

TRANSIT SERVICES DEPARTMENT SUMMARY

MISSION STATEMENT:

To provide quality transportation services that meets the needs of the public and enhances the quality of life for the community:

PROGRAMS AND SERVICES:

ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:

Bus Operations:

Accomplishments:

- 29 peak vehicles on 20 Fixed Routes providing 2,054,261 passenger trips last year
- 33 peak vehicles on 33 Paratransit routes providing Transportation Disadvantaged, A D A contract and Volunteers in Motions services; for a total of 126,428 trips
- 71 peak vehicles in Commuter and Human Services agency vanpools with 216,612 trips provided
- Provided over 149,072 hours of revenue services on all buses
- Added 2 new paratransit routes to meet demand for additional senior and disabled transportation
- Hosted 7th annual Tourism and Transit Summit in Cape Canaveral with over 280 government and business leaders, other stakeholders, and staff attending
- “Ride with Jim” event has continued to be very popular, with Assistant County Manager interacting with citizens and educating them about different County Departments and Transit Services
- Steady increase in revenue for bus wrap contract advertising: total revenue of \$284,529 in Fiscal Year 2019, an increase of 13% over the previous year
- Awarded new Vanpool Management contract to Commute With Enterprise
- Awarded new General Planning Consultant contract to Tindale-Oliver and Associates
- Awarded new Intelligent Transportation Systems contract to E T A Transit
- Completed new Title VI Plan for F T A
- Completed Federal Transit Administration Comprehensive Review

Initiatives:

- Composing Public Transportation Agency Safety Plan (P T A S P) in response to new federal requirement
- Preparation for County Internal Audit
- Preparation for Florida D O T Triennial Review

Trends and Issues:

The COVID-19 pandemic has had a big impact on our service, with stay at home orders and closures affecting important segments of our riders, like the Adult Day Training Centers, seniors, restaurants,

hotels-hospitality workers, retail stores and vanpoolers. We estimate the total system ridership is down by more than half of normal. We have made numerous service cuts and are currently running Saturday Fixed Route service on weekdays. Long-term effects of COVID Virus impact on ridership, driver availability, farebox and advertising revenue are uncertain. The Federal Transit Administration CARES Act support of \$17,872,063 is expected to greatly help us with Operating costs, especially wages and benefits through Fiscal Year 2021. This should enable the department to avoid layoffs and hire additional drivers for the 3 new bus routes. It will also pay for preventive maintenance, personal protective equipment and other expenses related to the virus. This would also be a strategic time to make a name change from Space Coast Area Transit (S C A T) to 321 Transit, and the expenses associated with the change. The need for County General Fund and Florida D O T grants will be reduced but not eliminated.

Service Level Impacts:

- Addition of 3 new Fixed Routes in Fiscal Year 2020-2021, funded by the CARES Act

Transit Capital:

Accomplishments:

- Improvements to Cocoa Transit Center on South Varr Avenue in Cocoa
- Installed bus shelter in West Melbourne
- Received new buses: (2) 35 ft. Gillig trolleys, (4) 30 ft. Freightliners, (3) 24 ft. Ford E-450's
- Awarded new Intelligent Transportation Systems contract to ETA Transit
- Cocoa fueling station upgrades
- Cocoa administration building A/C replacement
- Award of new Vehicle Maintenance contract

Initiatives:

- Bus shelter installations in Viera, Satellite Beach, Merritt Island, Cape Canaveral, Rockledge, Melbourne
- Implementation of Intelligent Transportation Systems hardware and modules: Automatic Vehicle Locating, Paratransit Scheduling, Real Time Passenger Information, Automatic Passenger Counting, Automatic Stop Announcements, wi-fi on buses, etc.
- Begin demolition of the condemned building on King Street in Cocoa for expanded employee parking at the Cocoa terminal
- Melbourne and Cocoa administration building upgrades
- Purchase of new small buses
- Continue to upgrade and modernize the vanpool fleet with contractor
- Continue to bring bus stops into A D A compliance, working with private contractors to install bus benches

Trends and Issues:

- Continuing effects of COVID-19

- Anticipate CARES Act additional funding

Service Level Impacts:

Additional CARES Act funding will allow for barriers to be installed to protect drivers, retrofit cloth seats to a material that can be cleaned and sanitized and will allow existing funding to be reallocated to other projects.

