EXECUTIVE COMMITTEE DISCUSSION AND ACTIONS
March 12, 2004

Chairman Ron Morrison (South County) called the Executive Committee meeting to order at 9:07 a.m. The attendance sheet for the meeting is attached.

1. APPROVAL OF MINUTES

Upon a motion by Councilmember Jim Madaffer (City of San Diego) and a second by Councilmember Jack Feller (North County Coastal), the minutes of the February 13, 2004, Executive Committee meeting were unanimously approved.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBERS COMMENTS

There were no public or Board member comments.

CONSENT (ITEMS 3 AND 4)

3. FY 2004 BUDGET AND STAFFING AMENDMENT FOR ARJIS (RECOMMEND)

The Executive Committee is asked to recommend to the Board an amendment to the FY 2004 budget that adds a regular SANDAG staff position for the Automated Regional Justice Information System (ARJIS) program. ARJIS funds will pay for this Senior Analyst position, which is currently in the approved ARJIS budget.

Councilmember Madaffer asked if the analyst position is included in the ARJIS budget. Staff indicated that this position is in the current ARJIS Board-approved budget. Councilmember Madaffer asked about the hiring process for this position. Staff responded that the representatives from other agencies will be enlisted to review the applications for this position.

4. LEGISLATIVE STATUS REPORT (INFORMATION)

To help monitor the Legislative Program, a monthly status report on federal and state legislative activity is provided to the Executive Committee. Highlights of the March 2004 report include the status of reauthorizing the multi-year federal transportation program, known as TEA-21 (Transportation Equity Act for the 21st Century), the FY 2005 federal appropriations process, cross-border leasing, the state budget, and various state fiscal reform measures.
Action: Upon a motion by Councilmember Madaffer and a second by Councilmember Feller, the Executive Committee unanimously approved Consent Items 3 and 4.

REPORTS

5. APPOINTMENTS TO THE SAN DIEGO REGIONAL ENERGY OFFICE (SDREO) BOARD OF DIRECTORS (APPOINT)

Chair Morrison recommended that the two current SANDAG representatives on the SDREO Board, Dick Ramos and John Moot, be reappointed.

Supervisor Dianne Jacob (County of San Diego) moved to nominate Mayor Mark Lewis from El Cajon in place of Dick Ramos to the San Diego Regional Energy Office (SDREO) Board of Directors. Councilmember Hal Ryan (East County) seconded the motion.

Chair Morrison clarified that the initial nominations to the SDREO are made by the SANDAG Chair.

Staff noted that this action will be ratified by the SANDAG Board.

Chair Morrison stated that the SDREO Board is in a transitional situation and the two persons recommended have a significant amount of related experience with this issue.

Mayor Lori Holt Pfeiler (North County Inland) noted that these appointments to the SDREO Board represent all of SANDAG and that’s why they were not selected by subregion. She suggested that Committee defer this matter to the cities and the county.

Councilmember Ryan asked how long Dick Ramos has been on the SDREO Board. Staff replied that it has been about four to five years.

Chair Morrison asked for agreement with the appointment of former Councilmember John Moot of Chula Vista. The consensus of the Committee was favorable to this request.

Councilmember Madaffer moved to appoint John Moot to the SDREO Board, and to refer the nomination of the second representative to the East County subregion representatives for a nomination to be reported back to the Executive Committee.

Mayor Steve Padilla (South County) reiterated that these appointments are made by the SANDAG Board to represent the entire SANDAG region, not one of the subregions.

Mayor Padilla said that the two people being recommended for appointment are used to dealing with these very complex and fluid issues. He said that there are tremendous advantages to appoint those people with the most involvement and knowledge of the subject matter. However, he acknowledged that the composition of the SDREO Board should be a diverse group. If it is not regionally balanced then that should be a separate issue.
Supervisor Jacob agreed that having background information on the issue is important. She suggested that SANDAG solicit interest from the cities and the county for a second nomination to the SDREO Board.

