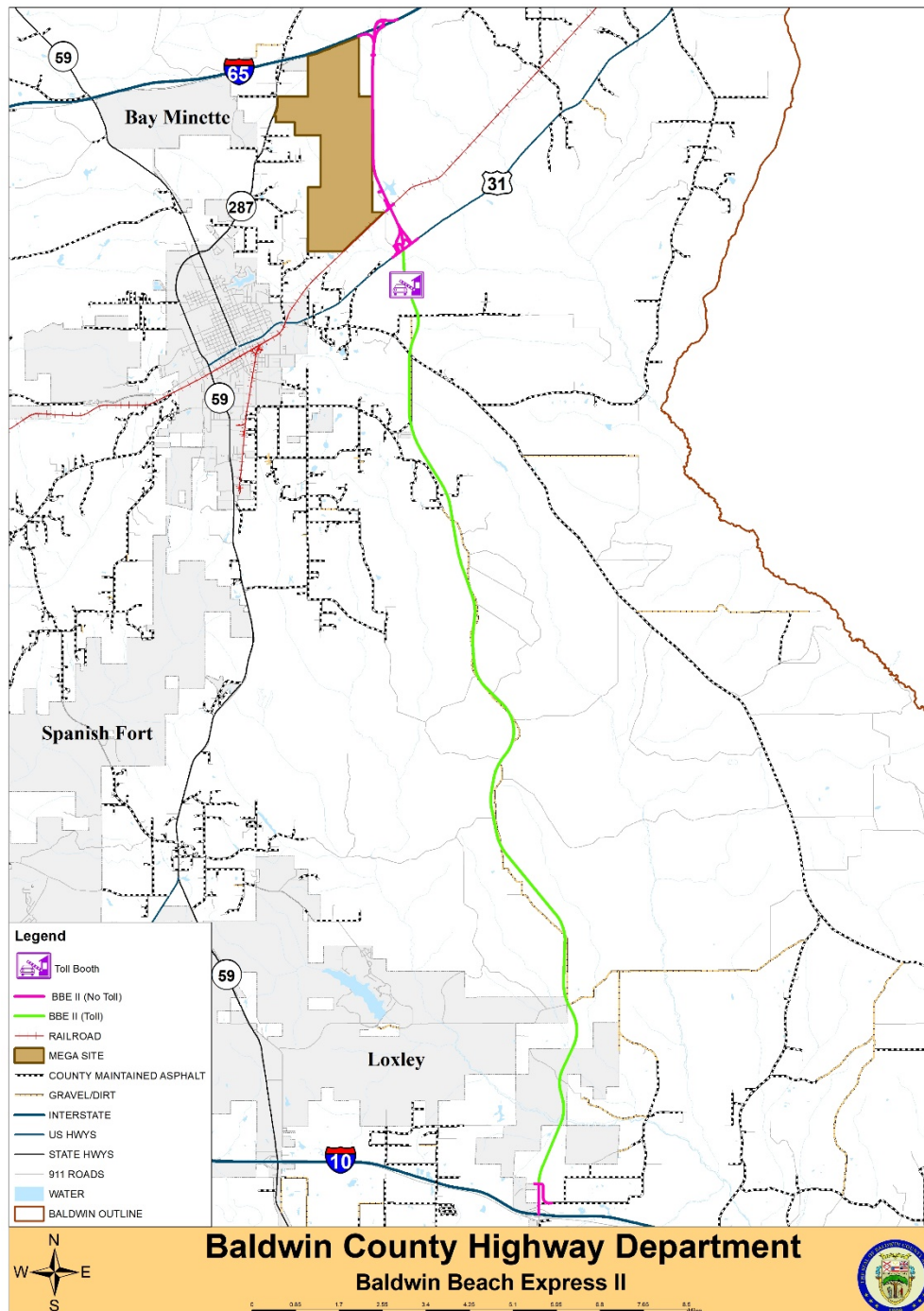
**ACTION – RESOLUTION OF SUPPORT FOR THE LOCAL TOLL AUTHORITY FOR BBEII**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p style="text-align: center;">Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>The Baldwin County Commission is requesting the support for the creation of a Local Toll Authority for the Baldwin Beach Express II. The proposed Baldwin Beach Express II would extend the northern terminus of the Baldwin Beach Express North to connect to Interstate 65.</p>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: No Action Taken</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<ol style="list-style-type: none"><li>1. FAQ</li><li>2. Resolution</li></ol>

