



(For Board Meeting of February 9, 2007)

**SUMMARY OF RECOMMENDATIONS**  
**MEETING OF THE RULES, POLICY AND INDUSTRIAL**  
**RELATIONS COMMITTEE/COMMITTEE OF THE WHOLE**  
**FRIDAY, FEBRUARY 9, 2007**  
**(CHAIR BARBARA L. PAHRE)**

**Item No. 1**

Approve two capital-funded positions to support major technology projects, as outlined in the staff report.

**Action by the Board – Resolution**

**Item No. 2**

Approve an amendment to Rule III of the *Rules of the Board* relative to bringing forward actions by a Committee to the Board of Directors for consideration.

**Action by the Board – Resolution**



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole  
Meeting of February 9, 2007

From: Larry Daniel, Director of Human Resources  
Teri W. Mantony, Deputy General Manager, Administration and Development  
Celia G. Kupersmith, General Manager

Subject: **APPROVE TWO CAPITAL-FUNDED POSITIONS TO SUPPORT  
MAJOR TECHNOLOGY PROJECTS**

### **Recommendation**

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following staffing additions, and amend the Table of Organization accordingly:

- a. Add one Senior Applications Support Specialist position to the Information Systems Department in the District Division, with a salary range of \$72,150 - \$87,224, excluding benefits;
- b. Create the classification of Communication Systems Project Manager in the Electrical Department of the Bridge Division, with a salary range of \$80,746 - \$97,594, excluding benefits;

with the understanding that for the first 12 months of these positions, they will be funded by their respective capital project budgets which include 80 percent grant funding for the Communication Systems Project Manager position and 65 percent grant funding for the Senior Applications Support Specialist position. Beyond the first 12 months, the Communication Systems Project Manager will continue to be funded in the capital budget by the project grant funds and their local match dollars for the life of the Communication Systems project which is anticipated to last three to five budget years. The Senior Applications Support Specialist position, however, will ultimately be transitioned to the ongoing operating budget and be funded by District funds as the position is critical to ongoing implementation and maintenance of the maintenance management system.

This matter will be presented to the Board of Directors at its February 9, 2007, meeting for same day action.

## **Background**

### ***Senior Applications Support Specialist***

In 2003, the District purchased a complex and robust software product called Spear which is designed for use in the transit industry to manage maintenance systems and purchasing and inventory control. The various Spear applications allow preventive maintenance planning, enhanced productivity, detailed tracking and record keeping, standardization of practices, inventory control and streamlined purchasing practices. The Spear technology application is currently used by Purchasing staff in the managing of purchasing and inventory functions, and was implemented as part of the financial management systems project (IFAS) in 2005. The additional Spear applications will be used by Bridge, Bus and Ferry staff to assist in managing their maintenance activities for buses, ferries and bridge vehicle maintenance. A facilities maintenance function is also planned. Today these functions are managed either through spreadsheets, manual systems, or by a computer system that is obsolete and is no longer supported by the manufacturer in the event of system failure. Currently, there is no facilities maintenance system in place. These new components also will automatically interface with the existing purchasing components when the maintenance activity requires parts or supplies.

Previous efforts to proceed with Spear system implementation were delayed due to other staff commitments and insufficient resources to make the project actually happen. A general technology implementation oversight position was approved with the FY 06/07 budget (Business Systems Implementation Manager), but a project-specific position is also needed to complete project implementation and then support the system once fully implemented. This need for an ongoing additional support person has been confirmed by other transit operators that use this system. The position would be classified at the same level as the position which supports the IFAS financial, human resources and payroll systems. During the initial project implementation, expected to last at least 12 months, the position can be funded through the project's grant.

### ***Communication Systems Project Manager***

The approved District capital plan includes a \$10 million project to replace the existing radio system used by Bridge, Bus and Ferry Divisions for daily communications. The state-of-the-art radio system will provide computer-aided-dispatching and an automated vehicle location system (AVL) supported by a global positioning system.