**Action:** Upon a motion by Councilmember Madaffer, and a second by Councilmember Feller, the Executive Committee unanimously voted to re-appoint John Moot, former Councilmember from Chula Vista, to the Board of the San Diego Regional Energy Office on behalf of the SANDAG Board of Directors; and to solicit a second SDREO Board nomination from the SANDAG member cities and the county, and bring that information back to the Executive Committee at its next meeting.

6. **DRAFT 2005 OVERALL WORK PROGRAM (OWP) (APPROVE)**

Renée Wasmund, the Director of Finance reported that at the last meeting a preliminary list of work elements for the OWP was reviewed. SANDAG has assumed additional responsibilities resulting from consolidation and it is expected to receive $4 million less than last year, which is about 10 percent. This decrease is primarily in the area of discretionary grant revenue. We also had some carryover in FY 2004 that we won’t have in FY 2005, and we are experiencing minimum growth in funding sources.

Ms. Wasmund suggested that the Board consider the idea of a contingency reserve. Currently, SANDAG does not have such a reserve. Most agencies carry a reserve containing 3-5 percent of their General Fund amount. These reserve funds are used to smooth out the revenue stream, take advantage of opportunities to leverage funding, and helps to guard against unforeseen economic occurrences. There is about $500,000 available that could be used for this purpose. Ms. Wasmund reviewed the primary sources of revenues.

Chair Morrison asked how much of the budget amount is related to ARJIS. Ms. Wasmund replied that approximately $4 million or 35 percent of the local amount is related to ARJIS.

Ms. Wasmund oriented the Committee members with the various sections of the OWP. Chapters 1-3 provide a history of SANDAG and a summary of the major activities for FY 2005. On page 53, there is a summary of each work element, and the details of these work elements begin on page 83. Staff decided this year to separate the discretionary grants into a separate section (starting on page 343). Ms. Wasmund stated that SANDAG has applied for these discretionary grants and if we are successful in getting the grant funds, then we wouldn’t have to amend the budget to include this funding.

Councilmember Madaffer asked about the local match sources. Ms. Wasmund said that has yet to be determined. If we obtain some of the discretionary grants, we may shift staff time between projects. If we change what we said we are going to do, then we would have to obtain Board approval.

Supervisor Jacob asked if there is a budget. Ms. Wasmund referred to page 392, and noted that there are two sections, the first is by revenue source and then on page 396, the same projects are listed by expenditure category. Ms. Wasmund noted that the SANDAG Executive Director has some discretion for change, but the Delegation of Authority policy states that if we need to move more than $100,000 from one project to another we have to
come back to the Board for approval. Supervisor Jacob asked for a copy of the Delegation of Authority policy.

Ms. Wasmund indicated that page 407 lists all of the work products, and page 415 lists the Caltrans planning activities and a glossary. The OWP concentrates on four priority areas: regional planning efforts resulting from consolidation, implementation of the Regional Comprehensive Plan (RCP), advancing the Regional Transportation Plan (RTP) and the Regional Transit Vision, and direct support of the TransNet Extension effort including implementation of key TransNet projects. The proposed work elements are in priority order. Attached to the agenda item is a one-page, double-sided list that shows the priority order by major category.

In response to a question by Councilmember Ryan, Ms. Wasmund stated that the discretionary grant revenue has not been included in the list of OWP program revenues on page 392. Councilmember Ryan asked if the grants are approved would staff bring this back to the Board. Ms. Wasmund clarified that staff would only come back to the Board for action if significant resources needed to be shifted from one project to another. Ms. Wasmund offered to report that to the Board in the form of an amended list of projects. Councilmember Ryan agreed that would be helpful.

Supervisor Jacob asked about the total funding for SANDAG. Ms. Wasmund indicated that it is $42.3 million. The budget is composed of several parts: the OWP, which is the “operations” part, there is a capital part of the budget, and an administration part. SANDAG has previously approved the transit list of capital projects. In May, staff will bring back the whole picture with the capital, OWP, and the administrative section. Supervisor Jacob asked staff to provide a total for each subarea listed on page 392.