## Baldwin Beach Express Fact Sheet

1. Where will the new Baldwin Beach Express II be located?

*The proposed Baldwin Beach Express II would extend the northern terminus of the Baldwin Beach Express North to connect to Interstate 65 as shown on the map below.*



2. What is a toll authority?

*A public body or corporation incorporated for the purpose of acquiring, designing, constructing, regulating, building, improving, equipping, operating, and maintaining a project. The proposed authority would be made up of a minimum of three directors.*

3. Will the toll authority directors be paid?

*Each director would serve without compensation but would be reimbursed for incurred expenses while carrying out their duties.*

4. Who appoints the Board of Directors?

*A minimum of 3 directors will be appointed by the Baldwin County Commission for a maximum of a 6 year term.*

5. What do the Directors do?

*The directors would govern and exercise the powers of the authority.*

6. When will the new BBE II open?

*The project has not commenced due to lack of funding options. A schedule would be developed if a funding option is identified.*

7. Will other non-tolled routes still be available?

*Yes. The current routes in place today will still be available with no tolls.*

8. Have other routes been explored?

*Yes. A feasibility study exploring other routes was completed and the proposed route was selected as the most viable route.*

9. How much will the new road cost?

*Project cost for the proposed 24.5-mile roadway is estimated to be \$200M. By comparison, the Birmingham I-59/20 Bridge replacement project through Birmingham's Central Business District is estimated to cost more than \$700M. The Baldwin Beach Express 1 is 13.2 miles in length and construction costs totaled \$102M. The Outer Loop project in Montgomery that will connect I-65 to I-85 is expected to cost approximately \$500M.*

10. Wasn't the increased gas tax supposed to fund projects like this?

*The gas tax is projected to provide approximately \$2M for Baldwin County when fully implemented and will be used for maintaining current roads and bridges. Gas tax was last increased in 1992 and the rise in the cost of materials made the increase necessary.*

11. Why is a toll needed?

*Current funding mechanisms do not provide adequate revenue to construct this route.*

12. Who will be required to pay the toll?

*Only travelers using the new route would be required to pay the toll.*

13. How will the toll amount be set?

*The toll authority would determine the amount of the toll.*

14. Is there a cap on how high the toll can be?

*If the toll authority is established, this and other criteria would be established. The toll amount would ideally be set at a price point that provides an incentive to use the toll route as opposed to the toll-free routes that currently exist.*

15. Will there be any discounts for local citizens?

*Once the toll authority is established, this and other criteria will be established. The toll amount should be set at a price that provides an incentive to use the toll route as opposed to the toll free routes that currently exist.*

16. Where does the toll revenue go?

*100% of the toll revenue would be applied to the cost of constructing, operating, and maintaining the proposed Baldwin Beach Express II from I-10 to I-65.*

17. Will a toll be added to Interstate 65 or Interstate 10?

*No. The act will only allow the toll authority to establish a toll on the proposed Baldwin Beach Express II portion that extends from I-10 to I-65.*

18. Will tolls be added to other roads?

*No. The act will only allow the toll authority to establish a toll on the proposed Baldwin Beach Express II portion that extends from I-10 to I-65.*

19. Will the toll be required during weather evacuations?

*Tolls can be temporarily suspended by the Baldwin County Commission during a countywide emergency or as necessary to promote public safety and to assist in the orderly evacuation of the County.*

20. Will there be any private funding for the BBE II?

*The authority would have the ability to enter into contracts with private parties for the purpose of financing the project.*

21. Where can I learn additional information?

*Additional information regarding the referendum that will appear on the ballot on November 3, 2020 can be found here: <https://legiscan.com/AL/bill/HB620/2019>*

22. Will there be public involvement meetings?

*TBD.*



# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-13

### Resolution of Support for the Local Toll Authority for the Baldwin Beach Express (BBE) II

**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 Baldwin County Commission has identified a need to construct the Baldwin Beach Express II (BBE II) by extending the existing Baldwin Beach Express north to Interstate 65; and

