



# CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD AGENDA

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*The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.*

**Regular Meeting - Wednesday, September 25, 2019**  
**Veterans' Memorial Hall - 5:30 P.M.**  
**209 Surf Street, Morro Bay, CA**

Ric Deschler, Chair  
Christian Erlendson

Janith Goldman, Vice-Chair  
John Erwin

Torrey Byles  
Steven Shively

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE  
PLEDGE OF ALLEGIANCE  
BOARD MEMBERS ANNOUNCEMENTS AND PRESENTATIONS

#### PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters not on the agenda may do so at this time. For those desiring to speak on items on the agenda, but unable to stay for the item, may also address the Board at this time.

Public comment is an opportunity for members of the public to provide input to the advisory body. To increase the effectiveness of the Public Comment Period, the City respectfully requests the following guidelines and expectations be followed:

- When recognized by the Chair, please come forward to the podium to speak. Though not required, it is helpful if you state your name, city of residence and whether you represent a business or group. Unless otherwise established by the Chair, comments are to be limited to three minutes.
- All remarks should be addressed to Board, as a whole, and not to any individual member thereof.
- The Board respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Board to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.
- The Board in turn agrees to abide by its best practices of civility and civil discourse according to Resolution No. 07-19.

#### A. CONSENT CALENDAR

Unless an item is pulled for separate action by the Board, the following actions are approved without discussion.

- A-1 Approval of Minutes for the August 21, 2019 Public Works Advisory Board Regular Meeting  
**Recommendation:** Approve minutes.

## B. BUSINESS ITEMS

B-1 Directors Report - Informational summary of current Public Works Activities

**Recommendation:** Information item for discussion, no action needed.

B-2 Short Range Transit Plan

**Recommendation:** Receive the presentation, solicit public comment, and recommend the City Council adopt the Short Range Transit Plan.

## C. FUTURE AGENDA ITEMS

## D. ADJOURNMENT

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This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Public Works Department, 955 Shasta Avenue, for any revisions or call the department at 772-6262 for further information.

Materials related to an item on this Agenda submitted to the Public Works Advisory Board after distribution of the agenda packet are available for public inspection at the Public Works office located at 955 Shasta Avenue and Morro Bay Library located at 625 Harbor Street during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (805) 772-6262 at least 24 hours prior to the meeting to insure reasonable arrangements can be made to provide accessibility to the meeting.

PRESENT:	Steve Shively John Erwin Torrey Byles Stewart Skiff	Board Member Board Member Board Member Board Member
ABSENT:	Ric Deschler Janith Goldman Chris Erlendson	Chair Vice Chair Board Member
STAFF:	Rob Livick Janeen Burlingame Damaris Hanson Gina Gregory	Public Works Director Management Analyst Environmental Program Manager Office Assistant

ESTABLISH QUORUM, CALL TO ORDER  
MOMENT OF SILENCE  
PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:31 p.m. A quorum was present.

ANNOUNCEMENTS – None

PRESENTATIONS – None

PUBLIC COMMENT

<https://youtu.be/JxdwietsH5Q?t=4m29s>

The public comment period was opened.

Walter Heath, Morro Bay in Bloom, thanked the board for the opportunity to speak. Mr. Heath gave an update with what is going on with Morro Bay in Bloom and gave a brief overview of all the volunteer hours and projects that are in place. He also mentioned that they need volunteers.

The public comment period was closed.

A. CONSENT AGENDA

<https://youtu.be/JxdwietsH5Q?t=13m24s>

A-1 Approval of Minutes for the June 19, 2019 Public Works Advisory Board Special Meeting

MOTION: Stu Skiff moved to approve Item A-1. The motion was seconded by Torrey Byles and carried 4-0-0 unanimously.

A-2 Approval of Minutes for the July 17, 2019 Joint Public Works Advisory Board and Recreation & Parks Commission Special Meeting

MOTION: John Erwin moved to approve Item A-1. The motion was seconded by Torrey Byles and carried 4-0 unanimously.

B. BUSINESS ITEMS

B-1 Directors Report

<https://youtu.be/JxdwietsH5Q?t=14m53s>

Rob Livick presented the Directors Report.

B-2 City Park Transit Hub Improvements Study

<https://youtu.be/JxdwietsH5Q?t=37m18s>

Janeen Burlingame presented the staff report.

The public comment period was opened.

Steve Powers, Art Show Director for Art in the Park, thanked Janeen Burlingame, Mr. Collins and Pamela Newman for their work in keeping them involved in the project. They are supportive and recommend going with the existing site which will have no impact on their events. Mr. Powers thanked the Board for the time to speak.

Patricia Newton, Morro Bay Art Association, thanked the Board and Janeen Burlingame for their time. She also thanked Scott Collins. She stated it really means a lot for the Art in the Park Program, the artists that participate, as well as the community.

The public comment period was closed.

Discussion, comments and questions amongst Board members and staff.

MOTION: John Erwin moved to approve the staff recommendation. The motion was seconded by Steward Skiff and carried 4-0 unanimously.

#### FUTURE AGENDA ITEMS

Rob Livick stated the Short Range Transit Plan, Paving Management Plan for street assessment and recommended streets, and projects for next year's capital budget would come back at a future meeting.

Board Member Stewart Skiff announced his resignation from the Public Works Advisory Board, noting it's been a pleasure working with staff and the Board. He feels many objectives have been achieved during his time on the Board.

#### ADJOURNMENT

The meeting adjourned at 7:04 P.M.

Recorded by:

Gina Gregory  
Office Assistant



AGENDA NO: B-1

MEETING DATE: September 25, 2019

## MEMORANDUM

**TO:** Public Works Advisory Board  
**CC:** City Manager  
**DATE:** September 19, 2019  
**FROM:** Rob Livick, PE/PLS - Public Works Director/City Engineer  
**SUBJECT:** Director's Report / Information Items

Please contact the individual staff members prior to the meeting, if possible, for more detailed information.

**Notify Me:** Sign up for Notify Me on the City's Website [www.morrobayca.gov/notifyme](http://www.morrobayca.gov/notifyme) to be notified by email when Council, Board's and Commission's agendas and minutes are posted on the website.

**Service Requests:** Citizens can report a concern to the City for predetermined issues without the need to phone the City during business hours (for example: reporting a pothole) by using a feature on the City's website, Service Requests [www.morrobayca.gov/905/Service-Requests](http://www.morrobayca.gov/905/Service-Requests), or the mobile App (available on both Android and IOS operating systems).

Staff can also add Service Requests for someone over the phone or in the office if they do not have access to a computer. Each category in Service Requests is assigned to the appropriate staff member to handle so citizens don't have to figure out what department to contact for an issue they need to report on.

**CONSOLIDATED MAINTENANCE**  
**COMPLETED SERVICE REQUESTS AND WORK ORDERS**  
**8/18/2019 TO 9/25/2019**  
 Staff Contact: Mike Wilcox

<b>Service Requests Completed</b>		<b>Work Orders Completed</b>			
Banner Install or Remove Request	1	<b>Facilities</b>		<b>Parks</b>	
Custodial Request	8	Contractor Management	1	Bench/Table Repair	2
Maintenance Request	7	Electrical	2	Electrical system	2
Safety Issue	2	Facilities Other	2	Irrigation Repair	2
Street Cleaning/Sweeping	1	General Repair	5	Maintenance	3
Tree Pruning/Trimming	3	Maintenance	1	Other	4
Tree Removal Request	2	Painting	1	Plumbing	3
<b>Service Requests Total</b>	<b>24</b>	Plumbing	3	Tree Hazard Reduction	1
		Water Heater	2	<b>Street Trees</b>	
		Furniture Install	1	Grind Stump	1
		<b>Fleet</b>		Hazard Reduction	17
		Body Work	1	<b>Streets</b>	
		Brake System	1	Berm Repair	4
		Electrical System	1	CMA Patch	6
		Steering	1	HMA Patch	13
		<b>Landscape Areas</b>		Install	1
		Other	1	Other	1
		<b>Parking Lots</b>		Replace	1
		General Maintenance	1	Right of Way Obstruction	1
		Other	1	Street Striping	1
		<b>ROW-Sidewalks-Paths</b>		Striping/Painting	1
		Clean/Clear Debris	1	Sweeping/Cleaning	2
		Clear Debris	1	Weed Abatement	1
		Repair	1	<b>Work Orders Total</b>	<b>95</b>

