



# CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD AGENDA

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*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.*

Veteran's Memorial Hall  
Regular Meeting, 6:00 p.m.

209 Surf Street, Morro Bay  
Wednesday, October 27, 2010

Matt Makowetski, Chair  
Bill Olson  
Richard Rutherford

June Krystoff-Jones, Vice Chair  
Jenny Brantlee

- I. CALL TO ORDER AND ROLL CALL**
- II. PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- III. ACCEPTANCE OF AGENDA**
- IV. ANNOUNCEMENTS**
- V. WRITTEN COMMUNICATIONS**
- VI. PUBLIC COMMENTS/PRESENTATIONS**
- VII. CONSENT CALENDAR**
  - A. Approval of Minutes of September 15, 2010
- VIII. DIRECTOR'S REPORT/INFORMATION ITEMS – No action required**
- IX. NEW BUSINESS**
  - A. Public Art Proposal for Painted Mural on City Park Bus Shelter (Burlingame)
  - B. Consideration of Award of Request for Proposals No. MB 10-T1 Operation and Management of Morro Bay Transit and Trolley Services (Burlingame)
- X. OLD BUSINESS**
  - A. None
- XI. FUTURE AGENDA ITEMS**

Pavement Management Plan (Livick)	Water Conservation (Wade)
City Facility Tour (Staff)	Collection System Repairs (Randall)
- XII. ADJOURNMENT – Next Regular Meeting: 6:00 p.m., Wednesday, November 17, 2010**

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 DEPARTMENT OF PUBLIC SERVICES, 955 SHASTA AVENUE, FOR ANY REVISIONS OR CALL THE DEPARTMENT AT 772-6261 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; PUBLIC SERVICES OFFICE AT 955 SHASTA AVENUE, MORRO BAY, CA 93442; MORRO BAY LIBRARY AT 625 HARBOR STREET, MORRO BAY, CA 93442; MILLS/ASAP REPROGRAPHICS AT 495 MORRO BAY BOULEVARD, MORRO BAY, CA 93442 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 DEPARTMENT OF PUBLIC SERVICES AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.



City of Morro Bay Public Services  
M E M O R A N D U M

Janeen Burlingame, Management Analyst  
e-mail: [jburlingame@morro-bay.ca.us](mailto:jburlingame@morro-bay.ca.us)  
[www.morro-bay.ca.us](http://www.morro-bay.ca.us)

955 Shasta Avenue, Morro Bay, CA 93442  
phone: (805) 772-6263  
fax: (805) 772-6268

TO: Honorable Mayor and City Council  
DATE: October 8, 2010  
SUBJECT: PWAB September 15 Public Hearing Regarding Morro Bay Transit

A public hearing was conducted at the September 15 Public Works Advisory Board to receive input from citizens about the new Morro Bay Transit service that began July 1. The hearing was noticed on the vehicles, Channel 20, grocery stores, the senior complex on Elena, the Senior Center and on the website as well as mentioned during Council and Public Works Advisory Board meetings. In addition, a press release was sent to the media and placed on the Press Release section of the City website.

The Public Works Advisory Board meeting was held at 3:00 p.m. so that individuals who wanted to attend and public transit was his/her only way to participate they could do so. Free rides were given to those who wanted to attend the meeting. Two riders took advantage of that offer.

In the notice for the public hearing, members of the public were instructed that if they could not attend the public hearing they could send their comments to me via phone, email, fax or regular mail. By the meeting date, there was one person who called to say they liked Morro Bay Transit, the system was good and to keep it going. In addition, there was one letter submitted the day of the public hearing that was provided to the Public Works Advisory Board members at the meeting. A copy of that letter and the City's response are attached to this memorandum. In addition, a letter was delivered to the City after the hearing and is attached as well.

Three members of the public spoke at the public hearing. Pauline Stansbury, President of Morro Bay Seniors, stated seniors have been left out, have no way to go down and flag a bus, have last minute need for rides and do not want to bother their neighbors. She mentioned the Senior Center has started Friendly Ride to provide rides for seniors and need volunteer drivers.

Noah Smukler, speaking as a citizen, relayed a conversation with Janet Gould, Del Mar Principal, who could not attend the hearing stating that she and her office had not received any complaints from the school program, teachers, kids or families that used dial-a-ride last school year. She heard some questions about what the new option is about, thinks there may be people finding alternative modes of transit that used dial-a-ride in the past and expects as school settles in she might get more feedback. Ms. Gould also would like to be invited to any future meeting or informational opportunities. She also wanted to mention key times for school starting and ending and that they are about to start the after school program, noting the challenge in scheduling that may leave a fair amount of layover time between starting or ending times and the bus pick up/drop off.

Robert Kleckner, Morro Bay Transit rider, stated there is a problem where a lot of people his age cannot drive so they have to use the bus. He indicated he was very satisfied with the bus noting it was real good in everyway, very courteous and gets you there on time. Mr. Kleckner said he did not know if the City advertises that the bus is for retired people, that a lot of retired people cannot drive and need to eat, get out and it makes a big difference. He also wondered why the hearing was not advertised in the paper so more people could come. Mr. Kleckner indicated the bus is so good to his wife and him, that the bus company is excellent and do not know what would happen if the bus were not here.

The Board discussed the two hour scheduling window for Call-A-Ride trips and whether it was possible to lengthen it, use email or voice mail messages to have people schedule trips, or split the scheduling window into morning and afternoon times.

With regard to lengthening the scheduling window, staff noted the new flex fixed route service could not have a dispatcher available all day like it had with dial-a-ride because the cost is a fixed cost no matter how many hours of service may be cut back and would tip the budget over, so the only way the Call-A-Ride trips for the flex fixed route would work is to have the general manager schedule rides. Staff also noted the general manager has not only the managerial duties to perform every day, but sometimes drives as well as handles the dispatching functions for ride scheduling, fare counting, deposits to the bank, and reporting of driver trip sheet data.

Staff discussed with the Board using email or voice mail messages after 10 a.m. to schedule rides for the next day and concerns that an individual leaving such a message would presume his/her ride is scheduled and if there was a trip already booked for that time, there would be a problem and the trip could not be made.

With regard to splitting the two hour scheduling window into a morning and afternoon time, staff noted that this may not always be possible as the general manager often drives in the afternoon.

There were no other comments from the Board or members of the public. There is no recommendation from the Board or staff as a result of the public hearing. Below is a summary of ridership statistics for the first three months of service.

Morro Bay Transit	Sep-10	Aug-10	Jul-10
Total Ridership	1144	889	843
Fixed Route Ridership 90%	1032	803	728
Call-A-Ride Ridership 10%	112	86	115
Number Of Operating Days	21	22	21
Average Daily Ridership	54	40	40

If you have any questions, please do not hesitate to call or email me.



Janeen Burlingame

cc: Andrea Lueker, City Manager  
 Rob Livick, Public Services Director  
 Public Works Advisory Board  
 Susan Brown, Morro Bay Transit General Manager for MV Transportation

HARLEIGH KNOTT  
900 Ridgeway Street  
Morro Bay, CA 93442  
(805) 772-2641

September 15, 2010

Public Services Department  
ATTN: Ms Janceen Burlingame  
City of Morro Bay  
955 Shasta Avenue  
Morro Bay, CA 93442

Dear Ms Burlingame:

Re: Morro Bay Transit

A few thoughts regarding the current reduced transit service:

(1) The present system offering seniors and officially-certified handicapped persons door-to-door "Call a Ride" service is helpful for them. However, this system doesn't help people whose age may be a few years below the specified "senior" age--as well as other people--whose physical problems may make life difficult and yet not qualify them for the system.

Our transit system should hopefully serve the whole community.

(2) The fixed route running along Piney Way/Main Street is not fully helpful if potential passengers don't live within a few blocks of this route. Much of our city's residential area (e.g. Morro Heights, and the hills of North Morro Bay) involve a steady uphill climb to reach home, difficult when one is carrying groceries.

