

Budget and Administration/Personnel Committee

MINUTES

Wednesday, February 18, 2004

10:00 am

SCCRTC Conference Room
Commission Office
1523 Pacific Avenue
Santa Cruz, CA 95060

ATTENDEES:

Members: Commissioner Jan Beautz
Commissioner Scott Kennedy
Commission Alternate Andy Schiffrin
Commission Alternate Edenilson Quintanilla

Others: Commissioner Mike Keogh
Linda Wilshusen, SCCRTC staff
Pat Dellin, SCCRTC staff
Daniel Nikuna, SCCRTC staff
Luis Mendez, SCCRTC Staff
Les White, SCMTD
Virginia Johnson, Ecology Action/Santa Cruz Area TMA
Piet Canin, Bike to Work, Santa Cruz Area TMA
Dena Loijos, Community Traffic Safety Coalition
Celia Barry, Community Traffic Safety Coalition
Pat Busch, County CAO's Office/Highway 1 Construction Authority JPA

Vice-Chair Schiffrin opened the meeting.

1. Introductions - Self-introductions were made
2. Additions/Changes to Agenda

Item 8 was moved to be discussed as Item 4.1
3. Oral Communications – None
4. Approved Minutes of January 21, 2004 Meeting (Quintanilla/Beautz)

CLOSED SESSION

- 4.1. Conference With Real Property Negotiators (Government Code Section 54956.8) – Formerly Item 8

Property: 1523 Pacific Ave. Santa Cruz, CA, 2nd floor
Agency Negotiators: Linda Wilshusen and Pat Dellin
Property Negotiator: Louis Rittenhouse
Negotiating Parties: Price and Terms

OPEN SESSION

5. Approve Staff Recommendations Regarding Amendment to the FY03-04 SCCRTC Budget and Work Program

Pat Dellin explained the budget and work program changes, focusing on reassignment of staff assignments to account for higher priority projects and the long term vacancy of a Transportation Planner position. She explained that County and RTC staff had met regarding oversight of the Highway 1 Widening project Project Approval/Environmental Document (PA/ED) and agreed that the RTC would continue to do the oversight until the Highway 1 Construction Authority Joint Powers Authority (JPA) staff was in place and the project could be transitioned. Proposed changes to the PA/ED budget and work program were clarified.

Pat Busch, County CAO's Office and staff to the JPA, confirmed Ms. Dellin's remarks, noting that the transition would take time, and that the County and RTC wished to make just one transition of the project from the RTC staff to the JPA staff to be hired in July.

Commissioner Beautz asked for detail on RTC staff time charges to the PA/ED and staff gave her a copy of spreadsheets showing the time charged by staff member and by pay period for the second quarter of FY 03-04.

Commission Alternate Quintanilla questioned the reprogramming of Don't Drive 1 in 5 funds to the Rideshare program in the following fiscal year budget. Commissioners agreed this issue would be addressed in the next agenda item.

In response to a question from Piet Canin, staff agreed to correct the budget listing for CMAQ funds to local jurisdictions.

After discussion, a motion was made (Beautz/Kennedy) to approve the staff recommendations that the Budget and Administration/Personnel Committee recommend that the Regional Transportation Commission:

1. Approve a resolution amending the FY03-04 Budget and Work Program to add funds and tasks for the Highway 1 Project

Approval/Environmental Document (PA/ED) and to make other amendments, as detailed in the staff report; and

2. Direct staff to negotiate and sign a letter of agreement with the County of Santa Cruz regarding pass-through of funds for its work coordinating with the RTC on transition of oversight of the Highway 1 Widening/HOV Project Approval/Environmental Document (PA/ED) from the RTC to the Highway 1 Construction Authority Joint Powers Authority (JPA) early this summer.

The motion was approved unanimously.

6. Approve Staff Recommendations Regarding Draft FY04-05 SCCRTC Budget and Work Program

Pat Dellin presented the staff report. She referred to a handout on the County overhead charge which listed the FY04-05 overhead charge as \$116,000. She added that the Auditor-Controller had reviewed the charge in response to an inquiry by RTC staff and his initial analysis showed that the charge should be reduced in the neighborhood of \$60,000. With this reduction, the charge will be at or close to the \$56,000 included in the draft budget.

Regarding Transportation Development Act (TDA) funds, the Auditor-Controller did not change his original projection for FY04-05 funds. Staff noted that the revised budget responded to the Committee's direction at the last meeting to not decrease TDA allocations to the Transit District from 03-04. This was accomplished through a number of actions since the preliminary budget in January, including not filling the Transportation Planner vacancy and deleting most funding for sponsorships.