# CONSOLIDATED MAINTENANCE PROJECT PICTURES

Staff Contact: Mike Wilcox

Staff has made repairs along the pedestrian path at the Cloisters where the wind had severely eroded the dune sand exposing the fence posts and concrete footings. Staff will continue this project at several other locations along the paths.





## CONSOLIDATED MAINTENANCE PROJECT PICTURES

Staff Contact: Mike Wilcox

Staff patched some of the larger potholes on Preston Lane recently. This will not be a long term solution given the heavy truck traffic on this street. But it will serve to provide a more traversable safer street in the short term.



# CONSOLIDATED MAINTENANCE PROJECT PICTURES

Staff Contact: Mike Wilcox

- The Coleman Park restroom facilities have been shut down due to fractures in the unreinforced concrete block indicating differential settling.
- The facility will remain closed until a repair solution or demolition decision is made.



## CONSOLIDATED MAINTENANCE PROJECT PICTURES

Staff Contact: Mike Wilcox

- Staff was alerted to the sudden appearance of a sink hole on Sequoia Court recently. The sink hole was fully exposed, back filled, and patch with cold mix Asphalt.
- But, the underlying cause of premature failure of the corrugated metal pipe storm drain below the roadway remains until a engineering solution is determined and funding can be allocated for the repairs.



# WATER – OPERATIONS

Staff contacts: Joe Mueller  
Damaris Hanson

## **Operations and Maintenance August 2019:**

### **Distribution**

- Exercised 43 water valves throughout the city.
- Responded to five after-hour callouts:
  - Nutmeg low tank alarm
  - Power Fail SCADA Communication Loss
  - Broken irrigation line turned off at curb stop
  - VFD current fault at Elena Booster Station
  - Sherriff Dispatched water running down street, found leak on customers side of meter
- Responded to 13 minor water leaks, located and repaired as needed. All leaks and corrective action taken is logged and tracked through the Cityworks software and database.
- Performed 36 water service turn-offs and 63 water service turn-ons.
- Located and marked 47 Underground Service Alerts.
- Installed nine new water services.
- Replaced the sample tap at Morro and Beach street.
- Responded to an accident between a vehicle and a Fire Hydrant.

### **Treatment**

- Operated the Reverse Osmosis Plant, produced 460,000 gallons into the distribution system.
- Moved Chlorine analyzer from Kings tank area to Reverse Osmosis Plant.
- Pressure washed product water tanks at RO plant.
- Re-established the flow signal to SCADA from state water flow meter.
- Performed tank site maintenance at Blanca tanks.
- Diagnose booster pump problems at Elena pump station.



Fire Hydrant Replacement on Main street after a Traffic Collision

# WASTEWATER – COLLECTIONS

Staff Contacts: Joe Mueller  
John Gunderlock

## Operation & Maintenance August 2019

- Tested Lift Station alarms and performed monthly maintenance
- Hydro cleaned approximately 19,857 feet of city main line.
- On-Call staff responded to two afterhours call-outs:
  - Lift Station #1 and #2 utility power loss.
  - Lift Station #2 pump overcurrent, pulled and cleared pumps.
- Received and completed one service request for an odor complaint near the intersection of Main and Las Vegas street.
- Performed ten Fats, Oils, and Grease source control inspections.
- Lift Station #2 replaced and repaired electrical control equipment.
- Reported No Sewer Overflows for the month of August to CIWQS, (California Integrated Water Quality System)
- Vacuumed out dried debris from the weirs at primary number one in the treatment plant.
- During Main line Hydro cleaning found and cleared a partial blockage on the Main street line between Avalon and Hill street.



