

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

(COMMISSIONERS STEVE ADAMS, MARION ASHLEY, BOB BUSTER,
MARY CRATON, TERRY HENDERSON, BOB MAGEE, JEFF STONE,
JOHN TAVAGLIONE, ROY WILSON)

8:45 A.M. – PLEASE NOTE THE TIME CHANGE

WEDNESDAY, DECEMBER 10, 2008

County of Riverside Administrative Center

Conference Room A

4080 Lemon Street, Third Floor, Riverside

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, www.rctc.org.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES – MAY 14 AND SEPTEMBER 10, 2008**
- 4. ADDITIONS/REVISIONS** - *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

5. ORDINANCE NO. 08-002 TO AMEND THE COMMISSION'S ADMINISTRATIVE CODE

Overview

This item is for the Committee to adopt Ordinance No. 08-002, *"An Ordinance Amending the Riverside County Transportation Commission Administrative Code Related to the Composition of the Executive Committee and Other Housekeeping Items"*.

6. CLOSED SESSION – EXECUTIVE DIRECTOR

6A. Public Employee Performance Evaluation

Title: Executive Director

6B. Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Representative: Chair

Employee: Executive Director

7. EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT

Overview

This item is for the Committee to discuss and take possible action on amendment to Executive Director's employment contract.

8. ADJOURNMENT

The next Executive Committee meeting is scheduled to be held at **9:00 a.m., Wednesday, January 14, 2009**, 4080 Lemon Street, Third Floor, Conference Room A, Riverside.

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

May 14, 2008

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Vice Chair Bob Magee at 9:05 a.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Bob Buster
Mary Craton
Terry Henderson
Bob Magee
John Tavaglione
Michael Wilson
Roy Wilson

Commissioners Absent

Steve Adams
Marion Ashley
Jeff Stone

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Craton/M. Wilson) to approve the minutes of January 9 and February 13, 2008 as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. PERSONNEL POLICIES AND PROCEDURES

Michele Cisneros, Accounting and Human Resources Manager, provided an overview of the proposed changes to the Personnel Policies and Procedures Manual.

M/S/C (Craton/Tavaglione) to approve the revised Personnel Policies and Procedures Manual; and Adopt Resolution No. 08-012, "Resolution of the Riverside County Transportation Commission Adopting the Personnel Policies and Procedures Manual".

6. CLOSED SESSION

Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Designated Representative: Executive Director

Unrepresented Employees: All Commission employees other than Executive Director


7. CLASSIFICATION AND COMPENSATION STUDY

M/S/C (R. Wilson/Buster) to approve the adjustment to salaries and ranges of Commission employees based on Classification and Compensation Study.

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:25 a.m.

Respectfully submitted,



Jennifer Harmon
Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

September 10, 2008

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Vice Chair Bob Magee at 9:10 a.m. in Palm Springs Convention Center, Mesquite B, 277 N. Avenida Caballeros, Palm Springs, CA.

Commissioners Present

Steve Adams
Marion Ashley
Bob Buster
Mary Craton
Terry Henderson
Bob Magee
John Tavaglione
Michael Wilson
Roy Wilson

Commissioners Absent

Jeff Stone

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

The minutes of May 14, 2008 will be submitted at the next meeting.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATE SECTION 4.12, "EDUCATION REIMBURSEMENT AND SECTION 5.3 "HOLIDAY LEAVE"

Michele Cisneros, Accounting and Human Resources Manager, provided an overview of the proposed changes to the Personnel Policies and Procedures.

M/S/C to:

- 1) **Approve the revision to the Personnel Policies and Procedures Manual to amend Section 4.12 "Education Reimbursement" and Section 5.3 "Holiday Leave"; and**
- 2) **Adopt Resolution No. 08-021, "*Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual*".**

6. FLEXIBLE BENEFITS PLAN AMENDMENT

Michele Cisneros provided an overview of the revision to the Flexible Benefit Plan.

M/S/C to:

- 1) **Approve the revision to the Flexible Benefits Plan;**
- 2) **Approve the revision to the Flexible Benefits Plan "Frequently Asked Questions" for distribution to employees; and**
- 3) **Adopt Resolution No. 08-022, "*Resolution of the Riverside County Transportation Commission Amending the Flexible Benefits Plan*".**

7. ADOPTION OF ORDINANCE NO. 08-001 TO AMEND THE ADMINISTRATIVE CODE TO REFLECT THE DISBANDMENT OF THE TRANSIT POLICY COMMITTEE

Jennifer Harmon, Office and Board Services Manager, provided an overview of the ordinance to amend the Administrative Code to reflect the disbandment of the Transit Policy Committee.

