

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20070308

1. ACTION REQUESTED/PURPOSE:

a) Board approve the Memorandum of Understanding between Lee County Facilities Management and Lee County Transit Division to provide Downtown Circulator Bus Service at a not-to-exceed cost of \$183,038.00 (from April 2, 2007 – September 30, 2007) and a not-to-exceed cost of \$369,028.00 (for October 1, 2007 – September 30, 2008).

b) Authorize two (2) full time and one (1) part time bus driver positions to provide this service. Further approve Budget Amendment Resolution in the Transit Operating Fund 48600 for \$183,038.00 in revenue and expenses.

2. FUNDING SOURCE: Fund - General Fund; Program – Facilities Management Administration

3. WHAT ACTION ACCOMPLISHES:

Provide in-house Downtown Shuttle Services while the Justice Center project is being completed.

4. MANAGEMENT RECOMMENDATION: Approve

5. Departmental Category: 2. A2A		6. Meeting Date: 3/13/07
7. Agenda: <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	8. Requirement/Purpose: (specify)	
	<input type="checkbox"/> Statute	
	<input type="checkbox"/> Ordinance	
	<input checked="" type="checkbox"/> Admin. Code	AC-4-4
	<input type="checkbox"/> Other	
		9. Request Initiated: Commissioner _____ Department Public Works Division Facilities Mgmt By: Rich Beck, Director <i>[Signature]</i>

10. Background:

Facilities has known for several years with the construction of the new 10 story addition of the Justice Center that many new jurors would be summoned to the downtown area. A survey was done to all the Florida counties and asked if they provided dedicated, free parking for people responding to a jury summons. Most Counties do provide parking and it was decided that Lee County would continue to provide parking as well. With the construction of the new parking garage on the site of the current jury parking lot, we need to relocate jurors during construction. Lee County has leased the lots by Library Administration and need shuttle service to the Justice Center.

--Continued on Page 2--

11. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr	
<i>[Signature]</i> 2-28-07	<i>[Signature]</i> 2/27	N/A		<i>[Signature]</i> 2/28/07	<i>[Signature]</i> 3/1	<i>[Signature]</i> 2/1/07	<i>[Signature]</i> 3-1-07	<i>[Signature]</i> 2-28-07	<i>[Signature]</i> 2-28-07

12. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: <i>[Signature]</i>
Date: 2/28/07
Time: 2:40 pm
COUNTY ADMIN FORWARDED TO: <i>[Signature]</i>
3/2 8:30

Rec. by CoAtty
Date: 2/28/07
Time: 1:40 pm
Forwarded To:
CAD 2:13

BLUE SHEET #20070308 (Continued)

Background (Continued)....

A Request for Proposals (RFP) was issued to solicit for Shuttle Bus Services for the Downtown area. The deadline for receipt of Proposals was January 11, 2007. One response was received from Cruisers Charters & Tours. Cruisers prices ranged from \$26,000/per month (\$109.00/per hour) = \$312,000.00/per year to \$30,000/per month (\$123.00/per hour) = \$360,000.00/per year.

As a result of the prices received from Cruisers County Administration contacted the Lee County Transit Division to obtain a comparison of the services and costs Lee Tran could provide to Facilities Management in-house. The proposed hourly rate from Lee Tran is \$83.87 which equals \$335,480.00 + 10% additional hours built in = \$369,028.00/NTE per year. Based on the costs received from Lee Tran it was decided it would be in the best interest of Lee County to keep this service in-house.

We are also requesting Board authorization for 2 full time and 1 part time bus driver position to provide this service. Approve a Budget Amendment Resolution in the Transit Operating Fund 48600 for \$183,038.00 in revenue and expenses. LeeTran will be invoicing Facilities Management monthly for reimbursement.

Revenue Account: KI5440148600.337400.9021 Ind Div, Fixed Route, Transit Operating, Contribution: River District Bus Circulator

Expense Account: KI5440148600.XXXXXXX Ind Div., Fixed Route, several Transit Operating Expenses.

Funds are available in Facilities Management account #QC5121200100.503490

- Attachments:
1. Memorandum of Understanding
 2. Lee Tran Proposal
 3. Budget Amendment Resolution (Lee Tran)

RESOLUTION

Amending the Budget of the Transit Operating Fund, Fund #48600 to incorporate unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2006-2007;

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the Transit Operating Fund #48600 budget for \$94,218 of the unanticipated revenue from transit services contributions, and an appropriation of a like amount for salaries and various operating expenses;

WHEREAS, the Transit Operating Fund #48600 budget shall be amended to include the following amounts which were previously not included;

ESTIMATED REVENUES		
Prior Total:		\$20,364,811
Additions		
KI5440148600.337400.9021	River District Circulator	\$183,038
Amended Total Estimated Revenues		\$20,547,849

APPROPRIATIONS		
Prior Total:		\$20,364,811
Additions		
KI5440148600.501210.11	Salaries Full-Time Regular	26,480
KI5440148600.501230.11	Salaries Part-Time Regular	9,930
KI5440148600.502110.11	FICA Taxes - OASDI	2,258
KI5440148600.502120.11	FICA Taxes - Medicare	528
KI5440148600.502210.11	Regular Retirement	3,666
KI5440148600.502310.11	Health Insurance	18,414
KI5440148600.502320.11	Life Insurance	114
KI5440148600.502330.11	Dental Insurance	648
KI5440148600.502350.11	Disability Insurance	121
KI5440148600.503490.11	Other Contracted Services	17,500
KI5440148600.504620.11	Vehicle Maintenance	12,000
KI5440148600.504635.11	Equipment Repair Parts	29,379
KI5440148600.504710.11	Printing, Binding, Copying Ext.	15,000
KI5440148600.505210.11	Ext. Fuel & Lubricants	46,000
KI5440148600.505230.11	Clothing & Wearing Apparel	1,000
Amended Total Appropriations		\$20,547,849