Partial main line blockage



Primary clarifier maintenance

# WASTEWATER – TREATMENT

Staff Contacts: Joe Mueller  
John Gunderlock

## Operation & Maintenance August 2019

- Flow for the month of August averaged 1.113 Million Gallons per Day (MGD) and totaled 34.495 million gallons.
- <0.01 inches of rain was recorded during the months of August.
- Responded to five after hour callouts for plant chlorine adjustments and one for a power outage.
- Grant Chase was hired to fill a vacant Operator position.
- Sampled for annual biosolids monitoring.
- Tested emergency generator and automatic switch gear operation.
- Performed yearly maintenance and adjustments on headworks bar screen #1.
- Finished emergency generator diesel tank repairs.
- Sprayed weeds and housekeeping around the facility.
- Installed bird spikes above front-end loader parking area.
- Installed rebuilt influent pump and driveline.
- Drove sludge solar drying beds with the front-end loader to speed drying time.
- Moved dried sludge to the sludge storage area.
- Unplugged sludge solar drying beds decant pipe with collections hydro-jetter.
- Flushed digester #1 gas system for preventative maintenance.
- The Air Pollution Control Board performed a routine inspection at the plant.
- Plant operators reviewed 60 percent design drawing for the new Water Reclamation Facility.
- Staff from the State Revolving Fund toured the plant.
- Plant staff represented the City of Morro Bay Water Reclamation Project at a Water Reuse open house in Ventura.



Digester sludge pump repairs

**Staff attended the following training:**

- Bloodborne Pathogens/Bio-Hazard/Aerosol Transmissible Diseases
- Safe Workplaces: When Being Nice Isn't Working
- Hearing Conservation/Heat Stress
- Teambuilding leadership
- CPR/First Aid

**Submitted reports to the State, [electronically](#):**

- July 2019 Monthly Discharge-Monitoring Reports (eDMR)
- July 2019 Monthly Self-Monitoring Reports (eSMR)



Influent pump installation



Biofilter maintenance

# ENGINEERING/CAPITAL PROJECTS

Staff contact: Rob Livick

## **Highway 41/Main/Highway 1 – No Change**

- Project construction is still financially constrained
- Processing a Contract with GHD formerly Omni-Means to complete Pre Design and Design Work
- Working with the City's funding partners the San Luis Obispo Council of Governments (SLOCOG) and Caltrans on funding and design options

## **Pavement Management**

- 2018/19 Work complete
- FY 19/20 program includes a complete revision to Plan to incorporate sealing techniques not anticipated with 2011 Pavement Management Plan
- Preparing Request for Proposal for Professional Services to Update Pavement Management plan including a reassessment of the Pavement Condition Index
- Work to be performed in the Spring of 2020 to take advantage of better weather and new Rubberized Asphalt Grant Cycle

## **Water System Improvements**

- Addressed in the OneWater – Water System Capital Improvement Plan
- Project Scheduled to begin with preliminary design and environmental review in 2019/2020

## **Collection System Repairs**

- Addressed in the OneWater – Wastewater Collection System Capital Improvement Plan
- Project Scheduled to begin with preliminary design and environmental review in 2019/2020
- Project for lining and pipe bursting in off San Jacinto in North Morro Bay is complete

## **North Point Parking Lot**

- Project is ready to list and going out to bid for lighting and access control improvements

## **Cloisters Landscaping Improvements – Concept Plan**

- Consultant Incorporating results of comments from the Community and Staff into Plan
- Concept plan will go to City Council in the fall for approval