M/S/C to:

- 1) **Adopt Ordinance 08-001, "*An Ordinance Amending the Riverside County Transportation Commission Administrative Code*", to reflect changes related to the disbandment of the Transit Policy Committee; and**
- 2) **Forward to the Commission for final action.**

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:22 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looped initial "J".

Jennifer Harmon
Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	December 10, 2008
TO:	Executive Committee
FROM:	John Standiford, Deputy Executive Director Jennifer Harmon, Office and Board Services Manager
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Ordinance No. 08-002 to Amend the Commission's Administrative Code

STAFF RECOMMENDATION:

This item is for the Committee to adopt Ordinance No. 08-002, *"An Ordinance Amending the Riverside County Transportation Commission Administrative Code Related to the Composition of the Executive Committee and Other Housekeeping Items"*.

BACKGROUND INFORMATION:

Executive Committee Membership -- Larger Cities

The Executive Committee was established in 1999 as a result of the reorganization of the Commission. The responsibility of the Executive Committee is to oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission's Executive Director; and oversee administration of the Commission's office.

Since that time, one regular member that represents the cities of Riverside, Corona, and Moreno Valley has rotated every two years between these cities. For a number of years, these cities were the only municipalities in Riverside County to exceed a population of 100,000. Data from the California Department of Finance now shows that Murrieta and Temecula have exceeded the 100,000 mark in population (Attachment 1).

Overall, there are ten seats on the Executive Committee. The seats are held by the Chair, First Vice Chair, Second Vice Chair, Past Chair, a representative from Western Riverside County cities with a population of under 100,000, a representative from Coachella and Palo Verde Valley cities with a population of less than 100,000 people, one city representative from Riverside, Corona, or Moreno Valley, which represent the cities with a population over 100,000,

and three members from the Board of Supervisors. The representatives from the smaller cities are selected through a caucus process that usually takes place at the January Commission meeting.

The question now faced by the Commission is whether to change the composition of the Executive Committee to reflect ongoing population changes within the county. Commission staff recognizes that there are compelling reasons to review the composition of various committees to reflect the dynamic nature of a rapidly-growing county. Murrieta and Temecula won't be the last cities to exceed the 100,000 population mark. It is appropriate for larger cities to be adequately represented on the Executive Committee, but it is also important to ensure that smaller cities receive adequate representation.

Commission staff proposes a change in the composition of the Executive Committee to add an additional voting member from cities over 100,000. In this case, the cities with a population of over 100,000, which are Riverside, Moreno Valley, Corona, Temecula and Murrieta, would caucus at the January meeting and choose two representatives to the Executive Committee. The combined population of these cities is 829,360 or 39.7 percent of the county's overall population. The caucus process to select two seats from the five large cities would replace the current practice of rotating just one seat among three cities. This would expand the overall Executive Committee to 11 members.

In addition to the major change of adding another member to the Executive Committee, staff also proposed minor changes in the administrative code to reflect the recent incorporation of Wildomar and Menifee and has deleted dated references in the code regarding the time of day that the Commission and Executive Committee are scheduled to meet. Another change was also made to reflect the minimum number of Commissioners needed for a special meeting.

Attachments:

- 1) Population Data for Riverside County Cities
- 2) Proposed Administrative Code Changes

Department of Finance Population Estimates for Riverside County

	Total Population		Percent Change
	1/1/2007	1/1/2008	
Indian Wells	4,945	5,025	1.6
Calimesa	7,420	7,536	1.6
Canyon Lake	10,979	11,051	0.7
Rancho Mirage	16,957	17,057	0.6
Blythe	22,636	21,695	-4.2
Desert Hot Springs	24,907	26,068	4.7
Norco	27,375	27,255	-0.4
Banning	28,293	28,348	0.2
Beaumont	28,271	31,477	11.3
San Jacinto	34,371	35,672	3.8
Coachella	38,515	40,517	5.2
La Quinta	41,125	42,958	4.5
Palm Springs	46,893	47,251	0.8
Lake Elsinore	47,669	49,807	4.5
Palm Desert	49,789	50,907	2.2
Cathedral City	52,151	52,465	0.6
Perris	50,701	53,605	5.7
Hemet	73,299	74,185	1.2
Indio	77,208	81,512	5.6
Murrieta	97,329	100,173	2.9
Temecula	98,009	101,057	3.1
Corona	146,147	147,428	0.9
Moreno Valley	180,603	183,860	1.8
Riverside	291,611	296,842	1.8
Balance Of County	537,637	554,571	3.1
Riverside	2,034,840	2,088,322	2.6

