

AGENDA
INTERCITY TRANSIT AUTHORITY
October 17, 2018
5:30 P.M.

CALL TO ORDER

- | | | |
|-----|---|---|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | PUBLIC HEARING
A. 2019 Draft Budget (Suzanne Coit) | 10 min. |
| 5) | APPROVAL OF CONSENT AGENDA ITEMS
A. Surplus Property: Declare the property listed on Exhibit A as surplus to our needs. (Katie Cunningham)
B. Operations Uniform Contract Extension (Katie Cunningham) | 1 min. |
| 6) | EXTERNAL FUNDING OVERVIEW (Eric Phillips) | 20 min. |
| 7) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Oct 5) (Karen Messmer)
B. Transportation Policy Board (Oct 10) (Don Melnick)
C. Community Advisory Committee (Oct 15) (Linda Vail) | 3 min.
3 min.
3 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4
MEETING DATE: October 17, 2018

FOR: Intercity Transit Authority

FROM: Suzanne Coit, 360-705-5816

SUBJECT: Public Hearing - 2019 Draft Budget

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- 1) **The Issue:** To conduct a public hearing on the 2019 Draft Budget.
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- 2) **Recommended Action:** Receive comment on the proposed 2019 budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of our proposed expenses for 2019.
-
- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed operating budget for 2019 is \$55.2 million. The capital budget, including rollover projects from previous years, is proposed at \$62.9 million, with \$10.7 million in new projects and \$52.2 million in projects from prior years. The total proposed 2019 budget including staff recommended new projects/positions is \$118.1 million. This budget has been established utilizing status quo service levels. It is anticipated this budget will be updated based on the outcome of Intercity Transit Proposition 1 which is on the November ballot.

The major elements of Intercity Transit's 2019 budget are:

- Sales tax revenue for 2019 is projected to increase 3.0% compared to 2018 sales tax revenue.
- Increase the existing Dial-A-Lift service levels by 2,000 service hours.
- Purchase of 14 replacement coaches.
- Purchase of 35 vanpool vehicles.
- Purchase of 2 replacement staff vehicles.
- Final costs to complete construction on the Olympia Transit Center Expansion project.

- Complete design and start construction for the renovation and expansion of the Pattison Street facility.
- Add 1 new customer service position.
- Add 1 new customer service supervisor position.
- Add 11 new operator positions.
- Rebuild of 6 mid-life hybrid coaches.
- Research/replace the computer aided dispatch/automated vehicle locator/radio System.
- Research/replace the fare box/collection system.

5) **Alternatives:**

- A) Receive comments on the proposed 2019 budget. Accept the draft budget as presented and formally adopt the 2019 budget at the November 7, 2018, Authority meeting.
- B) Direct staff to revise the proposed 2019 budget based on public comments and adopt the budget, as revised at the November 7, 2018, Authority meeting.

6) **Budget Notes:** N/A.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** 2019 History of Changes; Priority Report.

<u>2019 Budget History of changes</u>			<u>Total</u>	<u>Operating</u>	<u>Capital</u>			
Original Budget numbers to Board 9/19/18			109,708,352	54,200,297	55,508,055			
Subsequent Changes:						<u>original</u>	<u>revised</u>	<u>change</u>
1	IS-002	IS maintenance contracts	22,000	22,000	-	566,000	588,000	22,000
2	FIN-019	New Family /Medical leave tax effective 1/1/2019	34,000	34,000	-	-	34,000	34,000
3	FIN-020	PERS rate increase 7/1/2019	10,000	10,000		-	10,000	10,000
4	MC-008	2 Americorps stipends	18,150	18,150	-	-	18,150	18,150
5	TM-001	Operator Overtime	113,000	113,000		481,327	594,327	113,000
6	DEV-017	Satisfaction survey	180,000	180,000	-	-	180,000	180,000
7	DEV-005	Olympia Transit Center expansion	1,569,257	-	1,569,257	8,492,282	10,061,539	1,569,257
8	MC-024	Vanpool promotion (RMG)	550,000	550,000	-	-	550,000	550,000
9	DEV-018	High Performance Corridor demo project (RMG)	5,775,000	-	5,775,000	-	5,775,000	5,775,000
10	FAC-002	Facilities Service contracts (custodial & landscaping)	125,000	125,000		241,000	366,000	125,000
		Current budget 10/10/18	118,104,759	55,252,447	62,852,312	9,780,609	18,177,016	8,396,407
			8,396,407					8,396,407
#N/A								