TRANSIT SERVICES DEPARTMENT: SUMMARY

Transit Services Department Revenue & Expense Category	Actual F Y 2018-2019	Current Budget F Y 2019-2020	Requested Budget F Y 2020-2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessment Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$9,636,929	\$34,463,451	\$33,067,429	-\$1,396,022	-4.05%
Charges for Services Revenue	\$1,790,834	\$1,886,000	\$1,827,000	-\$59,000	-3.13%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$141,896	\$20,000	\$0	-\$20,000	100.00%
Statutory Reduction	\$0	-\$1,818,473	-\$1,744,748	\$73,725	-4.05%
Total Operating Revenues	\$11,569,659	\$34,550,978	\$33,149,681	-\$1,401,297	-4.06%
Balance Forward Revenue	\$649,652	\$520,686	\$117,442	-\$403,244	-77.44%
Transfers - General Revenue	\$1,938,280	\$2,176,653	\$1,699,155	-\$477,498	-21.94%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Revenues	\$2,587,932	\$2,697,339	\$1,816,597	-\$880,742	-32.65%
TOTAL REVENUES	\$14,157,591	\$37,248,317	\$34,966,278	-\$2,282,039	-6.13%
Compensation and Benefits Expense	\$6,526,874	\$7,478,824	\$7,897,287	\$418,463	5.60%
Operating Expense	\$6,546,895	\$17,768,762	\$19,069,798	\$1,301,036	7.32%
Capital Outlay Expense	\$268,564	\$7,967,571	\$4,592,455	-\$3,375,116	-42.36%
Operating Expenditures	\$13,342,333	\$33,215,157	\$31,559,540	-\$1,655,617	-4.98%
C I P Expense	\$294,574	\$4,033,160	\$3,406,738	-\$626,422	-15.53%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Total Non-Operating Expenses	\$294,574	\$4,033,160	\$3,406,738	-\$626,422	-15.53%
TOTAL EXPENDITURES	\$13,636,907	\$37,248,317	\$34,966,278	-\$2,282,039	-6.13%

TRANSIT SERVICES DEPARTMENT: BUS OPERATIONS

Bus Operations Program Revenue & Expense Category	Actual F Y 2018- 2019	Current Budget F Y 2019- 2020	Requested Budget F Y 2020- 2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$3,060,144	\$10,538,992	\$17,296,006	\$6,757,014	64.11%
Charges for Services Revenue	\$1,790,834	\$1,886,000	\$1,827,000	-\$59,000	-3.13%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$12,176	\$20,000	\$0	-\$20,000	-100.00%
Statutory Reduction	\$0	-\$622,249	-\$956,176	-\$333,927	53.66%
Total Operating Revenues	\$4,863,155	\$11,822,743	\$18,166,830	\$6,344,087	53.66%
Balance Forward Revenue	\$544,455	\$336,343	\$0	-\$336,343	-100.00%
Transfers - General Revenue	\$1,938,280	\$2,176,653	\$1,699,155	-\$477,498	-21.94%
Transfers - Other Revenue	\$2,191,379	\$303,212	\$0	-\$303,212	-100.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	\$4,674,114	\$2,816,208	\$1,699,155	-\$1,117,053	-39.67%
TOTAL REVENUES	\$9,537,269	\$14,638,951	\$19,865,985	\$5,227,034	35.71%
Compensation and Benefits Expense	\$6,526,874	\$7,478,824	\$7,897,287	\$418,463	5.60%
Operating Expense	\$2,684,651	\$7,082,827	\$11,891,398	\$4,808,571	67.89%
Capital Outlay Expense	\$115	\$0	\$0	\$0	0.00%
Operating Expenses	\$9,211,640	\$14,561,651	\$19,788,685	\$5,227,034	35.90%
C I P Expense	-\$10,714	\$77,300	\$77,300	\$0	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	-\$10,714	\$77,300	\$77,300	\$0	0.00%
TOTAL EXPENSES	\$9,200,926	\$14,638,951	\$19,865,985	\$5,227,034	35.71%