Supervisor Jacob asked an explanation of the differences on page 394 between 70001, Intergovernmental Relations, and 70009, Program Management and Government Relations. Ms. Wasmund replied that Intergovernmental Relations is a new task and a new role consolidating our lobbying efforts here at SANDAG. The Program Management and Government Relations item includes the efforts of Ellen Roundtree and coordinating the Legislative Analyst’s Office (LAO) review and report on consolidation. Staff agreed that these two items could be merged. Supervisor Jacob questioned the amount of $800,000. Ms. Wasmund responded that this is a merged function from the three organizations. Supervisor Jacobs asked if there will be a cost savings in this category. Chair Morrison stated that there would be a savings to consolidate lobbying efforts but we are also adding the LAO report, which is a new work task required in the consolidation legislation.

Supervisor Jacob asked that the corresponding page numbers be added to the task list to facilitate summary referencing.

Supervisor Jacob noted that it is difficult to see if there is any cost savings as a result of consolidation. Chair Morison stated that there are benefits of merging but they may not be related as much to cost savings as to better efficiency, better products, and improved product delivery. Councilmember Ryan added that there was not a lot of functional redundancy among the three agencies.
Ms. Wasmund introduced each of the other Department Directors to provide individual reports.

Leslie Campbell, the Director of Administration, commented about the teamwork that went into development of the budget and the functions. Staff had to trim down the budget while continuing all of the priority functions. The Indirect budget has decreased from 60 percent to 55 percent, but this is a function of ratio and the ratio has changed. We have been experiencing some cost savings and cost avoidance such as with the new telephone system and the new accounting system. We needed to obtain a new telephone system to accommodate the increased number of staff; however, the cost for this new system was only 15 percent more than the amount we were paying for the old telephone system. We were also able to “piggyback” onto the MTDB accounting system contract for less than $120,000 rather than paying $2 million to purchase a new accounting system. As part of reducing the budget to meet the lessened revenue, the equipment and office expenses line item has been reduced. We are also planning to use more electronic media rather than hard copies for document distribution. As a result, we have held the postage amount at status quo.

Ms. Campbell reported that the cost for the Public Employees Retirement System (PERS) increased from 13 percent to 19 percent, which is a function of the economy. We are also expecting increased health costs. We are cutting back in other areas to keep these benefits funded. The office lease was expiring, and the new lease is 39 percent more, but it includes the increased space requirement as a result of personnel being transitioned from MTS and NCTD to SANDAG as part of consolidation.

Jeff Tayman, the Director of Technical Services, reported that the newest initiative is the consolidation of ARJIS and the Public Safety Committee. Because of ARJIS we have an increased presence in the public safety area. Some specific initiatives we will be proposing are to help reduce gun violence, deliver real-time information to officers in the field, and a new sex offender registry.

Mr. Tayman said that related to Information Systems, the charge is to enhance our business practices through the effective use of technology. Transportation modeling is a real key part of the department and we will be improving our traffic modeling capabilities. We hope to enhance our tools with simulation and improved visualization capabilities. We will also be implementing new GIS tools and will have a renewed emphasis on interregional commuting information. Further, we will update the economic prosperity strategy next year and better leverage our internal technology resources. We have formed a partnership to purchase airborne imagery. We also have a software licensing arrangement with Riverside County for a 30 percent cost reduction. The result will be an enhanced product line and more cost-effective delivery of our product line that maximizes agency effectiveness. Several additional projects will be conducted if grant funding is received.

Councilmember Madaffer asked about task 200016, Reflections. Mr. Tayman replied that this will evaluate a program that seeks ways to prevent youthful offenders from re-offending.

Councilmember Madaffer asked about the assessment of the Syringe Exchange Program. Mr. Tayman replied that we have been asked to study the effectiveness of the City of
San Diego’s Syringe Exchange Program. We are preparing a report to the City on this program that will be submitted in the next week or so.

Councilmember Feller asked what constitutes the success of this program. Mr. Tayman responded that the persons involved in this program would be healthier as a result of using clean needles.