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital -New	Administrative Services	Information Systems	IS-021	POS Replacement	20,000
			IS-022	Network for new OTC building	40,000
			IS-023	Fleet-Net Financial Data Warehou	32,000
	Development	Development	DEV-018	High Performance Corridor demo	5,775,000
		Planning	PL-013	Bus Stop Facility Improvements	155,000
	Maintenance	Fleet	VM-029	Replace Facilities Truck #1294	80,000
			VM-030	Replace Ops Vehicle #1225	50,000
			VM-033	Replace Coach Tire Machine	25,000
			VM-034	Replacement Buses (6)	3,900,000
	Operations	Vanpool	VP-007	Vanpool Vehicles (20)	645,320
Capital -New Total					10,722,320
Capital -Rollover	Development	Development	DEV-004	Pat Final Design/Future Enhance	4,100,000
			DEV-005	Olympia Transit Center Expansion	10,061,539
			DEV-012	Fare Collection system upgrades	1,500,000
			DEV-013	OTC furn, fixtures, equip	600,000
			DEV-014	Pattison Rehab & Expan (grant)	27,463,203
			DEV-015	Transit Signal Priority	705,000
	Maintenance	Facilities	FAC-035	Pattison Admin HVAC Engineering	25,750
			FAC-036	Repaint Interior Amtrak	10,000
			FAC-040	Bus Stop Enhancements/Solar	0
			FAC-058	Ops Dispatch Repairs/Upgrades	40,000
			FAC-066	Admin Window Replacement	103,000
			FAC-067	Interior Facility Painting	290,000
			FAC-068	Pattison Carpet Replacement	78,000
			FAC-070	Maint Repl Boiler/Controls/HRUs	412,000
			FAC-078	Fall Protection In Maint Bays	115,000
			FAC-083	Pattison Roof Replacement	425,000
			FAC-084	Pattison Glass Block/Soffit Rep	412,000

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital -Rollover	Maintenance	Facilities	FAC-092	Install Propane Tank Fuel System	30,000
		Fleet	VM-010	Replace Staff Car #1217	45,000
			VM-013	Replace Staff Car #1215	30,000
			VM-028	Replacement Coaches (8) (grant)	5,200,000
	Operations	Vanpool	VP-004	Vanpool Vehicles (15) (grant)	484,500
Capital -Rollover Total					52,129,992
Operating	Administrative Services	Finance	FIN-002	Division Administration	58,000
			FIN-003	Training and Development	15,000
			FIN-004	Annual Audit	47,000
			FIN-005	Subscriptions	1,000
			FIN-006	Purchase Passes/Tickets	37,000
			FIN-007	General Agency Insurance	1,310,500
			FIN-008	Pension Committee	5,000
			FIN-009	Cut Commute Committee	35,000
			FIN-010	Loomis services	50,000
			FIN-012	Credit Card Processing Fees	32,000
		Human Resources	HR-002	Division Administration	135,300
			HR-003	Training and Development	15,000
			HR-004	Safety/Accident Mitigation	3,000
			HR-005	Legal Services	65,000
			HR-006	Employment Medical Programs	23,500
			HR-007	Drug & Alcohol Program	27,900
			HR-008	Non-Represented Tuition	2,700
			HR-012	Organizational Development	25,800
			HR-013	Agency Wellness Activities	10,500
			HR-014	Recruitment & Selection	47,900
			HR-016	Active Threat Mitigation	25,000
		Information Systems	IS-002	Maintenance & Upkeep of IS	588,000

