

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

Minutes of Regular Meeting of
the Board of Directors of the District

February 3, 1970

Upon notice duly given, the Directors of the Southern California Rapid Transit District met at a regular meeting in the District Board Room, 1060 South Broadway, Los Angeles, California, at 10:00 a.m. on February 3, 1970.

Vice-President David K. Hayward, in the absence of President Kermit M. Bill, called the meeting to order and acted as chairman throughout.

Directors Charles E. Compton, Leonard S. Gleckman, David K. Hayward, Herbert H. Krauch, Michael E. Macke, Don C. McMillan, Thomas G. Neusom, Douglas A. Newcomb and Norman Topping were present. Directors Kermit M. Bill and A. J. Eyraud, Jr. were absent.

Also present were General Manager Samuel B. Nelson; General Counsel Milton McKay; Assistant General Manager for Operations George F. Goehler; Assistant General Manager for Rapid Transit Development Jack R. Gilstrap; Assistant General Manager for Engineering Richard Gallagher; Controller-Auditor-Treasurer H. L. Black; Secretary Virginia L. Rees; and the public.

Approval of Minutes

The Minutes of the Regular Meeting held January 20, 1970 were approved.

Certificate of Merit

Director McMillan presented the District's Certificate of Merit to B. G. Schwimer, Operator-of-the-Month for January, 1970 in recognition of the outstanding courtesy displayed by Mr. Schwimer toward his passengers and the public.

Temporary Route Diversions

After discussion, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-18

RESOLVED, that the temporary route diversions caused by construction work affecting Lines 10, 15, 16, 24, 33, 61, 62, 64, 71, 72, 74, 86, 90, 91-S and 108, as described in report dated January 26, 1970 filed with the Secretary, be and the same are hereby ratified and confirmed.

Changes of Bus Stop Zones

After discussion, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-19

RESOLVED, that the report dated January 26, 1970 relating to bus stop changes, filed with the Secretary, be and the same is hereby ratified and approved.

Approval of Authorization For Expenditure No. 434

After discussion, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-20

RESOLVED, that Authorization For Expenditure No. 434, covering miscellaneous requisitions of \$100 and over, but less than \$1,000, as discussed at this meeting and attached to these Minutes as Exhibit 1, be and the same is hereby approved.

Approval of Requisition No. 3700-419 - Towel Service for Two-Year Period Commencing March 16, 1970

After discussion, on motion of Director Compton, Chairman of the Surface Operations Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-21

WHEREAS, the Surface Operations Committee on January 30, 1970 considered General Manager Samuel B. Nelson's report dated January 29, 1970 recommending approval of Requisition No. 3700-419 covering the furnishing of towel service for a two-year period commencing March 16, 1970, in accordance with the specifications attached thereto, at an estimated cost of \$20,000.00, and authorization of the Purchasing Agent to send out bids for the service described and to award contract therefor to the lowest responsible bidder for a two-year period commencing March 16, 1970, at a cost not to exceed \$20,000.00; form of contract subject to approval of General Counsel Milton McKay; and

WHEREAS, the Surface Operations Committee at its meeting on January 30, 1970 concurred in General Manager Nelson's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that Requisition No. 3700-419, covering the furnishing of towel service for a two-year period commencing March 16, 1970, in accordance with the specifications attached thereto, at an estimated cost of \$20,000.00, be and the same is hereby approved;

RESOLVED FURTHER, that the Purchasing Agent be and he hereby is authorized to send out bids for the service described in said Requisition No. 3700-419 in accordance with the specifications attached thereto and with the Rules and Regulations, and to award

contract therefor to the lowest responsible bidder for a two-year period commencing March 16, 1970 in an amount not to exceed \$20,000.00; form of contract subject to approval of the General Counsel.

