



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole Meeting of December 8, 2005

From: Teri W. Mantony, Deputy General Manager/Administration and Development
Joseph M. Wire, Auditor Controller
Celia G. Kupersmith, General Manager

Subject: **APPROVE EXTENSION OF TWO LIMITED TERM POSITIONS RELATIVE TO THE FINANCIAL MANAGEMENT INFORMATION SYSTEM PROJECT AND THE DISTRICT'S REAL ESTATE ACTIVITIES**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the following actions:

1. Approve extension of the Team Lead/Human Resources and Payroll for the Financial Management Information System (FMIS) implementation through June 30, 2006, at the current compensation and benefits levels, with the understanding that requisite funds are included in the FY 05/06 District Division capital and operating budgets; and,
2. Approve extension of the Real Estate Specialist Limited Term position through June 30, 2006, at the current compensation and benefits levels, and authorize a budget adjustment in the FY 05/06 District Division operating budget in the amount of \$22,000, subject to the concurrence of the Finance-Auditing Committee.

This matter will be presented to the Finance-Auditing Committee at its December 8, 2005, meeting for concurrence and to the Board of Directors at its December 16, 2005, meeting for appropriate action.

Summary

Team Lead/Human Resources and Payroll

In January 2005, the Board of Directors approved an eight-month limited term position relative to the FMIS project implementation. At that time, core Human Resources modules were scheduled to "go live" (be put into day-to-day use) starting in March 2005, with Payroll to follow

in July. Other ancillary modules were to be implemented after that date, and the position would be terminated September 30, 2005.

Since implementation of the core Human Resources and Payroll modules, there have been a number of absences and position vacancies in the Timekeeping and Payroll Department, as the Board was advised by the Auditor Controller, requiring project implementation team staff to devote more time than anticipated to supporting the regular processing of payroll. As a result, ancillary modules have not yet been implemented and final project documentation and system refinement have not been completed. Additionally, an audit of the Benefits application still needs to be completed to be sure that employees and retirees are consistently and correctly enrolled in District benefits programs. This application has been used with some limited success, but the work is not fully implemented. As a result of these delays, other optional, yet desired, modules such as Applicant Tracking and Employee Online Information have not been initiated, or even explored systematically at this point.

The incumbent in the Limited Term Team Lead/Human Resources and Payroll position is available to remain at the District until the end of the fiscal year to help with this further implementation of the project, as well as work on compensation issues which have been identified during this project. Due to the incumbent's experience at the District and familiarity with pay and compensation practices, it is believed the District would benefit from this extension rather than trying to initiate another process or search for someone to assist with this complex and important work.

The position will report to the Human Resources Director once the Payroll module documentation is complete, since the work from that point will lie in the functional area of Human Resources. The incumbent earns \$49.02 per hour (\$95,589 annually), and is a full-time employee with benefits.

Real Estate Specialist

The Board of Directors first approved this position for a one-year limited term beginning in November 2001. However, in January 2002, the Board amended its initial action and extended the Real Estate Specialist term to three years which was scheduled to end in March 2005. Once again, the Board extended the position in June 2004, to terminate at the end of June 2005, due to activities associated with the transfer of the NWPRRA right-of-way to SMART, and also the Board's desire to pursue revenue enhancement activities associated with the District's various real estate properties. The position was extended through December 31, 2005, as part of the FY 05/06 budget process.

It is now requested that the position be extended through June 30, 2006, in order to complete several critical projects which include:

- Continuing active management of railroad property south of Ignacio, due to the delayed transfer of properties to SMART.
- Upcoming lease of underutilized property at the San Rafael bus yard, which requires transition to the new tenant and establishing an administrative process for this new lease.

- Contract with real estate broker proposals to market the underutilized Santa Rosa bus yard property. Although the contract will be awarded by the end of the calendar year, oversight of the broker will be required until the property is actually leased.
- Coordination with the City of Novato during the review and possible negotiation of the Novato bus yard and facility relocation which is now underway.
- Assistance with the bus lot negotiations with Caltrans for a permanent San Francisco location.
- Upcoming weekend sub-lease for the San Francisco bus yard, which requires transition to the new tenant and establishing an administrative process for this new sub-lease.

While staff had fully expected real estate activities to begin winding down, they in fact have done the opposite, due in part to the incumbent's marketing efforts which are now coming to fruition. It is important that the Real Estate Specialist develop these property issues to a point where routine administrative oversight can be established and transitioned to existing operations and finance staff.

The Limited Term Real Estate Specialist is compensated at \$37.96 per hour (\$74,022 annually) and receives benefits. The incumbent is available to remain with the District through June 2006. When the District contracted for these services prior to the addition of a designated position for these activities, the consultant received \$100 per hour plus expenses. There is little reason to expect that the services could be acquired for less than that rate now.

Fiscal Impact

Added expense to the District of \$47,795 plus benefits for a six-month extension of the Limited Term Team Lead/Human Resources and Payroll position will be offset by limited funds available from the FMIS Capital Project budget and savings in the Administration and Development Division due to staff vacancies. The amount of \$37,011 plus benefits for a six-month extension of the Limited Term Real Estate Specialist position will be offset by savings in the Administration and Development Division budget and the requested budget transfer of \$22,000. Further, the incumbent Team Lead/Human Resources and Payroll staff person is interested in continuing employment on a part-time basis, which would decrease total funding required.