

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	03/12/18	Open	Action	03/05/18

Subject: Whether or not to approve the Fifth Amendment to the Temporary Employment Contract with Robin Haswell for Project Assistance

ISSUE

Whether or not to approve the Fifth Amendment to the Temporary Employment Contract with Robin Haswell for Project Assistance.

RECOMMENDED ACTION

Adopt Resolution No 18-03-_____, Approving the Fifth Amendment to the Personal Services Contract with Robin Haswell for Project Management and Coordination Assistance.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$20,000
Budget Source:	Capital	Next FY:	\$57,500
Funding Source:	FY15, FY16, FY17	Annualized:	\$77,000
	CA Proposition 1B Transit Security		
Cost Cntr/GL Acct(s) or Capital Project #:	M009, T036, T038, T051, T054	Total Amount:	\$77,000
Total Budget:	\$77,000		

DISCUSSION

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B at the November 7, 2006 general election, authorized the issuance of nineteen billion nine hundred twenty five million dollars (\$19,925,000,000) in general obligation bonds for specified purposes, including grants for transit system safety, security, and disaster response projects.

SacRT has benefitted dramatically from this program since its inception through funding critical projects such as; security cameras and DVRs aboard buses and light rail vehicles, passenger information systems including digital messaging signs and public address audio, computer aided dispatching, Automated Vehicle Location systems, and a fleet radio upgrade to name just a few.

Under the General Manager/CEO's authority, SacRT entered into a Contract with Ms. Robin Haswell on March 29, 2013 for project management assistance and coordination of SacRT's Prop 1B Transit Security grant projects and initiatives.

Approved:

Presented:

Final 3/7/18

General Manager/CEO

Director, Information Technology

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Ms. Haswell performs capital project management, oversight, coordination, logistical support, and vendor management for all of SacRT's Proposition 1B Transit Security Grant Program funded projects.

SacRT's Information Technology Department has applied for and received funding for multiple new capital projects annually since the inception of the Proposition 1B program and has had a continuing need for Ms. Haswell's assistance in execution of these projects. Consequently, her contract has been amended four times as follows: On March 10, 2014, the Board approved the First Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$70,000, to \$120,000, increased the hourly rate by \$7/hour, from \$28/hour to \$35/hour, and extended the term of the Contract to March 31, 2015. On March 23, 2015, the Board approved the Second Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$70,000, from \$120,000 to \$190,000, and the term of the Contract to March 31, 2016. On March 14, 2016, the Board approved the Third Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$74,000, from \$190,000 to \$264,000, and the term of the Contract to March 31, 2017. On March 13, 2017, the Board approved the Fourth Amendment to Ms. Haswell's Contract, which increased the total Contract consideration by \$77,000, to \$264,000, increased the hourly rate by \$1/hour, from \$37/hour to \$38/hour, and extended the term of the Contract to March 31, 2018.

SacRT continues to need Ms. Haswell's services to ensure SacRT's Proposition 1B funded projects are managed appropriately and are completed successfully. The project budgets, schedules and scope details of the projects Ms. Haswell is assisting with are as follows:

- Facilities Safety, Security, and Communications Infrastructure Upgrades Project (T036), Total Available Budget: \$196,900. Project end date to be extended to March 31, 2019. Project Scope: Safety and security enhancements to SacRT facilities, upgraded communication systems between facilities.
- Radio Communications System Upgrade Project (M009), Total Available Budget \$155,800. Project must be completed by March 31, 2019. Project Scope: Fleetwide Radio Replacement and Upgrade of All Mobile, Portable, and Console Radio Equipment to Digital P25 Standard.
- Upgrades to Security Video and Data Systems Project (T038), Total Available Budget: \$36,100. Project end date to be extended to March 31, 2019 – Project Scope: Replacement of video cameras and video storage systems that are near end-of-life, upgrade of video storage capacity and reliability.
- Telephone System Replacement Project (T051), Total Available Budget: \$279,000. Project must be completed by March 31, 2019 Project Scope: Replacement of SacRT's obsolete Telephone system.

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- Security and Surveillance Systems Upgrade Project (T054), Total Available Budget: \$49,100. Project must be completed by March 31, 2019. Project Scope: Major surveillance systems replacements and renovation.

Full funding for Ms. Haswell's Contract has been budgeted and is included in the above referenced capital projects. This funding cannot be spent on management and administrative tasks and must only be spent on the capital projects identified herein.

Renewing Ms. Haswell's Contract ultimately saves the District significant funding as opposed to a full time position, which can potentially add an additional 50% or more in cost due to benefits and pension. The other advantage to having a personal services contract is the allowance for more flexibility and to manage the workforce appropriately. Ms. Haswell currently works on a reduced schedule, and charges less work hours than a full time employee.

Staff recommends that the Board approve the Fifth Amendment to the Contract which increases the total Contract consideration of Ms. Haswell's contract by \$77,000, from \$341,000 to \$418,000, and extends the term of the Contract to March 31, 2019.

RESOLUTION NO. 18-03-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 12, 2018

APPROVING THE FIFTH AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH ROBIN HASWELL FOR PROJECT MANAGEMENT ASSISTANCE

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Fifth Amendment to the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Robin Haswell, therein referred to as "Contractor," whereby the not-to-exceed amount of the Contract is increased by \$77,000, from \$341,000 to \$418,000, and the term of the Contract is extended by one year to March 31, 2019, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Fifth Amendment.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary