



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: May 17, 2016

Agenda Item Co5

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

Department: City Manager
Prepared By: Laura Ferguson, Public Information Officer

Subject: *SENIOR MOBILITY PROGRAM RENEWAL*

Fiscal Impact: \$14,595.00 for FY 2016-17.

Summary: The City of San Clemente participates in a transportation program for seniors to provide congregate meal transportation daily to the Dorothy Visser Senior Center and transportation (Monday through Thursday) to grocery stores. San Clemente seniors age 60+ can receive these services free of charge by signing up for the "Senior Mobility Program" (SMP). Seniors are picked up curbside or door-to-door service is provided, as well as round-trip fixed route transportation. The SMP is contracted with the Orange County Transportation Authority (OCTA) per the Cooperative Agreement which staff will bring to City Council in June once OCTA receives the City's approved contract with the paratransit provider, Age Well Senior Services (AWSS).

Background: The SMP was fully implemented in San Clemente in 2002 in lieu of the service provided by the OCTA. Prior to the implementation, the City of San Clemente and five other cities in Orange County, participated in a three-year pilot senior transportation program offered by OCTA. The program has proven to be successful in filling the need for transportation options for our senior residents, especially for the frail and vulnerable elderly and increasing non-driving elderly population. San Clemente's SMP is administered through a contract with AWSS. The program receives regular oversight and monitoring by a staff member in the City Manager's Office. The current contract will expire on June 30, 2016 and OCTA is giving cities the option to enter into a five-year renewal with their paratransit providers.

Discussion: The City of San Clemente has had an excellent working relationship with AWSS and senior residents have been well served by AWSS and its attention to providing safe, reliable and quality transportation services. The program funding is based on the number of seniors in a participating city's population. The program costs are shared by OCTA and participating cities. The OCTA provides 80 percent of the operating funds (the City is responsible for 20 percent), while technical assistance is also provided. The SMP funds increase annually over the term of the contract. Beginning in FY17 fiscal year the City has budgeted \$14,595.00 and AWSS will commit 20% of Title III Elderly Nutrition Transportation funding to the City of San Clemente's senior transportation program. The OCTA will commit \$72,977.00.

Recommended

Action: STAFF RECOMMENDS THAT the City Council: 1) approve the Amendment to the Professional Services Agreement with Age Well Senior Services to provide for Senior Mobility Program transportation and 2) approve the OCTA Senior Mobility Program Agency Service Plan.

Attachments: Amendment to Professional Services Agreement
OCTA Senior Mobility Program Agency Service Plan

Notification: Orange County Transportation Authority – Joanne Jacobsen, Community Transportation Coordinator

ATTACHMENT ITEM 1

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN THE CITY OF SAN CLEMENTE AND AGE WELL SENIOR SERVICES
SENIOR MOBILITY PROGRAM**

The contract made and entered into by and between the City of San Clemente and Age Well Senior Services, dated May 17, 2011 which was amended on May 6, 2014, is hereby amended as set forth on the following page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By: _____

Its: _____

Dated: _____, 2016

ATTEST:

CITY CLERK of the City of
San Clemente, California

Approved as to form:
("CONTRACTOR")

City Attorney

Its: _____

Dated: _____, 2016

Age Well Senior Services
24300 El Toro Road, Bldg. "A", 2000
Laguna Woods, CA 92637

By: _____

EXHIBIT "B"
SCHEDULE OF PERFORMANCE
AMENDMENT

Term of Service

- A. Services are scheduled to begin July 1, 2016 and end June 30, 2021.
- B. Service shall be initiated under this contract on July 1, 2016, and shall run through June 30, 2021. This term shall consist of five (5) specific budget periods as follows:

Period 1:	7/1/16 through 6/30/17	[12 months] at \$58.59/hr
Period 2:	7/1/17 through 6/30/18	[12 months] at \$60.35/hr
Period 3:	7/1/18 through 6/30/19	[12 months] at \$62.16/hr
Period 4:	7/1/19 through 6/30/20	[12 months] at \$64.02/hr
Period 5:	7/1/20 through 6/30/21	[12 months] at \$65.94/hr

Service Offering

- a. Senior Center Congregate Meal Program: Days and hours of operation: Monday through Friday, approximately two (2) to three (3) hours transportation time to and from the meal program at the Dorothy Visser Senior Center in San Clemente. No weekend or holiday service.
- b. Shopper Shuttle: this transportation component will be provided four (4) days per week on Monday, Tuesday, Wednesday, and Thursday for up to three (3) hours transportation time each day to pre-selected grocery stores in San Clemente (Ralph's and Albertsons). No weekend or holiday service.