Vending Machine Contract - Authorization of Purchasing Agent to Call for Bids, and Award of Contract

After discussion, on motion of Director Compton, Chairman of the Surface Operations Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-22

WHEREAS, the Surface Operations Committee on January 30, 1970 considered General Manager Samuel B. Nelson's report dated January 29, 1970 recommending authorization of the Purchasing Agent to send out bids, in accordance with the Rules and Regulations, for the installation and servicing of cigarette, candy and soft drink vending machines at the various District Divisions for the convenience of employees, as described in the specifications attached to said report, and to award contract to the highest responsible bidder for a three-year term commencing March 15, 1970; form of contract subject to approval of General Counsel Milton McKay; and

WHEREAS, the Surface Operations Committee at its meeting on January 30, 1970 concurred in General Manager Nelson's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the Purchasing Agent be and he hereby is authorized to send out bids, in accordance with the Rules and Regulations, for the installation and servicing of cigarette, candy and soft drink vending machines at the various District Divisions, as more particularly described in the specifications presented to this meeting, and to award contract to the highest responsible bidder for a three-year term commencing March 15, 1970; form of contract subject to approval of the General Counsel.

Great Western Freightways (Lessee) - Amendment of Lease Agreement dated May 6, 1969, as Amended - Macy Yards Property

After discussion, on motion of Director Compton, Chairman of the Surface Operations Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-23

WHEREAS, the Surface Operations Committee on January 30, 1970 considered General Manager Samuel B. Nelson's report dated January 29, 1970 recommending that Lease Agreement dated May 6, 1969, as amended September 2, 1969, with Great Western Freightways, Lessee, covering Building Nos. 230 to 234, inclusive, at the District's Division #15 Macy Yards premises (886 North Mission Road, Los Angeles) be amended to increase the leased premises to include Building Nos. 235 and 236 (4,200 square feet) effective as of April 1, 1970, at an additional monthly rental of \$275.00, with waiver of compliance with Section 9.10 of the Rules and Regulations; form of agreement subject to approval of General Counsel Milton McKay; and

WHEREAS, General Manager Nelson further advised the Committee that approval of amendment of said lease agreement will require the restoration of electrical service and lighting to Building Nos. 235 and 236 at an estimated cost of \$750.00 which will be paid out of fire insurance proceeds held in the Depreciation Reserve Account; and

WHEREAS, the Surface Operations Committee at its meeting on January 30, 1970 concurred in General Manager Nelson's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to execute on behalf of the District an amendment to Lease Agreement dated May 6, 1969, as amended September 2, 1969, between the Southern California Rapid Transit District, Lessor, and Great Western Freightways, Lessee, covering Building Nos. 230 to 234, inclusive, at the District's Division #15 Macy Yards premises, to include Building Nos. 235 and 236 at an additional monthly rental of \$275.00, effective as of April 1, 1970, with waiver of compliance with Section 9.10 of the Rules and Regulations; form of agreement subject to approval of the General Counsel.

Route Changes - Line Nos. 2, 8, 13, 24, 37, 39, 47, 49, 52, 53, 56, 60, 60-A, 63, 68, 69, 70, 71, 75, 92 and 177
Account Conversion of Main Street (Northbound) and Spring Street (Southbound) to One-way Operation

After discussion, on motion of Director Compton, Chairman of the Surface Operations Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-24

WHEREAS, the Surface Operations Committee on January 30, 1970 considered General Manager Samuel B. Nelson's report dated January 29, 1970 recommending the adoption of route changes on Line Nos. 2, 8, 13, 24, 37, 39, 47, 49, 52, 53, 56, 60, 60-A, 63, 68, 69, 70, 71, 75, 92 and 177 as a result of the conversion by the Traffic Department of the City of Los Angeles of Main Street (northbound) and Spring Street (southbound) to one-way operation between 9th Street and Macy Street-Sunset Boulevard, effective as of April 5, 1970, all as more particularly set forth in report dated January 21, 1970 of H. C. Beardsley, which report was presented and discussed at the meeting of the Committee; and

WHEREAS, General Manager Nelson further reported that by reason of the rerouting of the above described lines, the relocation of bus stop zones has required a tremendous amount of study and cooperation between representatives of the District and the City of Los Angeles; and

WHEREAS, the Surface Operations Committee at its meeting on January 30, 1970 concurred in General Manager Nelson's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to reroute Line Nos. 2, 8, 13, 24, 37, 39, 47, 49, 52, 53, 56, 60, 60-A, 63, 68, 69, 70, 71, 75, 92 and 177 account conversion of Main Street (northbound) and Spring Street (southbound) between 9th Street and Macy Street-Sunset Boulevard, as discussed at this meeting and as described in report dated January 21, 1970 filed with the Secretary, effective as of April 5, 1970; subject to the prior approval of the Consulting Engineer;

RESOLVED FURTHER, that the General Manager be and he hereby is authorized to make appropriate

revisions in the Official Route Authorizations as adopted November 5, 1964, as amended, to reflect the revisions in route on the above numbered Lines.

