



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: SEPTEMBER 16, 2014

ITEM NUMBER:

**SUBJECT:** SENIOR MOBILITY PROGRAM DRIVER SERVICES AWARD OF CONTRACT

**DATE:** AUGUST 27, 2014

**FROM:** PARKS AND COMMUNITY SERVICES DEPARTMENT

**PRESENTATION BY:** TRAVIS KARLEN, RECREATION MANAGER

**FOR FURTHER INFORMATION CONTACT:** ALMA REYES, RECREATION SUPERVISOR  
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## **RECOMMENDATION:**

Staff recommends that the City Council approve a Professional Services Agreement with Western Transit Systems, Inc. (Attachment 1) to provide driver services for the Costa Mesa Senior Mobility Program for a one two-year (2) extension, and authorize the Mayor to sign on behalf of the City.

## **BACKGROUND:**

The Orange County Transportation Authority (OCTA) provides Measure M, ½ cent sales tax revenues to cities who wish to operate local senior transportation programs. OCTA has been providing the Senior Mobility Program funds to the City since 2002. On May 17, 2011, City Council approved a new, five (5) year agreement with OCTA to receive Senior Mobility Program funding (Attachment 2) to operate a transportation service for Costa Mesa seniors through 2016.

Since 2002, and through two (2) subsequent formal bid processes, Western Transit Systems has remained the most responsible and lowest cost provider of driver services for Costa Mesa's Senior Transportation Program. Western Transit drivers operate the City-owned, para-transit vehicle (donated by OCTA). The program is based at the Senior Center and operates Monday through Friday, transporting seniors to the Senior Center for congregate meals and other activities at the Center. The transportation services are free of charge to Costa Mesa seniors.

## **ANALYSIS:**

Currently, Western Transit provides driver services for the City's Senior Mobility Program and has been successful averaging 800 passenger trips per month. The scope of work includes driver services Monday through Friday, transporting seniors to the Senior Center for congregate meals and other activities at the Center. The current Professional Services Agreement with Western Transit expires on September 30, 2014 and allows for one optional two (2) year extension.

Western Transit is an Orange County based company providing specialized transportation services for over 25 years, and its parent company, Yellow Cab, has been providing transportation services since 1945. Western Transit currently provides contract transportation services to several Orange County cities and agencies.

Western Transit has provided very dependable service, and the City’s Senior Mobility Program is essential to the Senior Center programming. Should City Council approve a two (2) year contract with Western Transit and upon the expiration of this contract, staff will then proceed with a formal Request for Proposal (RFP) solicitation process.

**ALTERNATIVES CONSIDERED:**

The following are other alternatives that the City Council may consider:

1. City may choose to not award the driver services contract to Western Transit Systems, issue a formal RFP and proceed with a full RFP solicitation process.
2. The City may choose to hire additional City staff to provide this service.
3. The City may choose to terminate the senior transportation service and return all Senior Mobility Program funds to OCTA. Although this is an alternative, staff strongly recommends against this as the seniors rely heavily on this program.

It is important to recognize the negative impacts that may arise from these alternatives. Consistency in services is imperative when serving the senior population.

**FISCAL REVIEW:**

The City’s current cost break down for Western Transit driver services is \$32.47 per service hour, for up to 2,295 annual hours, for a not to exceed amount of \$74,524 for the current year.

Western Transit’s driver services price proposal (Attachment 3) is for a two (2) year term for up to 2,295 annual hours per year. The cost breakdown is as follows:

<b>Period</b>	<b>Period 1</b> Oct. 1, 2014 – Sept. 30, 2015	<b>Period 2</b> Oct. 1, 2015- Sept. 30, 2016
<b>Hourly Rate</b>	\$38.35	\$39.35
<b>Annual Cost</b>	\$88,008	\$90,310

The total contract cost for a two (2) year term for driver services totals \$178,318.

The City’s OCTA fund allocation is based upon the senior population (60+). The SMP fund allocation for 2015 is in the amount of \$83,053 for the Senior Mobility Program and requires a 20% match from the City, either by direct support or indirect cost. The City match for this is the ongoing fuel and maintenance costs for the bus and back-up senior

bus. The cost of the Senior Mobility Program driver services has been approved in the FY 14-15 Recreation Division general fund budget. Funding for 2016 is expected to be approximately the same amount as the 2015 allocation.

**LEGAL REVIEW:**

The City Attorney's office has prepared and reviewed the Professional Services Agreement as to form.

**CONCLUSION:**

In order to minimize impacts to current Senior Center services and for the purpose of program consistency, staff recommends City Council approve the Professional Services Agreement with Western Transit Systems, Inc. for the Costa Mesa Senior Mobility Program for a one two (2) year extension, and authorize the Mayor to sign on behalf of the City.

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TRAVIS KARLEN  
Recreation Manager

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TAMARA S. LETOURNEAU  
Assistant Chief Executive Officer

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STEVEN DUNIVENT  
Finance Director

- ATTACHMENTS:
1. [PSA with Western Transit](#)
  2. [May 17, 2011 City Council Consent Calendar Agenda and Action Minutes](#)
  3. [Western Transit System, Inc. Driver Services Pricing Proposal](#)