BUS OPERATIONS: BUDGET VARIANCES

Bus Operations Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$6,757,014	64.11%	Primarily Associated with the CARES Act Operating Assistance Grant
Charges for Services Revenue	-\$59,000	-3.13%	Attributable to anticipated reductions in Farebox Revenue in Fiscal Year 2021 as a result of a decrease in ridership which is offset by an anticipated increases in advertisement revenue based marketing performance projections
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	-\$20,000	-100.00%	Associated with a decrease in Surplus Sales due to a vehicle auction that was delayed because of the COVID-19 pandemic
Statutory Reduction	-\$333,927	53.66%	Corresponds with changes in Operating Revenue
Balance Forward Revenue	-\$336,343	-100.00%	Associated with Balance Forward in Fiscal Year 2020 that was generated from personnel expenditures that were allocated to grants, this will not be carried forward in Fiscal Year 2021
Transfers - General Revenue	-\$477,498	-21.94%	Attributable to the receipt of CARES Act grant funding in Fiscal Year 2020 and Fiscal Year 2021 resulting in less reliance on General Fund support for local matches for State grants
Transfers - Other Revenue	-\$303,212	-100.00%	Attributable to the reduction in transfers between funds within the department associated with the elimination of Federal grant operating assistance transfer in Fiscal Year 2021
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$418,463	5.60%	Associated with Cost of Living Adjustments, FRS rate increases, and the addition new positions related to three new routes starting in Fiscal Year 2021
Operating Expense	\$4,808,571	67.89%	Attributable to increased Operating Expenses related to Other Contracted Services, Operating Supplies and Repair and Maintenance to satisfy local match requirements for State grants resulting from the reallocation of Compensation and Benefits expenditures due to the receipt of CARES Act funding
Capital Outlay Expense	\$0	0.00%	
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$0	0.00%	
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

TRANSIT SERVICES DEPARTMENT: TRANSIT CAPITAL

Transit Capital Program Revenue & Expense Category	Actual F Y 2018- 2019	Current Budget F Y 2019- 2020	Requested Budget F Y 2020- 2021	Difference	% Change
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$6,576,784	\$23,924,459	\$15,771,423	-\$8,153,036	-34.08%
Charges for Services Revenue	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$129,720	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	-\$1,196,224	-\$788,572	\$407,652	-34.08%
Total Operating Revenues	\$6,706,504	\$22,728,235	\$14,982,851	-\$7,745,384	-34.08%
Balance Forward Revenue	\$105,197	\$184,343	\$117,442	-\$66,901	-36.29%
Transfers - General Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - Other Revenue	-\$2,191,379	-\$303,212	\$0	\$303,212	-100.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
Non-Operating Revenues	-\$2,086,182	-\$118,869	\$117,442	\$236,311	-198.80%
TOTAL REVENUES	\$4,620,322	\$22,609,366	\$15,100,293	-\$7,509,073	-33.21%
Compensation and Benefits Expense	\$0	\$0	\$0	\$0	0.00%
Operating Expense	\$3,862,244	\$10,685,935	\$7,178,400	-\$3,507,535	-32.82%
Capital Outlay Expense	\$268,450	\$7,967,571	\$4,592,455	-\$3,375,116	-42.36%
Operating Expenses	\$4,130,693	\$18,653,506	\$11,770,855	-\$6,882,651	-36.90%
C I P Expense	\$305,288	\$3,955,860	\$3,329,438	-\$626,422	-15.84%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%
Non-Operating Expenses	\$305,288	\$3,955,860	\$3,329,438	-\$626,422	-15.84%
TOTAL EXPENSES	\$4,435,981	\$22,609,366	\$15,100,293	-\$7,509,073	-33.21%

