



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: OCTOBER 13, 2016

FROM: ENGINEERING

SUBJECT: RESOLUTION NO. _____ - MEMORANDUM OF UNDERSTANDING BETWEEN THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY AND THE CITY OF LOS ANGELES HARBOR DEPARTMENT FOR THE METRO BIKE SHARE PROGRAM EXPANSION

SUMMARY:

Staff requests the Board of Harbor Commissioners (Board) approve the Memorandum of Understanding (MOU) between the Los Angeles County Metropolitan Transportation Authority (LACMTA) and the City of Los Angeles, Harbor Department (Department) for the expansion of the Metro Bike Share Program (Program). This MOU, if approved by the Board and the LACMTA Board of Directors, defines the respective roles and responsibilities of each agency to expand LACMTA's County-wide Metro Bike Share Program to include the Wilmington and San Pedro Waterfronts.

The overall cost to expand the program to include the Wilmington and San Pedro Waterfronts is \$824,280. LACMTA would contribute \$334,640, and the Department would pay an equal amount to LACMTA of \$334,640. The Department would also supply labor, site preparation, and signage valued at \$155,000.

The overall cost to operate and maintain the Program is \$400,223 for Fiscal Year (FY) 2016/2017. LACMTA would contribute \$140,078 in FY 2016/2017, and the Department would contribute \$260,145 in FY 2016/2017. The term of the MOU is for three years with the option to extend the term for one renewal period consisting of an additional three years for a total of six years.

We anticipate the Metro Bike Share Program will be operational along the Wilmington and San Pedro Waterfronts during Summer 2017.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners:

1. Find that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II, Section 2(f) of the Los Angeles City CEQA Guidelines as determined by the Director of Environmental Management;

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2. Approve the Memorandum of Understanding between the City of Los Angeles Harbor Department and the Los Angeles County Metropolitan Transportation Authority for a term of three years and authorize the Executive Director to approve one, three-year renewal option;
3. Direct the Board Secretary to forward the Memorandum of Understanding (MOU) to the Los Angeles County Metropolitan Transportation Authority (LACMTA) for approval and full execution, and to receive and file the fully executed MOU from LACMTA;
4. Authorize the Executive Director to execute and Board Secretary to attest to said Memorandum of Understanding; and
5. Adopt Resolution No. _____.

DISCUSSION:

LACMTA's County-wide Metro Bike Share Program (Program) is designed to improve mobility and access for residents and visitors through shared use bicycles and docking stations strategically located throughout a well-defined area and within easy access of each other. LACMTA's Program will increase transportation choices for LA County workers, students, residents, and tourists by making LACMTA's Transit System a more viable alternative to driving by providing a first/last mile and short trips solution. The Program will facilitate reductions in vehicle miles traveled, foster increased environmental sustainability, and encourage more active life styles throughout Los Angeles County.

LACMTA and the City of Los Angeles have tested the viability of the Program, and implemented the Program throughout Downtown Los Angeles. LACMTA has near term plans to expand the Program to Pasadena, Venice, and the Port of Los Angeles.

The Department proposes to join LACMTA's Metro Bike Share Program to provide bicycles for rent along the Wilmington and the San Pedro Waterfronts. The Department proposes to place 11 bike share docking stations and 120 bicycles at key points of interest along each Waterfront (Transmittal 2) to provide visitors and residents the opportunity to utilize bicycles as an active transportation option, and improve the connectivity between the key Waterfront attractions.

LACTMA's Metro Bike Share Program meets the mobility needs of the Waterfront and supports the "park once" approach recommended in the San Pedro Waterfront at the Port of Los Angeles Comprehensive Parking Strategy (December 2014). The system will be fully integrated with LACMTA's overall regional transit system allowing for the use of LACMTA's TAP Card as a payment method and future connectivity with the growing Program.

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Board approval of the MOU would allow LACMTA to act as the lead agency and expand the Program. LACMTA will administer the contract with a bike share contractor to implement, operate, and maintain the Program on behalf of the Department. The MOU also establishes the terms of fiscal and administrative responsibility between LACMTA and the Department for the Program.

As part of this program, LACMTA will encourage cycling safety, including helmet usage, through a variety of methods such as providing safety information on the station kiosks, printed material, and in the program registration process. LACMTA's contractor will work with Metro Destination Discounts group to contact bike retailers in the area and identify ones who are willing to participate in a helmet discount program.

The term of the MOU is three years with the option to extend the term for one renewal period of an additional three years.

The overall cost to expand the Program to include the Wilmington and San Pedro Waterfronts is \$824,280. LACMTA would contribute \$334,640, and the Department would pay an equal amount to LACMTA of \$334,640. The Department would also supply labor, site preparation, and signage valued at \$155,000.

The overall cost to operate and maintain the Program at the Department is \$400,223 in Fiscal Year (FY) 2016/2017. LACMTA would contribute \$140,078 in FY 2016/2017, and the Department would contribute \$260,145 in FY 2016/2017.

Under the terms of the MOU, neither LACMTA nor the Department shall seek reimbursement from the other for staff time required to complete the Program.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of MOU with LACMTA for the expansion of LACMTA's Metro Bike Share Program. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II, Section 2(f) of the City of Los Angeles CEQA Guidelines.

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FINANCIAL IMPACT:

Approval of the proposed MOU authorizes the total amount of \$749,785 for FY 2016/2017. A portion of this Project will be capitalized in the amount of \$155,000 for labor, site preparation, and signage as approved by the Project Development Committee approved on September 7, 2016. Funds are projected to be expended as follows:

OVERALL PROJECT COST FY 2017

	Capital Assets	Operating	Total
POLA Non-Capital	\$334,640 Note 1	\$260,145 Note 2	\$ 594,785
POLA Capital	\$155,000 Note 3		\$ 155,000
Metro	\$334,640 Note 1	\$140,078 Note 2	\$ 474,718
TOTALS	\$824,280	\$400,223	\$1,224,503

NOTE 1: Article 5.A POLA 50% / LACMTA 50% Cost Share for Capital Assets

NOTE 2: Article 6.C POLA 65% / LACMTA 35% Cost Share for Operating

NOTE 3: Department capital cost outside MOU (In-house labor, site prep, signage)

DEPARTMENT COST FOR FY 2017

Budget Category	Account	Center	Program Type	FY	Amount
Capital	54510	1172	000	2016/2017	\$ 155,000
Operating	54290	0310	000	2016/2017	\$ 83,325
Operating	54290	0311	309	2016/2017	\$ 435,000
Operating	54060	0311	308	2016/2017	\$ 76,460
TOTAL FY				2016/2017	\$ 749,785

FUTURE OPERATING COST FOR DEPARTMENT

Operating	54290	0311	309	2017/2018	\$ 475,440
Operating	54290	0311	309	2018/2019	\$ 484,787
Operating	54290	0311	309	2019/2020	\$ 498,208
Operating	54290	0311	309	2020/2021	\$ 512,024
Operating	54290	0311	309	2021/2022	\$ 526,246

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These O&M amounts assume a worst case scenario where no revenue offsets the Department's O&M costs.

LACMTA and the Department have agreed to mutual indemnification. LACMTA's contractor will be required to procure and maintain, in effect throughout the term of this MOU, insurance that meets the requirements set forth by the Department and names the Department as a Primary additional insured.


CITY ATTORNEY:

The Office of the City Attorney has approved the MOU as to form and legality.

TRANSMITTALS:

- 1. Memorandum of Understanding between Los Angeles County Metropolitan Transportation Authority and the City of Los Angeles, Harbor Department for the Metro Countywide Bike Share Program Expansion
- 2. Bike Share Station Locations


FIS Approval: MB (initials)
 CA Approval: MB (initials)


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 Chief Harbor Engineer


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 Deputy Executive Director & Chief of Staff

APPROVED:


 EUGENE D. SEROKA
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