

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2005-16**

**Interagency Agreement Amendment with the City of Everett**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	2/18/04	Discussion/ Possible Action	Martin Minkoff, Director, Transportation Services <b>Fred Chun, Project Manager, Transportation Services</b>	(206) 398-5111  (206) 398-5044

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Interlocal Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

**ACTION**

Authorizes the Chief Executive Officer to amend an existing interagency agreement with the City of Everett in the amount of \$605,832 for the maintenance and operations of the Everett Station for a new total authorized amount not to exceed \$797,166 and to extend the term of the agreement from March 1, 2005 to December 31, 2009.

**KEY FEATURES**

- The scope of work contains comprehensive facilities operations and maintenance services of the bus and train platforms, passenger shelters, and parking lot. It includes:
  - Janitorial and general repairs
  - Electrical
  - Structural
  - Fire alarm monitoring and inspections
  - Storm water system
  - 24/7, 365 days, on-site security staffing
  - Surveillance system monitoring and maintenance
  - Parking management
  
- Sound Transit's cost is based on the maintenance of the assets provided for ST Express and Sounder services, which is approximately 27%.
  
- The agreement term is four years and ten months starting March 2005 and ending at the end of 2009.
  
- The agreement cost also includes mid-life maintenance and major asset replacement. No additional costs will be assessed to Sound Transit unless Sound Transit requires additional improvement.

- The agreement cost is established with an annual escalator that will be based on the consumer price index with a 4% ceiling.
- The agreement cost is programmed in Sound Transit's current long-term financial plan and the subarea financial capacity.
- The extension of the agreement will also allow amendments for future growth of Sound Transit services.

### **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

### **BUDGET DISCUSSION**

The budget for the 2005 portion is included in the transit operations maintenance of stations budget. In the 2005 budget, Sounder has budgeted \$70,500 and Regional Express has budgeted \$66,684, for a total of \$137,184, which will be sufficient to fund the 2005 portion of this agreement. Future operating budgets will be developed with sufficient provisions to fund the estimated costs of Everett Station under the terms of the agreement with the City of Everett.

### **REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

The proposed action is consistent with the current Board-adopted project budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity. There are no new revenues accruing to Sound Transit as a result of this action.

## BUDGET TABLE

The Adopted 2005 Budget included \$2.7 million for maintenance of stations in the transit operations budget. The following table highlights the impacts of this action on the 2005 budget and details the amounts to be included in future years operating budget to cover the additional future cost of this agreement:

### Summary for Board Action (Year of Expenditure \$000)

Action Item: Four year contract with the City of Everett for operations and maintenance of Everett Station

	(A)	(B)	(C)	(D)
	Current Approved		Proposed Action	Proposed Total
Contract Budget	Contract Value	Spent to Date	Proposed Action	Contract Value
1 City of Everett	\$ 180	\$ 158	\$ 606	\$ 786
2 Contingency	11	-	-	11
3 Total	\$ 191	\$ 158	\$ 606	\$ 797
4 Percent Contingency	6%		0%	1%

Contract to be Charged to:

	2004 and prior spending	2005 Operating Budget (1)	Future Operating Budgets (2)	Total
5 Everett Station Maintenance	158	137	502	797

	2005 Transportation Services Department, Account Budget--2005 Portion	2005 Operating Budget (3)	Spent to Date	Proposed Action	Surplus/ (Shortfall)
6 Other Maintenance of Stations	\$ 2,552	\$ -	\$ -	\$ -	-
7 Everett Station Maintenance	137	-	117	20	
8 Total Maintenance of Stations	\$ 2,689	\$ -	\$ 117	\$ 20	

### Notes

- 1 This is the amount in the Provisional 2005 Budget specifically allocated to Everett Station Maintenance as covered by this agreement. This provisional budget will be adopted by the Board upon adoption of the final 2005 Service Implementation Plan, expected in February 2005. There will be no change in the maintenance of stations budget.
- 2 This is the amount in this agreement allocated to future years. These amounts will be included in the transit operations budget over the remaining life of the agreement.
- 3 The amounts included on page 45 the Proposed 2005 Budget book for maintenance of stations include budgets for Everett Station, as covered by this agreement, as well as all other stations maintained by Sound Transit. This table reconciles the portion of the 2005 budget allocated specifically to Everett Station.

**M/W/DBE – SMALL BUSINESS PARTICIPATION**

Not applicable to this action.

**HISTORY OF PROJECT**

**Prior Board or Committee Actions and Relevant Board Policies**

<b>Motion Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2002-94	Executed a three-year Interlocal Agreement with the City of Everett to provide operations and maintenance services at the Everett Station for ST Express in the total amount of \$109,849 with a 10% contingency of \$10,985 for a total authorized amount not to exceed \$120,834.	9/12/2002

The Everett Station is owned and operated by the City of Everett and is one of two multi-modal stations in the Puget Sound region where Sound Transit provides ST Express Bus and Sounder Commuter train services. The Station includes bus and train platforms, pedestrian walkways and 480 parking stalls for Sound Transit customers.

The current agreement was established in February 2002 with a three-year term for the comprehensive maintenance and operations services provided by the City of Everett. The cost sharing agreement was established based on the proportional use of Sound Transit service at the Station. It has a fixed base cost with an annual escalator using a consumer price index with a 4% annual ceiling.

**CONSEQUENCES OF DELAY**

The current Agreement expires on February 28, 2005, and without Finance Committee's authorization for extension, services at the Everett Station may not be provided.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**LEGAL REVIEW**

JW 1/27/05

## SOUND TRANSIT

### MOTION NO. M2005-16

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to amend an existing interagency agreement with the City of Everett in the amount of \$605,832 for the maintenance and operations of the Everett Station for a new total authorized amount not to exceed \$797,166 and to extend the term of the agreement from March 1, 2005 to December 31, 2009

#### **Background:**

The Everett Station is owned and operated by the City of Everett and is one of two multi-modal stations in the Puget Sound region where Sound Transit provides ST Express Bus and Sounder Commuter train services. The Station includes bus and train platforms, pedestrian walkways and 480 parking stalls for Sound Transit customers.

The current agreement was established in February 2002 with a three-year term for the comprehensive maintenance and operations services provided by the City of Everett. The cost sharing agreement was established based on the proportional use of Sound Transit service at the Station. It has a fixed base cost with an annual escalator using a consumer price index with a 4% annual ceiling.

#### **Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority the Chief Executive Officer is authorized to amend an existing interagency agreement with the City of Everett in the amount of \$605,832 for the maintenance and operations of the Everett Station for a new total authorized amount not to exceed \$797,166 and to extend the term of the agreement from March 1, 2005 to December 31, 2009.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 18, 2005.

  
\_\_\_\_\_  
Kevin Phelps  
Finance Committee Chair

ATTEST:

  
\_\_\_\_\_  
Marcia Walker  
Board Administrator