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating	Administrative Services	Information Systems	IS-003	Training and Development	19,500
			IS-004	Telephone and Comm Systems	98,580
			IS-005	Replace Aging Equipment	437,000
			IS-006	RF Tower Lease	62,417
	Development	Development	DEV-002	Service and Community	500
			DEV-003	Training and Development	19,880
			DEV-007	Office Rental	47,450
		Marketing	MC-002	Produce Agency Info	142,150
			MC-003	Training and Development	22,439
			MC-004	Support Agency Services	218,310
			MC-007	Implement Bicycle Programs	25,000
			MC-008	Youth Education Program	73,340
			MC-014	Web Site Enhancement	50,000
			MC-021	Vanpool grant promotion (grant)	250,000
		Planning	PL-002	Monitor System Services	85,000
			PL-003	Training and Development	22,935
			PL-005	Park and Pool Project	3,000
			PL-006	Planning Projects	800
		Procurement	PRO-002	Operating Supplies	6,000
			PRO-003	Training and Development	25,085
	Executive	Executive	EX-002	Division Administration	10,600
			EX-003	Training and Development	31,518
			EX-004	Service & Community	3,350
			EX-005	Authority Planning Session	9,000
			EX-006	WSTA/Legislative Events	3,060
			EX-007	CAC/Authority Support	11,875
			EX-009	Legal Notices	4,000
			EX-010	Legal Services	38,000

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating	Executive	Executive	EX-011	Dues	130,000
			EX-012	Employee/Volunteer Recognition	31,150
			EX-014	ITA/CAC Training & Development	22,141
			EX-015	Advocacy Services	118,000
			EX-016	Transit Appreciation Day	17,500
			EX-017	Annual Recognition Banquet	12,700
			EX-024	ISO 14001 Certification	9,000
			EX-025	Sustainability Committee	6,500
			EX-026	Grants Consultant	40,000
			EX-027	ESMS Auditor Training	10,000
	Maintenance	Facilities	FAC-002	Service Contracts	366,000
			FAC-003	Training and Development	4,000
			FAC-004	Buildings/Grounds Maintenance	482,000
			FAC-005	Amtrak Expenses	72,150
			FAC-006	Utilities	500,000
			FAC-099	Elevator Maintenance Contract	7,500
		Fleet	VM-002	Vehicle Fleet Support	316,758
			VM-003	Training and Development	60,000
			VM-004	Village Vans	23,570
			VM-005	Dial A Lift Vans	731,463
			VM-006	Coaches	3,818,268
			VM-007	Staff Vehicles	82,000
			VM-008	Vanpool Vans	1,054,930
			VM-011	Internal Staff Development	10,100
			VM-031	Towing Services Contract	18,000
			VM-032	Uniform Contract	25,000
		Maintenance Admin	MA-002	Division Administration	6,500
			MA-003	Training and Development	20,000

Budget Year	2019				updated 10/10/18	
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Operating	Maintenance	Maintenance Admin	MA-004	Other Benefits	2,250	
	Operations	Dial A Lift	DAL-002	Division Adminstration	9,900	
			DAL-003	Training and Development	18,125	
			DAL-004	Travel Training Support	2,400	
		Operations	OP-002	Division Administration	4,600	
			OP-003	Training and Development	6,825	
		Transportation	TM-002	Division Administration	27,700	
			TM-003	Training and Development	23,500	
			TM-004	Administer Security Contract	280,000	
			TM-006	IT Rodeo	3,000	
		Vanpool	VP-002	Division Administration	21,400	
			VP-003	Training and Development	16,900	
			VP-006	Vanpool Incentive Program	26,000	
		Village Vans	VV-002	Division Administration	3,160	
			VV-003	Training and Development	2,200	
		Customer Service	CS-002	Division Administration	16,700	
			CS-003	Training and Development	3,884	
			CS-004	Reduced Fare Program	5,500	
			CS-005	Pass By Mail	250	
Operating Total				12,750,413		
Operating -New Project		Administrative Services	Finance	FIN-018	NTD audit	20,000
		Information Systems	IS-025	New Workspace Equipment	12,000	
	Development	Development	DEV-016	OTC customer info navigation	300,000	
			DEV-017	Satisfaction Surveys	180,000	
		Marketing	MC-022	Fixed Route Promotions	30,000	
			MC-023	Outreach Education Services	25,000	
			MC-024	Vanpool promotion RMG	550,000	
		Planning	PL-015	Fixed Route Transfer Study	80,000	

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating -New Project	Maintenance	Facilities	FAC-098	Catch Basin Cleaning Contract	35,000
Operating -New Project Total					1,232,000
Operating -Rollover Project	Administrative Services	Information Systems	IS-007	Web Professional Services	50,000
			IS-008	Operator Payroll Optimization	35,000
			IS-012	Replace ACS Orbital/Radio System	5,350,000
	Development	Development	DEV-008	Traffic Engineering Services	50,000
	Maintenance	Facilities	FAC-071	Engineer Concrete Slab Replace	352,000
			FAC-073	Exterior Paint Consultant	50,000
			FAC-074	Amtrak Tree Replacement	21,000
			FAC-082	Engineer Pat Repl Fire/Alarm Sys	26,000
			FAC-085	Pattison Exterior Painting	325,000
			FAC-086	LTC and OTC Ext Painting	360,000
			FAC-094	Safety Beacons at Bus Wash Exits	7,500
			FAC-095	Relocate Fuel Island Heaters	10,000
			FAC-100	Amtrak Exterior Painting	15,000
		Fleet	VM-025	2010 Hybrid Mid-Life Rebuild (6)	1,800,000
Operating -Rollover Project Total					8,451,500
Salaries & Benefits	Administrative Services	Finance	FIN-001	Salaries/Wages & Benefits	445,606
		Human Resources	HR-001	Salaries/Wages & Benefits	851,380
		Information Systems	IS-001	Salaries/Wages & Benefits	583,301
	Development	Development	DEV-001	Salaries/Wages & Benefits	348,860
		Marketing	MC-001	Salaries/Wages & Benefits	549,104
		Planning	PL-001	Salaries/Wages & Benefits	472,128
		Procurement	PRO-001	Salaries/Wages & Benefits	816,153
	Executive	Executive	EX-001	Salaries/Wages & Benefits	541,616
	Maintenance	Facilities	FAC-001	Salaries/Wages & Benefits	689,996
		Fleet	VM-001	Salaries/Wages & Benefits	3,557,406
		Maintenance Admin	MA-001	Salaries Wages & Benefits	826,784

Budget Year	2019				updated 10/10/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Salaries & Benefits	Operations	Dial A Lift	DAL-001	Salaries/Wages & Benefits	1,361,776
		Operations	OP-001	Salaries/Wages & Benefits	245,839
		Transportation	TM-001	Salaries/Wages & Benefits	18,667,318
		Vanpool	VP-001	Salaries/Wages & Benefits	588,221
		Village Vans	VV-001	Salaries/Wages & Benefits	200,072
		Customer Service	CS-001	Salaries/Wages & Benefits	676,430
Salaries & Benefits Total					31,421,990
Salaries & Benefits related	Administrative Services	Finance	FIN-019	New Family/Medical Leave Tax	34,000
			FIN-020	PERS rate increase	10,000
		Human Resources	HR-009	ATU Tuition	5,000
			HR-010	IAM Tuition	2,000
	Maintenance	Facilities	FAC-000	Extra Help	15,000
		Fleet	VM-009	Contract Benefits	40,000
			VM-000	Extra Help	10,000
	Operations	Transportation	TM-005	Uniforms Supervisor/Operator	132,350
Salaries & Benefits related Total					248,350
Salaries&Ben-new FTEs	Administrative Services	Finance	FIN-014	General Wage Increase	251,828
	Operations	Transportation	TM-007	New Operators	785,517
		Customer Service	CS-006	New CSR Position	44,659
			CS-007	Customer Service Supervisor	66,190
Salaries&Ben-new FTEs Total					1,148,194
Grand Total					118,104,759