(3) Is any modified version of the old door-to-door service for the whole community possible, given the currently reduced budget?

(4) Not being able to call the scheduler except between 8:00 and 10:00 the day before travel can pose a problem. A need for transport may arise unexpectedly the same day and/or outside those specified hours, or between Friday and Monday. There is no way to get in touch.

Can this situation be improved?

(5) How much usage do current statistics show for the fixed route? The bus appears to run back and forth on this Piney Way/Main Street strip picking up relatively few passengers.

(6) Consider extending the fixed route to the campgrounds at both ends of town--bus service can benefit campers as well as residents.

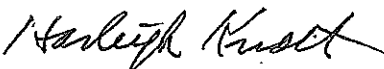
(7) Consider extending the fixed route to the yacht club area. People arriving in Morro Bay by boat are known to want trips into town to buy food, ice and liquor! Occasionally even Coast Guard personnel have used the old Dial-a-Ride bus.

(8) Drivers should be instructed to come to a full stop at the City Park stop, in case people sitting inside the enclosure want to board. I've seen some drivers just sail by at their regular speed, which gives people no chance to leap up and get aboard. Some travelers arrive here as strangers who are not familiar with the local situation.

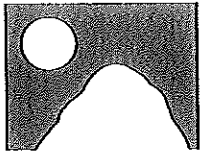
It is reasonable that people sit inside while waiting--especially in bad weather.

Thank you for your consideration.

Yours truly,

  
Harleigh Knott

c: Susan Brown



# City of Morro Bay

Morro Bay, CA 93442 • 805-772-6200

[www.morro-bay.ca.us](http://www.morro-bay.ca.us)

October 5, 2010

Harleigh Knott  
900 Ridgeway Street  
Morro Bay, CA 93442

**Subject: Morro Bay Transit Letter Dated September 15, 2010**

Dear Ms. Knott:

Thank you for taking the time to send a letter with your comments about the new Morro Bay Transit service that began July 1 and would like to take this opportunity to respond to your comments and questions.

As you may be aware, the City receives funding from the State of California to operate transit services in Morro Bay. Over the past three fiscal years, State funding has been cut repeatedly due to the recession and changes the Governor made to the State budget to the point where the City could no longer afford to provide the Dial-A-Ride service as there would not be enough revenue from the State to fund service.

In response to your third comment, staff looked at how much Dial-A-Ride service could be provided with the State transit funds to be receive and unfortunately, it came out to one vehicle, one day a week for 5 hours a day. This would not be a viable option for the citizens of Morro Bay and after consideration of other options the Council approved implementation of a flex fixed route or deviated fixed route.

To address your second, sixth and seventh comments, the flex fixed route consists of a fixed route and Call-A-Ride service that flexes off the fixed route up to three quarters of a mile to pick up or drop off passengers who have pre-arranged trips the day before. When developing the fixed route, staff looked at where Dial-A-Ride passengers were coming from and going to in order to create a route that would encompass the most frequently used locations. In addition, route times were developed that would connect with the high school, elementary school and regional transit system pick up at City Park to the greatest extent possible.

This is why a stop at the campground in the south end of town or the yacht club area was not included in the fixed route. In addition, this is why the fixed route travels along Piney Way as the Dial-a-Ride picked up riders in that area and would be able to use either the fixed route or the Call-A-Ride service. In the future when the City starts to see an increase in State transit funding as the economy recovers more fully, expansion of service to these locations could be considered.

FINANCE  
595 Harbor Street

ADMINISTRATION  
595 Harbor Street

FIRE DEPARTMENT  
715 Harbor Street

PUBLIC SERVICES  
955 Shasta Street

HARBOR DEPARTMENT  
1275 Embarcadero Road

CITY ATTORNEY  
955 Shasta Avenue

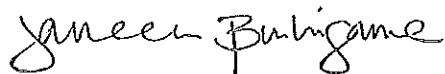
POLICE DEPARTMENT  
850 Morro Bay Boulevard

RECREATION AND PARKS  
1001 Kennedy Way

Additionally, Morro Bay Transit reaches the City Park stop around 20 after the hour, but is not scheduled to leave until 30 past the hour to continue on route. As such, a driver may drive by City Park and come around to the transit office to take a break only to then return to City Park before 30 after the hour to pick up passengers waiting at the bus shelter.

Again, I want to thank you for taking the time to provide comments to the City about Morro Bay Transit and hope that I have been able to answer your questions fully. If you have any questions or need additional information, please do not hesitate to contact me at 772-6263.

Sincerely,



Janeen Burlingame  
Management Analyst

cc: City Council  
Public Works Advisory Board  
Andrea Lueker, City Manager  
Rob Livick, Public Services Director  
Susan Brown, Morro Bay Transit General Manager for MV Transportation

September 24, 2010

To:  
Janeen Burlingame  
Public Services Department  
955 Shasta Ave.  
Morro Bay, CA 93442

From:  
Martha A. McDowell  
485 Shasta Ave., #20  
Morro Bay, CA 93442  
(805) 772-2037

RECEIVED  
SEP 24 2010  
City of Morro Bay  
Public Services Department

RE: New Dial-A-Ride Fixed Route Program

Dear Ms. Burlingame,

I really like the new program with Dial-A-Ride.

I am disabled and most of the times I called for transportation was because I was getting too tired or had things from the store to carry home.

Now, I can plan my outings around the time schedule and be sure, within an hour, I can get a ride to within a block of my apartment.

Also, if I just get too tired to walk home—due to my physical conditions—I can just wait at the appropriate places.

I think it is more reliable ... I know before there were long waits as you had a busy schedule.

Thank You So Much,



Martha A. McDowell



# Public Meeting for the MBCSD Treatment Plant Upgrade Project EIR

Purpose: Receive public comments regarding the scope, content, and analysis provided in the Draft Environmental Impact Report (EIR) for the proposed Morro Bay–Cayucos Wastewater Treatment Plant Upgrade Project.

Date: October 28, 2010

Time: 5 pm to 8 pm

Location: Morro Bay Community Center–Multi Purpose Room, 1001 Kennedy Way, Morro Bay, CA 93442

For more information on the draft EIR and MBCSD Treatment Plant Upgrade project, go to [www.morro-bay.ca.us/wwtpupgrade](http://www.morro-bay.ca.us/wwtpupgrade)



AGENDA ITEM: VII-A

DATE: \_\_\_\_\_

ACTION: \_\_\_\_\_

CITY OF MORRO BAY  
PUBLIC WORKS ADVISORY BOARD  
SYNOPSIS MINUTES

(Complete audio- and videotapes of this meeting are available from the City upon request)

Veterans Memorial Hall  
Regular Meeting, 6:00 p.m.

209 Surf Street, Morro Bay  
Wednesday, September 15, 2010

Matt Makowetski, Chair  
June Krystoff-Jones, Vice Chair  
Bill Olson

Jenny Brantlee  
Richard Rutherford

I. CALL TO ORDER AND ROLL CALL

Chairperson Makowetski called the meeting to order at 3:00 p.m. and noted that all Board members are present.

Staff Present: Rob Livick, Janeen Burlingame and Barry Rands.

II. MOMENT OF SILENCE

Makowetski called for a moment of silence.

III. ACCEPTANCE OF AGENDA: Accepted as presented.

IV. ANNOUNCEMENTS: Brantlee announced the Morro Bay Historical Society will be having an Pre-Holiday Open House at the Vets Hall on November 7<sup>th</sup> at 5pm and invited the community to attend.

V. WRITTEN COMMUNICATIONS: None.

VI. PUBLIC COMMENTS/PRESENTATIONS:

- Neil Farrell, President of the Morro Bay Public Art Foundation announced the Bus Stop Mural Project, partially funded by RTA will add a mural painted by local artists. Mr. Farrell showed pictures of the proposed mural and stated that the project will be on PWAB's October agenda.