Commissioner Beautz noted that the recommended budget allocated the increase in TDA to the RTC, not to SCMTD. She asked Les White, SCMTD General Manager, what the effect of not increasing the TDA allocation to the district would be. Mr. White responded that costs are increasing and he would have an analysis of what is needed next week.

In response to Commissioner questions, staff clarified that the recommended action for the Rideshare program was to reprogram \$150,000 in unspent current fiscal year CMAQ funds from the Don't Drive 1 in 5 project to the General Rideshare program. This action would backfill for STIP funds for the Rideshare program that are not expected to be available next fiscal year. With this action, a total of \$300,000 in CMAQ funds for the next two fiscal years would still be available for the 1 in 5 program if the Commission were to proceed with Phase II of the project when it is reconsidered in May.

Commission Alternate Quintanilla said that he would like to consider all the

delayed STIP projects that could potentially use the \$150,000 in CMAQ funds, such as bike projects, or for Commission sponsorships. Commission Alternate Schiffirin responded that there is a connection between the 1 in 5 and general Rideshare programs, and that if only one of them can be funded, the general Rideshare program should be the one. Commissioner Beautz said that she thinks that it would be better to give these funds to the Rideshare's carpool program than a bike lane project.

Staff presented three potential ways to increase revenues in future years: (1) increasing STIP allocations to the RTC for planning, programming and monitoring (PPM) tasks in the latter years of the STIP; (2) Using some interest from STP Exchange for administration of the STP Exchange program; and (3) Working with AMBAG and TAMC regarding the allocation of federal planning (PL) funds. Information from AMBAG on the PL fund formula and uses of the funding by AMBAG was presented in the packet.

Commissioner Beautz said that she would like to see information on how much AMBAG spends on each of its tasks, how much it would take for the RTC to do some or all of these tasks, and that perhaps "separating from AMBAG" would be an option. The Committee agreed that the AMBAG Executive Director should be invited to the next meeting to discuss the issues and that a written report from him on current use of the funds would be needed. Staff noted that at this time, it intends to focus on the PL funding concern, but not on the larger issue of which agency is the Metropolitan Planning Organization for Santa Cruz County.

Returning to the issue of TDA allocations, Commissioner Beautz asked for more information on TDA allocations. Staff from SCMTD and the RTC agreed to provide information for the next Budget and Administration/Personnel Committee meeting. Commissioner Beautz expressed concern that the information be provided by the March RTC meeting. Commission Alternate Schiffirin noted that the information can be received by the Budget and Administration/Personnel Committee at its next meeting and that the budget could be amended at a later date, if necessary.

After discussion, staff recommendations were approved unanimously (Beautz/Kennedy) to:

1. Accept the Auditor-Controller's County overhead rate and review of his projection of Transportation Development Act (TDA) funds for FY04-05, noting that staff would get a final overhead number from the Auditor-Controller for inclusion in the March budget or a later budget amendment;
2. Accept information submitted by AMBAG on the use and distribution of Federal Planning (PL) funds;
3. Recommend that the RTC approve a resolution adopting the FY04-05

Budget and Work Program; and

4. Give staff input on the three ideas to potentially increase funding for SCCRTC operations in the future, specifically asking for more information on items 2 and 3 for the next Budget and Administration/Personnel Committee meeting: Regarding item 2, what it would take for the RTC to access some interest on STP Exchange for its administration tasks; and regarding item 3, getting a report back at the next committee meeting regarding the use of PL funding, including inviting the AMBAG Executive Director to the next meeting to present details of its use of PL funds by work task.
5. The Committee added that a report be brought back to the next Budget and Administration/Personnel Committee on the history of TDA allocations and the consequences it would have to the RTC budget of increasing the allocations to the Transit District.
7. Approve Staff Recommendations Regarding SAFE Call Box Program and Freeway Service Patrol (FSP) Operational and Financial Report

Linda Wilshusen gave the staff report. Staff recommendations were approved unanimously (Kennedy/Quintanilla) to:

1. Review the operational and financial report on the SAFE call box, the Freeway Service Patrol, the Traffic Operations System (TOS), and Safe on 17 programs;
 2. Recommend that the RTC privatize call answering for the call box system through the Metropolitan Transportation Commission's private call answering contract; and
 3. Direct staff to return to a future meeting with recommendations regarding upgrade of the call box system and reductions to Freeway Service Patrol service hours as work priorities permit.
9. Adjournment – Set Next Meeting Date:

The next meeting was set for Wednesday, March 17th at 10:00 am.

The meeting was adjourned at 12:10pm

Respectfully submitted _____
Pat Dellin, staff