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: October 17, 2018

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Property

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- 1) **The Issue:** Whether or not to declare property surplus.
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- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
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- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles, Dial-A-Lift vehicles, and Facilities/Maintenance items attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be offered for direct purchase by other public agencies. Vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$188,765.00.
-
- 5) **Alternatives:**
- A. Declare the vehicles surplus. Staff determined there is no longer a need to retain these vehicles.
 - B. Declare a portion of the vehicles surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all vehicles. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- All vanpool vehicles listed in Exhibit A were purchased with Federal funds, and staff will follow the Federal Transit Administration (FTA) rolling stock disposition requirements identified in Chapter IV of FTA Circular 5010.1E. Funds generated in excess of \$5,000 for a federally funded vanpool vehicle may need to be returned to FTA.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** Exhibit A - Surplus Property – October 2018.
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EXHIBIT A
SURPLUS PROPERTY - OCTOBER 2018

VANPOOL VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	1576	2004	Ford E-350 Lift Equipped	9	42,472	\$10,128.00
2	2028	2009	Toyota Sienna	7	177,157	\$4,946.00
3	2052	2009	Chevy Express	12	99,278	\$7,196.00
4	2057	2009	Chevy Express	12	99,551	\$7,196.00
5	2059	2009	Chevy Express	12	85,063	\$8,047.00
6	2060	2009	Chevy Express	12	90,089	\$7,734.00
7	2061	2009	Chevy Express	12	99,742	\$7,196.00
8	2062	2009	Chevy Express	12	101,559	\$7,138.00
9	2329	2013	Ford Econoline	12	107,367	\$8,247.00
10	2331	2013	Ford Econoline	12	113,804	\$7,881.00
11	2334	2013	Ford Econoline	12	90,100	\$9,312.00
12	2337	2013	Ford Econoline	12	108,023	\$8,123.00
13	2339	2013	Ford Econoline	12	106,163	\$8,247.00
14	2340	2013	Ford Econoline	12	108,928	\$8,123.00
15	2342	2013	Ford Econoline	12	91,927	\$9,242.00
16	2346	2013	Ford Econoline	12	97,819	\$8,831.00
17	2352	2013	Ford Econoline	12	114,757	\$7,764.00
18	2356	2013	Ford Econoline	12	132,574	\$6,839.00
TOTAL VANPOOL VALUE						\$142,190.00
DIAL-A-LIFT VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	130	2008	Ford Eldorado Cutaway (bad engine, missing parts, etc.)	13	232,768	\$500.00
2	140	2009	Ford Eldorado Cutaway	13	211,551	\$1,500.00
3	141	2009	Ford Eldorado Cutaway	13	217,331	\$1,500.00
4	513	2003	Ford Cutaway	13	381,301	\$1,000.00
5	515	2003	Ford Cutaway	13	369,076	\$1,000.00
6	516	2003	Ford Cutaway	13	368,895	\$1,000.00
TOTAL DIAL A LIFT VALUE						\$6,500.00
FACILITIES/MAINTENANCE						
ITEM	DESCRIPTION			QTY	UNIT VALUE	TOTAL VALUE
1	Genie SWP-30s one man lift			1	\$1,500.00	\$1,500.00
2	Used light bar full size truck with wiring/controller			1	\$150.00	\$150.00
3	Series 50 Detroit engine-Needs rebuild			1	\$3,500.00	\$3,500.00
4	9 21' Quick hand clamps Irwin			9	\$5.00	\$45.00
5	8 15' Quick hand clamps Irwin			15	\$5.00	\$75.00
6	Tire chains - ZT1874			28	\$10.00	\$280.00
7	Tire chains - SZ1174			15	\$10.00	\$150.00
8	Tire chains - ZT1882			5	\$10.00	\$50.00
9	Tire chains - ZT1742			12	\$10.00	\$120.00
10	Tire chains misc. box of bands			1	\$30.00	\$30.00
11	Tire chains - ZT729			1	\$10.00	\$10.00
12	Tire chains - SZ335			6	\$10.00	\$60.00
13	Tire chains misc. box of bands - Cobra			1	\$10.00	\$10.00
14	Tire chains misc. repair tools			1	\$10.00	\$10.00
15	Tire chains - Campbell			1	\$10.00	\$10.00
16	Tire chains - Cobra			1	\$10.00	\$10.00
17	Tire chains - Les Schwab			1	\$10.00	\$10.00
18	Defibrillator - Headstart			1	\$25.00	\$25.00
19	Oil Drain Barrel			3	\$10.00	\$30.00
20	Tires - Michelin 305/85/22.5 (to be recycled)			340	\$100.00	\$34,000.00
TOTAL FACILITIES/MAINTENANCE VALUE						\$40,075.00
TOTAL SUPRLUS ITEM VALUE						\$188,765.00