VII. CONSENT CALENDAR:

A. Approval of minutes from the August 18, 2010 meeting. Olson moved to approve the August 18, 2010 minutes. Rutherford seconded the motion. The motion carried unanimously (5-0).

VIII. DIRECTOR'S REPORT/INFORMATION ITEMS:

Board members discussed the following:

- Brantlee asked to clarify the reasoning for transferring streets and vehicle maintenance to the Recreation & Parks Dept. Livick responded the intention came from the City budget process to form a consolidated maintenance department and improve efficiency.
- The new Cal Trans rules regarding bike groups on Highway 1. Livick clarified alternative routes have been developed with Cal Trans to ensure bicycle safety along Main Street.

- State water and how long after summer the desalination plant is used. Livick said the desalination plant is used periodically to meet peaks and also during the State water shutdown, which occurs around the end of October / beginning of November for typical maintenance repairs.

## IX. NEW BUSINESS:

### A. Public Hearing to Receive Comments from Citizens Regarding New Morro Bay Transit Service (Burlingame)

Burlingame presented the staff report summarizing the loss of state funding which led to local transit funding shortage and reduced transit operating services. Susan Brown, Manager of Morro Bay Transit explained the Morro Bay Transit program in detail illustrating how the service works and identified the various transit stops throughout the city.

Board members discussed:

- The differences between flex ride and Call-a-Ride. Brown noted the terms are interchangeable but the service is called “Call-a-Ride.”
- Eligibility for Call-a-Ride services. Burlingame noted that the fixed route services are open to the general public whereas the Call-a-Ride service is limited to Seniors, Disabled and K-12 groups, noting that this was a decision by the City Council.
- Trolley routes, availability of trolley route maps and trolley hours of operation.

Makowetski opened the Public Hearing.

- Pauline Stansbury, President of Morro Bay Seniors, stated that it is difficult for seniors to get transit service. She explained a new volunteer shuttle service called Friendly Ride and they are seeking volunteer drivers to help provide service to Seniors.
- Noah Smukler, Council member, noted the number for the Senior Center at the Community Center to call to volunteer is 772-4421. He stated he spoke with Janet Gould, Principal of Del Mar Elementary regarding her observations on the new transit programs noting her office had not received any complaints from the school program, teachers, kids or families that used Dial-a-Ride last school year. He reported on behalf of the school that the transit time of 45 minutes past the hour may be too long of a layover for the school’s start and stop times of 30 minutes past the hour.
- Robert Kleckner, resident of Morro Bay, spoke in favor of providing greater transit services to seniors and that he is very satisfied with the bus service.

Makowetski closed the Public Hearing.

Board members discussed whether the two hour morning call window of 8-10am for making transit reservations is sufficient time for residents and whether the time for making reservations could be increased or the possibility of having a late afternoon call window such as 4-5pm. Burlingame clarified that a dedicated dispatcher position was eliminated due to budget cuts, that the project manager handles the dispatching duties, including fare counting and reporting, as well as sometimes driving, in addition to managerial duties and explained other available ride options in addition to Morro Bay Transit. She also noted more information is available on the City’s website.

### B. Appointment of Public Works Advisory Board Member to Operations and Management of Morro Bay Transit and Trolley Request for Proposals Selection Committee (Burlingame).

Burlingame gave a staff report regarding the contract for the Transit provider. Bid proposals are due on October 8<sup>th</sup> and staff is requesting a PWAB member be appointed to the Selection Committee. The Committee will meet a minimum of two times and then will bring recommendations for a transit provider to the October PWAB meeting. Olson volunteered and Board members agreed.

X. OLD BUSINESS:

A. None.

XI. FUTURE AGENDA ITEMS: South Bay and Quintana Intersection Update (Livick). City Facility Tour (Staff), Water Conservation (Wade), Collection System Repairs (Randall). Pavement Management Plan (Livick), Water Conservation/Water Bill Online Presentation.

XII. ADJOURNMENT

The meeting was adjourned at 4:16 p.m. to the next scheduled meeting to be held at the Veteran's Memorial Hall on Wednesday, October 27, 2010, at 6:00 pm.

PUBLIC WORKS ADVISORY BOARD  
 City of Morro Bay, Department of Public Services  
**Director's Report / Information Items**  
 Prepared: 10/20/2010

AGENDA NO.: **VIII**  
 DATE: **10/27/2010**

Category	Information Item	Staff Contact	Status
Wastewater	Joint Powers Agreement (JPA)	Bruce Keogh	<p>- <u>Morro Bay – Cayucos WWTP</u>: Comments on the Environmental Impact Report (EIR) are due by November 4th. The third and final public meeting for the EIR will be held on Thursday, October 28, 2010 from 5:00 – 8:00 p.m. in the Multipurpose Room of the Community Center located at 1001 Kennedy Way, Morro Bay. The DEIR can be viewed at the Morro Bay and Cayucos Public Libraries, The CSD office and the Public Services Department office or through the City's web site.</p> <p>The JPA meets the second Thursday of each month. Agendas and minutes are available on the City's website for review.</p> <p>PERC water decided not to deliver the Conceptual Design Report citing the existing contracts, lack of staff cooperation, and the content of the draft EIR as their reasons for their attorney advising them not to provide a price.</p>
Other Capital Projects	Fire Station 53 Admin/Living Quarters Project	Dylan Wade	<p>The project has been awarded a 1.6 million dollar Federal Emergency Management Agency (FEMA) grant. We have awarded a contract to AES consulting to complete the FEMA NEPA process by preparing an Environmental Assessment (EA) and the subsequent Finding of No Significant Impact (FONSI). Once this is complete we will be able to send the project out to bid.</p>
Water	Resource Management, Operations	Dylan Wade, Michael Randall, Jamie James	<p>- <u>Mandatory Water Conservation Measures</u>: Mandatory Water Conservation Measures are in effect. The community is currently at a Moderately Restricted Water Supply condition in accordance with section 13 of the municipal code.</p> <p>- <u>State Water Project</u>: The delivery allocation and statewide deliveries have been increased to 50% for 2010. Under this delivery scenario the community will have sufficient quantities of water during the summer peak this year due to the unallocated County's allocation. The City is currently receiving and delivering State Water.</p> <p>- <u>Potable Water Production</u>: Total potable annual water production for 2009 was 1429 acre feet with 235 acre feet of groundwater, 64 acre feet of desalinated water, and 1069 acre feet of State Water. Total September Water production was 124.4 af with 7.8 af of brackish treated water, 116.6 af of State Water, and no groundwater.</p> <p>- <u>Chorro Valley</u>: The City hired a consulting firm to perform a study on the interference on Chorro Creek from the operation of the wells. The field work was recently completed and will be used in discussions on a water rights complaint filed with the State Water Resources Control Board by one of the land owners in the basin.</p> <p>- <u>Desal Plant Brackish Treatment System</u>: The newly installed BWRO treatment trains are being used to augment the State Water Supply.</p>

