

Agenda Report

TO: CITY COUNCIL

DATE: November 15, 2004

FROM: CITY MANAGER

SUBJECT: AMENDMENT TO CONTRACT #18,251 BETWEEN THE CITY OF PASADENA AND THE CITY OF SOUTH PASADENA FOR GOLD LINK TRANSIT SERVICES

RECOMMENDATION

It is recommended that the City Council:

1. Authorize the City Manager to amend contract #18,251 with the City of South Pasadena for continuance of Gold Link transit services for an additional one year term from January 1, 2005 through December 31, 2005 and to reflect the addition of an administrative cost for the service during this term, which will be reimbursed by South Pasadena along with the direct costs for the service; and
2. Approve a journal voucher amending the FY 2005 Operating Budget by recognizing and appropriating \$2,500 to revenue account number 6558-209-775412 for the reimbursement of administrative costs by South Pasadena for the Gold Link transit service.

BACKGROUND

On May 19, 2003, City Council approved a joint agreement between the City of South Pasadena and the City of Pasadena (City) for the City to provide transit services to connect with the Gold Line at the Mission Street Station. Since July 25, 2004 the City has operated the Gold Link in South Pasadena to interface with the Metro Gold Line Stations. On December 31, 2004, the contract for this service will end and South Pasadena is requesting a continuance thereof for the City to manage and operate the Gold Link for transit users in the South Pasadena area for an additional one-year term beginning on January 1, 2005 through December 31, 2005.

The City of South Pasadena has also requested a modification to the contract to reimburse the City for administrative charges and allow South Pasadena to collect revenue from the Los Angeles County Metropolitan Transportation Authority (MTA) under the Regional Incentive Program. Over the past eighteen


months the City has prepared and submitted the National Transit Database (NTD) reporting requirement as outlined by the MTA. The NTD reporting allowed the City to receive additional funds through the Regional Incentive Program. Under the current contract, South Pasadena was not charged an administrative cost because the City received the Regional Incentive funding for the additional hours/miles of operation resulting from the Gold Link. For the additional one-year term, South Pasadena will pay an administrative cost to the City and will apply for the MTA Regional Incentive Funds to assist in purchasing vehicles of their own for the Gold Link transit service. The City will continue to complete the NTD report and reflect this duty in its charge for administrative costs. The City anticipates approximately \$5,000 annually in administrative costs will be reimbursed by South Pasadena under the extended term, of which, \$2,500 will be realized in Fiscal Year 2005.

The proposed contract amendment is for a twelve month period, commencing on January 1, 2005. The start date may be amended based upon when Council approval from South Pasadena is attained, and if such is not received by January 1, 2005, the contract will continue on a month-to-month basis.


FISCAL IMPACT

The City of South Pasadena will pay for all direct operating costs, including contracted operator costs with First Transit and fuel expenses. Additionally, the City will receive an additional \$5,000 for the administrative costs to manage the service during the extended term. In Fiscal Year 2005, it is anticipated that \$2,500 of the administrative costs will be recognized in reimbursements from South Pasadena in revenue account number 6558-209-775412.


Respectfully Submitted,


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