- **Operating and Capital Improvement Program is online at:**

<http://www.morro-bay.ca.us/DocumentCenter/View/13292/Proposed-FY-2019-20-Operating-and-Capital--Budget>

# ENGINEERING/CAPITAL PROJECTS

Staff contact: Rob Livick

Our Water Morro Bay  
Major Water and Sewer Projects  
Implementation Schedule  
September 5, 2019

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2019	2020	2021	2022	2023	2024
							H1	H2	H1	H2	H1	H2
1		<b>Nutmeg Tank Project</b>	<b>1105 days</b>	<b>Thu 9/5/19</b>	<b>Wed 11/29/23</b>							
2		Project Initiation	0 days	Thu 9/5/19	Thu 9/5/19							
3		<b>Preliminary Design</b>	<b>275 days</b>	<b>Mon 9/30/19</b>	<b>Fri 10/16/20</b>							
4		Surveying - Including RFP	60 days	Thu 10/3/19	Wed 12/25/19	2FS+20 days						
5		Geotechnical - Including RFP	60 days	Thu 1/9/20	Wed 4/1/20	4FS+10 days						
6		Prepare Basis of Design Report/30 Percent Design	275 days	Mon 9/30/19	Fri 10/16/20	2SS						
7		<b>Environmental and Permitting</b>	<b>320 days</b>	<b>Thu 4/2/20</b>	<b>Wed 6/23/21</b>							
10		<b>Land Acquisition</b>	<b>160 days</b>	<b>Thu 4/1/21</b>	<b>Wed 11/10/21</b>							
15		<b>Final Design</b>	<b>295 days</b>	<b>Mon 10/19/20</b>	<b>Fri 12/3/21</b>							
28		<b>Bidding</b>	<b>50 days</b>	<b>Fri 12/17/21</b>	<b>Fri 2/25/22</b>							
34		<b>Construction</b>	<b>390 days</b>	<b>Fri 3/25/22</b>	<b>Fri 9/22/23</b>							
40		<b>North Main Trunk Sewer</b>	<b>655 days</b>	<b>Wed 3/4/20</b>	<b>Wed 9/7/22</b>							
41		Project Initiation	0 days	Wed 3/4/20	Wed 3/4/20	1SS+130 days						
42		<b>Preliminary Design</b>	<b>130 days</b>	<b>Thu 3/5/20</b>	<b>Wed 9/2/20</b>							
43		Surveying	10 days	Thu 4/2/20	Wed 4/15/20	41FS+20 days						
44		Geotechnical	20 days	Thu 4/30/20	Wed 5/27/20	43FS+10 days						
45		Prepare Basis of Design Report/30 Percent Design Submittal	130 days	Thu 3/5/20	Wed 9/2/20	41						
46		<b>Environmental and Permitting</b>	<b>130 days</b>	<b>Thu 10/1/20</b>	<b>Wed 3/31/21</b>							
48		<b>Final Design</b>	<b>285 days</b>	<b>Thu 9/3/20</b>	<b>Wed 10/6/21</b>							
61		<b>Bidding</b>	<b>50 days</b>	<b>Wed 10/20/21</b>	<b>Wed 12/29/21</b>							
67		<b>Construction</b>	<b>160 days</b>	<b>Wed 1/26/22</b>	<b>Wed 9/7/22</b>							
72		<b>Beachcomber Trunk Sewer</b>	<b>1035 days</b>	<b>Wed 3/4/20</b>	<b>Wed 2/21/24</b>							
73		Project Initiation	0 days	Wed 3/4/20	Wed 3/4/20	2FS+130 days						
74		<b>Preliminary Design</b>	<b>130 days</b>	<b>Thu 3/5/20</b>	<b>Wed 9/2/20</b>							
75		Surveying	10 days	Thu 4/2/20	Wed 4/15/20	73FS+20 days						
76		Geotechnical	20 days	Thu 4/30/20	Wed 5/27/20	75FS+10 days						
77		Prepare Basis of Design Report/30 Percent Design Submittal	130 days	Thu 3/5/20	Wed 9/2/20	73						
78		<b>Environmental and Permitting</b>	<b>130 days</b>	<b>Thu 10/1/20</b>	<b>Wed 3/31/21</b>							
80		<b>Final Design</b>	<b>285 days</b>	<b>Thu 3/31/22</b>	<b>Wed 5/3/23</b>							
93		<b>Bidding</b>	<b>50 days</b>	<b>Wed 5/17/23</b>	<b>Wed 7/26/23</b>							
99		<b>Construction</b>	<b>130 days</b>	<b>Wed 8/23/23</b>	<b>Wed 2/21/24</b>							

