



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** September 13, 2021

**TO:** Christine Daniel, City Manager

**FROM:** Pedro Jimenez, Community Services Director

**SUBJECT:** Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute The “8 To Go” Paratransit Shuttle Service Agreement With The Emeryville Transportation Management Association, For A Total Amount Not To Exceed \$126,500, Execute A Grant Agreement with the City of Oakland for \$50,000, And Appropriate \$35,644 to 261-88400.

## RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution authorizing the City Manager to enter into the “8 To Go” Paratransit Shuttle Service Agreement with the Emeryville Transportation Management Association for a total amount not to exceed \$126,500, execute a grant agreement with the City of Oakland for \$50,000 supporting the 8 To Go shuttle, and appropriate \$35,644 to account 261-88400 from Fund 261 fund balance.

## BACKGROUND

The Community Services Department was first awarded the Alameda County Transportation Commission’s (A-CTC) “Gap Grant” to provide paratransit shuttle services for the elderly and people with disabilities within the 94608 zip code area in July 2008. The Emeryville Transportation Management Association (ETMA) was hired to purchase and operate the vehicle. The City of Emeryville is responsible for client intake and vehicle scheduling and dispatch. The program was named “8 To Go” and began service with a used vehicle in 2008.

The program became successful, providing about 15 daily rides to seniors and people with disabilities who may otherwise be unable to leave their homes. Over the next several years, the City and ETMA entered into six contract amendments in order to continue operations of the shuttle. At the same time, the City continued to apply for and receive additional “Gap Grant” funding from A-CTC, receiving funding from the program an additional six times.

## DISCUSSION

The “Gap Grant” has now been replaced by the 2018 Comprehensive Investment Program (CIP). As the 8 To Go program has matured, some program responsibilities have shifted between the ETMA and the City.

While ETMA retains the title for the vehicle during the contract term, the vehicle will become the property of the City of Emeryville and the title will be transferred to the City in the event of termination of the contract.

The new contract was approved by the ETMA Board of Directors at their regular meeting on August 19, 2021.

## FISCAL IMPACT

The proposed contract with ETMA to provide shuttle services for the one-year period is not to exceed \$126,500, and will utilize funding as follows:

Fund 263-88400 Measure Paratransit Program	\$	40,856
Fund 254-80090 Grant Fund (Oakland Grant)		50,000
Use of Fund 261 Fund Balance		<u>35,644</u>
Total cost	\$	126,500

- 1) *A-CTC Direct Local Distribution (DLD) Funding to the City of Emeryville:* The City of Emeryville receives an annual discretionary fund allocation from A-CTC from Measure B and BB for paratransit related programs. The current annual allocation from these funds is approximately \$55,672. There is also a reserve of unused funds from previous years of \$85,780 of which an additional \$35,644 is recommended to be appropriated for FY 21-22 to cover the costs of the shuttle program. These funds support 8 To Go, as well as the Senior Center Trips program, Taxi Reimbursement, Discounted Paratransit Tickets, and mileage reimbursement for volunteer Meals on Wheels drivers. A Paratransit Program Plan is prepared each year by Staff and submitted to A-CTC.
- 2) *\$1.00 Per Ride Fare:* A \$1.00 per ride fare was implemented in January 2014. The \$1.00 per ride moved the shuttle in line with other Paratransit and Mass Transit services funded by the Alameda-CTC as the other services charge some nominal portion of the ride cost onto the consumer. The \$1.00 per ride fee was included as part of the grant application. Staff collects fees at the Senior Center via punch passes and the revenue is deposited in account 261-61950.

Since the Paratransit DLD funds are discretionary, appropriate adjustments will be made in the 2021-22 Program Plan to account for any differences. Any excess funds for operations will be absorbed back into the Paratransit DLD reserve.

General Fund dollars will not be used for this contract, though it will result in an estimated fiscal impact of \$30,000 of in-kind staff support for each year the program is operated. These costs are already included in the existing FY 21-22 approved budget. City staff schedules the rides, processes new applications, provides community outreach, program coordination, and administers the grant. The same level of in-kind support has been provided to the 8-To-Go service since its inception in 2008 and has been subsumed under the Community Services Department's annual operating budget.

### **FUTURE OF 8 TO GO**

Currently the City of Oakland Council has agreed to contribute \$50,000 for this year from their DLD funds, approved at their June 15<sup>th</sup> meeting, which is about 40% of the direct operating costs of the program. Unfortunately, due to staff changes in the Oakland City Attorney's Office, the agreement has not been finalized. However, staff anticipates that the form of the agreement will be similar to a form prepared by Oakland in years past. Therefore, staff recommends that the City Council authorize the City Manager to execute a grant agreement with Oakland, in a form approved by the City Attorney, to obtain these funds in a timely manner, once Oakland finalizes the agreement for the City's review and execution.

Beginning in FY2022-23, the program could be facing an annual operating deficit of \$65,000-\$75,000 annually. If Oakland cannot continue or another grant source cannot be found to make up this deficit, a decision will need to be made whether to support this program from the City's General Fund, or to discontinue 8 To Go in favor of alternate programming.

### **ADVISORY BODY RECOMMENDATION**

The Emeryville Commission on Aging recommended approval to City Council at its July 14, 2021, meeting.

### **STAFF COMMUNICATION WITH THE PUBLIC**

No staff communication with the public as of this report.

**PREPARED BY:** Kim Burrowes, Recreation Supervisor

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Christine Daniel, City Manager

**ATTACHMENTS:**

- ETMA Paratransit Shuttle Service Agreement
- Draft Resolution