Approval of Applications for a Capital Grant and a
Demonstration Grant Under the Urban Mass Transportation
Act of 1964, as Amended - Exclusive-Express Busway
Project

Director Gleckman, Chairman of the Finance & Governmental Affairs Committee, reported that the Committee on February 2, 1970 considered the matter of filing with the Urban Mass Transportation Administration of a revised application in the form of a request for a capital grant and a demonstration grant for the Express Busway Project. General Manager Nelson advised the Committee that the Urban Mass Transportation Administration under date of December 29, 1969 rejected the District's proposal of November 5, 1969 for a 100 per cent financing of the District's portion of the Busway Project by DOT and suggested that the District file capital grant and demonstration grant applications which would designate the District's share of the project to be \$5,650,000.00. Chairman Gleckman further reported that the revised application would assume that the Bureau of Public Roads and the State Division of Highways will pay for rights of way and construction of the entire length of the roadway, including railroad relocation. It was the Committee's recommendation that General Manager Nelson be authorized to file such revised capital grant application and demonstration grant application with the Department of Transportation.

After discussion, on motion of Director Gleckman, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-25

Resolution authorizing the filing of applications with the Department of Transportation, United States of America, for a capital grant and a demonstration grant under the Urban Mass Transportation Act of 1964, as Amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is required by the U. S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for Assistance under the Urban Mass Transportation Act of 1964, as Amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation requirements thereunder:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Southern California Rapid Transit District

1. That the General Manager is authorized to execute and file applications on behalf of the Southern California Rapid Transit District with the U. S. Department of Transportation under the Urban Mass Transportation Act of 1964, as Amended, proposing the approval of a capital grant and a demonstration grant to aid in the financing of the acquisition, construction and operation of a grade-separated, exclusive, express busway in part on the Baldwin Park railroad right of way of the Southern Pacific Company and in part in or along the median strip of the San Bernardino Freeway between the City of Los Angeles and the City of El Monte.
2. That the General Manager is authorized to execute and file with such applications an assurance or any other document required by the U. S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That Richard Gallagher, Assistant General Manager for Engineering, is authorized to furnish such

additional information as the U. S. Department of Transportation may require in connection with the applications or the project.

Authorization of General Manager to Initiate Negotiations with Southern California Association of Governments (SCAG) to Develop a Program for Completion of Public Transportation Planning Requirements of HUD and DOT

After discussion, on motion of Director Gleckman, Chairman of the Finance & Governmental Affairs Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-26

WHEREAS, the Finance & Governmental Affairs Committee on February 2, 1970 considered General Manager Samuel B. Nelson's report dated January 30, 1970 recommending that he be authorized to initiate negotiations with the Southern California Association of Governments (SCAG) to develop a program for completion of public transportation planning requirements of the United States Department of Housing and Urban Development and the Department of Transportation, which program is a prerequisite to qualifying the Los Angeles Region for Urban Mass Transportation Administration capital grants at the full level of two-thirds Federal participation; the necessary studies to be the subject of a joint application by SCAG and the District for federal participation in the cost thereof; and

WHEREAS, the Finance & Governmental Affairs Committee concurred in General Manager Nelson's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to negotiate with the Southern California Association of Governments to develop a program for completion of public transportation planning requirements of the United States Department of Housing and Urban Development and the Department of Transportation, which program is a prerequisite to qualifying the Los Angeles Region for Urban Mass Transportation Administration capital grants at the full level of two-thirds Federal participation; the necessary studies to be the subject of a joint application by the Southern California Association of Governments and the Southern California Rapid Transit District.

Preliminary Operating Report for Month of December, 1969

The Preliminary Operating Report for the Month of December, 1969 was presented to the meeting and was ordered "Received and Filed." A copy of the Report is filed with the Secretary.