Cost Breakdown (based on a full year of service)

- Minimum of 25 hours per week
- Average 29 hours x \$58.59/hour x 52 weeks = \$88,353.72
- Total Budget = \$72,977.00 from OCTA, and \$14,595.00 provided by the City of San Clemente for a total of \$87,572
- Age Well Senior Services will commit 20% of Title III Elderly Nutrition Transportation funding to the City of San Clemente's senior transportation program.



Senior Mobility Program Agency Service Plan

Jurisdictions and agencies participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program (SMP) must complete the following Service Plan in order to receive SMP funding. The Service Plan must be developed in accordance with SMP Guidelines, included as Attachment 1, and submitted to OCTA for review. Upon review from OCTA, the Service Plan must be formally adopted by the agency's council or governing body and approved by the OCTA Board of Directors. Any modifications to SMP services will require submittal of a new Service Plan.

Participant Information:

Agency City of San Clemente Date May 17, 2016
Program Contact Laura Ferguson Phone 949-361-8254
Email FergusonL@san-clemente.org

Service Description:

1. Program goals and objectives:

To provide congregate meal transportation and transportation service to grocery stores for San Clemente residents age 60 and older. More specifically, provide:

1) Group transportation services for San Clemente's resident seniors free of charge to the San Clemente Senior Center for lunch and activities five days a week, Monday through Friday. Pick up options are door-to-door or curbside service.

2) Complimentary fixed route transportation to grocery stores for San Clemente's resident seniors free of charge to obtain groceries four (4) days a week (Monday, Tuesday, Wednesday and Thursday). Weekend or holiday service is not available.

2. Indicate how SMP service will be operated: *(Please check all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Directly-Operated | <input type="checkbox"/> Subsidized Taxi Program |
| <input checked="" type="checkbox"/> Contract Service Provider | <input type="checkbox"/> Other (Please Describe) |
| <input type="checkbox"/> Volunteers | |

3. Eligible trips provided under the SMP are limited to the following categories. Please indicate the categories of service to be provided by your program: *(Please check all that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Senior Center | <input type="checkbox"/> Personal Care |
| <input checked="" type="checkbox"/> Nutrition | <input checked="" type="checkbox"/> Shopping |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Social / Recreation (Please Describe) |

4. SMP Guidelines restricts trips outside of Orange County to medical trips within approximately 10 miles of the Orange County border. Do you intend to provide medical trips outside of Orange County?

Yes No

If yes, please list the trip purpose and destinations: (e.g., medical trips to the VA Hospital in Long Beach)

5. Fare structure:

Free to residents age 60 and older.

6. Number of vehicles:

1

7. Projected annual ridership:

3,200

8. Source(s) of 20 percent match funding:

City of San Clemente

Program Requirements:

1. Jurisdiction/Agency shall follow competitive procurement practices in selection of vendors for all services which it does not provide using its own work force. Any Request for Proposals (RFP) for services shall specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.
2. Jurisdiction/Agency will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
 - a) Daily Pre-Trip Inspections that meet or exceed the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 2)
 - b) Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles.
 - c) Maintain maintenance records for each vehicle for five (5) years and, if required, cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.
3. Jurisdiction/Agency will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.
4. Jurisdiction/Agency will establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.
5. Jurisdiction/Agency will submit a monthly report to OCTA's Community Transportation Services Department as illustrated in Attachment 3.
6. Jurisdiction/Agency will participate in OCTA marketing and outreach efforts to encourage use of fixed route transit service by older adults.
7. Jurisdiction/Agency will note OCTA sponsorship in any promotional material for service funded under this agreement and will display an OCTA Senior Mobility Program logo on vehicles used in this program (excluding taxis).
8. Jurisdiction/Agency will ensure that it maintains adequate oversight and control over all aspects of services that are provided by a contracted vendor.

IN WITNESS WHEREOF, has formally adopted the Senior Mobility Program Scope of Work as written above.

AGENCY REPRESENTATIVE

Name: Bob Baker
Title: Mayor, City of San Clemente

OCTA REPRESENTATIVE

Name: _____
Title: _____