**WHEREAS**, the proposed project is estimated to cost approximately \$200,000,000; and

**WHEREAS**, current funding mechanisms do not provide adequate revenue to construct the project; and

**WHEREAS**, Alabama House Bill 620 authorized the establishment by local law to create a Toll Road and Bridge Authority applicable to the proposed BBE II that extends from Interstate 10 to Interstate 65; now

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization hereby supports the creation of a Local Toll Authority for the BBE II.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_  
Dane Haygood, Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date: \_\_\_\_\_

**AGENDA ITEM 8**  
**ACTION – STATE AMENDMENTS TO THE FY20-23 TIP**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p>Policy Board Work Session – July 8, 2020 Bicycle and Pedestrian Advisory Committee – July 14, 2020 Citizens Advisory Committee – July 14, 2020 Technical Advisory Committee – July 15, 2020 Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>The Alabama Department of Transportation (ALDOT) requests that the following changes be made to the FY20-23 TIP:</p> <ul style="list-style-type: none"><li>• Project: 100070392 (PE) Federal aid number: NH I010 County: Baldwin Project Description: Widening on I-10 from East End of Bayway Bridge to 0.5 Mile East of SR-181; Target Start Date: 4/1/2022; Engineers Estimate: \$500,000</li><li>• Project: 100070740 (PE) Federal aid number: ST-002-042-028-PE County: Baldwin Project Description: Adding Turn Lanes on CR-44 and Upgrading Traffic Signal at CR-44 and SR-42 (US-98); Target Start Date: 12/1/2019; Engineers Estimate: \$9,947.00</li><li>• Project: 100072025 (TR) Federal aid number: PDFTA98 TR20 County: Baldwin Project Description: Section 5307 Transit CARES Act Apportionment for Operating FY 2020; Target State Date: 7/1/2020 Engineers Estimate: \$158,000.00</li><li>• Project: 100072026 (TR) Federal aid number: PDFTA98 TR20 County: Baldwin Project Description: Section 5307 Transit CARES Act Apportionment for Rolling Stock FY 2020; Target State Date: 7/1/2020 Engineers Estimate: \$58,000.00</li><li>• Project: 100071946 (PE) Federal aid number: STPAA NR20 County: Baldwin Project Description: 5 Year Regional Traffic Operations (RTOP) TSMO for 130 Signalized Intersections along SR-59, SR-16 (US-90), and SR-42 (US-98) in the Cities of Mobile, Spanish Fort, Daphne, Fairhope, Gulf Shores, and Foley; Target Start Date: 8/1/2020; Engineers Estimate: \$2,631,200.00</li></ul>
<b>RECOMMENDATION</b>
<ul style="list-style-type: none"><li>• BPAC recommends: Approval</li><li>• CAC recommends: Approval</li><li>• TAC recommends: Approval</li></ul>
<b>ATTACHMENT(S)</b>
<p>1.) Resolution</p>

# **EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION**

## **RESOLUTION NO.    2020-14**

### **State Requested Amendments to the FY 2020-2023 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, 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 2020-2023 Transportation Improvement Program; and**

**WHEREAS, the Alabama Department of Transportation has proposed the following changes to the Final FY 2020-2023 Transportation Improvement Program:**

- Project: 100070392 (PE) Federal aid number: NH I010 County: Baldwin Project Description: Widening on I-10 from East End of Bayway Bridge to 0.5 Mile East of SR-181; Target Start Date: 4/1/2022; Engineers Estimate: \$500,000
- Project: 100070740 (PE) Federal aid number: ST-002-042-028-PE County: Baldwin Project Description: Adding Turn Lanes on CR-44 and Upgrading Traffic Signal at CR-44 and SR-42 (US-98); Target Start Date: 12/1/2019; Engineers Estimate: \$9,947.00
- Project: 100072025 (TR) Federal aid number: PDFTA98 TR20 County: Baldwin Project Description: Section 5307 Transit CARES Act Apportionment for Operating FY 2020; Target State Date: 7/1/2020 Engineers Estimate: \$158,000.00
- Project: 100072026 (TR) Federal aid number: PDFTA98 TR20 County: Baldwin Project Description: Section 5307 Transit CARES Act Apportionment for Rolling Stock FY 2020; Target State Date: 7/1/2020 Engineers Estimate: \$58,000.00
- Project: 100071946 (PE) Federal aid number: STPAA NR20 County: Baldwin Project Description: 5 Year Regional Traffic Operations (RTOP) TSMO for 130 Signalized Intersections along SR-59, SR-16 (US-90), and SR-42 (US-98) in the Cities of Mobile, Spanish Fort, Daphne, Fairhope, Gulf Shores, and Foley; Target Start Date: 8/1/2020; Engineers Estimate: \$2,631,200.00

