

Transportation Agency for Monterey County
ASSIGNMENT LIST

July 2007

Committee Assignments	Lead staff	Back Up	Admin Support	Minutes Preparer
Board of Directors	Don	Debbie	Elouise	Elouise
Bike & Pedestrian	Kaki	Christina	Maria	Maria
Executive	Don	Todd	Elouise	Elouise
Rail Policy	Christina	Kristen	Elouise	Andy
Social Services TAC	Andy	Mike	Maria	Maria
Technical Advisory	Todd		Maria	Mike

Debra L. Hale, Executive Director

Executive management activities (Work Element 101)

- Provide direction on staff hiring and assignments
- Supervise managers and conduct management evaluations
- Provide input on non-management evaluations
- Provide direction on:
 - work program development
 - budget development
 - agency goals and objectives

Work Program Implementation (various work elements)

- Assure timely implementation of agency goals/objectives, plans and projects

Strategic agency planning (Work Element 101)

- Coordinate with Board of Directors on strategic agency planning, goal-setting
-

Chief community liaison to: (Work Element 112 and 113)

- Chair and Board of Directors
- Ex officio agencies
- Agency counsel
- Member agencies
- State and federal legislators
- Business and community organizations
- Fort Ord Reuse Authority
- Regional Transportation Planning Agencies

Don Bachman, Deputy Executive Director

Management and supervision: (Work Element 101)

- Oversee work program and assist ASM with budget development (with management team)
- Assist ASM with planner and engineer recruitment
- Supervise transportation planners, engineer
 - Conduct check in meetings and provide direction
 - Conduct performance reviews
 - Distribute performance incentives
 - Initiate disciplinary actions, if necessary
 - Approve absences
 - Set training plans
- Assure progress on agency goals, projects and programs

Community liaison (back up to Exec Director): (Work Element 112 and 113)

- Chair and Board of Directors
- Ex officio agencies
- Agency counsel
- Member agencies
- State and federal legislators
- Business and community organizations
- Fort Ord Reuse Authority
- Regional Transportation Planning Agencies

Act as Director in Director's absence (Work Element 101)

- Sign checks, correspondence, contracts and change orders
- Direct staff assignment

Rita Goel, Administrative Services Manager (Work Element 911)

Administrative consultant oversight

- Oversee contracts for:
 - Accountant /Payroll Consultant (with Dave)
 - Computer Services Advisor (with Dave and Jeff and Mike)
 - Performance Auditor (triennially) (with Andy)
 - Fiscal Auditor (annually) (with Dave and accountant contractor)
- Update administrative policies manual as needed

Agency contracts oversight

- Maintain contractor database (with Dave and accountant contractor)
- Oversee preparation of consultant contracts
- Serve as contract liaison to legal counsel

Human resources/personnel manager

- Coordinate recruitments
- Update human resources manual
- Conduct regular surveys of comparable salaries, benefits
- Oversee maintenance of personnel files
- Set up employee down payment assistance program
- Employee benefits payment, review vendor invoices for employee benefits (with Elouise and Dave)

Management team member

- Develop draft work program and agency budget
- Oversee implementation of budget and monitor expenditures
- Advise Exec. Director and Deputy Director
- Supervise administrative staff

Building maintenance, storage, central files, library

- Oversee building maintenance and communication with landlord (with Dave)
- Oversee maintenance and purging of storage, central files, agenda files, library (with Maria and Elouise, intern if available and coordinate input from planners and management)
- Oversee implementation records retention policy

Agenda oversight

- Oversee Board of Directors and Executive Committee agenda preparation (with Deputy Executive Director)
- Oversee preparation of Board meeting location and set-up (with Elouise and staff)

Andy Cook, Associate Transportation Planner

Transit program manager

- Social Services Transportation Advisory Committee staff (WE 621)
 - Coordination of Committee meetings
 - Annual committee report
- Section 5310 & 5311 Grant Coordination (WE 634)
- Unmet Transit Needs Process: Hearings, Findings (WE 621)
- Triennial Performance Audit monitoring of implementation of recommendations (WE 102)
- South County Transit Assistance (WE 634)
- Liaison with Monterey Salinas Transit (WE 634)
- Annual Report on performance of transit operators (WE 634)
- Liaison with other transit studies (WE 634)
- Oversee estimates, applications, Board Resolutions, and processing of claims for: (WE 102)
 - Local Transportation Fund (with Dave)
 - State Transportation Assistance (with Dave)
- Taxi Study (with Deputy Director) (WE 634)

Regional Transportation Plan Update (Work Element 622)