Category	Information Item	Staff Contact	Status
Collection System	Collection System	Dylan Wade, Michael Randall, Jim Hayes	<p>- <u>Collection System Operator</u>: The collections division has an open recruitment for a Waste Water Collections System Operator III position. The application period closes October 29<sup>th</sup>.</p> <p>- <u>Lift Station 3 (Quintana Road)</u>: The 50% design submittal package has been reviewed and the project is progressing through the design phase. The adjacent property Owner has agreed to grant the City an easement for utilities, the City is preparing the Right of Way documents for use in this process. The station has developed a leak at the base of the dry pit which will need to be repaired to keep the station operational until the replacement work can be completed.</p> <p>- <u>Lift Station 2 (Front Street)</u>: Design work is complete on the Lift Station #2 Replacement Project. The preparation of bid documents including the Front end specification are the last remaining work item. The lift station has continued to experience problems with reliability.</p> <p>- <u>Collection System</u>: The City has recently compiled another in a series of construction contracts to repair and rehabilitate sections of the collections system. With this series of contracts we will be implementing projects designed to both rehabilitate our system as well as investigate the effectiveness of various trenched and trenchless repair techniques. Based on our review of current videos, and dependent on maintaining the current level of staffing, the collections system rehabilitation work could be largely completed prior to bringing the plant online.</p>
Streets/Sidewalks/ Storm Drain Maintenance	Local Street Maintenance Projects	Mike Wilcox, R&P	<p>Street, Sidewalk, Street Tree and Stormdrain maintenance has shifted to the Recreation and Parks Maintenance Division as of July 1, 2010. If you have street, street tree or storm drain maintenance issues please call 772-6278 so that it can be added to the list of work. Maintenance Division has been working on the following items:</p> <ul style="list-style-type: none"> <li>• Staff has finished the creek clearing for this season</li> <li>• Staff is working on traffic sign replacement throughout the city</li> <li>• Small pothole repairs are ongoing and larger projects are being put out for bid</li> <li>• Staff is working with PG&amp;E's forestry department to help tame the urban forest by identifying and eliminating power outage potentials from trees</li> <li>• Staff is working the Tree Committee to prepare for the upcoming Healthy CommuniTrees event</li> <li>• Staff worked with CA Fish &amp; Game and the CCC to clear reeds in the Cloisters wetland habitat</li> </ul>
	ARRA (Stimulus \$)	Barry Rands	<p>North Main Bike Lanes and Overlay project started of construction on October 4, 2010 and the project has a 45 working day schedule. Current work activities include installation of new curb, gutter, curb ramps and sidewalk to fill in the gaps along with replacement of non-compliant curb ramps.</p>

Category	Information Item	Staff Contact	Status
Storm Water	Storm Water Plan	Rob Livick	Staff is preparing revisions to the City's Stormwater regulations relating to illicit discharge and storm water controls for new development.
Bike Paths	City-wide Bike Lanes	Rob Livick	Bike Plan will be the next priority after the pavement management plan.
Misc			Sign up for Notify Me on the City's Website for notification of Council, Boards and Commissions information.

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



**AGENDA NO:** IX-A  
**Meeting Date:** Oct. 27, 2010  
**Action:** \_\_\_\_\_

# Staff Report

**TO:** PUBLIC WORKS ADVISORY BOARD  
**DATE:** OCTOBER 20, 2010  
**SUBJECT:** PUBLIC ART PROPOSAL FOR PAINTED MURAL ON CITY PARK  
BUS SHELTER

## **STAFF RECOMMENDATION**

Staff recommends the PWAB review the proposal from the Morro Bay Public Art Foundation to paint a mural on the City Park bus shelter, including additional work tasks relating to the bus shelter, and recommend to the City Council as to whether or not it should endorse the proposed mural and accept it's placement on the City Park bus shelter.

## **FISCAL IMPACT**

There is no fiscal impact to the general fund as funds for the project are to come from the Regional Transit Authority and private donations.

## **DISCUSSION**

The City Council approved a Public Art Policy at its February 27, 2006 meeting setting forth a standardized policy and procedure for the acceptance of donated artwork offered to the City that is on City owned property. Attached is a copy of the Public Art Policy.

Attached is a proposal from the Morro Bay Public Art Foundation to paint a beach and ocean scene on the outside of the City Park bus shelter and an underwater scene of a giant kelp forest and fish on the inside of the bus shelter. The proposal also includes refinishing three benches, replacement of plexi-glass windows, cleaning of the pyramid skylight and refinishing and painting a metal bike rack.

Included in the proposal are before and after photographs. In addition, the mural will be coated with an anti-graffiti coating that protects the paint from tagging and allows for easy graffiti removal. The Morro Bay Public Art Foundation will maintain the mural with an annual power wash and anti-graffiti re-coating.

## **CONCLUSION**

Staff recommends the PWAB review the proposal from the Morro Bay Public Art Foundation to paint a mural on the City Park bus shelter, including additional work tasks relating to the bus shelter, and recommend to the City Council as to whether or not it should endorse the proposed mural and accept it's placement on the City Park bus shelter.

**City of Morro Bay**  
**PUBLIC ART POLICY**

Approved by Morro Bay City Council on February 27, 2006

**PURPOSE**

The City of Morro Bay encourages public art on appropriate City owned property. The purpose of this policy is to set forth standardized policies and procedures for the acceptance of donated artwork offered to the City by the artist.

**DEFINITION OF PUBLIC ART**

For the purpose of this policy, public art will be artwork located in public places (indoor or outdoor) owned by the City of Morro Bay.

**REVIEW PROCEDURE**

- A. Any artist wishing to donate artwork to the City of Morro Bay must submit an application to the City Manager's office in the form attached hereto:
  - 1. Photo, plans or model of proposed donation
  - 2. Technical description of the work
  - 3. Any special care, maintenance, mounting or display requirements
  - 4. Resume of the artist
  - 5. Statement of value of the proposed donation
  
- B. City staff shall review the application and supporting documentation for the proposed donation. Upon finding that the application is complete, City staff shall place the application on the agenda of all City boards and commissions for their comments. Input shall be encouraged from the Morro Bay Art Association, Morro Bay Public Art Foundation and the public at large. It shall then go to the City Council for final approval or denial.

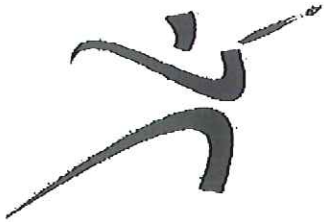
**SELECTION CRITERIA**

- A. The City Council will consider the following criteria when considering whether to accept or reject a donation of public art.
  - 1. The design and placement of public art will not impede pedestrian or vehicle traffic or conflict with public or private easements.
  - 2. Whether the artist has the necessary funds/resources to properly install, care for and maintain the donated public art.
  - 3. Appropriateness of the site.

**ACCEPTANCE**

- A. If the City Council votes to accept the donated artwork, the artist shall enter into a donation agreement. Upon execution of the agreement by the artist, title of the artwork shall pass to the City.
  
- B. The City in its sole discretion may remove from its collection any donated artwork. In such event the City shall make reasonable efforts to contact the artist who donated the artwork and offer to return the artwork. If the artist cannot be located after reasonable efforts, or the artist declines to accept the return of the artwork, the City may determine the disposition of the artwork.





## Morro Bay Public Art Foundation

**To: Janine Burlingame, Andrea Lueker, the PWAB and Rec & Parks Commission**

**From: The Morro Bay Public Art Foundation**

**Re: A new public art project at Morro Bay City Park**

The Morro Bay Public Art Foundation, a 501(C-3) non-profit public benefit corporation, is proposing a public art project to transform the RTA bus stop on Harbor Street in Morro Bay City Park into a public work of art.

How this came about is that MBPAF president Neil Farrell was in contact with the RTA for an unrelated issue when he was told that the transportation agency was contemplating replacement of the bus stop — at a cost of \$100,000 or more (most like much more).

Neil suggested a public art project be done instead of spending that much money replacing a building that is really just a bit tired and in need of a makeover.

RTA was intrigued by the idea and has preliminarily pledged to contribute up to \$4,000 to the project. We are also pursuing a grant from the SLO County Community Foundation and some local service organizations, and soliciting donations from the public as well.

Local artists, Kim Hixson, Anne Godsey and Jeff Odell have been engaged to design and paint the murals for the bus.

As you will see from the renderings we have submitted, the artwork depicts a beach and ocean scene on the outside and an underwater scene inside of a giant kelp forest and the fish and other marine critters that live there.

The enclosed depictions are a working design, for as anyone who paints can attest, the final product is a work in progress. However, the illustrations we've submitted do show the spirit and the theme of the piece and as with all of our projects, we propose to allow the artists much leeway in their final work.