Project: OneWater Projects Bea  
Date: Thu 9/5/19

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

# Engineering/Development Review

Staff contact: Rob Livick

Staff is working on the following projects:

- Morro Mist 23 Lot Subdivision (Bonita and Main): Under Construction – **Frontage Improvements complete.**
- Harborview Hotel/Commercial: Planning Review
- Dollar Store (at old Cookie Crook location)
- Hotel Development – NW corner Atascadero Road West and Highway 1: Planning Review
- Sonic Restaurant – Main and Highway 41: Plancheck – Waiting for resubmittal from applicant (Permit Extension Granted)
- Harbor Hut Docks: In Plancheck
- Rose's Landing Upstairs Hotel - Plancheck
- US Coast Guard Addition: In Plancheck
- Morro Bay Landing: Under Construction
- ~50 Residential remodels and construction: Various Citywide

## Engineering/Alternative Transportation

Staff contact: Rob Livick

The City reapplied for renewal of its Bicycle Friendly Community (BFC) status through the League of American Bicyclists. The City currently is at the Bronze level.

Now that the Fall 2019 application deadline has passed, the BFC review process is officially underway. To help the league gain a better understanding of local bicyclists' experiences in your community, we would greatly appreciate your help in completing a survey.

Public Survey Link: [https://www.surveymonkey.com/r/app\\_BFC\\_FA19](https://www.surveymonkey.com/r/app_BFC_FA19)

# WASTEWATER – NEW WRF

Staff contact: Rob Livick

- Work continues in accordance with City Council direction.
- City Council approved an amendment to Contract with Water Works Engineers, LLC for Engineering Design Services for the Water Reclamation Facility (WRF) Lift Station and Offsite Pipelines in the amount of \$691,822 for a total estimated cost of \$2,045,396 for design work on the Conveyance Facilities. <http://www.morrobay.ca.us/ArchiveCenter/ViewFile/Item/5127> Item C-1
- City Council reviewed and received an Addendum to the Certified Approved Final Environmental Impact Report for the WRF Project (FEIR) <http://www.morrobay.ca.us/ArchiveCenter/ViewFile/Item/5127> Item C-2
- Additional Information at [www.morrobaywrf.com](http://www.morrobaywrf.com) and [www.morrobayca.gov](http://www.morrobayca.gov)



AGENDA NO: B-2

MEETING DATE: September 25, 2019

# Staff Report

**TO:** Public Works Advisory Board

**DATE:** September 19, 2019

**FROM:** Janeen Burlingame, Management Analyst

**SUBJECT:** Short Range Transit Plan

## **RECOMMENDATION**

Staff recommends the PWAB receive the presentation, solicit public comment, and recommend the City Council adopt the Short Range Transit Plan (SRTP).

## **FISCAL IMPACT**

It should be noted the SRTP is a fiscally constrained document whose adoption by the City Council does not commit the City to implementation of the service recommendations identified in the plan. Recommendations are the consultant's professional judgement, after evaluating the operating data, field observations, and overall system analysis, of alternatives and strategies to enhance public transit service in Morro Bay.