**WHEREAS, the requested amendment is required to be in the Eastern Shore MPO Transportation Improvement Program and does not involve Eastern Shore MPO funds; now**

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization, has reviewed the requested amendments to the FY 2020 to 2023 Transportation Improvement Program and does hereby approve the aforementioned changes.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_ Date: \_\_\_\_\_  
Dane Haygood, Chairperson

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_

## AGENDA ITEM 9

### ACTION – RESOLUTION AMENDING THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP)

#### Eastern Shore MPO

##### AGENDA ACTION FORM

Policy Board Work Session – July 8, 2020  
Bicycle and Pedestrian Advisory Committee – July 14, 2020  
Citizens Advisory Committee – July 14, 2020  
Technical Advisory Committee – July 15, 2020  
Policy Board – July 22, 2020

#### SUMMARY

The 2040 Long Range Transportation Plan (LRTP) will be amended to include all projects that have been moved to the TIP. This is an administrative action needed to ensure the documents align before the LRTP expires.

- Project: 100067784 (CN) INTERSECTION RELOCATION AND TRAFFIC SIGNAL INSTALLATION ON SR-16 (US-90) AT SR-59 IN LOXLEY; Engineers Estimate: \$279,591.93; Target Start Date: 5/29/2020
- Project: 100069345 (CN) TRAFFIC SIGNAL INSTALLATION AT THE INTERSECTION OF SR-42 (US-98) AND CR-34; Engineers Estimate: \$280,000.00; Target Start Date: 12/15/2019
- Project: 100070857 (PE) TURN LANE CONSTRUCTION AND TRAFFIC SIGNAL UPGRADE ON CR-30 (GAYFER AVENUE) AT SR-42 (US-98) IN THE CITY OF FAIRHOPE; Engineers Estimate: \$115,200.00; Target Start Date: 6/1/2020
- Project: 100070858 (CN) TURN LANE CONSTRUCTION AND TRAFFIC SIGNAL UPGRADE ON CR-30 (GAYFER AVENUE) AT SR-42 (US-98) IN THE CITY OF FAIRHOPE; Engineers Estimate: \$652,000.00; Target Start Date: 9/15/2020
- Project: 100070859 (RW) WIDENING AND ADDING CENTER TURN LANE ON CR-64 FROM SR-181 TO CR-54 AND INSTALLATION OF ROUNDABOUT AT AUSTIN ROAD-RIGSBY ROAD. Engineers Estimate: \$303,000.00 Target Start Date: 9/1/2020
- Project: 100070861 (PE) RESURFACING ON CR-64 FROM SR-42 (US-98) TO CR-13 AND INTERSECTION IMPROVEMENTS ON CR-64 AT POLLARD ROAD; Engineers Estimate: \$60,000.00 Target Start Date: 6/1/2020
- Project: 100070862 (CN) RESURFACING ON CR-64 FROM SR-42 (US-98) TO CR-13 AND INTERSECTION IMPROVEMENTS ON CR-64 AT POLLARD ROAD; Engineers Estimate: \$1,240,000.00; Target Start Date: 9/15/2020
- Project: 100071523 (PE) ACCESS MANAGEMENT ON SR-42 (US-98) FROM CR-64 TO VAN AVENUE IN THE CITY OF DAPHNE; Engineers Estimate: \$150,000.00; Target Start Date: 6/1/2020
- Project: 100070860 (UT) WIDENING AND ADDING CENTER TURN LANE ON CR-64 FROM SR-181 TO CR-54 AND INSTALLATION OF ROUNDABOUT AT AUSTIN ROAD-RIGSBY ROAD; Engineers Estimate: \$1,224,120.00; Target Start Date: 11/1/2020
- Project: 100071524 (CN) ACCESS MANAGEMENT ON SR-42 (US-98) FROM CR-64 TO VAN AVENUE IN THE CITY OF DAPHNE; Engineers Estimate: \$2,202,610.02; Target Start Date: 4/30/2021
- Project: 100070867 (PE) RESURFACING AND WIDENING ALONG CR-68 FROM THE LOXLEY TOWN LIMITS TO THE BALDWIN BEACH EXPRESS; Engineers Estimate: \$51,005.00; Target Start Date: 11/1/2021
- Project: 100070868 (CN) RESURFACING AND WIDENING ALONG CR-68 FROM THE LOXLEY TOWN LIMITS TO THE BALDWIN BEACH EXPRESS; Engineers Estimate: \$749,773.50 Target Start Date: 5/27/2022
- Project: 100070869 (PE) ROUNDABOUT AT NORTH SECTION STREET/CITY 104/VETERANS DRIVE/SCENIC 98; Engineers Estimate: \$139,090.64; Target Start Date: 11/1/2022
- Project: 100070870 (CN) ROUNDABOUT AT NORTH SECTION STREET/CITY 104/VETERANS DRIVE/SCENIC 98; Engineers Estimate: \$1,200,300.66; Target Start Date: 6/30/2022