Morro Bay Public Art Foundation • 630 Quintana Rd., #167 • Morro Bay, CA 93442

(805) 772-8291 • Fax: (805) 772-4662 • E-mail: [nb@infoville.com](mailto:nb@infoville.com) • Web: <http://public-art.info>

As per the City's Public Art Policy:

### **Photo, plans or model of proposed donation:**

See pdf files included with our submittal (via E-mail) of the existing conditions at the bus stop and the proposed artwork superimposed over it. The artwork is a depiction of the ocean and shore on the outside and an underwater scene in a giant kelp forest on the interior. The mural would extend inside into the ceiling toward the pyramid skylight at the apex.

### **Technical description of the work**

The project will require extensive prep work on the building, bike rack and the benches and then consist of three artists putting paint on the walls. There are no structural changes being proposed to the bus stop. A partial list of chores to be done includes:

- Complete cleaning and power washing of the building inside and out
- Patching holes as need then priming the entire bus stop inside and out to make ready for paint. Paint will be a special outdoor acrylic paint made by Novacolor which is guaranteed to never fade in the sun (we've used this exclusively on our projects as well at Morro Bay Beautiful's Art Cans project).
- Refinishing of the three benches including changing a metal one (it's bent up) into a wooden bench. All benches are being incorporated into the artwork and we are asking the city to allow us to offer them to residents as memorial benches to help pay for the project
- Replacement of the plexi-glass windows — RTA has suggested this and is being asked to pay for it, plus we will likely ask a local glass shop to make a donation (perhaps free installation).
- Cleaning of the pyramid skylight at the apex of the bus stop (could the city trim the giant tree that looms over?)
- Refinishing and painting of a metal bike rack
- Anti-graffiti coating of the murals
- We are also asking the city and RTA to consider all the signs on the building with an eye toward consolidating them in one place or perhaps removing some all together. We propose a meeting on site to discuss this once the project is completed.

### **Special care, maintenance, mounting or display requirements**

The project will be coated with an anti-graffiti coating that protects the paint from tagging. The coating washes away with a special soap and removes the graffiti with it. The mural is then re-coated.

The MBPAF will keep an eye on the artwork and should something happen, will arrange for correcting it (we also have a regular maintenance program for our other murals — power wash and re-coat with anti-graffiti coating once a year — and would

add this project to our maintenance list).

We have had a very good track record so far with our other murals around downtown and the Embarcadero. Only once has one of our artworks been tagged.

## **Resumes of the artists**

Three local artists are collaborating on the Bus Stop project — Anne Godsey, Dana Kim Hixon and Jeff Odell.

Kim Hixson of Morro Bay wanted to be an artist since she was a little girl and saw her aunts art on an easel and said "ah, that's what I want to do". But she went to a private school where they discouraged art saying, "that's not an honorable profession".

In High School she rediscovered art and took as many art courses as she could. However life gets in the way and she turned to hair styling, became a beautician, opened her own shop and did hair for 27 years, all the time taking every art class and workshop she could at Cuesta College.

Her chance finally came about 7 years ago, with the support of her husband, she quit her job and started painting. Kim does very detailed work, has done very successful Open Studios Tours and is finding a following for her art. She specializes in sea life and flowers and her jellyfish paintings are astounding. Kim has designed the majority of the interior mural.

Anne Godsey of Morro Bay studied art at San Diego State University where she earned a bachelor's degree and continued her master's degree work at San Jose State University. She has devoted some 16 years to teaching art to high school students in the San Francisco bay Area and at the American School in London. She studied art in Europe and has now exchanged her teaching/artist position for a full-time painting experience in Morro Bay.

Ann has also participated in and painted more than 100 murals in her professional life.

Former city councilman Jeff Odell has been drawing and painting since early childhood. He began his formal art education at Cuesta College, and also studied at the Kansas City Art Institute, Kansas City, Mo., where he earned a bachelor of fine arts degree in 1979.

He then returned to Morro Bay where he has painted on location (plein air) images of the local scenery for the more than 30 years. Jeff is the consulting artist for the MBPAF and has done two projects with us — a large mural on the wall of Back Bay Salon at 960 Main St. and a historic mural project with students at the former Morro Elementary School (their painting now hangs at Del Mar Elementary).

In addition to landscapes, his subjects include portrait and figurative works, interiors and still life, and "anything that will sit still long enough to serve as a subject."

## **Statement of value of the proposed donation**

As with any mural, the value of the artwork is pretty much in the eye of the beholder, because unlike a sculpture or public garden, etc... in essence it's just paint. We have a budget of \$8,000-\$10,000 for this project but the actual value of the work is difficult to put a number on.

## **Conclusion**

We hope that the city will see the value of this project in dressing up a very visible structure in the city's most visible park. Also, this is the site for Art in the Park held three times a year and is the city's signature event paying tribute to the arts.

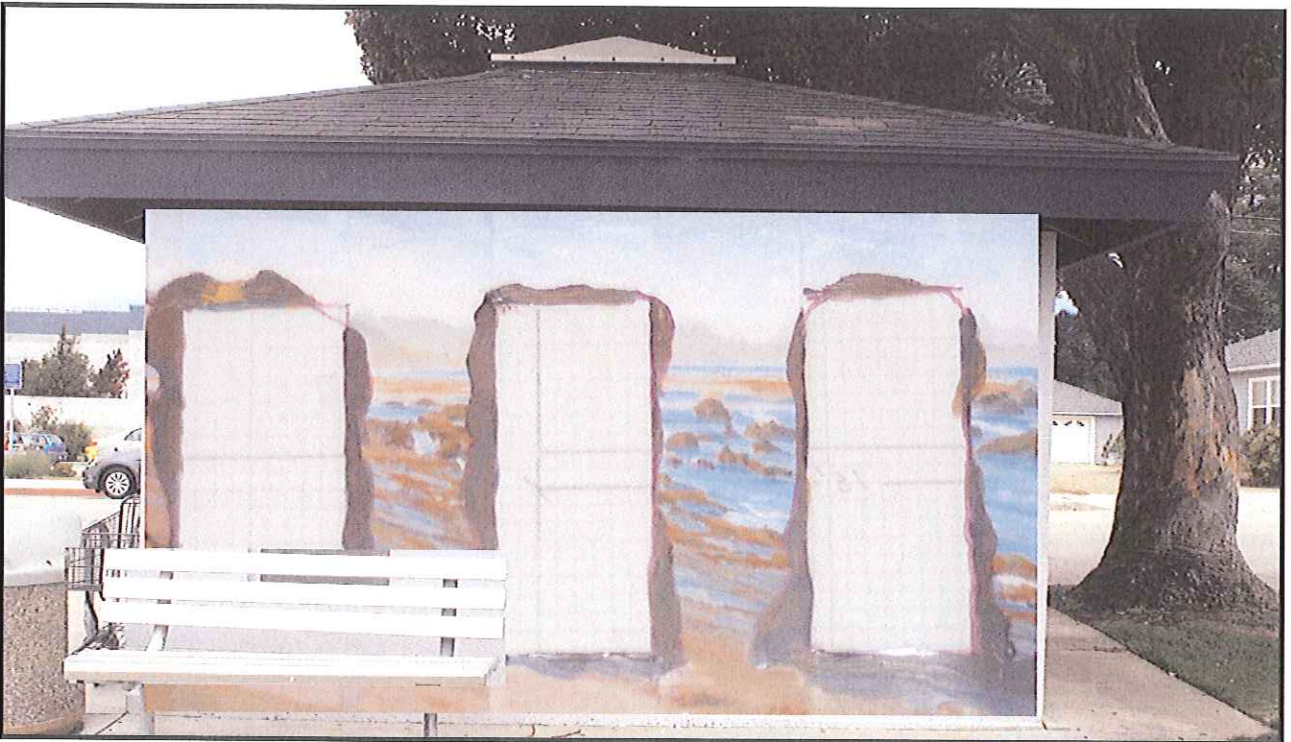
It is good and fitting to use this tired structure as a testimony to our naturally beautiful environment and the fascinating species that inhabit our coastal waters.

And should the project be well-received we would propose something similar be done with the public restroom at City Park, which one must admit could do with a bit of sprucing up.