Steam Engine Development Program for Public Transit Bus Operation - Authorization of General Manager to Communicate to California Assembly Transportation Committee and Federal Urban Mass Transportation Administration SCRTD's Desire to Participate in Application for Federal Demonstration Grant

Upon approval of the Directors present, consideration of the matter of authorizing the General Manager to communicate to the California Assembly Transportation Committee and the Federal Urban Mass Transportation Administration of the District's desire to participate in the application for a Federal demonstration grant in the steam engine development program was added to the Agenda.

After discussion, on motion of Director Gleckman, Chairman of the Finance & Governmental Affairs Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-27

WHEREAS, the Surface Operations Committee on January 30, 1970 considered General Manager Samuel B. Nelson's report dated January 30, 1970 recommending that he be authorized to communicate to the California State Assembly Transportation Committee and to the Urban Mass Transportation Administration the District's desire to be a participant in the Assembly Transportation Committee's application to the Urban Mass Transportation Administration for a Federal demonstration grant to develop and test steam engines for public transit bus operation in California; and

WHEREAS, the Surface Operations Committee concurred in General Manager Nelson's recommendation

and referred the matter to the Finance & Governmental Affairs Committee for final review and recommendation; and

WHEREAS, the Finance & Governmental Affairs Committee on February 2, 1970 considered and concurred in General Manager Nelson's recommendation, as above set forth;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to communicate to the California State Assembly Transportation Committee and the Urban Mass Transportation Administration the desire of the Southern California Rapid Transit District to be a participant in the Assembly Transportation Committee's application to the Urban Mass Transportation Administration for a federal demonstration grant to develop and test steam engines for public transit bus operation in California, at an estimated cost to the District of \$50,000.00.

City of Vancouver, Washington - Approval of Sale of Used Surplus 1947 GMC Model TDH-3610 Diesel Coach

Upon approval of the Directors present, consideration of the sale of a used surplus 1947 GMC Model TDH-3610 Diesel Coach was added to the Agenda.

Director Compton, Chairman of the Surface Operations Committee, reported that General Manager Nelson late yesterday received an offer from the City of Vancouver, Washington, to purchase one of the District's used surplus 1947 GMC Model TDH-3610 diesel coaches at a price of \$1,250.00, subject to approval of the Vancouver City Council at its meeting this evening, and, further, that the offer to purchase the coach had been arranged by American-International Bus Exchange on the basis of the payment by the District of a 10% finder's fee.

After discussion, on motion of Director Compton, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-28

RESOLVED, that the General Manager be and he hereby is authorized to accept the offer of the City of Vancouver, Washington, to purchase one of a group of twenty-three of the District's used surplus 1947 GMC Model TDH-3610 diesel coaches, as is - where is, less tires, for \$1,250.00, said purchase being subject, however, to approval of the Vancouver City Council;

RESOLVED FURTHER, that the Treasurer and/or Assistant Treasurer be and he hereby is authorized to pay to American-International Bus Exchange a finder's fee of 10% of the sales price of said coach since the sale was arranged by American-International Bus Exchange.

Report of Chairman of Finance & Governmental Affairs Committee
Re Three-Year Financial, Operating and Development Program
Projection for 1970-1972

Director Gleckman, Chairman of the Finance & Governmental Affairs Committee, reported that the Staff had submitted to the Committee a three-year projection of District operations, plans and revenues which will be distributed to all Board members for review, and further that the Committee will meet again within two weeks to analyze the projection and prepare a report and appropriate recommendations for action by the Board.

Non-Contract Employees - Changes in Certain Management Group
Positions and Certain Positions Under Position Classifi-
cation and Salary Plan

Upon approval of the Directors present, consideration of certain non-contract personnel matters was added to the Agenda.

Director Newcomb, Chairman of the Personnel & Administrative Procedures Committee, reported that the Committee this morning considered and concurred in the recommendations contained in the

General Manager's report dated January 30, 1970; i.e., re-establishment of the former Management Group position of Assistant Manager of Operations, with title changed to "Deputy Administrator for Operations," at an annual salary of \$25,478.00, and change of title of position of Principal Design Engineer to "Principal Engineer," with removal of position from the Management Group and placed under the Position Classification and Salary Plan at Range 36. A copy of said report dated January 30, 1970 is attached to these Minutes as Exhibit 2.