Councilmember Madaffer asked if the City of San Diego is paying SANDAG for this work. Ms. Wasmund stated that all of the ARJIS tasks are totally separately funded.

Councilmember Madaffer asked if there were any ARJIS projects related to coordination with the federal Department of Justice. Mr. Tayman indicated that there are several projects that are federally funded initiatives. As we get new specific grants, we will pull them out as separate work elements.

Mayor Padilla commented that it bodes well for SANDAG to be involved in coordinated security efforts with the Federal Government. Chair Morrison agreed and said that an important issue is getting the message out about the programs that SANDAG is involved in.

Bob Leiter, the Director of Transportation and Land Use, indicated that there are three divisions in his department: Land Use and Environmental Planning, Border Planning, and Transportation Planning. One permanent position is being added this year to cover a temporary position related to the Coordinated Transportation Services Agency (CTSA). This position will be funded using the resources for the temporary position. One of the Division Directors will be retiring this year, and this position will not be filled. The major activities for each division were reviewed. He said that we will be internalizing work that in the past has been done by consultants. This is now a more efficient and cost-effective in-house process for projects needing California Environmental Quality Act (CEQA) review and the permitting process with the wildlife agencies.

Councilmember Ryan asked if the streamlined process through the wildlife agencies is something that other member agencies will be able to take advantage of. Mr. Leiter replied that staffing levels are primarily focused on SANDAG projects, but if there is an interest by local jurisdictions for SANDAG to assist in that effort, we can look at that over time.

Supervisor Jacob questioned why there were two tasks related to transportation for seniors and the disabled. Mr. Leiter stated that SANDAG is coordinating a program for seniors and the disabled for specialized transportation services; however, we are not taking over the operation of the transportation services. Supervisor Jacob asked about the funding limit. Mr. Leiter replied that it is for staff time.

Supervisor Jacob asked about the possible merging of the two tasks related to coordinating senior and disabled transportation services. Kim Kawada, Principal Transportation Planner, replied that staff could look at merging these two tasks and determine if any staffing cost savings could be used for transportation services.

Mr. Leiter stated that Borders Planning will retain its current levels of staff support. We also have a tribal government liaison. In the Transportation Planning Division, staff report to
the Transportation Committee and a number of working groups. An update of the Regional Transportation Plan (RTP) is in this work program, but we won’t start on this task until January of 2005 because there is a chance that the required timing for the update will be changed from every three years to every four or five years.

Chair Morrison noted that SANDAG brought up this issue at the General Assembly of the recent National Association of Regional Councils (NARC) conference. SANDAG has played a big part in bringing this timing issue to the attention of others.

Mr. Leiter noted that his department is also involved in subregional planning efforts and project development planning for transit facilities.

Chair Morrison stated that staff has been looking at overlaps for possible savings in efficiencies and costs. Mr. Leiter added that we have been able to reduce expenditures for consultant services.

Jack Boda, Director of Mobility Management and Implementation, said that one of the key efforts will be to combine the best practices from the three agencies (SANDAG, MTS, and NCTD) and Caltrans to produce a project standards manual. He said that many of the highway projects have been impacted by the state budget; therefore, some staff efforts have been used to work on other projects thereby reducing consultant costs. There is a new initiative to create a project management element within the department but we will have to scale back on software and training. Another new initiative to create an intelligent transportation system (ITS) will proceed. In the last couple of weeks, we have looked at ways we can be more efficient. As a result, we have scaled back some contracting and marketing efforts and are utilizing students and existing staff. We met with San Diego SAFE and looked at the opportunity to move $1.5 million to this program with no additional staff time. We are also looking at a way to revolutionize the Freeway Service Patrol program. If we can reduce the number of tow trucks and add more pickup trucks we can work more efficiently and expand the service without increasing the budget. He also mentioned a number of projects where staff will partner with other entities for various programs including a pilot project in Chula Vista to provide commuter services in the South Bay using money from developers and the Air Pollution Control District (APCD), working with the City of Encinitas for grade separations for future pedestrian overcrossings, working with private industry to display real-time planning information at no cost to SANDAG, and beginning the design of the 511 traveler information program to consolidate existing services under one umbrella.