Currently, the District has contracted with Booz Allen Hamilton, Inc. to develop the scope and preliminary design of the radio replacement and automated vehicle location system. Once this is done (expected by the end of March 2007), the District and its consultant will develop detailed project specifications and will then be ready to initiate the procurement, installation, and operation of the new system. The new system will replace a radio system that is currently more than 14 years old, partially obsolete and not maintainable and inadequate to meet current information and communication needs of the District.

Within the total project budget is funding for staff support to lead the project implementation. By adding the position now, the individual can be involved with all aspects of acquisition and

implementation of this project. Additionally, due to the complexity, specialization and depth of this system; and the expansion of its functionality to include information systems supporting bus scheduling, customer service and security; qualified and experienced staff is needed to coordinate the development, installation, training, and initial operation and maintenance of the various components of the system. The position is proposed to be housed in the Electrical Department of the Bridge Division since that is where current radio communication maintenance functions reside.

### **Fiscal Impact**

The annualized cost of these two positions would be approximately \$260,000 at Step 5 including the cost of benefits. Funds for FY 06/07 are included in the current capital budgets for these projects. Future year capital budgets will be adjusted, as necessary, during the yearly budget process to fund these positions until the projects are completed. At that time, the Senior Applications Support Specialist position will be transferred to the operating budget.

For the first 12 months of these positions, it is expected that both will be funded by their respective capital project budgets which include 80 percent grant funding for the Communication Systems Project Manager position and 65 percent grant funding for the Senior Applications Support Specialist position. Beyond the first 12 months, the Communication Systems Project Manager will continue to be funded in the capital budget for the life of the Communication Systems project which is anticipated to last a minimum of three to five budget years. The Senior Applications Support Specialist position, however, will ultimately be transitioned to the ongoing operating budget and be funded by District funds since the position will be fulfilling critical maintenance and upgrades of the maintenance management system even while additional implementation is underway.



Agenda Item No. 2

To: Rules Policy and Industrial Relations Committee  
Meeting of February 9, 2007

From: Janet S. Tarantino, Secretary of the District  
Celia G. Kupersmith, General Manager

Subject: **APPROVE AN AMENDMENT TO RULE III OF THE RULES OF THE BOARD RELATIVE TO BRINGING FORWARD ACTIONS BY A COMMITTEE TO THE BOARD OF DIRECTORS FOR CONSIDERATION**

### **Recommendation**

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors amend Rule III, COMMITTEES, Subsection D, Committee Reports and Agenda, of the *Rules of the Board*, by replacing the third paragraph in its entirety to read as follows:

"Matters calendared for Committee meetings resulting in recommendations for action by the Board shall be presented at the next regularly scheduled Board meeting, unless otherwise decided by the Committee Chair."

### **Background**

The third paragraph of Rule III, COMMITTEES, Subsection D, Committee Reports and Agenda, currently reads as follows:

"Matters calendared for Committee meetings held during the week of a regularly scheduled Board meeting shall be presented at the next following regularly scheduled Board meeting, except that any Committee Chair may direct the Secretary of the District to list on the Board Agenda any items scheduled for consideration by his or her Committee meeting to be held less than 72 hours before the next Board meeting, and except as otherwise permitted by law. (Res. 86-363, 12/19/86.)"

For continuity and ease of operation, staff is recommending that matters originating from standing committees that require action by the Board of Directors (Board) be presented at the next regularly scheduled meeting of the Board. Currently, matters originating from standing committees requiring action are presented to the Board for their consideration at the Board meeting scheduled in two weeks, unless business needs call for earlier consideration. In recent times, more and more Committee actions have been taken up at the first Board meeting occurring after the Committee's consideration of the matter.

Recently, staff has received feedback from Board members commenting on the smoother operation due to more timely consideration of Committee matters. Comments have also been received from members of the public who have expressed confusion about the delay in Board consideration of a Committee's action.

Therefore, staff is recommending that the process be amended to routinely have Committee actions be brought forward immediately to the next Board meeting for consideration by the full Board, unless otherwise deemed necessary by the Committee Chair.

**Fiscal Impact**

There is no fiscal impact associated with this matter.