There is no General Fund contribution to the City's Transit Enterprise Fund, either for operating or capital expenditures. The Transit Enterprise Fund fully funds operations of the Transit Division, Morro Bay Transit (Fixed Route/Call-A-Ride) and Trolley services using a combination of local generated revenue and grants (fares, advertising revenue, Rural Transit Fund), State revenue (Transportation Development Act Local Transportation Fund and State Transit Assistance, State of Good Repair), Federal revenue (FTA 5339 grant).

Implementation of SRTP recommendations will be dependent on the Transit Enterprise Fund's ability to meet revenue requirements from these revenue sources.

The estimated annual operating cost for the service plan enhancements recommended ranges between \$11,200 and \$12,400 over the five-year plan period and the estimated annual farebox revenues generated ranges between \$2,400 and 2,980. Should sufficient revenue sources be available over the plan period for full implementation, it is estimated the annual operating costs will increase by 3.5%.

Total cost of capital equipment over the plan period is estimated at \$581,560. This does not include improvements to the City Park Transit Hub as that study of improvements and cost estimate information was not available at the time of plan development. The cost for capital improvements would be funded with grants and Local Transportation Fund monies.

Prepared By: JB

Dept Review: RL

## **SUMMARY**

The Short Range Transit Plan (SRTP) is intended to provide a general business plan to guide improvements to the transit program over the plan period and is important to qualify for State and Federal transportation funding. The current plan was adopted in 2007 when the City operated a year-round demand response service and seasonal fixed route trolley service. Shortly after the plan's adoption, the country experienced a recession beginning in 2008. That combined with changes in the State budget regarding transit funding led to severe losses of transit funding for operations that resulted in the City's year-round demand response service being replaced with a deviated fixed route service (the current Fixed Route and Call-A-Ride service).

## **BACKGROUND**

LSC Transportation Consultants Inc. was awarded a contract to conduct an independent third-party analysis and development of a SRTP. Work commenced in November 2017, and staff worked with the consultant to provide data and background information on existing transit services for evaluation and development of a draft plan.

The consultant conducted a review of transit conditions and evaluation of operations, as well as public outreach using onboard surveys, online community survey, community forum, and previous Unmet Needs hearings held annually by the San Luis Obispo Council of Governments. This information detailed passenger ridership characteristics, trip patterns, and opinions about services provided as well as sought input on transit needs from both those who use and who do not use existing transit services. On-time performance and boarding/alighting data was also collected.

Various service alternatives were identified and evaluated, and those with the best potential for improving transit were prioritized for implementation should funding become available. Capital needs were identified, and marketing strategies recommended, as well as fare strategies. The goal was to provide a comprehensive strategy of short-range service, capital, and institutional improvements, with a supporting financial and implementation plan.

A series of technical memorandums were developed and reviewed throughout the process. These technical memorandums combined to make up the main body of the SRTP: Existing Conditions and Summary of Surveys, Alternatives Analysis, and Public Outreach Activities and Summary. After the technical memorandums were completed, the capital, financial, and implementation elements were developed and a SRTP was completed for review by staff and the public (Attachment 1).

SRTP elements include:

- Service Plan to focus on revisions to existing transit services;
- Capital Plan to identify capital investments needed over the plan period;
- Management Plan and marketing strategies to improve the transit program; and
- Financial Plan to identify operating costs and revenue sources.

## **DISCUSSION**

Public transportation is a vital service in Morro Bay. Transit services not only provide mobility to residents for a variety of needs (medical, social, recreational, economic), it also assists in the functioning of educational programs, public and private employers, and social service programs throughout the county, as well as supports the tourism industry by providing mobility for visitors staying in Morro Bay to access local businesses and attractions.

