

EXECUTIVE SUMMARY



To: Jim Scholl, City Manager
From: Myra Wittenberg, Manager/ Transportation
cc: Jim Fitton / Director Port & Transit
Date: November 18, 2011
Subject: Resolution to Approve Up To Three (3) FREE Annual Shuttles To Residents of the Key West Housing Authority Senior Citizen Center

Action Statement:

This is a request for approval of up to three (3) FREE shuttle trips per calendar year for the residents of the Key West Housing Authority Senior Citizen Center. The shuttle services will assist us with promotion of the use of public transportation; and, encourage other individuals to support the local community 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 the Senior Citizen Center on Kennedy Drive for many years; and, in fact we have done so in the past as a community service under the auspice of the similarities to the Ambassador Shuttle services and a few other events from time to time.

In order to meet these requirements and have no additional charges that would have a budgetary impact to the transit operations budgets, we relay to those requesting the shuttles that they have to be done on a day of the work week when both our assistant supervisors are on duty, as this allows us to provide the shuttle without calling in an additional driver, which would often require overtime pay. The supervisor will drive the shuttle during regular working hours or flex their workday to accommodate the request as needed, so as to not create overtime.

To give a little history, we have in the past provided FREE shuttles for events such as the Key West High School Holiday plays and choir events, or something like a special event musical at the Tennessee Williams Fine Arts Center. The coordinator at the Senior Citizen Center would call our office and request the transportation relaying to our office that the event organizers had provided free tickets to the seniors and that they needed a trip to and from the event. 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.

As a result of revisions to departmental and management authority, recent directives require that all FREE or no charge services provided within the City, by departments, come before the City Commission for information and approval. Thus, this request is before you this evening to approve up to three (3) FREE Senior Citizen Center bus shuttles per calendar year, starting November 1, 2011, and going forward, as described above, to have minimal to no budgetary impact on personnel expenses.

Option #1:

Option #1 would be to approve the resolution as requested and provide up to three (3) FREE Senior Citizen Center shuttles per calendar year, starting in 2011, as noted herein, to include no additional personnel service expenses.

Advantages

The City co-sponsors senior events which allow the Senior Citizen Center to provide for and schedule up to three (3) outings per year for their residents, at no cost.

This promotes use of public transportation and is vital to the health and welfare of our senior residents.

There is no additional personnel expense involved to provide these three (3) FREE services.

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

The fiscal impact of Option 1 is stated above.

Option #2:

Option #2 would be to not approve the resolution and continue to require all organizations pay the \$60.00 / 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 loss work time for the supervisor assigned to drive the FREE shuttles.

Disadvantages

The City would have to charge the seniors the same rate as other "non profit" agencies, which may result in no events for the seniors due to not having adequate transportation to and from said events.

The supervisor assigned to drive the shuttle will have a minimum interruption to the regular scheduled tasks the day the event is to take place.

Fiscal Impact

KWDoT will not experience any additional personnel expense but would be required to assign an assistant supervisor to drive the FREE shuttles, thereby interrupting his/her workday at a minimum impact.

Recommendation:

Key West Department of Transportation recommends the City Commission approve Option #1 above, for approval of up to three (3) FREE Senior citizen Center Shuttles per calendar year.

/mhw