After discussion, on motion of Director Newcomb, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-29

RESOLVED, that the former Management Group position of Assistant Manager of Operations be and hereby is re-established effective as of February 1, 1970, with the title of said position changed to "Deputy Administrator for Operations," at an annual salary of \$25,478.00;

RESOLVED FURTHER, that the Management Group position of Principal Design Engineer be and hereby is abolished effective as of February 1, 1970.

Chairman Newcomb further reported that the Personnel & Administrative Procedures Committee this morning also considered and concurred in the recommendations of the General Manager, as set forth in report dated February 2, 1970 presented and discussed at this meeting and attached to these Minutes as Exhibit 3.

After discussion, on motion of Director Newcomb, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-30

RESOLVED, that the Southern California Rapid Transit District Position Classification and Salary Plan be and hereby is amended, effective as of February 1, 1970, to:

1. Abolish the classification of Staff Engineer, Dept. No. 8000, ID No. 10JK01, and
2. Establish the following classifications and salary range thereof;

<u>Dept.</u>	<u>ID No.</u>	<u>Classification</u>	<u>Range</u>
8000	10CC01	Principal Engineer	36
8000	10JL01	Assistant Engineer	26
8000	10JL02	Assistant Engineer	26

Report of General Manager

General Manager Nelson reported on the activities of the District since the last Regular Meeting held January 20, 1970. A copy of the Report is attached to these Minutes as Exhibit 4.

Vice-President Hayward announced that President Kermit M. Bill is spending a few days in the hospital for test purposes and that Mrs. Bill reports he is in good shape and will be home soon.

Next Regular Meeting

After discussion, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-70-31

RESOLVED, that the next Regular Meeting of the District be held at the District's Board Room in the Transit District Building, 1060 South Broadway, Los Angeles, California, on Tuesday, February 17, 1970, at 10:00 a.m.

There being no further business, the meeting adjourned.

VIRGINIA L. REES

Secretary

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

AUTHORIZATION FOR EXPENDITURE

No. 434

Budgeted Item No. See Below

January 6, 19

Project Description

Miscellaneous Requisitions

\$100-\$1,000

Proposed by: Various
(Department Head)

Department: Various
(Number)

Project Cost Estimate and Analysis

Item	Req. No.	Description	Budget No.	Purchase or Contract	Labor and Materials	Total	F A C D
A	3302-014	1-500 lb. Torque Wrench	70-4-1	138.95		138.95	
B	3399-26	1 Electro-Shield Alarm/Receiver	70-4-1	105.00		105.00	
C	3302-022	1 Hydro Ram BJ-10-IE	70-4-1	119.70		119.70	
D							
E							
F							
G							
H							
I							
J							
K							

Estimated Total Cost -	363.65
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Pursuant to Section 510 of the Trust Indenture The purposes of the expenditure proposed herein are as stated above.

V. L. Dack
(Authorized Officer)

Approved By: Amiel B. Wilson
(General Manager)

certify that the expenditure proposed herein represents actual acquisitions to, replacements of or betterments to physical property, and that the value thereof will be at least equal to the cost thereof.

Richard Gallagher
(Engineer)

Authorized by the District:
FEB - 3 1970

Duquenois R. Ross
(Secretary)

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT1080 SOUTH BROADWAY
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE SUBJECT IN THIS COMMUNICATION

DATE: January 30, 1970

TO: Personnel and Administrative Procedures Committee

FROM: Samuel B. Nelson, General Manager

SUBJECT: Establishment of position of Deputy
Administrator for Operations in the
Management Group and change of Title
of Principal Design Engineer

On February 28, 1967 the former position of Assistant Manager of Operations was abolished by Board action. This position was carried in the Management Group at an annual salary of \$28,000.

During the past few months Mr. George W. Heinle has been temporarily assigned from the Engineering Department to the Operations Staff to coordinate the activities of the operating departments. Mr. Heinle's present title is Principal Design Engineer, which position is carried in the Management Group at an annual salary of \$25,478. The duties being performed by Mr. Heinle are in many ways commensurate with the duties performed by the former Assistant Manager of Operations. These include coordination of Operating Department activities, assisting in special technical studies, especially in bus design specifications, emissions control, federal grants and related matters, preparation of information for Board and staff committees, and presentations to those committees in Mr. Goehler's absence.

