

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: RACHEL EDE, DEPUTY DIRECTOR-TRANSIT
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: MEMORANDUM OF UNDERSTANDING - TRANSIT
TECHNOLOGY STAFF SUPPORT

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve a Memorandum of Understanding - Transit Technology Staff Support with the City of Petaluma enabling the Transit Division to provide transit technology staff support to the City of Petaluma, and authorize the Director of Transportation and Public Works to execute the Memorandum of Understanding - Transit Technology Staff Support.

EXECUTIVE SUMMARY

The City of Santa Rosa and the City of Petaluma both operate municipal transit systems with similar technology systems and data requirements. The City of Petaluma lacks in-house capacity to conduct a variety of technology-related tasks necessary for the effective operation of the Petaluma Transit system, and has requested assistance from City of Santa Rosa Transit Division staff. This Memorandum of Understanding Transit Technology Staff Support (MOU) enables the Santa Rosa Transit Division's Department Technology Coordinator to provide staff support to the City of Petaluma, and allows the City of Santa Rosa to receive reimbursement from the City of Petaluma for the hours worked by the Department Technology Coordinator, up to ten hours per week.

BACKGROUND

Santa Rosa CityBus and Petaluma Transit utilize similar technologies for transit operations and data collection, including automated vehicle locators, real-time bus arrival information systems, automated passenger counters, GFI fareboxes, and Clipper Card systems. These systems require ongoing maintenance and trouble-shooting to ensure they are operating effectively. The Santa Rosa Transit Division's Department Technology Coordinator (DTC) conducts these activities for Santa Rosa CityBus. City of Petaluma staff have requested staff support from the Santa Rosa Transit Division to

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assist with some of these tasks on a limited but ongoing basis, since Petaluma Transit does not have an in-house staff person with the background or capacity needed to conduct these activities. The Santa Rosa Transit Division is willing to provide this support, and has developed a memorandum of understanding to formalize this arrangement and provide a mechanism for the City of Santa Rosa to be reimbursed for work the DTC performs for the City of Petaluma.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The proposed memorandum of understanding lays out the terms by which the City of Santa Rosa Transit Division will provide transit technology staff support to City of Petaluma. The MOU allows the Santa Rosa Transit Division DTC to provide up to ten hours per week of staff support to Petaluma Transit, with any additional hours requested subject to approval by the Deputy Director-Transit. The MOU provides for the City of Santa Rosa to bill the City of Petaluma quarterly for the number of hours worked, at the DTC billable rate. A Scope of Services (Exhibit A to the MOU) lists the types of projects the City of Petaluma may request the DTC to assist with. The MOU may be terminated by either party at any time with 30 days' written notice.

This arrangement supports the recommendations of the Sonoma County Transit Integration and Efficiency Study (TIES). The TIES study was partially funded by the City of Santa Rosa to identify opportunities for the local transit systems in Sonoma County to integrate operations for the benefit of riders and to achieve operating efficiencies. Sharing of staff across agencies was identified as a recommended action to make better use of limited staff resources and support transit integration. A further benefit to the proposed arrangement is the opportunity for the Santa Rosa Transit Division to benefit from the DTC's experience working with the City of Petaluma's transit technologies and data systems.

The Transit Division consulted with the incumbent in the DTC position during development of the MOU and provided the MOU to Teamsters Local 856 (representing the DTC position), which did not identify any concerns.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund. The City of Santa Rosa will bill the City of Petaluma for the costs associated with providing staff support under this memorandum of understanding on a quarterly basis, using the billable rate for the Department Technology Coordinator position.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

The MOU draft was provided to Teamsters Local 856 representatives for review and comment.

ATTACHMENTS

- Resolution/Exhibit A (Memorandum of Understanding)

CONTACT

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