I look forward to presenting this project to PWAB and the Recreation and Parks Commission. Thank you and warm regards,

Neil Farrell, President  
Morro Bay Public Art Foundation  
Phone No. 772-8291









**AGENDA NO:** IX-B  
**Meeting Date:** Oct. 27, 2010  
**Action:** \_\_\_\_\_

# Staff Report

**TO:** PUBLIC WORKS ADVISORY BOARD  
**DATE:** OCTOBER 20, 2010  
**SUBJECT:** CONSIDERATION OF AWARD OF REQUEST FOR PROPOSALS NO. MB 10-T1 FOR OPERATION AND MANAGEMENT OF MORRO BAY TRANSIT (MBT) AND TROLLEY SERVICES

## RECOMMENDATION

The evaluation committee recommends the PWAB consider the proposals received and recommend the City Council award Request for Proposals (RFP) No. MB 10-T1 to MV Transportation (MV) for the operation and management of Morro Bay Transit (fixed route and Call-A-Ride) and trolley services.

## FISCAL IMPACT

With contract award to MV, the cost to operate and manage the MBT and trolley services would be as follows:

Morro Bay Transit	2011	2012	2013
Monthly management fee	\$ 4,493.00	\$ 4,522.00	\$ 4,625.00
Vehicle service hour fee	\$ 21.11	\$ 21.32	\$ 21.64
Annual management fee	\$ 53,916.00	\$ 54,264.00	\$ 55,500.00
Annual VSH	\$ 54,886.00	\$ 55,432.00	\$ 56,264.00
<b>Total Annual Cost</b>	<b>\$ 108,802.00</b>	<b>\$ 109,696.00</b>	<b>\$ 111,764.00</b>

\*VSH - vehicle service hour fee estimated based on 2,600 hours of service  
Current rates: \$4,758 monthly management fee and \$23.35 VSH fee

Trolley	2011	2012	2013
Monthly management fee	\$ 1,899.00	\$ 1,933.00	\$ 1,978.00
Vehicle service hour fee	\$ 21.11	\$ 21.32	\$ 21.64
Annual management fee	\$ 11,394.00	\$ 11,598.00	\$ 11,868.00
Annual VSH	\$ 31,665.00	\$ 31,980.00	\$ 32,460.00
<b>Total Annual Cost</b>	<b>\$ 43,059.00</b>	<b>\$ 43,578.00</b>	<b>\$ 44,328.00</b>

\*VSH - vehicle service hour fee estimated based on 1,500 hours of service  
Current rates: \$2,256 monthly management fee and \$23.35 VSH fee

Compensation paid to MV would be in the form of a fixed monthly management fee and a variable fee based on vehicle service hours (VSH). It should be noted that the VSH to be paid for MBT and trolley services would be based on actual service hours operated.

MBT service is funded with Transportation Development Act (TDA) funds. The TDA provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance.



The City currently uses 100% of TDA funds received for MBT. The City's TDA allocation that is available for transit operations for FY 2010/2011 is \$203,469, which includes fuel, maintenance, utilities, auditor, marketing, City overhead. The adopted FY 10/11 budget for contractor compensation is \$114,498. There will be an estimated 5% decrease in contractor cost for MBT with award to MV.

The trolley is funded solely from the general fund. The adopted FY 10/11 budget for contractor compensation is \$47,607. There will be an estimated 9% decrease in contractor cost for the trolley with award to MV, thereby reducing the general fund used for the trolley.

## **SUMMARY**

The current agreement with MV for operation and management of the MBT and trolley services expires December 31, 2010. Staff developed a RFP and draft agreement for dissemination on September 10, 2010 with proposals due October 8, 2010. A notice was placed in the Tribune, Los Angeles Times, the California Association for Coordinated Transportation website, and City website advertising the RFP. A copy of the RFP specifications and notice was sent to eight (8) transportation providers. A pre-proposal conference was held on September 22, 2010 and representatives from five (5) transportations providers were in attendance.

Proposals were received from MV and the San Luis Obispo Regional Transit Authority (RTA). The new contract commencing on January 1, 2010 would be for three years with the possibility of five (5) one-year extensions. Attached is a copy of the RFP that was distributed. Proposals from MV and RTA were sent electronically to Board members for review and are available for public review at the Public Services office upon request.

## **DISCUSSION**

A three-member evaluation committee comprised of one local transit manager from the City of Atascadero, one PWAB member and City staff reviewed the two proposals in relation to the RFP requirements. The committee rated each proposal using criteria outlined in the RFP and an average rating was calculated to determine if interviews would be necessary. Out of a possible score of 100 points, MV scored an average of 91 and RTA scored 60. Low scoring for RTA was due to insufficient information provided in the proposal to conduct a full evaluation and the cost proposal being more than one third higher than that proposed by MV. It was determined by the evaluation committee that interviews would not be necessary and it was recommended the City award the contract to MV.

Proposers were required to submit a range of information in three main categories: technical, organizational/management, and financial.

- Technical information such as description of proposed services, staffing plan, screening/selection policies, safety and incentive programs, training program, customer service, accounting, and reporting were reviewed for the proposers understanding of the service requirements.
- Organizational and management information such as experience, organizational structure, management/personnel policies, and accounting/reporting were reviewed for the qualification and experience of the organization with similar types of projects with public agencies, and the approach to the project, including demonstration of capability to perform demand response and fixed route services requested in the RFP.
- Financial information such as financial statements, insurance, resource allocation and proposed monthly/hourly rates were reviewed for financial stability of the proposers and reasonableness of proposed costs.

## **Technical**

With regard to technical ability, MV demonstrated an understanding of the transit services requested, and provided detailed information regarding its staffing plan, screening and selection process, safety and incentive program, driver training program, and customer service. The proposed project manager for MV will be responsible for the dispatching duties, road supervision and training activities and this is reflected in the budget with no additional costs for dispatchers, trainers and road supervisors. The evaluation committee felt that MV could perform the transit services requested and the cost proposed was less than what the City currently pays for these services.

With regard to technical ability for RTA, RTA's proposal lacked sufficient information to make a determination as to whether or not it has the technical ability to provide the transit services requested. RTA provided minimal or no information in the following areas:

- **Staffing:** Proposal listed management team names with number of years in transportation and with RTA but no information on the experience and qualifications for these individuals. In addition, there was no detail on job duties and responsibilities in relation to the proposed transit services. The proposal listed an Operations Road Supervisor who makes up more than 27% of the proposed annual cost, but no information as to who this person is, what his/her experience is and what this position will be doing for MBT and trolley services. The proposal stated there would be no project manager proposed, however, the cost proposal includes salary and benefits for a project manager who makes up more than 10% of the annual cost.
- **Driver training and retraining:** Proposal did not detail what kind of training drivers receive, how much classroom and behind the wheel training, or what curriculum is covered. There was no information on when retraining occurs and what type of retraining is to take place. There was no information provided on the person listed as handling training, what her experience is and whether she is Department of Transportation certified as required. In addition, maintenance employees were mentioned several times however, the City maintains the transit vehicles.
- **Screening and selection:** Proposal does not detail what criteria will be acceptable/unacceptable in a prospective driver's DMV record (number of points, DWI/DUI) or criminal record to be considered for hiring. Also, proposal states a candidate must successfully complete a driving test after training, but does not list here or in the training section what driver training activities are to occur (see above regarding driver training).
- **Drug and alcohol testing:** Proposal did not detail its drug and alcohol testing program so it is unclear when testing is to occur; is there pre-employment testing, random testing, suspicion testing or testing after an accident?
- **Accident:** Proposal did not detail what procedures are followed when an accident occurs, including how and when the City is notified.
- **Vehicle cleaning:** Proposal states cleaning to be done by its Utility Workers, but no detail on whether vehicles are cleaned at their facility in San Luis Obispo (putting more miles on the vehicle and using more fuel) or at the City's Corporation Yard.
- **Daily vehicle inspection:** Proposal did not detail daily vehicle inspection procedures and how vehicle issues are reported to the City's mechanic.
- **Fare counting/handling:** Proposal did not detail procedures for how fares are handled, counted and deposited.
- **Dispatching procedures:** Proposal states dispatching to be done at RTA's facility in San Luis Obispo and there is a line item in the cost proposal for dispatching, but there is no detail on how Call-A-Ride trips are scheduled and transmitted to the driver for each day of service. In addition, there is no information as to whether there is a dispatcher on the weekends when the trolley is in service or how long the dispatching day is (current is 2 hours each day).

