



Administrative Report

H.6., File # 20-0842

Meeting Date: 5/19/2020

To: MAYOR AND CITY COUNCIL

From: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE THE THIRD AMENDMENT TO THE AGREEMENT WITH ROY E. GLAUTHIER CONSULTING FOR PROFESSIONAL TRANSIT CONSULTATION SERVICES FOR AN ADDITIONAL AMOUNT OF \$20,000 FOR THE TERM JULY 1, 2020 - JUNE 30, 2021

EXECUTIVE SUMMARY

The City, as the municipal transit operator of Beach Cities Transit (BCT), functions within a framework of Federal, State and Local regulations requiring specialized expertise to complete a variety of work program goals and technical reports. Compliance with Federal, State and Local reporting and administrative requirements involve technical expertise with varied reports and agency reporting systems. Transit consultant, Roy E. Glauthier has provided technical expertise to the City's Transit Division since 2009, providing assistance with capital grant management and administration, data management and reporting, transit operations and planning procurements, service monitoring and contract administration, policies, procedures and service development, and Federal and State regulatory compliance.

On June 16, 2015, the City Council approved an agreement with Roy E. Glauthier, in an amount not to exceed \$40,000, with a term through June 30, 2017. The City Council approved the First Amendment to the agreement on April 18, 2017, and the Second Amendment was approved by the City Council on May 7, 2019.

The recommended Third Amendment to the agreement would extend the agreement term through June 30, 2021 and increase the contract amount by \$20,000 for a total value of the July 1, 2015 - June 30, 2021 agreement of \$80,000. Staff recommends the continued retention of Roy Glauthier to provide consultant services for the timely completion of transit projects and compliance with Federal Transit Administration (FTA) regulations. Funding for transportation consulting services will be included in the Transit Fund as part of the proposed FY 2020-21 Budget. The consultant services are funded by dedicated transportation funding in the Transit Fund and receive no support from the General Fund.

BACKGROUND

Roy E. Glauthier is a transit/transportation entrepreneur with over 30 years of expertise in the transit industry, has extensive experience providing transportation consulting services, and has taught transit courses for Caltrans and the California Transit Association. In addition, Mr. Glauthier formally

served as the Interim Transportation Services Officer for the City of Redondo Beach in the early 2000's.

During Fiscal Year 2019-20, Mr. Glauthier provided technical assistance and guidance for the Transit Division including operations and management, fleet procurement and management, capital planning funding analysis, and assisted with the recent procurement for transit operations and management contract operations. With Mr. Glauthier's assistance, the Transit Division has been able to ensure compliance with Federal Regulations, develop and implement best practices and improve internal system management for ongoing transit administration, procurements, complete Federal, State, and Local transit reporting, complete Federal and State grant funding applications, and maintain FTA National Transit Database program, and State Controller compliance. His assistance has also ensured the success with the FTA Triennial Reviews during the past 10 years, including the 2020 review that resulted in a complimentary zero findings result. In addition, he is a valuable resource, providing consultant recommendations with expertise outside of his skillset, including Civil Rights Title VI and the Public Transit Agency Safety Plan.

Key elements of the proposed transit assistance projects scope of work during July 1, 2020 through June 30, 2021 include the following tasks:

1. Advise on management contract issues and, service reviews;
2. Assist with operational planning for the Redondo Beach Transit Center, including security planning, facility maintenance, and asset monitoring and reporting;
3. Assist with facility planning for the transit operations site, including short-term and long-term improvements;
4. Assist with zero emission bus and charging systems planning requirements;
5. Review and assist as needed in the collection, maintenance and reporting of BCT and WAVE operating data and assist with completion/submission of annual reports;
6. Assist with request for proposals for service planning studies;
7. Develop and support staff in the use of data reporting procedures and programs for submission of required Federal and state transit reporting;
8. Assist staff in the review and clarification of service policies relating to WAVE and BCT and advise on BCT and WAVE information materials, policies and operating procedures;
9. Advise on BCT/WAVE Financial Plan, including fund source tracking and programming, capital project planning, vehicle specifications and requirements, and timing of planned equipment and vehicle purchases;
10. Advise and assist with continuing compliance with Federal, State and local requirements and policies.

COORDINATION

The Third Amendment to the Agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the Third Amendment to the Agreement will be included in the proposed FY 2020-21 Transit Division Budget. Transportation consulting services are funded in the Transit Fund by dedicated transportation funding sources that include, but are not limited to Local Return Proposition A Funds and Formula Allocation Procedure (FAP) and State funds. No General Fund will be used for this Third Amendment to the Agreement.

FY 2020-21 FundingTransit Fund \$20,000

TotalL \$20,000

FY 2020-21 ExpendituresRoy Glauthier Consulting \$20,000

TotalL \$20,000

Jrooney

APPROVED BY:*Joe Hoefgen, City Manager***ATTACHMENTS**

- Third Amendment to Agreement
- Insurance Certificates
- Second Amendment to Agreement
- First Amendment to Agreement
- Agreement with Roy E. Glauthier, Transit Consulting