- Coordinate with AMBAG on RTP/MTP format, content
- Assemble financial and project database information
Prepare draft and final documents

Kaki Chen, Transportation Planner

Bike and Pedestrian Program Coordinator (Work Element 614)

- Bicycle and Pedestrian Committee
- Bicycle Protection Program Implementation
- Bicycle Service Request Form coordination
- Bike to Work Week coordination
- Sanctuary Scenic Trail projects liaison

Freeway Service Patrol (Work Element 177)

- Oversee tow truck operator contracts, assure compliance
- Hold quarterly meetings with CHP, tow truck operators
- Oversee data collection, organize survey data, monitor efficiency of services
- Prepare annual report to TAMC Board

**Service Authority for Freeway Emergencies - SAFE (back up: Lisa)
(Work Element 178)**

- Oversee and update maintenance and service contracts
- Finalize upgrade to digital equipment and TTY
- Coordinate installation of final call boxes on Big Sur Coast
- Monitor operational capability of existing call boxes (resolve guard rail issues)

Traveler Information—511.org (Work Element 178)

- Coordinate with Santa Cruz County Regional Transportation Commission on bringing 511 system to the Central Coast

Litter Abatement- (Work Element 671)

- Serve on litter abatement committee and anti-littering task force
- Recruit Adopt-a-Highway Sponsors

David Delfino, Financial Analyst

Accounting and Contract Management (Work Element 911)

- Oversee consultant services contract expenditures & monitor amendments
- Supervise purchasing, payroll,
- Transition employee benefits payment, review vendor invoices for employee benefits (with Elouise) to Rita
- Oversee computer consultant contract (with Mike)
- Oversee Accounting consultant contract (with Rita)
- Assist in Budget development (with Rita)

Disadvantaged Business Enterprise Program (with Lisa): (Work Element 641)

- Oversee annual June update of agency DBE program
- Provide consultant assistance to local agencies with DBE requirements

Fund Manager:

- Oversee estimates and processing of claims for:
 - Local Transportation Fund (with Walt) (WE 102)
 - State Transportation Assistance (with Walt) (WE 102)
 - Regional Surface Transportation Program (with Lisa) (WE 911)
- Oversee records and collections of regional traffic impact fee (new WE to be established)

Property Management Activities

- Coordinate leases for Monterey Branch Line (WE 6804)
- Manage leases, maintenance and insurance on former Fort Ord property (WE 6807)
- Oversee appraisal and negotiations for pipeline project (with Jeff) (WE 6804)

State and Federal Grants Monitoring, Claims

- Oversee distribution of LTF and STA (with Walt) (WE 102)
- Prepare revenue estimates for Local Transportation Fund and State Transit Assistance Fund (with Walt) (WE 102)
- Oversee distribution of RSTP and other funds (WE 911)
- Monitor of expenditure and payment of agency-controlled funds (WE 911)

Kristen Hoschouer, Transportation Planner

Monterey Branch Line Program Manager: (Work Element 6806)

- Oversee consultant contract to conduct the alternatives analysis and environmental document preparation for the Monterey Peninsula branch line fixed guideway service
- Develop funding plan and applications for:
 - Proposition 116 Rail Bond funding
 - Federal new starts funding
 - State Transportation Improvement Program funding
- Work with Union Pacific and others to evaluate track capacity and secure track access rights for passenger rail service to and within Monterey County, in conjunction with Monterey Branch Line studies

Transit-oriented development project at former Fort Ord (Work Element 6805)

- Coordinate with the City of Marina and other interested parties on the use of TAMC Fort Ord properties, including:
 - Water availability
 - Wastewater issues
 - Revenue sharing
 - Allowable project density, phasing
 - Utilization of Arts and Cultural District property
- Oversee request for development proposals
- Manage consultant contract for preparation of request for proposals, negotiations
- Work with development team, Rail Policy Committee on project design

Public Information Coordinator (Work Element 1130 & 1131)

- Prepare TAMC news releases
- Oversee website updates and maintenance
- Prepare monthly highlights
- Oversee KNNY/AMP Transportation Tuesdays Schedule
- Coordinate Board Meeting Televising
- Coordinate annual report and annual video

Awards Program Coordinator (Work Element 113)

- Solicit nominations, prepare nomination forms
- Make recommendations, convene review committee (January, Exec Committee)
- Organize and supervise awards ceremony (January TAMC Board)

Elouise Rodriguez, Senior Administrative Assistant (Work Element 911)

Secretary to Executive Director

- Maintain In/Out Box
- Keep the calendar
- Prepare memos & letters

Schedule meetings with Boardmembers & staff (with Maria)