## Organization and Management

With regard to organizational and management, both MV and RTA demonstrate experience with fixed route, paratransit and trolley service, although RTA does not have specific flex (deviated) fixed route experience. It should be noted that RTA took service in-house in the summer of 2009, operating transit service for about one year, where in prior years the transit services offered by RTA were contracted out to a private company for operation.

## Financial

With regard to financial information, financial statements for both MV and RTA were reviewed by the Administrative Services Director and it was determined that both companies have the financial capability to operate and manage the MBT and trolley services.

Both MV and RTA provided a loss experience statement for the past three years. While RTA provided three years of loss experience data, it should be noted that RTA has only operated transit services for one of those years as it took services in-house last summer.

The RFP stated that Proposal Forms from Section XI and XII were to be submitted with the proposal and included: proposal certification form, budget breakdown forms for each type of service with a monthly budget breakdown for each service, job classification and wage scale form and disadvantaged business enterprise (DBE) participation form. MV submitted these forms, while RTA did not. RTA submitted a cost proposal with an annual breakdown of cost for both MBT and trolley combined.

## Proposal Certification Form

This form is required by proposers who certify that they agree to provide the services as indicated in the RFP and related contract at the monthly and vehicle service hour fees listed on the form. Below is the proposed monthly management fee and vehicle service hour fee for MBT and trolley for MV. RTA did not submit this form as required.

Morro Bay Transit	2011	
	MV	RTA
Monthly management fee	\$ 4,493.00	Did not submit
Vehicle service hour fee	\$ 21.11	submit
Annual management fee	\$ 53,916.00	Did not submit
Annual VSH	\$ 54,886.00	submit
<b>Total Annual Cost</b>	<b>\$ 108,802.00</b>	<b>\$ -</b>

Trolley	2011	
	MV	RTA
Monthly management fee	\$ 1,899.00	Did not submit
Vehicle service hour fee	\$ 21.11	submit
Annual management fee	\$ 11,394.00	Did not submit
Annual VSH	\$ 31,665.00	submit
<b>Total Annual Cost</b>	<b>\$ 43,059.00</b>	<b>\$ -</b>

Morro Bay Transit	2012	
	MV	RTA
Monthly management fee	\$ 4,522.00	Did not submit
Vehicle service hour fee	\$ 21.32	submit
Annual management fee	\$ 54,264.00	Did not submit
Annual VSH	\$ 55,432.00	submit
<b>Total Annual Cost</b>	<b>\$ 109,696.00</b>	<b>\$ -</b>
% change over previous year	1%	

Trolley	2012	
	MV	RTA
Monthly management fee	\$ 1,933.00	Did not submit
Vehicle service hour fee	\$ 21.32	submit
Annual management fee	\$ 11,598.00	Did not submit
Annual VSH	\$ 31,980.00	submit
<b>Total Annual Cost</b>	<b>\$ 43,578.00</b>	<b>\$ -</b>
% change over previous year	1%	

Morro Bay Transit	2013	
	MV	RTA
Monthly management fee	\$ 4,625.00	Did not submit
Vehicle service hour fee	\$ 21.64	submit
Annual management fee	\$ 55,500.00	Did not submit
Annual VSH	\$ 56,264.00	submit
<b>Total Annual Cost</b>	<b>\$ 111,764.00</b>	<b>\$ -</b>
% change over previous year	2%	

Trolley	2013	
	MV	RTA
Monthly management fee	\$ 1,978.00	Did not submit
Vehicle service hour fee	\$ 21.64	submit
Annual management fee	\$ 11,868.00	Did not submit
Annual VSH	\$ 32,460.00	submit
<b>Total Annual Cost</b>	<b>\$ 44,328.00</b>	<b>\$ -</b>
% change over previous year	2%	

As RTA submitted a cost proposal with an annual cost for MBT and trolley services combined, below is a comparison of MV and RTA's annual costs. MV's cost proposal is more than one third less than RTA's.

Total Annual Cost for MBT & Trolley	MV		RTA		Cost Difference	% Difference
2011	\$ 151,861.00	\$ 201,088.00	\$ 49,227.00	32%		
2012	\$ 153,274.00	\$ 206,603.00	\$ 53,329.00	35%		
2013	\$ 156,092.00	\$ 212,698.00	\$ 56,606.00	36%		
<b>Total 3 Yr. Cost</b>	<b>\$ 461,227.00</b>	<b>\$ 620,389.00</b>	<b>\$ 159,162.00</b>	<b>35%</b>		

When comparing the cost proposal for driver salary and benefits, 57% of the total cost proposal for MV goes to driver wages/benefits while 39% of RTA's total cost proposal goes to driver wages/benefits.

When comparing the cost proposal for the management team labor salary and benefits (project manager, road supervisor, trainer, dispatching), 26% of the total cost proposal for MV goes to management wages/benefits while 49% of RTA's total cost proposal goes to management wages/benefits.

MV's proposal included two different discounts. The first is a 0.5% discount for payment within 10 days after receipt and acceptance of the monthly invoice. The second is a cost saving option whereby a 0.5% discount is offered annually if the City were to make progress payments each month on the 1<sup>st</sup> and 16<sup>th</sup> as this would eliminate the interest cost from their budget.

In addition, MV also included an Unconditional Satisfaction Guaranteed Warranty where the City could terminate the agreement for any reason if dissatisfied and MV would return the past 12 months profit to the City.

### Budget Breakdown Form – Monthly Fixed Cost Elements

These forms detail the monthly fixed cost elements of the cost proposal for MBT and trolley services.

MB Transit Category	2011		2012		2013	
	MV	RTA	MV	RTA	MV	RTA
Project Manager Salary	\$ 2,283.00		\$ 2,340.00		\$ 2,399.00	
Project Manager Fringes	\$ 422.00		\$ 432.00		\$ 443.00	
Road Supervisor Salary	\$ -		\$ -		\$ -	
Road Supervisor Fringes	\$ -		\$ -		\$ -	
Other Wages: MV bus washing	\$ 35.00		\$ 36.00		\$ 36.00	
Other Fringes:	\$ 7.00		\$ 7.00		\$ 7.00	
Hiring Expenses	\$ -	RTA did	\$ -	RTA did	\$ -	RTA did
Training Expenses	\$ 31.00	not submit	\$ 31.00	not submit	\$ 31.00	not submit
Safety Expenses	\$ 14.00	required bid	\$ 15.00	required bid	\$ 15.00	required bid
Driver Uniforms	\$ -	forms so	\$ -	forms so	\$ -	forms so
Non-Driver Uniforms	\$ -	there is no	\$ -	there is no	\$ -	there is no
Telephone	\$ 98.00	monthly	\$ 101.00	monthly	\$ 104.00	monthly
Office Supplies	\$ 37.00	fixed cost	\$ 38.00	fixed cost	\$ 39.00	fixed cost
Insurance: Liability	\$ 88.00	breakdown	\$ 88.00	breakdown	\$ 88.00	breakdown
Insurance: Collision	\$ 432.00	between	\$ 445.00	between	\$ 457.00	between
Insurance: WC	\$ 143.00	Morro Bay	\$ 147.00	Morro Bay	\$ 150.00	Morro Bay
Performance Bond	\$ 18.00	Transit and	\$ 18.00	Transit and	\$ 18.00	Transit and
Accounting	\$ -	Trolley	\$ -	Trolley	\$ -	Trolley
Management Fee/Profit	\$ 262.00		\$ 265.00		\$ 270.00	
Other: Corp. G&A Expense	\$ 481.00		\$ 486.00		\$ 494.00	
Other: Business License	\$ 14.00		\$ 15.00		\$ 15.00	
Other: Interest Expense	\$ 102.00		\$ 49.00		\$ 49.00	
Other: Depreciation	\$ 15.00		\$ -		\$ -	
Other: Bush Wash Supplies	\$ 10.00		\$ 10.00		\$ 10.00	
<b>Total Monthly Expenses</b>	<b>\$ 4,492.00</b>	<b>\$ -</b>	<b>\$ 4,523.00</b>	<b>\$ -</b>	<b>\$ 4,625.00</b>	<b>\$ -</b>