TRANSIT CAPITAL: BUDGET VARIANCES

Transit Capital Program Revenue and Expense Category	Variance	% Variance	Explanation
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	-\$8,153,036	-34.08%	Associated with grants that are closed and will not be carried into Fiscal Year 2021
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$407,652	-34.08%	Corresponds with the changes in Operating Revenue
Balance Forward Revenue	-\$66,901	-36.29%	Associated with the utilization of Balance Forward as local match for State grants
Transfers - General Revenue	\$0	0.00%	
Transfers - Other Revenue	\$303,212	-100.00%	Attributable to the elimination of Federal grant operating assistance transfer in Fiscal Year 2021, which is not required due to the CARES Act funding received
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$0	0.00%	
Operating Expense	-\$3,507,535	-32.82%	Attributable to the realignment of Operating expenditures to maximize usage of the Federal CARES Act grant revenue
Capital Outlay Expense	-\$3,375,116	-42.36%	Primarily attributable to the completion of several bus purchases in Fiscal Year 2020 and a projection of less capital needs in Fiscal Year 2021 associated with buses and other Capital needs
Grants and Aid Expense	\$0	0.00%	
C I P Expense	-\$626,422	-15.84%	Associated with the realignment of grants to projects that are not capital projects such as replacement of air conditioning units
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

**TRANSIT SERVICES
PERFORMANCE MEASURES**

PROGRAM	OBJECTIVE	MEASURE	ACTUAL FY 2018-2019	ESTIMATED FY 2019-2020	PROJECTED FY 2020-2021
Bus Operations	Plan and maintain infrastructure and improve the transportation network	Trips Provided (fixed route)	2,054,268	2,162,723	2,130,000
Bus Operations	Plan and maintain infrastructure and improve the transportation network	Trips Provided (paratransit)	126,428	130,000	130,000
Bus Operations	Deliver Excellent Customer Service	Complaints per 10,000 boardings	28	23	25
Bus Operations	Effective and Efficient Operations	Revenue Miles between service interruptions (fixed route)	38,528	45,000	40,000
Bus Operations	Effective and Efficient Operations	Revenue Miles between service interruptions (paratransit)	34,940	34,000	35,000
Bus Operations	Effective Volunteer Program	Volunteer Hours Donated	3,507	4,500	4,000
Bus Operations	Enhance the Employee Innovation Program	Training Hours Attended	3,620	5,000	4,000
Bus Operations	Enhance the Employee Innovation Program	Farebox Revenue	\$685,226	\$845,000	\$700,000
Bus Operations	Enhance the Employee Innovation Program	Pass Book Fares	\$274,613	\$275,000	\$275,000

**TRANSIT SERVICES DEPARTMENT
PROGRAM SERVICE CHANGE JUSTIFICATION**

Program: Bus Operations

Service Change Title: Fixed Route Expansion

Location/Area: Countywide

Level	Is it Mandated?	References
Federal Law	No	Not Applicable
State Statute	No	Not Applicable
Voter Referendum	No	Not Applicable
County Ordinance	No	Not Applicable
County Policy/Administrative Order	No	Not Applicable

Service Change Description: Addition of three fixed routes

Justification of Need/Alternative Funding Statement:

Central Titusville: Currently Route 2 travels the perimeter of the city; requests for much needed services to DeLeon Avenue and Barna Avenue. South Beach Connector: Currently Route 26 has a two hour round trip from Melbourne Airport to Cocoa Beach; keep Route 26 beachside with a new connector route across Melbourne and Eau Gallie Causeways to Airport, also increases service to Eau Gallie Arts District. Port St. John: There is currently no service here.

