

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	04/28/14	Open	Action	04/15/14

Subject: Approving the First Amendment to Personal Services Contract (Jessica Sandoval)

ISSUE

Whether to approve extending the contract term for Planning Internship contract with Jessica Sandoval.

RECOMMENDED ACTION

Adopt Resolution No. 14-04-_____, Approving the First Amendment to the Personal Services Contract with Planning Intern Jessica Sandoval.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	0
Budget Source:	Capital and Operating	Next FY:	\$	35,154
Funding Source:	Caltrans Planning Grant	Annualized:	\$	n/a
Cost Cntr/GL Acct(s) or Capital Project #:	cc79 #510025 M003	Total Amount:	\$	35,154
Total Budget:	\$72,454			

DISCUSSION

RT entered into a one-year Personal Services Contract with Planning Intern Jessica Sandoval on May 30, 2013, which is due to expire on June 2, 2014. Ms. Sandoval currently works in the Planning Department assisting staff with various projects including support of RT's Automatic Passenger Counter (APC) system, assistance with RT's annual National Transit Database (NTD) reporting, use and maintenance of RT's Geographic Information Systems (GIS) databases, preparation of demographic maps and analyses, assistance with RT's Title VI civil rights compliance program update, assistance with RT's fare survey, on-board survey, and other special surveys, assistance with grant applications, and preliminary development and testing of Connect Card data mining tools and applications.

To date, Ms. Sandoval's services have been paid for through a Caltrans Planning Grant intended to fund internships. The principal agreement was for \$37,300; however, the total amount expended on her services is projected to total only \$31,154 by the end of Fiscal Year 2014. RT anticipates that the total cost for Ms. Sandoval's services will be \$41,300 in FY 2015, making the total for the contract \$72,454. RT staff has identified approximately \$17,200 in capital project funding to cover a portion of the total estimated cost of her services in FY 2015. The capital project funds that have been identified include (1) remaining funds on the existing intern grant; (2)

Approved:

Presented:

Final 04/22/14

General Manager/CEO

AGM of Planning and Transit Systems Dev
J:\Board Meeting Documents\2014\08 April 28, 2014\1st Amendment to Contract for JSandoval v1.doc

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funding for the Green Line light rail extension to the Airport project; and (3) a Caltrans grant to support development of reporting and analytical capabilities for the Connect Card project. Additionally, approximately \$14,500 of the remaining contract amount will be paid for by shifting costs savings resulting from a Planning Department’s employee’s programmed leave of absence scheduled for early FY 2015. The cost savings from the leave of absence is approximately \$14,500. The remaining \$9,600 needed to fund Ms. Sandoval’s services in FY 2015 will be paid for out of RT’s operating budget, but RT staff will make every effort to identify additional capital grant project funding to cover that amount.

A potential funding source for the \$9,600 could be the aforementioned new Caltrans grant which would provide a total of \$129,960 in funds to RT over Fiscal Years 2015 and 2016. In FY 2015, the grant is expected to offset \$18,400 in labor costs from other positions in the Planning Department as well as from other departments in RT (e.g., Finance and IT). Ms. Sandoval is uniquely qualified to test, validate, and assist with the development of Connect Card reporting capabilities based on her year of experience doing similar technical tasks in RT Planning and she is expected to play a significant role in the project. The total amount of \$129,960 that could be recovered from RT’s operational budget based on this project are enough to more than offset the entirety of Ms. Sandoval’s contract.

Staff recommends that the Board approve the First Amendment to the Contract to extend the contract through June 30, 2015, increase the total consideration by \$35,154, from \$37,300 to \$72,454, and increase the hourly rate from \$14/hr. to \$17/hr. beginning June 3, 2014.

RESOLUTION NO. 14-04-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 28, 2014

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES
CONTRACT WITH PLANNING INTERN JESSICA SANDOVAL**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the First Amendment to the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "RT," and Jessica Sandoval, therein referred to as "Contractor," whereby the contract term is extended to June 30, 2015, the total consideration is increased to \$72,454, and the hourly rate is increased to \$17.00 per hour, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute the First Amendment.

PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary