



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Authorization to Hire a Transit Supervisor for Dial-A-Ride  
**MEETING DATE:** May 4, 1994  
**PREPARED BY:** Assistant City Manager

**RECOMMENDED ACTION:** That the City Council authorize hiring a Transit Supervisor on a contractual basis to oversee the day-to-day operations of the Dial-A-Ride program.

**BACKGROUND INFORMATION:** In September, 1992, it became necessary for the City to assume the management and operation of Dial-A-Ride. Duties were restructured and Janet Keeter, Administrative Assistant to the City Manager, was assigned, on a half-time basis, to coordinate the Dial-A-Ride operation. Since that time, Ms. Keeter has devoted increasingly more time to economic development at the City Council's direction. It has become more apparent that a full-time supervisor is necessary to oversee the day-to-day operation and to ensure that the City stays in full compliance with transit regulations.

The Transit Supervisor will be responsible for ensuring that appropriate Dial-A-Ride staff is available when needed; train drivers regarding vehicle operation, safety and public relations; resolve problem issues with staff members; schedule staff for duty; respond to citizen complaints; monitor performance; oversee equipment maintenance; collect performance data; manage records for the California Highway Patrol; generate Section 9 reports for the Federal Transit Administration; and perform related duties.

The City will soon be embarking on the design and implementation of a fixed-route bus system which will be complimentary to the Dial-A-Ride system. It is anticipated that at implementation time, the Transit Supervisor would also oversee the fixed-route bus program until the City determines whether or not to contract out the transportation program to the private sector. Until such time as the City goes "on-line" with the fixed-route system, the Transit Supervisor would work diligently with Dial-A-Ride staff and with the transportation consultant to assist in the design and implementation of a new transportation program.

It is essential that the Dial-A-Ride staff have direct access to an immediate supervisor who is knowledgeable in transit regulations, codes, and safety issues. It is becoming more critical to have a supervisor for Dial-A-Ride now that the City receives federal funding for transportation.

APPROVED

THOMAS A. PETERSON  
City Manager



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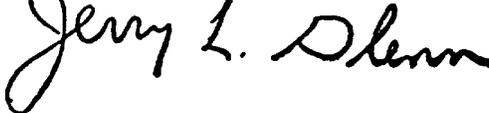
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This position would be established on a temporary contract basis until the fixed route system is implemented, and a cost benefits analysis has been completed to determine whether these programs should be administered by the City or on a contractual basis.

The salary range will be established at \$2,672.38-\$3,248.29 per month.

FUNDING: FTA funds

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

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