

EXECUTIVE SUMMARY



To: Bob Vitas, City Manager

From: Myra Wittenberg, Manager / Transit *Myra W.*

cc: Jim Fitton, Director / Port and Transit

Date: April 24, 2013

Subject: Approve and Adopt the City's Public Transit
2013 System Safety Program Plan (SSPP)

Action Statement:

This is a request to approve and adopt the City of Key West Transit (KWT) Departments' System Safety Program Plan (2013) document as required by Rule 14-90 Florida Administrative Code (FAC). Public Transit providers are required to maintain safety in daily operations, safety and security as well as hazard mitigation; and assure all technical and managerial requirements are compliant with regard to industry regulatory standards.

Strategic Plan:

Full regulatory compliance with regard to all State, Federal and Local regulations, as well as ongoing monitoring and oversight of operations, are required in the System Safety Program Plan (SSPP) document; which coincides with Rule 14-90, FAC. These items are crucial to our continuum of funding eligibility which allows for grant subsidies that reduce the local requirement of public transit service.

This resolution request is tied to the Strategic Plan goals and objectives identified and can be found in the "Infrastructure" area as Goal #1 as well as in the "Government" section of the Plan, Goals #4 and 5, budgets and plan alignment.

History / Project:

The System Safety Program Plan document has been required of public transit providers since 1987 and has continued to evolve into a very comprehensive document that identifies and outlines the operating standards and procedures of each public transit agency. The City of Key West has maintained a System Safety Program Plan (SSPP) since that time and continues to improve on that document annually.

The Florida Department of Transportation (FDOT) is responsible to review, monitor and provide regular annual oversight of the various transit agencies and respective SSPP documents each year. In this case, the District 6 Intermodal Transportation Planning Office has reviewed our SSPP and has commented back that the new 2013 Plan meets all requirements set forth in Rule 14-90, FAC. The SSPP also requires that annual updates be submitted to FDOT no later than September 1st of each year, but that a major Plan document be prepared, approved and adopted every 3rd year – or triennially, by all public transit agencies.

To assure compliance of all items noted in the SSPP Plan, FDOT or consultants of FDOT, provide a triennial review and site visit process whereby someone physically visits your property and reviews all records and operating documents for adherence and compliance, or revision as required for deficiencies that may or may not be noted in that process.

Key West Transit recently participated in a triennial site visit and review last December; which resulted in this new 2013 SSPP document. As we continue to move forward, KWT will be due for its' next site visit and review in November / December 2015.

Option #1 – Approve / Adopt 2013 System Safety Program Plan:

Option #1 would see the City Commission approve and adopt the 2013 SSPP for Key West Transit, which provides for full compliance of all Federal, State, and Local regulations relative to public transit bus safety and operations.

Advantages / Disadvantages / Fiscal Impact:

One advantage is that approving this Plan provides for a crucial grant funding requirement which his eligibility with regard to both FDOT and the Federal Transit Administration (FTA). It provides for continuum of grant funding of public transit for the City of Key West.

There are no disadvantages known under Option #1.

The fiscal impact is that we will see NO decrease in grant revenues provided toward public transit.

Option #2 – Not Approve the 2013 System Safety Program Plan:

Option #2 would see the City Commission NOT approve the 2013 System Safety Program Plan for public transit operations.

Advantages / Disadvantages / Fiscal Impact:

There are no known advantages to this option.

The most obvious disadvantage is that by not approving this Plan the City may very well be found in non-compliance of the requirements of Rule 14-90, FAC, by FDOT and FTA, thereby causing the City to have to issue a "cease and desist" to all public transit operations. City of Key West and adjoining communities would lose a valuable service to the public.

Another big disadvantage is that we would possibly lose grant funding (operating and capital), which would result in a loss of numerous jobs and a related services at all levels.

The fiscal impact is opposite that of Option #1 in that not approving the SSPP could result in a huge local contribution required to continue operating public transit services daily.

Recommendation:

The City of Key West Transit Department staff recommend this resolution for approval of the System Safety Program Plan for 2013, be approved and adopted immediately.