Outcome of Service Change: With the addition of the three new fixed routes, more citizens will have a better opportunity for transportation to work, medical appointments, school, shopping and other activities.

Fiscal Impact

Funding source: Federal Grant

Expenditure Type	Is this a recurring expense?	Total
Compensation and Benefits	Yes	\$515,152
Operating Expenses	Yes	\$329,195
Capital Outlay	Not Applicable	\$0
Total Expenditures		\$844,347

Revenues generated as a result of this Service Change: \$73,378

Personnel Impact: 7

**TRANSIT SERVICES DEPARTMENT
FISCAL YEAR 2020-2021 TRAVEL A&B SUMMARY**

Program Name	Description	Position	Destination	Funding Source	Total Cost
Transit Capital	F P T A Annual Meeting	Staff	T B D	Charges For Services	\$1,500
Transit Capital	State Bus Roadeo	Staff	T B D	Charges For Services	\$300
Transit Capital	State Paratransit Roadeo	Staff	T B D	Charges For Services	\$300
Transit Capital	F P T A Quarterly Meetings	Staff	T B D	Charges For Services	\$500
Transit Capital	F T A Region I V Meeting	Administrative Staff	Atlanta, Georgia	Grants	\$2,000
Transit Capital	F T A Training	Administrative Staff	T B D	Grants	\$6,000
Transit Capital	Motor Vehicle Tester Training	Safety Officer	T B D	Grants	\$2,100
Total Funded For Department					\$12,700

**TRANSIT SERVICES DEPARTMENT
FISCAL YEAR 2020-2021 CAPITAL OUTLAY SUMMARY**

Program Name	Description	Quantity	Unit Cost	Funding Source	Total Cost
Transit Capital	35 Foot Gilligs	3	\$506,714	Grant Revenue	\$1,520,142
Transit Capital	28 Foot Freightliners	1	\$322,641	Grant Revenue	\$322,641
Transit Capital	35 Foot Hybrid Buses	2	\$559,904	Grant Revenue	\$1,119,807
Transit Capital	Mobile Fare Equipment	7	\$7,946	Grant Revenue	\$55,619
Transit Capital	Intelligent Transportation	1	\$1,400,000	Grant Revenue	\$1,400,000
Transit Capital	Mobile Radios	15	\$5,325	Grant Revenue	\$79,868
Transit Capital	Security Equipment	4	\$10,508	Grant Revenue	\$42,033
Transit Capital	Sport Utility Vehicle	1	\$35,000	Grant Revenue	\$35,000
Transit Capital	Computers Hardware	14	\$1,239	Grant Revenue	\$17,345
Total Funded For Department					\$4,592,455

Special Note:

In accordance with Brevard County Board of County Commissioners' Policy BCC-24, Procurement, this form satisfies Directive III. E. 4., requiring a detailed list of approved capital outlay items and equipment to be reviewed and approved by the Board during the Budget process.

**TRANSIT SERVICES DEPARTMENT
FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENTS PROGRAM**

Program Name	Description	Funding Source	Total Cost
Transit Capital	Bus Shelters	Grant Revenue	\$1,145,584
Transit Capital	Parking Lot - Cocoa	Grant Revenue	\$700,000
Transit Capital	Melbourne Terminal Renovations	Grant Revenue	\$143,415
Transit Capital	Generator - Cocoa	Grant Revenue	\$150,000
Transit Capital	Modular Restroom/Terminal Renovations - Cocoa	Grant Revenue	\$535,000
Transit Capital	Security - Transit Terminals	Grant Revenue	\$200,200
Transit Capital	Demolish Veteran's Building and Construct New Parking Lot - Cocoa	Grant Revenue	\$455,239
Transit Capital	Office Renovations - Cocoa	Grant Revenue	\$77,300
Total Funded For Department			\$3,406,738