



# STAFF REPORT

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**Meeting Type:** Council Meeting  
**Meeting Date:** September 18, 2023  
**From:** Andi Howell, Transit Director  
**Subject:** Approval of Amendment #1 to IGA between City of Sandy Transit and Clackamas County

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## DECISION TO BE MADE:

Whether to authorize the City Manager to sign an amendment to the Intergovernmental Agreement between Sandy Transit and Clackamas County.

## BACKGROUND / CONTEXT:

This agreement, which has been renewed annually based on need and approved budgets since 2017, 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 two small changes.

For background, the Sandy Parks and Recreation Department and the Sandy Transit Department provide 3 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 provides 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). Currently the Parks and Recreation Department rides are 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 are also provided 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 are provided to bring the individuals to Sandy for services, so the trip purpose is not as restricted as the Transit program.

## **KEY CONSIDERATIONS / ANALYSIS:**

For efficiency, the Sandy Transit Department partners with the Sandy Parks and Recreation Department to provide rides that are not provided using volunteers. This is an eligibility program so Transit staff approve and enroll the individuals, schedule the rides, provide the rides, maintenance, cleaning and fuel of the vehicles and create statistical reports and invoices for the Parks and Recreation program. The Parks and Recreation Department pay the contractor invoice and Transit, and use 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 was able to work with the County to change the contract 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. the remaining \$7.87 of the revenue hour will be used to cover fuel and maintenance. Essentially, the process and the program remain 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.

A second contract change is an addition of a small area of Clackamas County between Sandy and Estacada that currently receives no service for Elderly and Disabled (E&D) programs. This will also be performed at the \$82.66 per revenue hour.

With the addition of the new program and with Transit reporting to the County regarding the three programs, this amendment increases the administrative fees the County pays the Transit Department. In the current IGA, the County pays a monthly fee of \$1,217.67 or \$14,612 annually. The attached IGA increases the administrative support to \$2,319.33 monthly or \$27,832 annually.

Through the removal of the Parks and Recreation Department staff, this amendment increases efficiencies in reporting and reimbursements. The program will continue, with a slightly larger area of coverage and the Transit Department will be compensated for contractor fees, fuel, maintenance and administrative costs.

## **BUDGET IMPACT:**

Transit will receive an additional \$13,220 annually for administrative fees and \$82.66 per Revenue Hour for E&D services provided outside of Sandy Transit E&D program boundaries. Not to exceed an additional \$116,000.

## **RECOMMENDATION:**

Transit staff recommends that the Council authorize the City Manager to sign Amendment #1 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 #1 to the Intergovernmental Agreement Between Clackamas County and the City of Sandy: H3S Contract #11051.”

**LIST OF ATTACHMENTS / EXHIBITS:**

- Amendment #1 to the Intergovernmental Agreement Between Clackamas County and the City of Sandy H3S Contract #11051
- Program Budget