#### RECOMMENDATION

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

#### ATTACHMENT(S)

1.) Resolution

# EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

## RESOLUTION NO. 2020-15

### Amending the 2040 Long Range Transportation Plan (LRTP)

**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 Long Range Transportation Plan as a condition for meeting the provisions of Title 23 USC 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 the Eastern Shore 2040 Long Range Transportation Plan; and

**WHEREAS**, the following projects have been approved for inclusion in the 2040 LRTP:

- Project: 100067784 (CN) INTERSECTION RELOCATION AND TRAFFIC SIGNAL INSTALLATION ON SR-16 (US-90) AT SR-59 IN LOXLEY; Engineers Estimate: \$279,591.93; Target Start Date: 5/29/2020
- Project: 100069345 (CN) TRAFFIC SIGNAL INSTALLATION AT THE INTERSECTION OF SR-42 (US-98) AND CR-34; Engineers Estimate: \$280,000.00; Target Start Date: 12/15/2019
- Project: 100070857 (PE) TURN LANE CONSTRUCTION AND TRAFFIC SIGNAL UPGRADE ON CR-30 (GAYFER AVENUE) AT SR-42 (US-98) IN THE CITY OF FAIRHOPE; Engineers Estimate: \$115,200.00; Target Start Date: 6/1/2020
- Project: 100070858 (CN) TURN LANE CONSTRUCTION AND TRAFFIC SIGNAL UPGRADE ON CR-30 (GAYFER AVENUE) AT SR-42 (US-98) IN THE CITY OF FAIRHOPE; Engineers Estimate: \$652,000.00; Target Start Date: 9/15/2020
- Project: 100070859 (RW) WIDENING AND ADDING CENTER TURN LANE ON CR-64 FROM SR-181 TO CR-54 AND INSTALLATION OF ROUNDABOUT AT AUSTIN ROAD-RIGSBY ROAD. Engineers Estimate: \$303,000.00 Target Start Date: 9/1/2020
- Project: 100070861 (PE) RESURFACING ON CR-64 FROM SR-42 (US-98) TO CR-13 AND INTERSECTION IMPROVEMENTS ON CR-64 AT POLLARD ROAD; Engineers Estimate: \$60,000.00 Target Start Date: 6/1/2020
- Project: 100070862 (CN) RESURFACING ON CR-64 FROM SR-42 (US-98) TO CR-13 AND INTERSECTION IMPROVEMENTS ON CR-64 AT POLLARD ROAD; Engineers Estimate: \$1,240,000.00; Target Start Date: 9/15/2020
- Project: 100071523 (PE) ACCESS MANAGEMENT ON SR-42 (US-98) FROM CR-64 TO VAN AVENUE IN THE CITY OF DAPHNE; Engineers Estimate: \$150,000.00; Target Start Date: 6/1/2020
- Project: 100070860 (UT) WIDENING AND ADDING CENTER TURN LANE ON CR-64 FROM SR-181 TO CR-54 AND INSTALLATION OF ROUNDABOUT AT AUSTIN ROAD-RIGSBY ROAD; Engineers Estimate: \$1,224,120.00; Target Start Date: 11/1/2020
- Project: 100071524 (CN) ACCESS MANAGEMENT ON SR-42 (US-98) FROM CR-64 TO VAN AVENUE IN THE CITY OF DAPHNE; Engineers Estimate: \$2,202,610.02; Target Start Date: 4/30/2021
- Project: 100070867 (PE) RESURFACING AND WIDENING ALONG CR-68 FROM THE LOXLEY TOWN LIMITS TO THE BALDWIN BEACH EXPRESS; Engineers Estimate: \$51,005.00; Target Start Date: 11/1/2021