The workload in the Operating Departments has been extremely heavy and Mr. Heinle has been able to relieve Mr. Goehler of many of the details. In view of this heavy workload and projected future programs, it is believed that the position of Assistant Manager of Operations should be re-established, with a change in title and with some modifications in duties and responsibilities. This re-established position would be filled by Mr. Heinle at his present salary. The establishment of this position would then leave the position of Principal Design Engineer open in Mr. Gallagher's office.

Personnel and Administrative Procedures Committee
January 30, 1970

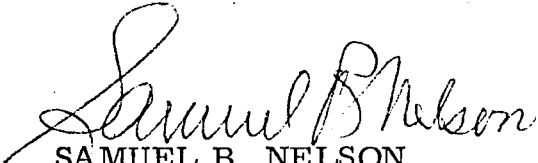
-2-

It will be recalled that at a meeting several weeks ago, the Committee was advised of Mr. Gallagher's need for an assistant to help relieve him of the heavy load in the Engineering Department. Mr. Gallagher has proposed that the position of Principal Design Engineer be changed to Principal Engineer, removed from the Management Group and established in Range 36 (\$1768 - \$2205 monthly) in the Position Classification and Salary Plan.

These matters have been reviewed by the Staff Personnel and Administrative Procedures Committee and recommended by that Committee to the General Manager.

It is the General Manager's recommendation that the following personnel changes be approved, effective February 1, 1970:

1. Re-establishment of the former position of Assistant Manager of Operations with the title to be Deputy Administrator for Operations and placed in the Management Group at an annual salary of \$25,478.
2. Change of title of Principal Design Engineer in the Engineering Department to Principal Engineer, with removal of this position from the Management Group and establishment in Range 36 under the Position Classification and Salary Plan.


SAMUEL B. NELSON
General Manager

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT1060 SOUTH BROADWAY
LOS ANGELESDO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE: February 2, 1970

TO: Personnel & Administrative Procedures Committee

FROM: Samuel B. Nelson

SUBJECT: Increase of Number of Staff Engineer Positions in Engineering Department From One to Two and Change of Title to Assistant Engineer

The District's Engineering Department is in need of additional personnel to enable it to properly perform its functions on the Busway Project and other transit planning and engineering work that is now in progress. It is necessary for our Engineering Department to work constantly and closely with the Division of Highways in the development of the plans and specifications for the project in the effort to insure that all design and construction work is done to our satisfaction and to meet our requirements.

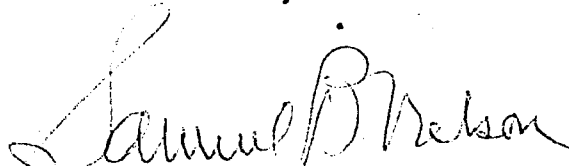
As you are aware, over the last three years the Engineering Department has performed its functions with the barest minimum of personnel, and now that we are about to embark on some specific rapid transit projects, the time has come to commence making a few carefully selected additions to the Engineering Staff.

At the present time, the Engineering Department is authorized one Staff Engineer in the Salary Range 26 (\$1,023-\$1,274). It is proposed to change this title from Staff Engineer to Assistant Engineer and to increase the number authorized from one to two. Mr. Gallagher has the opportunity to obtain the services of a particularly well qualified and experienced person in the position of Assistant Engineer.

Attached for the committee's information is a list of the current and proposed technical staff in the Engineering Department.

It is the General Manager's recommendation that the committee approve and recommend to the Board of Directors:

Change of title of Staff Engineer to Assistant Engineer in the Engineering Department (Salary Range 26 of the Position Classification and Salary Plan) and increase the number authorized from one to two, effective February 1, 1970.


SAMUEL B. NELSON
General Manager

Attachment

CURRENT AND PROPOSED TECHNICAL STAFF

IN

DISTRICT'S ENGINEERING DEPARTMENT

<u>Positions Presently Filled</u>	<u>Positions Proposed to Be Filled</u>	
1	1	Assistant General Manager for Engineering
1	0	Principal Design Engineer (Position abolished)
0	1	Principal Engineer
1	1	Senior Transportation Engineer (Part Time - Now about 2-3 days/week)
1	1	Senior Civil Engineer (Part Time - 2 days/week)
1	0	Staff Engineer (Position abolished)
<u>0</u>	<u>2</u>	Assistant Engineer
5	6	