Trolley Category	2011		2012		2013	
	MV	RTA	MV	RTA	MV	RTA
Project Manager Salary	\$ 979.00		\$ 1,003.00		\$ 1,028.00	
Project Manager Fringes	\$ 181.00		\$ 185.00		\$ 190.00	
Road Supervisor Salary	\$ -		\$ -		\$ -	
Road Supervisor Fringes	\$ -		\$ -		\$ -	
Other Wages: MV bus washing	\$ 12.00		\$ 12.00		\$ 12.00	
Other Fringes:	\$ 2.00		\$ 2.00		\$ 2.00	
Hiring Expenses	\$ -	RTA did	\$ -	RTA did	\$ -	RTA did
Training Expenses	\$ 13.00	not submit	\$ 13.00	not submit	\$ 13.00	not submit
Safety Expenses	\$ 6.00	required	\$ 6.00	required	\$ 7.00	required
Driver Uniforms	\$ -	bid forms	\$ -	bid forms	\$ -	bid forms
Non-Driver Uniforms	\$ -	so there is	\$ -	so there is	\$ -	so there is
Telephone	\$ 42.00	no monthly	\$ 43.00	no monthly	\$ 44.00	no monthly
Office Supplies	\$ 16.00	fixed cost	\$ 16.00	fixed cost	\$ 17.00	fixed cost
Insurance: Liability	\$ 38.00	breakdown	\$ 38.00	breakdown	\$ 38.00	breakdown
Insurance: WC	\$ 61.00	between	\$ 63.00	between	\$ 64.00	between
Insurance: Collision	\$ 185.00	Morro Bay	\$ 191.00	Morro Bay	\$ 196.00	Morro Bay
Performance Bond	\$ 8.00	Transit	\$ 8.00	Transit	\$ 8.00	Transit
Accounting	\$ -	and Trolley	\$ -	and Trolley	\$ -	and Trolley
Management Fee/Profit	\$ 112.00		\$ 114.00		\$ 116.00	
Other: Corp. G&A Expense	\$ 206.00		\$ 208.00		\$ 212.00	
Other: Business License	\$ 6.00		\$ 6.00		\$ 6.00	
Other: Interest Expense	\$ 21.00		\$ 21.00		\$ 21.00	
Other: Depreciation	\$ 6.00		\$ -		\$ -	
Other: Bush Wash Supplies	\$ 4.00		\$ 4.00		\$ 4.00	
<b>Total Monthly Expenses</b>	<b>\$1,898.00</b>	<b>\$ -</b>	<b>\$ 1,933.00</b>	<b>\$ -</b>	<b>\$ 1,978.00</b>	<b>\$ -</b>

Below is the cost proposal from RTA (annual cost, MBT and trolley combined). This is the only cost information provided. The proposal did not include a wage scale or full time equivalents for each job classification.

Category	2011	2012	2013
Driver Salary/Benefits	\$ 78,981	\$ 81,498	\$ 84,016
Project Manager Salary/Benefits	\$ 21,771	\$ 22,113	\$ 23,011
Road Supervisor Salary/Benefits	\$ 55,317	\$ 56,992	\$ 58,668
Safety & Training Salary/Benefits	\$ 4,807	\$ 4,963	\$ 5,119
Dispatch & Bus Washing Salary/Benefits	\$ 15,457	\$ 15,921	\$ 16,208
Uniforms	\$ 445	\$ 372	\$ 454
Redirected phone line to RTA dispatch	\$ 840	\$ 686	\$ 909
Liability and Physical Damage Coverage	\$ 9,569	\$ 9,569	\$ 9,569
Workers Compensation	\$ 8,351	\$ 8,637	\$ 8,918
Accounting	\$ 5,550	\$ 5,670	\$ 5,827
<b>Total</b>	<b>\$ 201,088</b>	<b>\$ 206,421</b>	<b>\$ 212,699</b>

### Budget Breakdown Form - Hourly Cost Elements

This form details the hourly cost elements of the cost proposal for MBT and trolley services: driver wages, benefits and driver workers compensation (WC).

MB Transit Category	2011		2012		2013	
	MV	RTA	MV	RTA	MV	RTA
Drivers Wages	\$ 14.30	See note	\$ 14.36	See note	\$ 14.41	See note
Driver Fringe Benefits	\$ 4.27	See note	\$ 4.42	See note	\$ 4.53	See note
Other: Driver WC	\$ 2.54	See note	\$ 2.54	See note	\$ 2.70	See note
<b>Total</b>	<b>\$ 21.11</b>	<b>See note</b>	<b>\$ 21.32</b>	<b>See note</b>	<b>\$ 21.64</b>	<b>See note</b>

Trolley Category	2011		2012		2013	
	MV	RTA	MV	RTA	MV	RTA
Drivers Wages	\$ 14.30	See note	\$ 14.36	See note	\$ 14.41	See note
Driver Fringe Benefits	\$ 4.27	See note	\$ 4.42	See note	\$ 4.53	See note
Other: Driver WC	\$ 2.54	See note	\$ 2.54	See note	\$ 2.70	See note
<b>Total</b>	<b>\$ 21.11</b>	<b>See note</b>	<b>\$ 21.32</b>	<b>See note</b>	<b>\$ 21.64</b>	<b>See note</b>

Note: RTA did not submit required bid forms so there is no breakdown between driver wages, benefits and workers compensation and no breakdown between Morro Bay Transit and Trolley.

### Job Classification and Wage Scale Form

With regard to job classification and wages for MV, the project manager is also the driver trainer, road supervisor, and dispatcher. For RTA, total annual driver wages are listed in an annual budget breakdown, but it is unclear how much drivers are paid since RTA did not indicate how many full time equivalent drivers would be needed to provide the transit services requested.

### Starting Rate New Employee

Wage Scale Position	2011		2012		2013	
	MV	RTA	MV	RTA	MV	RTA
Project Manager	\$18.82	RTA did not	\$19.29	RTA did not	\$19.77	RTA did not
Trainer	In overhead	submit required	In overhead	submit required	In overhead	submit required
Vehicle Operator	\$10.00	bid forms nor	\$10.00	bid forms nor	\$10.00	bid forms nor
Dispatcher	\$0.00	detail in	\$0.00	detail in	\$0.00	detail in
Other (MV bus washer)	\$10.00	proposal	\$10.00	proposal	\$10.00	proposal

### CONCLUSION

The difference in cost between MV and RTA over the three-year contract is \$159,162. The TDA apportionment to Morro Bay is not expected to increase much due to stagnant growth (TDA funds are distributed on a population based formula) and the recovering economy. Any additional cost to operate and manage MBT and trolley services would come from the general fund or service cuts would have to be considered.

The cost proposal from MV is estimated to be 7% less than what the City currently pays for the same services while RTA's cost proposal is estimated to be 24% more.

The evaluation committee believes the proposal from MV exhibits the financial, technical, and organizational/management ability to perform the requested MBT and trolley services and would be in the best interest of the City. As such, the evaluation committee recommends the PWAB consider the proposals received and recommend the City Council award Request for Proposals (RFP) No. MB 10-T1 to MV Transportation.