Councilmember Ryan asked if the in-house environmental work will help project implementation. Mr. Boda said that most of the project environmental work for his department will be done by consultants; however, we will look at what can be done in-house.

Ms. Wasmund reviewed the recommendation to release the draft OWP for review and comment, and noted that it will be presented to the Board in two weeks. In April, all of the comments with staff responses will go to the Board for approval of the final draft OWP. In May, staff will bring back the entire document including operations, capital, and
administration for the Committee’s review. Final adoption is scheduled for the Board meeting in June.

Chair Morrison reiterated some of the changes requested by Committee members including page references and computing the section totals. He added that the ongoing theme is to continue to look at where we can deal with overlap and functions in consolidation.

Supervisor Jacob asked to see the total Full Time Equivalent (FTE) for each category and the overall total for SANDAG. She also asked for a list of staff salaries and benefits. Ms. Wasmund said that information is provided by classification. Supervisor Jacob asked if there would be a problem with providing the salary and benefit information per staff member. Legal Counsel stated that specific information related to individual employee deductions is not available for public review.

Councilmember Crystal Crawford asked for more detail on the contract services category on page 398. Staff replied that the details are included in the OWP. Councilmember Crawford noted that about half the operating budget is for contract services.

Councilmember Ryan asked if the Freeway Service Patrol system is being expanded to include the newly constructed portions of State Route (SR) 52 and SR 125. Staff responded not at this time; we will be adding pickup trucks to existing routes.

Councilmember Ryan stated that at some point in the future we will need to add these freeway sections. The public will ask why we are expanding service on existing pieces of the freeway and not adding basic service to areas without existing service. Chair Morrison stated that SD SAFE is part of the congestion relief program. Councilmember Ryan pointed out that SR 52 out of Santee is heavily congested and is not currently being served. Staff noted that we currently pay two California Highway Patrol (CHP) officers to patrol the areas. Studies have shown that there are more breakdowns on existing routes and expanding the service at this time will reduce the response time. Staff agreed to look at expanding the service in the future. San Diego SAFE will approve a budget including an experimental project that will replace two tow trucks with two pickup trucks. This could save money that could be used to expand service. This item will come back to the SANDAG Board some time next year.

Supervisor Jacob expressed her appreciation to staff members Jack Boda and Craig Scott for their presentations at a recent meeting.

Action: Upon a motion by Councilmember Madaffer and a second by Councilmember Feller, the Executive Committee unanimously voted to distribute the draft OWP for review and comment by local, state, and federal agencies; and interested organizations and individuals on behalf of the SANDAG Board of Directors.

7. REVIEW OF MARCH 26, 2004, DRAFT BOARD AGENDA (APPROVE)

Staff reported that the Regional Planning Committee requested that an additional item be placed on the March 26 Board agenda related to submitting comments to the California Public Utilities Commission (CPUC) on the cost allocations for long-term energy contracts.
**Action:** Upon a motion by Mayor Pfeiler, and a second by Councilmember Ryan, the Executive Committee unanimously voted to approve the agenda for the March 26, 2004, SANDAG Board of Directors meeting, as revised.

8. **UPCOMING MEETINGS**

The next Executive Committee meeting is scheduled for April 9, 2004.

Chair Morrison noted that he saw Ms. Sunne McPeak, State Secretary of Business, Transportation, and Housing, in Washington, D.C., recently. She asked when she would be receiving her invitation to next year’s SANDAG Board Retreat. She stated that she is using SANDAG as a model organization for other counties in California.

9. **ADJOURNMENT**

Chair Morrison adjourned the meeting at 10:42 a.m.

Attachment: Attendance Sheet
## CONFIRMED ATTENDANCE
### SANDAG EXECUTIVE COMMITTEE MEETING
### MARCH 12, 2004

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