Committee and Board liaison activities

- Prepare agenda & minutes for TAMC Board and Executive Committee
- Review and finalize all committee agenda packets and minutes
- TAMC Board meeting location and set-up (with Rita and staff)
- Review TAMC agenda box day before items are due and remind planners and management of missing items
- Notify management immediately when agenda staff reports/enclosures not received on time
- Finalize Board and other resolutions for signature
- Coordinate with Caltrans on monthly project reports
- TAMC Resource Guide update

Personnel and Finance/Payroll Activities

- Maintain payroll, and bank account files
- Prepare bank deposits
- Maintain Personnel files (with Rita)
- Maintain forms and information on employee benefits (with Rita)
- Assist with new employment recruitment/new employee orientation
- Provide training on vehicles, phone system, e-mail, alarm

Provide clerical assistance and computer support as needed to staff

Work with and train Administrative Assistant

Liaison with:

- Building maintenance (with Rita; Dave transition to Elouise and Rita)
- Computer equipment vendors (with Dave and Mike - Jeff transitioning to Mike)
- Office equipment vendors (with Rita)
- Computer support consultant (with Mike/Jeff)
- Printer/graphics

Assist in coordinating special events (with Maria, interns)

Transportation Engineer

Computer troubleshooting liaison (shared with Mike) (Work Element 911)

GIS, Mapping and AutoCAD designer (whatever WE for which the maps are used)

- Prepare maps and analyses on an as needed basis
- work with interns on map and GIS documentation as needed

Grade Crossing Program Manager (Work Element 6801)

- Oversee construction of projects on Union Pacific main line
- Select crossings and oversee construction on TAMC branch line
- Assist member agencies with grade crossing funding
- Serve as agency Public Utilities Commission Liaison

Project Funding and Delivery (Work Element 641)

- Oversee project and funding scenarios for:
 - Investment plan cash flow scenarios
 - Project database
 - Regional Transportation Plan update (with Andy)

Project Management (Work Element 671)

- Serve as agency lead on roadway project management activities:
 - US 101 – Alta Road, Gonzales
 - SR 68 – Community Hospital, Monterey
 - SR 68- Salinas/Monterey Highway intersections (county project)

State Highway Project Liaison (Work Element 641)

- Serve as primary liaison to Caltrans and Project Development Teams
- Assure on time, on budget delivery of projects
- Assist with state highway project public outreach
- Prepare web-based information and maps on projects
- Develop state highway project cost and delivery information for:
 - Investment plan – cash flow scenarios
 - Regional transportation plan

Traffic Counts Program (with Mike) (Work Element 231)

- Provide input on data needs for traffic counts program
- Coordinate with the Association of Monterey Bay Area Governments on the update of the regional travel forecast model
- Goods movement liaison for Caltrans purposes

Todd Muck, Principal Transportation Planner

Facilities Implementation

- Project Manager
 - Carmel Hill to the River corridor engineering and environmental review (**WE 614**)
- Liaison on Highway 1 Climbing Lane, Rio to Carmel Valley Road (county project)

Intern Program Oversight (Work Element 101)

- Oversee recruitment of interns
- Supervise and evaluate interns
- Coordinate intern assignments
- Coordinate with AMBAG on shared intern program

Project Funding and Local Project Delivery Liaison (Work Element 641)

- Distribution of state and federal funds
 - Oversee award of state and federal grants
 - Monitor expenditure of funds (with Dave)
 - Assist local agencies in obtaining funds and meeting federal requirements
 - Prepare annual state and federal funding reports
 - Provide rail program funding assistance
- State Transportation Improvement Program activities:
 - Process allocations, amendments and extensions
 - Prepare Regional Transportation Improvement Program
 - Oversee amendments to the federal Metropolitan Transportation Improvement Program
 - Serve as California Transportation Commission Liaison
 - Serve as Rural Counties Task Force Liaison, as needed

State Legislative Program Manager (Work Element 112)

- Prepare annual agency state legislative program
- Prepare state bill matrix and monitor progress of legislation in coordination with legislative advocate
- Write support and opposition letters
- Coordinate visits to legislators
- Prepare outreach materials for legislative program visits
- Review and report on new legislation, policies and guidelines
- Provide annual status report to TAMC Board
- Lobby state legislators to support local and regional transportation legislative priorities

Maria Montiel, Administrative Assistant (Work Element 911)

Clerical Assistance

- Provide clerical assistance to staff and management as needed
- Coordinate travel arrangements for managers, staff, and Board members (with Elouise)
- Schedule meetings (with Elouise)

