



STAFF REPORT

Meeting Type: Council Meeting
Meeting Date: May 6, 2024
From: Andi Howell, Transit Director
Subject: Intergovernmental Agreement Amendment (Fiscal Year 2024): Mt. Hood Express

DECISION TO BE MADE:

Whether to authorize the City Manager to sign an amendment to the Intergovernmental Agreement (IGA) between the City of Sandy and Clackamas County.

BACKGROUND / CONTEXT:

This IGA provides the basis for a cooperative working relationship for the purpose of providing administrative support to the County's Mt. Hood Express ("MHX") transit service in partnership with the City's Sandy Area Metro (SAM) transit service to increase operational efficiencies, collaboration, and cost-effective management of both services.

This is an amendment to the most recent Intergovernmental Agreement which was approved by Council in February 2023. **The amendment makes one change; it increases the amount of allowable funding to be reimbursed for rides with Boring addresses.**

Reducing Redundancy

For background, the Sandy Parks and Recreation Department and the Sandy Transit Department provided three types of medical and life supporting rides programs; Transit Elderly and Disabled, Sandy Senior Center Elderly and Disabled and Boring Elderly and Disabled (E&D) programs. Under contract with the County for funding, the Sandy Parks and Recreation Program provided medical and life supporting rides to the elderly and disabled population that is outside the Sandy Transit Jurisdiction (within 3 miles of the center of the city). The Parks and Recreation Department rides were for persons outside of Sandy city limits to the Hoodland Senior Center boundary and this is referred to as the Sandy Senior Center Elderly and Disabled Program. Addresses with a Boring address outside of Sandy city limits and TriMet Lift limits were also provided rides and referred to as the Boring Elderly and Disabled Program. One important difference between the Transit E&D program and the Parks and Recreation E&D Programs is that Transit provides medical rides only for services not available in Sandy city limits. Many of the rides provided in the Parks and Recreation E&D Program were provided to bring the individuals to Sandy for services so the trip purpose is not as restricted as the Transit program.

For efficiency, the Sandy Transit Department partnered with the Sandy Parks and Recreation Department to provide all of these rides. This is an eligibility program so Transit staff approved and enrolled the individuals, scheduled the rides, provided the rides, maintenance, cleaning and fuel of the vehicles and created statistical reports and invoices for the Parks and Recreation program. The Parks and Recreation Department paid the contractor invoice and Transit and used the Transit created reports to report to the County for reimbursement.

To increase efficiency and lessen the number of Departments and staff involved in providing this service, Transit worked with the County to redirect a portion of the contract to the Transit Department for reimbursement. The City and the County have agreed on a revenue hour contracted rate for this service at \$82.66. The contracted rate of service with MV Transportation Services is currently \$74.79 (increasing in July to \$75.47). The remaining \$7.19 of the revenue hour will be used to cover fuel and maintenance. Essentially, the process and the program remained unchanged, but the redundancy of Sandy staff time is reduced. The Parks and Recreation Program remains eligible for reimbursement for any rides that are provided using any other method, such as volunteers, taxi cabs or their staff. The amount of funding allocated to the Transit Department for reimbursement was calculated using past trends.

Recouping Costs

Using past trends for the rides originating with a Boring address resulted in an underestimate; it was therefore underbudgeted in the existing IGA. The proposed amendment allows Sandy Transit to recoup cost by increasing the funding amount for the Boring rides provided.

Additionally added budget for shop supplies and maintenance is included, as costs have been higher than expected.

KEY CONSIDERATIONS / ANALYSIS:

This amendment allows Sandy Transit to charge Clackamas County for rides provided on their behalf through June 30, 2024 by increasing the budgeted amount by \$12,000. This also increases the budgeted amounts for shop supplies and maintenance by \$75,000. Finally, the County has added \$1,000 to the staff support budget as reimbursement for the need of additional staff time to amend this IGA and work with them on their budget readjustments among other duties.

BUDGET IMPACT:

Transit will receive an additional \$1,000 in staff support and a \$87,000 in possible reimbursements before the new IGA becomes effective in July of 2024.

RECOMMENDATION:

Transit staff recommends that the Council authorize the City Manager to sign Amendment #2 to the Intergovernmental Agreement Between Clackamas County and the City of Sandy H3S Contract #11051.

SUGGESTED MOTION LANGUAGE:

“I move to authorize the City Manager to sign Amendment #2 to the Intergovernmental Agreement Between Clackamas County and the City of Sandy H3S Contract #11051.”

LIST OF ATTACHMENTS / EXHIBITS:

- Amendment #2 to the Intergovernmental Agreement Between Clackamas County and the City of Sandy H3S Contract #11051
- Intergovernmental Agreement Between Clackamas County and the City of Sandy H3S Contract #11051