The following demographics identified using 2015 data that was the latest year for more detailed information available as well as the surveying work during the plan development:

- 23% Seniors (persons over 65)
- 6% Youth (persons 5 to 17)
- 13% Low income households
- 6% Zero vehicle household
- 72% Of residents who work commute is 10 miles or more
- Tourist driven economy
- Tourist shoulder season continues to grow
- Visitation levels unpredictable due to weather conditions, natural disasters, road conditions

### **Service Alternatives Considered**

Service alternatives were developed based on information derived from the surveying work, stakeholder interviews, and detailed evaluation of current services (see Chapter 6 of the SRTP). Each service alternative identified operating characteristics required to provide the service which were used to estimate operating costs. Estimated ridership and fare revenue impacts were identified and the farebox ratio was calculated. The State requires a 10% farebox ratio be met to continue receiving certain Transportation Development Act funds the City uses for transit operations. Service alternatives were presented at a community forum for public review and input. Based on that input and feedback from staff, preferred alternatives were selected for development into the service plan.

### **Recommended Service Alternatives**

After the surveying work and public outreach was conducted, service alternatives were identified for a more detailed performance analysis and evaluation. The following service enhancements were identified as the most reasonable to implement:

- Fixed Route/Call-A-Ride - Two-Loop Plan: Convert the existing hour-long fixed route loop into two shorter route loops (north and south loops that meet at City Park twice each hour). The fixed route would still be operated with one vehicle. There is no significant cost associated with the change, but it is expected to improve transfer opportunities between MBT and RTA at City Park by reducing the wait time when transferring between the two transit systems.

It is estimated ridership would increase by approximately 450-470 passenger trips per year and there would be no significant change in cost as this enhancement is altering the existing fixed route, not changing days or hours.

- Fixed Route/Call-A-Ride - Later Weekday and Saturday Service: Expand service by one hour on both weekdays (to 7:45 PM) and Saturdays (5:25 PM). Later service hours were a frequent passenger request from the surveys and could generate more activity at local businesses, particularly restaurants, in the evenings.

It is estimated ridership would increase by approximately 1,650-1,720 passenger trips annually and would result in a subsidy of approximately \$7,500 annually.

- Fixed Route/Call-A-Ride – Natural History Museum On Demand Stop: Add the Natural History Museum as an on demand stop where passengers would call in advance, or request from the driver, to schedule a pick up/drop off at the museum. This stop is near the Morro Bay State Park campground and could provide transit service to campers when the Trolley is not in season and during the week when the Trolley is in season but not operating.

It is estimated ridership would increase between 720-750 passenger trips per year and result in a subsidy of approximately \$790 annually.

- Trolley – Earlier Saturday Service: Begin service one hour earlier (starting at 10 AM). These trips would mainly be from visitors who want to shop and dine in the area as many of the shops in the waterfront and downtown areas are open by 10 AM and restaurants open early for breakfast.

It is estimated to increase ridership by approximately 700 passenger trips annually and result in a subsidy of approximately \$1,290.

Ridership projections for all alternatives are based on demographics of the area as well as historical ridership trends and peer system comparisons. The real ridership impacts of an alternative will only be seen after implementation, and typically takes two years for ridership to reach its full potential. If the new service alternative is not showing signs of growth within the first six months, it is reasonable to discontinue that service.

### **Capital Improvements**

The Capital Alternatives chapter of the SRTP presents ongoing needs of the transit program as well as potential new capital needs related to service alternatives. The chapter identifies the need for vehicle replacements, facility improvements, improvements to passenger amenities, and the identifies typical costs for these capital items:

- Replace vehicles as necessary based on useful life
- Purchase automatic vehicle location (AVL) for vehicles
- Purchase vehicle tracking app such as NextBus or TripSpark
- Improve City Park transit hub
- Install bus/trolley stop signs as warranted and include annual improvements in financial plan

### **CONCLUSION:**

Staff recommends the PWAB receive the presentation, solicit public comment, and recommend the City Council adopt the Short Range Transit Plan (SRTP).

### **ATTACHMENTS**

1. [Short Range Transit Plan \(link to City website\)](#)