



## MEMORANDUM

**To:** Mayor and City Council

**From:** Mario Canizares, Deputy City Manager

**Date:** September 13, 2016

**Reference:** Approval of an Agreement between the City of Coppell and SPAN Transit Services for Senior and Para Transit Residents

**2030:** Community Wellness & Enrichment, Sense of Community, and Special Place to Live

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### **Introduction/Background:**

In late April 2016 the City Council approved an agreement between the City and SPAN Transit to provide transportation services in the amount of \$25,000 for seniors and disabled citizens. The contract was for June 1 – September 30, 2016. The item before the City Council on September 13 is for the contract with SPAN to be renewed for an entire year, which would begin on October 1, 2016 through September 30, 2017, in the amount of \$75,000.

### **Analysis:**

Span began taking reservations in early June 2016 and its first rider boarded later that month. The ridership since the beginning has continued to rise as more citizens become aware of the service. The City along with SPAN will be target marketing and educating about the service to various community and civic groups. In addition, we will also utilize the traditional marketing efforts such as newsletters, the website, and social media sites. Because of the new service and not all locations have been identified, the City along with SPAN are conscientiously working towards accommodating need based requests for service that may be outside the service area. To allow for the service area map to be amended in an expeditious fashion, City staff is requesting that the City Manager and the SPAN Executive Director execute a Memorandum of Understanding (MOU). The MOU would provide the mechanism to negotiate and amend the service area map, as needed and applicable, while still maintaining the budget established by the approved contract. Should the agreement for services need amending due to higher usage, then the agreement would be brought forward to the City Council for further consideration.

In addition to the staff report the documents for consideration are:

- Resolution approving SPAN
- Memorandum of Understanding between Coppell and SPAN
- Agreement for transit services between Coppell and SPAN
- SPAN Policies and Procedures
- Service Area MAP that serves as a starting basis

**Legal Review:**

The documents have been reviewed by the City Attorney's Office

**Financial Impact:**

The \$75,000 is budgeted in the fiscal year 2016/17 General Fund budget

**Recommendation:**

The City Manager's Office recommends that this agreement and associated documents are approved by the City Council.