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: October 17, 2018**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Operations Uniform Contract Extension

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- 1) **The Issue:** Consideration of a one-year contract extension with Galls, LLC (Galls) for the purchase of Operations staff uniform items.
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- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Galls to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. The cost of this one-year contract extension is \$60,000, but the total cumulative value of the contract over its five-year term exceeds \$100,000.
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- 4) **Background:** In November 2014, Intercity Transit awarded a two-year contract to Galls that included the option to extend services annually for up to three additional years. This item represents the third and final one-year renewal.

In accordance with the contract terms, rates under the proposed renewal reflect a two to three percent increase, depending on the uniform item. The rate increase is based on Galls supplier cost increases, and is in alignment with the Seattle Consumer Price Index increase of 3.3% over the past year. This is the first time Galls has requested a rate increase during the life of this contract, and market research indicates the new pricing is fair and reasonable.

Based on Galls record of performance, staff remains confident that Galls will continue to provide quality uniform items and service that meets our requirements, and therefore recommends the one-year contract extension be approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Galls to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes.
- B. Defer Action. This alternative would result in a lapse in the purchase of uniform items for Operations staff.

6) **Budget Notes:** The 2019 anticipated budget for Operations Uniforms is \$60,000.

7) **Goal References: Goal # 2:** *"Provide outstanding customer service."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6
MEETING DATE: October 17, 2018

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5878

SUBJECT: External Funding Overview

1) **The Issue:** Review and update on all Intercity Transit external funding sources, processes, and update on projects utilizing external funds.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** N/A.

4) **Background:** "External Funding" is a term used to capture Federal, State and Regional funding that comes to Intercity Transit. These funds are typically accessible by formula distribution, competitive awards, or program related-sources. The most common sources are Federal and State funding programs. In general, terms we typically refer to these funds as "grants." This review summarizes the processes used to identify and program external funds to support Intercity Transit's ongoing capitals and operating projects and programs. As we work to deliver projects and services approved by the Authority, our objective is to always work to retain as much local funding as possible to provide service to our customers.

The external funding summary will look at:

- ✓ Sources of funding
- ✓ Processes required to obligate
- ✓ Reporting and tracking
- ✓ Review of current external funding projects and programs
- ✓ Program management approach to external funding

5) **Alternatives:** N/A.

6) **Budget Notes:** N/A.

7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."*
Goal #4: *"Provide responsive transportation options within financial limitations."*

8) **References:** N/A.