



AGENDA

PERSONNEL COMMITTEE Meeting Notice

Date: 10:30 a.m., Tuesday, April 29, 2014
Location: Room 263, City Hall
Commissioners: Commissioners Avalos (Chair), Mar (Vice Chair) and Cohen

CLERK: Erika Cheng

1. Roll Call
2. Approve the Minutes of the November 12, 2013 Meeting – ACTION*
3. Recommend Adoption of the Proposed Staff Reorganization Plan and Job Classifications, and Amendment of the Prop K 2013 Strategic Plan Baseline – ACTION*

The last staff reorganization plan, approved by the Transportation Authority Board in May 2007, was intended to address staff capacity issues as well as staff recruitment and retention challenges. The plan increased the agency's size from 24 to 33 full time equivalent positions (FTEs). Since then, the agency has gained two new roles: administrator of Prop AA (2010) and on April 1, the San Francisco Board of Supervisors designated the Transportation Authority as the Treasure Island Mobility Management Agency. With this designation, the Transportation Authority has five major functions, the other three being Prop K administrator, Congestion Management Agency, and Transportation Fund for Clean Air administrator. In addition, the Board's new goals for the agency, adopted in December 2013, are guiding our work program, and have already resulted in new initiatives and collaborative efforts such as Vision Zero, the Waterfront Transportation Assessment, Third Street Light Rail Phase III and 19th Avenue/M-Ocean View Phase II studies. Finally, we have concluded a review of our own operations and identified needs and ways to ease currently overloaded work programs through efficiency measures and proposed new staffing resources. This will not only enable more sustainable work practices, but also enable the agency to undertake new efforts such as launching the Neighborhood Transportation Improvement Program, and advancing our regional coordination and planning in the areas of freeway management and transit core capacity needs. To enable these changes and strategic directions, we are proposing a reorganization that would add 8 new FTEs and result in a structure with more robust succession planning and greater capacity for cross-divisional operations. The new structure will also enable more consistent and responsive communications with the Board, partner agencies and the public. The reorganization can be accomplished at an additional expense of about \$1.1 million during Fiscal Year (FY) 2014/15, were all the positions to be filled at the beginning of the FY. Our move to 1455 Market anticipated allowing for the future growth of the organization and includes sufficient space for the new positions. The approved 2013 Strategic Plan Baseline allows 6.1% of sales tax annual proceeds for sales tax administration, planning, programming and project delivery support and oversight. Adoption of the restructuring along with the proposed FY14/15 budget (which is being considered at the May 13 Finance committee) that includes a provision for the start of unsubsidized office rent, would increase that allowance to 7.9% for the next 15 years, tapering down to 1% during the last 5 years of the 30-year life of the Expenditure Plan. To put this in perspective, the net increase in the off the top allowance over the remaining 20 years of the 30-year Expenditure Plan period is about \$20.3 million and we are expecting to receive over \$2.5 billion dollars during that same timeframe. The Prop K allowance would fund about 47% of the cost of the new positions. The remaining 53% of new staff costs would be funded via discretionary grants, future Prop K appropriations, and other local funds. **We are seeking a recommendation to adopt**

the proposed staff reorganization plan and job classifications, and amendment of the Prop K 2013 Strategic Plan Baseline.

- 4. Introduction of New Items – INFORMATION**
- 5. Public Comment**
- 6. Adjournment**

* Additional materials

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