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Sponsors: Cynthia Battenberg
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Staff Report for a Resolution to Approve the Agreement Between the San Leandro Transportation Management Organization and the City of San Leandro for the Management and Administration of the West San Leandro Shuttle and Business Improvement District

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution that authorizes the City Manager to execute an agreement with the San Leandro Transportation Management Organization (SLTMO) for the continued management and administration of the West San Leandro Shuttle and Business Improvement District (BID).

BACKGROUND

The SLTMO, a non-profit organization, was formed in 2001 to operate the LINKS Shuttle service. Since 2001, LINKS has served San Leandro businesses by providing a free transportation link between places of employment and the Downtown San Leandro BART Station. Since 2001, LINKS has been managed by the SLTMO.

The proposed agreement continues the partnership with the SLTMO for the administration of the LINKS shuttle service and the management of the BID. The management agreement details the duties and obligations of both the SLTMO and the City for collection of BID funds, operation of the LINKS shuttle service, budgets and reporting, business outreach, and insurance.

Under the terms of the Agreement, the SLTMO is an independent legal entity, and will provide all necessary staff support for the activities needed to run the shuttle program. The City commits to coordinating the calculation and collection of the BID assessments and to disburse the funds to the SLTMO for shuttle operations consistent with the BID ordinance and the San Leandro Municipal

Code.

This action is recommended concurrent with the ordinance re-authorizing the BID for a period of 15 years.

Previous Actions

- Redevelopment Agency (RDA) Resolution No. 2001-008, adopted July 16, 2001, approved the Memorandum of Understanding (MOU) with the San Leandro Industrial Roundtable for the development, operation and administration of the West San Leandro Shuttle two-year pilot program.
- RDA Resolution No. 2003-008, adopted July 21, 2003, approved a new MOU with the San Leandro Transportation Management Organization, to continue administration and operational oversight of the Shuttle program.
- Resolution No. 2004-152, adopted October 4, 2004, authorized Agreement with the San Leandro Transportation Management Organization for the management and administration of the West San Leandro Shuttle and Business Improvement District.
- Resolution No. 2009-050, adopted April 6, 2009, authorized Agreement with the San Leandro Transportation Management Organization for the management and administration of the West San Leandro Shuttle and Business Improvement District.
- Resolution No. 2014-105, adopted October 20, 2014, declared the City Council's intention to establish the West San Leandro Shuttle Business Improvement District (BID) and set a Public Hearing Relating thereto for December 15, 2014.

Legal Analysis

The agreement was reviewed by the City Attorney and approved as to form.

ATTACHMENT

Attachment to Resolution

- Agreement

PREPARED BY: Jeff Kay, Business Development Manager, Community Development Department