

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: RACHEL EDE, DEPUTY DIRECTOR-TRANSIT
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: SANTA ROSA CITYBUS PUBLIC TRANSIT AGENCY SAFETY
PLAN 2025 UPDATE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve the Santa Rosa CityBus Public Transit Agency Safety Plan 2025 Update, as required by Federal Transit Administration rules.

EXECUTIVE SUMMARY

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires operators of public transportation systems to receive federal funds under FTA's Urbanized Area Formula Grant Program to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). Council adopted Santa Rosa CityBus' first PTASP in 2020, as well as revisions required by the Bipartisan Infrastructure Law in 2022. This action seeks Council's approval of minor changes to the plan included in the 2025 PTASP update.

BACKGROUND

The PTASP rule became effective on July 19, 2019. The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307), including Santa Rosa CityBus. Additional requirements were included in the Bipartisan Infrastructure Law of 2021. The Public Transit Agency Safety Plan must include the following elements:

- Safety performance targets
- Safety management policy
- Establishment of a Safety Committee comprised of equal numbers of management and labor representatives of front-line staff

SANTA ROSA CITYBUS PUBLIC TRANSIT AGENCY SAFETY PLAN UPDATE 2025

PAGE 2 OF 3

- Discussion of methods for safety hazard identification, risk assessment, and risk mitigation
- Discussion of safety promotion
- Designation of staff accountable for various safety-related responsibilities
- Protocols for communication of safety-related data and information

Transit agencies are required to complete an annual review of the PTASP in collaboration with the Safety Committee established under PTASP rules. Transit Division staff have completed the 2025 update and seek Council approval of the revisions.

PRIOR CITY COUNCIL REVIEW

On December 15, 2020, by RES-2020-220, Council reviewed and adopted the first version of the Public Transit Agency Safety Plan (PTASP).

On December 13, 2022, by RES-2022-242, Council approved updates to the PTASP required by the Bipartisan Infrastructure Law of 2021.

ANALYSIS

For the 2025 PTASP update, staff reviewed all plan elements including Citywide safety-related documents to ensure the plan's contents are up to date. Staff additionally engaged the Transit Division's Safety Committee, made up of an equal number of management staff and frontline employee representatives from SEIU, in updating the plan. The specific revisions made in 2025 include the following:

- Updated metrics for tracking assaults to break out different types of assaults per National Transit Database definitions. These include the following categories:
 - Major Assault: Assault involving immediate medical transport, serious injury, or a collision
 - Non-Major Physical Assault: Non-major assault involving physical contact
 - Non-Major/Non-Physical Assault: Non-major assault without physical contact, such as verbal threats, intimidation, or harassment
- Added the Santa Rosa CityBus Code of Conduct, MV Transportation (paratransit contractor) Illness and Injury Prevention Program, and MV Transportation Safety Management System (SMS) Plan to plan appendices
- Added details on the structure and function of the required Safety Committee

The Safety Committee approved the 2025 plan revisions on February 23, 2025. Council's approval of annual plan updates is required by FTA rules.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund or Transit Fund.

ENVIRONMENTAL IMPACT

The Council finds that pursuant to CEQA Guidelines Section 15378, the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution / Exhibit A - Santa Rosa CityBus Public Transit Agency Safety Plan 2025 Update

PRESENTER

Matthew Wilcox, Transit Planner