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the Transit Operating Fund #48600 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this day of _____, 2007.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

By: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEE COUNTY FACILITIES MANAGEMENT
AND
LEE COUNTY TRANSIT DIVISION**

RECITALS:

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into this _____ day of _____, 2007, by and between Lee County Board of County Commissioners, Facilities Management (hereinafter called the "Facilities") and Lee County Board of County Commissioners, Transit Division, (hereinafter called "Transit"), and

WHEREAS, such intent was made on the basis of the proposal and prices submitted by Transit; and

WHEREAS, the proposal and prices submitted by Transit are in the best interests of the County; and

WHEREAS, the Board's intent was further subject to the execution of a Memorandum of Understanding (MOU) by and between Facilities Management, Transit Division for the Downtown Shuttle Services; and

WHEREAS, this MOU is intended to memorialize the understandings of the Parties and to clearly summarize Transits proposal, price, implementation, and performance measurements of the Transit submission.

NOW THEREFORE, the following are hereby understood and agreed to by the Parties hereto:

1. "No fare" service for passengers of the Downtown Circulator Bus. Service to start effective Monday, April 2, 2007 with termination date April 1, 2008 with option to renew for 1 year and/or 60 day termination notice.
2. Bus Service - Hours of operation Monday through Friday 7:15 am – 4:00 pm, excluding established Lee County holidays. Provision for extended hours, between 4pm-7pm if passenger demand is warranted.
3. Departure from point of origin (Park and Ride Lot on Liberty Street) should be in 15 minute increments.

4. Transit to provide vehicles suitable for mass transit and open to the public, that comply with ADA requirements; must have air conditioning and heating system; must be well maintained; and have proof of insurance meeting County requirements.
5. Transit to prepare and distribute schedules to promote ridership.
6. Route Map is included in Exhibit A.
7. Driver qualifications to meet FDOT and County standards for licensing, driver record, and criminal background check and drug testing.
8. Vehicle appearance, efficiency, timeliness and service are subject to periodic County inspection.
9. The Transit proposal, pricing and this MOU may be amended at any time upon mutual agreement between the Parties.
10. Price Proposal for service is included in (Exhibit B).
11. This MOU and its attachments may be audited at any time and by either of the two Parties.
12. The Parties agreement that the following constitutes the attachments which are incorporated herein and made part of this MOU:
 - a. The Transit Proposal and accompanying prices, Exhibit B:
 - Cost per hour is \$83.87
 - Cost for April 2, 2007 – September 30, 2007 is NTE \$183,038.00 (\$166,398.00 + 10% additional hours)
 - Cost for October 1, 2007 – September 30, 2008 is NTE \$369,028.00 (\$335,480.00 + 10% additional hours)
 - b. Route Map (Exhibit A)
13. The Board acknowledges that the total MOU costs as proposed by Transit may be adjusted through county-wide salary and/or benefit modifications or other county-wide adjustments (COLA).
14. This MOU shall be for an initial term of April 2, 2007 through September 30, 2007 (Fiscal Year 2006-2007) and October 1, 2007 through September 30, 2008 (Fiscal Year 2007-2008).
15. This MOU is the complete agreement and understanding between the Parties and shall supersede all other prior understandings whether written or oral on the same subject, and made prior by the parties hereto.

Duly executed on this _____ day of _____, 2007.

ATTEST
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Chairman

Dated: _____

LEE COUNTY PUBLIC WORKS

Candice Isaacs
Witness
Margaret Haines
Witness

By: *J. Saunders*
Director

Dated: 2-22-07

LEE COUNTY FACILITIES MANAGEMENT

Lechi Enehan
Witness
Michelle Dykstra
Witness

BY: *J. [Signature]*
Director

Dated: 2-22-07

LEE COUNTY TRANSIT DIVISION

Susan Riley
Witness
Martha Spigato
Witness

By: *Steven L. Myron*
Director

Dated: 2/22/07

APPROVED AS TO FORM:

Office of the County Attorney

Downtown Area Shuttle

Exhibit A



Exhibit B

Parking Lot Shuttle Annual Cost					
Days	Vehicles	Operating Hours	Hours	Unit Price	Total
Mon-Fri					
250	1	6:45 - 1:00	6.25	83.87	\$ 131,047
250	1	6:45 - 4:30	9.75	83.87	\$ 204,433
					\$ 335,480
			10% Additional Hours		\$ 33,548
					\$ 369,028

*Assumes 11 Holidays (New Years 2 Days, MLK, Presidents Day, Memorial Day
 July 4th, Labor Day, Thanksgiving 2 Days, Christmas 2 days)
 Service hours 7:15 - 12:30
 Service Hours 7:15 - 4:00
 30 minutes travel time each direction

Parking Lot Shuttle April 2 through Sept 30, 2007					
Days	Vehicles	Operating Hours	Hours	Unit Price	Total
Mon-Fri					
124	1	6:45 - 1:00	6.25	83.87	\$ 64,999
124	1	6:45 - 4:30	9.75	83.87	\$ 101,399
					\$ 166,398
			10% Additional Hours		\$ 16,640
					\$ 183,038

Assumes 3 Holidays (Memorial Day, July 4th, Labor Day)