




MEMORANDUM

Date: March 14, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Rodrigo Delostrinos
Director of Transportation

Subject: **23-4719 Approving Public Transportation Grant Agreement (PTGA) SFY2024 FTA Section 5339 Rural Bus and Bus Facility Capital Funds, FM # 452576-1-94-23**

Introduction

The City Manager's office requests the approval of the attached Public Transportation Grant Agreement (PTGA) with the State of Florida Department of Transportation (FDOT) via FTA Section 5339 Rural Bus and Bus Facility Capital funds in an amount not to exceed \$174,750.00.

Background

Annually, the Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities program provides capital assistance to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses, support equipment, and transit facility related equipment.

Although Key West Transit is an enterprise fund, costs to upgrade buses and purchase facility equipment exceed annual department generated revenues. The attached PTGA outlines a 0% cost share to the city, thus upgrades to the buses and facility equipment are 100% reimbursable to the city. This PTGA specifies a two (2) year completion term from execution; however, FTA and FDOT have given extensions due to current supply chain issues.

The City of Key West – Key West Transit monitors all transit grant opportunities through FDOT District 6 and Central Office, the Florida Public Transportation Association, and the Federal Register. The City of Key West – Key West Transit typically uses the Transit Award Management System (TrAMS), the Federal Transit Administration's (FTA) platform, to apply, award and manage federal transit grants.

Procurement

The City of Key West was allocated \$174,750.00 to purchase support equipment for buses and transit facility. This is the FDOT approved list:

Description	Total Amount	Function
Parts Washer	\$9,000	Environmental and Occupational Safety Maintenance
Laptops	\$12,000	Transit Operations
Tablets	\$12,000	Transit Operations
Fareboxes	\$109,000	On-Board Revenue Collection

Office Furniture	\$8,750	Replace 15 year old equipment
GFI Service/computer	\$20,000	Central Revenue Collection Server and Passenger Count Reconciliation
Replace Carpet / Dispatch	\$4,000	Maintain Transit Facility

Typically Section 5339 Capital Grants programs require a cost share of 80% FTA and 20% City; however, this PTGA outlines the City of Key West cost share is covered by the State of Florida Toll Revenue Credits (TRC), page 17, Exhibit A Item C.

Continued participation in the Section 5339 grant program allows the City of Key West to deliver a safe transit system and reduces the financial burden of the citizenry.

Recommendation

The City Manager’s office recommends the City Commission approve the attached Public Transportation Grant Agreement (PTGA) with the State of Florida Department of Transportation (FDOT) via FTA Section 5339 Rural Bus and Bus Facility Capital funds in an amount not to exceed \$174,750.00.and authorize any necessary budget amendments.

Exhibits:

Exhibit A – PTGA FM #452576-1-94-23

Exhibit B – Resolution 23-113 Designation of Authority