



# City of San Leandro

Meeting Date: November 7, 2016

## Staff Report

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**File Number:** 16-582 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.M.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeanette Dong  
Recreation and Human Services Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for a Resolution to Approve a Contract Agreement with MV Transportation, Inc. in the amount of \$175,020 for Paratransit Transportation Services

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the City Manager to execute a Contract Agreement with MV Transportation in the amount of \$175,020 for paratransit services.

### BACKGROUND

The City of San Leandro utilized MV Transportation, Inc. to provide shuttle services for the FLEX Shuttle Paratransit program since 2003. MV Transportation, Inc. provides two shuttles and drivers to operate the program alongside a North Route and South Route within San Leandro. Aside from City holidays, the shuttle service runs regular service hours from 9:00 a.m. - 5:00 p.m., Monday - Friday. The FLEX Shuttle program is open to San Leandro residents who are 60 years and older or at least 18 years old and East Bay Paratransit certified. Currently, 237 people have valid annual memberships for the 2016-2017 fiscal year. Funding for this program is received through the Alameda County voter-approved Measures B and BB.

The goal of the FLEX Shuttle Program is to deliver quality paratransit shuttle services to San Leandro residents, including being on-time, providing proper customer service, maintaining vehicles appropriately, and making changes as needed to improve service to riders. Exhibit A of the attached agreement provides the Scope of Services between the City of San Leandro and MV Transportation, including:

- A Service Overview
- Eligibility Requirements

- Current Operational Statistics
- Adjustments to Service
- Service Standards
- Overview of City and Contractor Responsibilities
- Facility Location
- Customer Service
- Computer, Telephone System and Dispatch Center
- Dispatch Responsibilities
- Vehicle Deployment
- Staffing and Staff Training
- Drug Testing
- Safety Program
- Emergency, Accident, Incident, and Complaint Reporting
- Data Collecting and Reporting
- Cash Handling and Reporting
- Fleet Requirements
- Air Quality Standards
- Maintenance
- Vehicle Branding

Senior Services staff accepts ongoing feedback from current riders regarding the satisfaction of MV Transportation, Inc.'s service, as well as accepts feedback from yearly focus groups and written surveys. Staff also communicates with MV Transportation staff regularly to ensure proper service.

#### **Analysis**

Exhibit B of the attached agreement provides the Compensation Schedule from November 2016 through June 2017. In the attached agreement, MV Transportation has increased their hourly fees by 9.5%, increasing from \$53.34 an hour to \$58.34 an hour. This fee increase was initially proposed by MV Transportation, Inc. due to increased costs in staffing salaries and benefits. While this increase has an overall impact on the allocation of the Measure B and BB funding received for the FLEX Shuttle Program, it continues to be fully funded.

#### **Fiscal Impacts and Budget Authority**

The MV contract will not exceed \$175,020. Appropriated funds for the Paratransit program are included in the 2016-17 adopted budget, account 150-36-001-5640.

#### **ATTACHMENT(S)**

##### **Attachment to Resolution**

- Contract Agreement

**PREPARED BY:** Jeanette Dong, RHS Director, Recreation and Human Services Department



# City of San Leandro

Meeting Date: November 7, 2016

## Resolution - Council

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**File Number:** 16-583 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Jeanette Dong  
Recreation and Human Services Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION Authorizing the City Manager to Execute a Contractual Services Agreement Between the City of San Leandro and MV Transportation for Paratransit Services for an Amount Not to Exceed \$175,020.00

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WHEREAS, MV Transportation has provided shuttle services for the FLEX Shuttle Program since 2003 in the City of San Leandro; and

WHEREAS, the City Council supports the shuttle program and allows these services to be available for the disabled, 60-years or older, or East Bay Paratransit certified; and

WHEREAS, the City supports the mobility of seniors and the disabled; and

WHEREAS, the City receives funding for these services through the Alameda County voter-approved Measures B and BB; and

WHEREAS, the City wishes to enter into an agreement with MV Transportation for said work; and

WHEREAS, the City Council is familiar with the terms of the agreement; and

WHEREAS, the City Manager recommends approval of said agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That said agreement in an amount not to exceed \$ 175,020 is hereby approved; and

2. That the terms of the agreement will be memorialized in writing by the City Manager, subject to the approval of the City Attorney; and

3. That the City Manager is authorized to execute said agreement with MV Transportation; and

4. That an original executed agreement shall be provided to the City Clerk, and be attached to and made a part of this resolution.