Equipment Oversight

- Oversee servicing and maintenance for: network printer, fax machine, photocopier
- Stock paper in fax machine and photocopier
- Serve as liaison to Kone Elevator (with Dave)

File maintenance

- Maintain records for Form 700, ethics training and credentials
- Maintain and annually purge agenda files, central files, and library with assistance as needed from Elouise and Rita
- Maintain Access mailing list database
- Maintain TAMC Consultant data base in Access
- Maintain news clipping file as needed with Kristen
- Maintaining central files, library, agenda files, contract fiscal files and fax groups
- Maintain incoming and outgoing correspondence files

Committee meeting activities

- Prepare agenda and minutes for SSTAC and Bike
- Prepare weekly staff meeting agenda
- Coordinate provision of food and drinks (with Elouise)
- Prepare annual TAMC meeting calendar

Personnel activities

- Place recruitment ads
- Target recruitment locations (with Rita)

Public Outreach

- Prepare information packets for public meetings
- Distribute public notices and media releases with Kristen
- Coordinate special events (with Elouise, interns)
- Maintain and distribute Public Records Request

Supplies and Purchasing

- Prepare purchase orders, verify invoices for accuracy and follow up on any discrepancies, prepare checks for mailing
- Maintain vendor files
- Track and order supplies, maintain inventory
- Maintain supply and storage rooms including cleanliness and organization (ask for assistance as needed from Elouise, Dave, and Rita to purge supply and storage rooms at least annually)

Reception area phone answering

Lock and alarm office every night

Data Entry

- Freeway Service Patrol survey and Motorist Assist form

Christina Watson, Senior Transportation Planner

Caltrain Rail Service Program Manager (Work Element 6803)

- Coordinate with consultant, team members and others on the alternatives analysis, environmental review, federal new starts application and engineering contracts
- Work with Union Pacific and others to evaluate track capacity and secure track access rights for passenger rail service to and through Monterey County
- Update funding estimates and applications for Caltrain Extension projects, including:
 - Proposition 116 Rail Bond applications and reports
 - Federal new starts and appropriations funding requests
 - Traffic Congestion Relief Program applications and reports
 - State Transportation Improvement Program funding
- Attend Coast Rail Coordinating Council Meetings and assist in meeting goals for improved service and funding along the coast corridor

Federal Legislative Program Manager (Work Element 112)

- Prepare annual agency federal legislative program
- Monitor progress of Federal legislation in coordination with legislative advocate
- Write support and opposition letters
- Coordinate visits to legislators
- Coordinate federal transportation appropriations, authorizations and legislative efforts with legislative advocate
- Prepare outreach materials for legislative program visits
- Review and report on new legislation, policies and guidelines
- Provide annual status report to TAMC Board
- Lobby federal and state legislators to support local and regional transportation legislative priorities

**Transportation for Livable Communities Program Coordinator
(Work Element 634)**

- Monitor the performance of the Transit Oriented Development (TLC) projects and continue to revise the program guidelines as needed
- Conduct calls for projects and award grants as funds are available
- Monitor progress in delivery of projects
- Provide regular update reports to the committees and Board of Directors
- Work with local agencies to encourage livable communities and transit-oriented development

Mike Zeller, Transportation Planner

**Computer troubleshooting liaison (with Web Intern, transition from Jeff)
Work Element 911**

Environmental Review Coordinator (training by Andy) (Work Element 411)

- Review and comment on proposed developments
- Keep records of and prepare annual report of agency comments

Funding Programs (Work Element 641)

- Learn about TAMC-administered funding programs
- Serve as back up to Lisa on funding programs

Intelligent Transportation System Liaison (Work Element 626)

Serve on regional task force for ITS programs

Regional Traffic Impact Fee adoption: (Work Element 626)

- Oversee consultant work
- Staff subcommittee meetings and prepare agenda materials
- *Assist with arrangement of outreach meetings, councils' adoption*

Sustainability

- Evaluate and propose ways that TAMC can implement sustainability principles in its projects and encourage adoption of such principles by member agencies (WE 634)
- Work with Caltrans to finalize Elkhorn Slough land mitigation “pilot project” (WE 671)

Video Conference Program (Work Element 626)

- Oversee billing of program participants (with Dave)
- Provide training on and maintenance of equipment

Traffic County Program (Work Element 231) – (with Jeff)

- Coordinate with AMBAG and SCCRTC on updated traffic counts program

Interns

- Provide clerical assistance (WE 911)
- Update Freeway Service Patrol survey records (WE 177)
- Provide special event assistance (WE 911)
- Maintain and upgrade website (WE 1130 or 1131)
- Work on special projects as needed (WE varies)