

Budget and Administration/Personnel Committee

Draft MINUTES
Thursday, February 8, 2007
3:00 pm

CAO Conference Room, 5th Floor
701 Ocean St, Santa Cruz

Attendees: Members: Commissioner Ellen Pirie
Commission Alternate Andy Schiffrin
Commissioner Jan Beutz
Commissioner Mark Stone
Commission Alternate Gustavo Gonzalez

RTC Staff: George Dondero, RTC Staff
Luis Mendez, RTC Staff
Rachel Moriconi Staff
Cory Caletti, RTC Staff
Yesenia Parra, RTC Staff
Daniel Nikuna, RTC Staff

Others: Todd Muck, AMBAG
Piet Canin, SC Area TMA
Mark T. Griffin, AMBAG
Corinne Hyland, CTSC
Piet Canin, Bike to Work
Mark Dorfman, SCMTD

The meeting was called to order at 3:08 pm by Committee Chair Schiffrin.

1. Introductions – Self-introductions were made.
2. Additions/Changes to Agenda – Item number 11 was pulled. A replacement page was distributed for page 8-18.
3. Oral Communications – Luis Mendez informed the committee that in the Fiscal Year (FY) 06-07 budget funds were inadvertently not allocated for the printing of the Guide for Specialized Transportation; however, the RTC does have sufficient funds available in the duplicating and office expenses line items to cover this cost. Luis Mendez also informed the committee that the estimates for the design, production and printing of the annual report are higher than was included in the FY 06-07 budget but that there are sufficient funds available in the FY 06-07 budget to cover the entire cost by paying for the printing out of the duplicating and office expense line items. The estimates are in excess of \$10,000. Since there are sufficient funds in qualifying budget line items to cover the additional costs listed above, a FY

06-07 for these is not necessary. Committee members asked to discuss the annual report further during the item for the FY 07-08 proposed budget.

George Dondero informed the committee about the request from Commissioner Rivas to move the B&A/P Committee start time to 3:30. He also proposed discussing the schedule for the B&A/P Committee to determine if a monthly meeting is necessary or to switch back to the original bi-monthly schedule. The Committee requested that both of these items be placed on the March agenda for discussion.

CONSENT AGENDA

The consent agenda was approved (Pirie/Beautz, Stone abstained)

4. Approved Corrected Minutes from August 17, 2006 Committee Meeting (changes noted in underline strikethrough format)
5. Approved Minutes from October 12, 2006 Committee Meeting
6. Accepted Informational Meeting Notes from December 14, 2006 meeting

REGULAR AGENDA

8. Approve Draft Fiscal Year (FY) 07-08 RTC Budget and Work Program

Luis Mendez gave the staff report. Luis reviewed and explained the discrepancies for the Transportation Development Act (TDA) revenues and allocations.

Commissioner Pirie asked why the line for Congestion Mitigation and Air Quality (CMAQ) funds for the Santa Cruz area TMA and Ecology Action were showing a budget of zero. Rachel Moriconi explained that the Commission would be receiving an amendment to the Regional Transportation Improvement Program at which time the Commission will determine how to allocate the funds which could include the areas mentioned by Commissioner Pirie. Rachel also reminded the committee that the Commission directed the SCCRTC staff to make these programs part of a competitive process.

Commissioner Beautz requested that the Budget and Administration/Personnel Committee be given the program evaluations for the TMA's in the absence of the Transportation Demand analysis..

Commissioner Beautz asked if the 07-08 budget request would be the last request showing the line for "county overhead." Daniel Nikuna explained that the line would exist for one additional year.

Andy Schiffrin recommended that given the uncertainty of funding, that the RTC

make it a priority to put funds aside to build up the TDA reserves to bring it closer to the 8% as listed in the rules and regulations.

Commissioner Beautz expressed concern with the request from the Bike to Work Program to increase their funding by 3%. She stated that the agreement for the funding to these programs was to be a set amount and that increases would not be automatic.

Commissioner Beautz asked when a draft proposal for an RFP for the Coastal Trail Master Plan would be ready. Cory Caletti reported that a draft would be included in the March 8, 2007 Budget and Administration/Personnel Committee meeting agenda.

Andy Schiffrin recommended that the STIP funds for the Rail Acquisition also be reflected on line 38 of page 8-11.

After discussion, the Budget and Administration/Personnel Committee unanimously approved (Gonzalez, Pirie) staff recommendations to:

1. Review and recommend that the Santa Cruz County Regional Transportation Commission (RTC) approve the attached FY07-08 Budget and Work Program.
 2. Recommend that the RTC extend the current temporary planner position for one year through the end of FY 07-08 due to the additional work required for the Highway 1 HOV Lanes and Soquel to Morrissey Auxiliary Lanes project.
9. Accept the report from staff on RTC's Affiliation with AMBAG

George Dondero gave the staff report. He stated that the report is incomplete at this time and the only information included is what is known today. He would like to have the report include more detailed information that would include the start-up and maintenance cost. He also reported that the 2005 Affiliation with AMBAG report prepared by Previous RTC Executive Director Pat Dellin is available in the RTC office.

After discussion the Budget and Administration/Personnel Committee agreed to give the RTC a 2-month extension on preparing the recommendation to include start-up and long-term maintenance cost.

10. Approve the staff recommendation for RTC Administrative Series Job Classifications and Re-Classification

Yesenia Parra gave the staff report. Yesenia reported that the Typist Clerk II has been performing duties that are out of her current class. Commissioner Alternate Schiffrin expressed concern regarding placing the RTC administrative positions

in a higher class and/or level than other agencies. He also requested that staff speak to the City of Watsonville and Santa Cruz to clarify the duties the administrative assistances in their agencies perform. Commissioner Stone expressed concerned regarding delaying the reclassification given that the position has been working out of her class. Commissioner Alternate Schiffrin suggested that given the delay we would suggest that the reclassification and compensation be retroactive.

Commissioner Beautz suggested that the Commission have an approved list of agencies for comparisons. Commissioner Alternate Schiffrin stated that it would be difficult to identify the agencies given that transportation agencies are so different. He also stated that the list that was used is comprehensive and is appropriate.

After discussion the Budget and Administration/Personnel Committee decided not to accept the staff recommendations at this time and directed the staff to place this item on the March 8, 2007 agenda and to include the following additional information:

- a. Obtain more information on the duties the Administrative Support Staff perform for the City of Santa Cruz and the City of Watsonville.
- b. Prepare a list of job classifications from the County that best align with the RTC's proposed Administrative Assistant job classifications.
- c. Include the salary schedules for all the RTC staff to be used to compare with the proposed salary schedules for the Administrative Assistant Job Classification Series.

11. Update on RTC Autonomy – Oral Report

Yesenia Parra gave the oral report and the Budget and Administration/Personnel Committee had no comments.

Respectfully submitted,

Yesenia Parra
Administrative Services Officer

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