- Project: 100070868 (CN) RESURFACING AND WIDENING ALONG CR-68 FROM THE LOXLEY TOWN LIMITS TO THE BALDWIN BEACH EXPRESS; Engineers Estimate: \$749,773.50 Target Start Date: 5/27/2022
- Project: 100070869 (PE) ROUNDABOUT AT NORTH SECTION STREET/CITY 104/VETERANS DRIVE/SCENIC 98; Engineers Estimate: \$139,090.64; Target Start Date: 11/1/2022
- Project: 100070870 (CN) ROUNDABOUT AT NORTH SECTION STREET/CITY 104/VETERANS DRIVE/SCENIC 98; Engineers Estimate: \$1,200,300.66; Target Start Date: 6/30/2022

**THEREFORE, BE IT RESOLVED** that the Eastern Shore Metropolitan Planning Organization, has reviewed and approved the foregoing, does hereby adopt the listed projects for inclusion in the 2040 Long Range Transportation Plan.

The foregoing resolution was adopted and approved on the 22<sup>nd</sup> day of July 2020, by the Eastern Shore Metropolitan Planning Organization Policy Board.

\_\_\_\_\_ Date: \_\_\_\_\_  
Dane Haygood, Chairperson

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_

**AGENDA ITEM 10**

**INFORMATIONAL – DESIGNATING BRATS AS DIRECT RECIPIENT OF 5307 FUNDS**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p>Policy Board Work Session – July 8, 2020</p> <p>Bicycle and Pedestrian Advisory Committee – July 14, 2020</p> <p>Citizens Advisory Committee – July 14, 2020</p> <p>Technical Advisory Committee – July 15, 2020</p> <p>Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<p>The Baldwin Regional Area Transit System (BRATS) is the designated transit provider of the ESMPO and receives 5307 funds through the MPO. BRATS is currently a Sub-Recipient of ALDOT for these funds but are looking into and exploring the option of becoming a Direct Recipient.</p>
<b>RECOMMENDATION</b>
N/A
<b>ATTACHMENT(S)</b>
N/A



**AGENDA ITEM 11**  
**INFORMATIONAL – MPO COORDINATOR’S REPORT**

<b>Eastern Shore MPO</b> <b>AGENDA ACTION FORM</b>
<p>Policy Board Work Session – July 8, 2020</p> <p>Bicycle and Pedestrian Advisory Committee – July 14, 2020</p> <p>Citizens Advisory Committee – July 14, 2020</p> <p>Technical Advisory Committee – July 15, 2020</p> <p>Policy Board – July 22, 2020</p>
<b>SUMMARY</b>
<ul style="list-style-type: none"><li>• ALDOT Project Update:<ul style="list-style-type: none"><li>○ SR 181 Widening</li><li>○ US 31</li><li>○ SR 181 and I-10, Diverging Diamond</li><li>○ Intersection Alignment at US 90/SR 59</li></ul></li><li>• Project Update:<ul style="list-style-type: none"><li>○ CR34 Signal</li><li>○ Fairhope Transit Project</li></ul></li><li>• Video Recorder Quote</li><li>• TAP Grant Letters of Support</li><li>• Planning and Development Update</li></ul>
<b>RECOMMENDATION</b>
N/A
<b>ATTACHMENT(S)</b>
N/A

**EASTERN SHORE MPO**  
BALDWIN COUNTY SATELLITE COURTHOUSE  
1100 FAIRHOPE AVENUE  
**FAIRHOPE, ALABAMA 36532**  
TELEPHONE: (251) 990-4640  
FAX: 251-580-2590  
WWW.EASTERNSHOREMPO.ORG

April 20, 2020

Mr. Ed Phillips, P.E.  
State Local Transportation Engineer  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

***Re: MPO Letter of Support for FY 2021 TAP Grant Funding for Transportation  
Improvements in the City of Fairhope, Alabama***

Dear Mr. Phillips:

The Eastern Shore MPO Policy Board is pleased to issue this letter supporting and endorsing the City of Fairhope's application for grant funding under the Transportation Alternatives Set-Aside Program to construct concrete sidewalks.

This project entails up to 1.12 miles of new sidewalk on one side of two semi-parallel streets: Blue Island Avenue and Fairwood Boulevard. These two sidewalk segments will connect to the existing sidewalk system on Fairhope Avenue on the south end and make connections to existing sidewalks on the north end. The sidewalk on Blue Island Avenue will connect Fairhope Avenue to Gayfer Avenue and the sidewalk on Fairwood Boulevard will connect Fairhope Avenue to the existing sidewalk system on the north end of Fairwood Boulevard that connects to Section Street and the Eastern Shore Trail. The new Fairwood Boulevard sidewalk would have an intermediate connection to the sidewalk on Bayou Drive. This new sidewalk system would connect all these established neighborhoods to Fairhope West Elementary School (K-6) on both the south (Bayou Drive) and north side (Fairwood Boulevard) of the school campus. These two identified sidewalk links are part of an overall sidewalk masterplan and have been identified by the City of Fairhope Pedestrian and Bicycling Committee as priority pedestrian connections.

Thank you for your consideration of the City of Fairhope's grant application. These funds will benefit the Eastern Shore.

Sincerely,

Dane Haygood  
ESMPO Chairperson

By:   
Sarah Hart Sislak  
ESMPO Coordinator

# EASTERN SHORE MPO

BALDWIN COUNTY SATELLITE COURTHOUSE

1100 FAIRHOPE AVENUE

**FAIRHOPE, ALABAMA 36532**

TELEPHONE: (251) 990-4640

FAX: 251-580-2590

WWW.EASTERNSHOREMPO.ORG

June 4, 2020

Mr. Ed Phillips, P.E.  
State Local Transportation Engineer  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

***Re: MPO Letter of Support for FY 2021 TAP Grant Funding for Transportation  
Improvements in the Town of Loxley, Alabama***

Dear Mr. Phillips:


The Eastern Shore MPO Policy Board is pleased to issue this letter supporting and endorsing the Town of Loxley's application for grant funding under the Transportation Alternatives Set-Aside Program to construct concrete sidewalks.

This project entails up to 2,800 linear feet of new sidewalk on Magnolia Street from Municipal Park Drive to West Relham Drive. This will connect the existing sidewalk system at West Relham Drive and South Magnolia Street to the Municipal Park. This new sidewalk would connect established neighborhoods to the Municipal Park that is comprised of baseball fields, a children's playground, civic center, and 0.5 mile walking trail.

Thank you for your consideration of the Town of Loxley's grant application. These funds will benefit the Eastern Shore.

Sincerely,

Dane Haygood  
ESMPO Chairperson

By:   
Sarah Hart Sislak  
ESMPO Coordinator

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

June 10, 2020

Mr. Ed Phillips, P.E.  
State Local Transportation Engineer  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

***Re: MPO Letter of Support for FY 2021 TAP Grant Funding for Transportation  
Improvements in Baldwin County, Alabama***

Dear Mr. Phillips:

The Eastern Shore MPO Policy Board is pleased to issue this letter supporting and endorsing the Baldwin County Commission's application for grant funding under the Transportation Alternatives Set-Aside Program to construct concrete sidewalks.

This project entails up to 1.85 miles of new sidewalk on US Highway 98 from the Fish River Bridge to Pleasant View Lane. This 8-foot-wide bike and pedestrian lane for non-motorized traffic will connect to the existing sidewalk system of the Eastern Shore Trail. The completion of this segment will allow residents and visitors to safely travel 26.54 miles. This will drastically improve the walking and biking opportunities in Baldwin County by connecting Spanish Fort, Daphne, Montrose, Fairhope, Barnwell and Magnolia Springs. This project is very beneficial to Baldwin County because it will provide alternative transportation to new communities along the Eastern Shore Trail. All citizens will enjoy and have access to the environmental benefits of having such an extensive non-motorized pathway in their community that will connect the USS Alabama Battleship Memorial Park to the Weeks Bay Reserve Education Center.

Thank you for your consideration of the Baldwin County Commission's grant application. These funds will benefit the Eastern Shore.

Sincerely,

Dane Haygood  
ESMPO Chairperson

By:   
Sarah Hart Sislak  
ESMPO Coordinator