

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: YURI KOSLEN, TRANSIT PLANNER
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: SIXTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING
NUMBER F001324 WITH THE COUNTY OF SONOMA

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve a Sixth Amendment to Memorandum of Understanding Number F001324 with the County of Sonoma for bus stop maintenance through June 30, 2028, and increase compensation in the amount of \$100,000, for a total amount not to exceed \$199,650.

EXECUTIVE SUMMARY

The Transit Division must continuously maintain and service bus stops and transit facilities to ensure safety and accessibility. This contract with Sonoma County Probation Department – Supervised Adult Crew supports Transit Division staff in ensuring that Santa Rosa CityBus facilities are safe, accessible, and convenient for riders by installing bus stop improvements, cleaning bus stops and hubs, maintaining landscaping, and completing other general maintenance activities identified by Transit Division staff on as as-needed basis.

BACKGROUND

In January of 2017 the Director of Transportation and Public Works approved Memorandum of Understanding Number F001324 with Sonoma County Probation Department – Supervised Adult Crew for installation of bus stop signs, benches and poles and other general maintenance and landscaping services. The MOU was originally for a term of five months in the amount of \$31,050. The First Amendment, approved by the Deputy City Manager in July 2017, extended the term of the Agreement through June 2018, increased the rate of pay and increased compensation in the amount of \$27,600 for a total contract amount of \$58,650. The Second Amendment, approved by the Deputy City Manager in October 2018, extended the term of the Agreement through June 2019. The Third Amendment, approved by the City

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Manager in May 2019, extended the term of the Agreement through June 2020, increased the rate of pay and increased compensation in the amount of \$41,000 for a total contract amount of \$99,650. The Fourth Amendment, approved by the City Manager in March 2021, extended the term of the Agreement through December 2021, amended the contractor's rate of pay, and added Section 20 to the PSA regarding Counterparts and Electronic Signatures. The Fifth Amendment, approved by the City Manager in August 2022 extended the term of the Agreement through June 2023, and amended the contractor's rate of pay.

The Sonoma County Probation Department's Supervised Adult Crew has over the last six years been an important asset to the Transit Division, augmenting staff capacity to implement bus stop improvements, clean bus stops and hubs, maintain landscaping and conduct other general maintenance needs identified by Transit Division staff.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Sonoma County Probation Department's Supervised Adult Crew has agreed to extend the term of the agreement through June 2028 and increase the total compensation by \$100,000 without a rate increase beyond the existing rates detailed in the Fifth Amendment through June 2023, after which the rate increase will be limited to a 15% increase annually without issuing an additional amendment.

Given the continued need for improvements and maintenance of bus stops served by Santa Rosa CityBus, the Transit Division seeks Council approval to extend the contract and increase the contract funds by \$100,000 to a not-to-exceed dollar amount of \$199,650.

With approval of the Sixth Amendment, the cumulative amount of PSA Number F001324 will be \$199,650.

FISCAL IMPACT

This action has no impact on the General Fund. Funds for this expense have been allocated from state Transportation Development Act funds in the Fiscal Year 2022-23 Transit Division budget and will be included in subsequent budgets presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in

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the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Exhibit A – Sixth Amendment to Memorandum of Understanding Number F001324 with County of Sonoma

CONTACT

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