

EXECUTIVE SUMMARY



To: Bob Vitas, City Manager

From: Myra Wittenberg, Manager / Transit

cc: Jim Fitton / Director Port and Transit

Date: March 01, 2013

Subject: Resolution - Approve Up To Four (4) FREE Annual Shuttle Bus Trips
For Key West Health and Rehabilitation Center

A handwritten signature in black ink, reading "Myra Wittenberg", is written over the "From:" line and extends to the right.

Action Statement:

This is a request to approve up to four (4) FREE annual shuttle bus trips (per calendar year) for the residents of the Key West Health and Rehabilitation Center. The FREE shuttle services will assist the City in promotion of the use of public transportation while encouraging others to support the local community needs and community events on a regular basis.

Project History:

The City of Key West has been asked to provide FREE shuttle services for residents of Key West Health and Rehabilitation. While we have provided paid, nonprofit rate shuttle services to them in the past – at the approved rate per trip, they have expressed a budget problem wherein they are not able to pay for said services moving forward, and therefore are requesting our assistance in getting the residents out of the facility and into the community via approval by the City Commission and a formal resolution.

In order to achieve no significant financial impact with regard to overtime or other personnel related expenses; we have discussed in detail with the staff at Key West Health and Rehabilitation Center (Mr. Matthew Nooner) that the FREE trips would have to be amicably agreed upon as to each date certain, on a day of the week when the two (2) assistant transit operations supervisors are scheduled to work, so as to not require a separately assigned driver to said trips. This will accommodate the FREE shuttle via voluntary flex schedules and working hours for each supervisor, as required. This will result in zero added personnel costs or overtime.

To give a little history, we currently provide FREE shuttles for the Senior Citizen Center, via Resolution #11-332 for events such as the annual Holiday plays and choir events, or something like a special event musical at the Tennessee Williams Fine Arts Center. Again, the budgetary impact is minimal to null, calling for just the cost of actual fuel used, no personnel services were paid above those regularly scheduled work hours.

Because this particular request involves a FEE WAIVER, it is before you this evening for consideration of approval. Key West Department of Transportation estimates that each round trip will cost approximately \$12.00 to \$18.00 dollars – based on current fuel costs and an average cost per mile (O&M only) of between \$4.00 / mile and \$6.00 per mile.

Option #1:

Option #1 would be to approve the resolution as requested and provide up to four (4) FREE Key West Health and Rehabilitation shuttles per calendar year, starting in 2013, as noted herein, to include no additional personnel service expenses.

Advantages

The City co-sponsors events which allow Key West Health and Rehabilitation residents the freedom to participation in outings such as holiday and other special events by providing transport necessary to do so – of up to four (4) trips per year. Since many of these residents are wheelchair bound and would otherwise be unable to participate in outings of any type, the City provides an active role in promoting wellness for these residents by boosting their moral and breaking up the mundane existence they experience by being confined to a facility day after day.

The City takes on an active role in promoting health and welfare to the residents of the City of Key West, and more particularly, those who are elderly or disabled.

This promotes use of public transportation, which at this point is vital to the health and welfare of these citizens.

There is no additional personnel expense involved to provide these four (4) FREE services as a result of the assistant supervisor's willingness to flex schedules to accommodate department needs. The only fee involved is the nominal cost of fuel, etc. as stated earlier here.

Disadvantages

Other agencies may request the same consideration - however, it will be up to the Commission to evaluate each request, individually, and decide based on the need and ability to provide, those requests.

Fiscal Impact

There is limited fiscal impact of Option 1 above in that a supervisor will provide the service necessary – the City's financial impact is fuel and wear and tear of the vehicle in service.

Option #2:

Option #2 would be to not approve the resolution and continue to require all organizations pay the \$75.00 / hour NON PROFIT rate for shuttle services, providing that only non profit agencies are afforded this rate, and requiring proof of the non profit status.

Advantages

The advantage is that there would be no additional loss of work or productivity at the supervisory level since we are charging a nonprofit rate to the customer – we would schedule a driver to perform the duties required; resulting in all expenses incurred being recouped from the hourly rate charged.

Drivers are offered overtime pay for nonprofit shuttles as they are scheduled by eligible agencies.

Disadvantages

The City would have to charge the Key West Health and Rehabilitation Center the same rate as other "non profit" agencies, which may result in no events for them due to not having adequate transportation funding for said events.

Fiscal Impact

There is no fiscal impact – all expenses are collected and accounted for in the nonprofit hourly service rate charged to the customer receiving the service.

Recommendation:

Key West Department of Transportation recommends the City Commission approve Option #1 above, and approve up to four (4) FREE Key West Health and Rehabilitation Center trips per calendar year, beginning in 2013, with recommendation that Key West Health and Rehabilitation work toward budgeting for travel and transport expenses in the future.

RL/mhw