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Hemet	73,299	74,185	1.2
Indian Wells	4,945	5,025	1.6
Indio	77,208	81,512	5.6
Lake Elsinore	47,669	49,807	4.5
La Quinta	41,125	42,958	4.5
Moreno Valley	180,603	183,860	1.8
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Norco	27,375	27,255	-0.4
Palm Desert	49,789	50,907	2.2
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Temecula	98,009	101,057	3.1
Balance Of County	537,637	554,571	3.1

Proposed Amendments to the RCTC Administrative Code

3. (a) Executive Committee. There shall be created an Executive Committee. Subject to supervision by the Commission, the Executive Committee shall oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission's Executive Director; and oversee administration of the Commission's office. Decisions of the Committee shall be final unless a member of the Commission, within five (5) days of the date of the decision, requests that the decision be placed on the agenda of the next regular Commission meeting for reconsideration. Meetings of the Committee shall be held on the day of the Commission meeting or as otherwise required and at a place and time to be set by the Executive Committee, unless otherwise directed by the Commission.

(b) The membership of the Executive Committee shall be as follows:

- (1) The Chair of the Commission.
- (2) The Vice Chair of the Commission.
- (3) The Second Vice Chair of the Commission.
- (4) The Past Chair of the Commission.
- (5) *Two regular members of the Commission representing the cities of Corona, Moreno Valley, Murrieta, Riverside, and Temecula.*
- (6) A regular member of the Commission representing one of the following cities: Banning, Beaumont, Calimesa, Canyon Lake, Hemet, Lake Elsinore, *Menifee*, Norco, Perris, San Jacinto, and *Wildomar*. Such member shall be appointed by majority vote of the members representing the cities referenced in the previous sentence.

(7) A regular member of the Commission representing the following cities: Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Such member shall be appointed by a majority vote of the members representing the cities referenced in the previous sentence.

(8) Three members of the Commission who are members of the Riverside County Board of Supervisors. Such members shall be appointed by the Board of Supervisors.

(c) Actions of the Executive Committee shall require six (6) affirmatives "yes" votes.

(d) The term of the Executive Committee members, other than the Chair and Vice Chair and the Second Vice Chair shall be two (2) years. At the end of their 2-year term, Executive Committee members shall stand for reappointment as set forth in Section H.3(b).

(e) A member of the Executive Committee may be removed by majority vote of the Commission members responsible for his or her appointment. In the event of a vacancy in the Executive Committee, the vacancy shall be filled as set forth in Section H.3(b) above. The new member shall fill out the remainder of the term.

(f) An alternate member of the Commission, as appointed in Article II.C.2, shall not assume the duties of the regular member on the Executive Committee when the regular member is absent. In addition, should a member of the Executive Committee resign or otherwise leave the Commission, the vacancy shall be filled as set forth in Section H.3 (b), above. The new member shall serve the remainder of the unexpired term.

4. The Commission's Committees are authorized to establish rules of procedure relating to the activities and functions of the respective Committee, including the creation of subcommittees of committee members.

ARTICLE IV

MEETINGS

A. AGENDA. Matters to be placed on the Agenda for any regular meeting may be filed with the Executive Director of the Commission by any member of the Commission by the Thursday before such regular meeting. The Agenda for each regular meeting shall be prepared under the direction of the Executive Director. The Executive Director shall cause copies of the Agenda to be mailed or delivered to each regular and alternate member and the General Counsel at least three (3) working days prior to the regular meeting date.

B. REGULAR MEETING. Regular meetings of the Commission shall be held at 4080 Lemon Street, Riverside, California in the Board of Supervisors Chambers or at such other location set in public meeting by the Commission on the second Wednesday of each month at 9:30 a.m. unless such day is a holiday, in which case the meeting shall be held on the next business day. Regular meetings may be canceled by majority vote of the Commission at a regular or special meeting prior to the meeting to be canceled. A regular meeting may also be canceled by the Chair for lack of a quorum. The Executive Director shall endeavor to mail or deliver notice of such cancellation to each regular member and alternate member at least twenty four (24) hours prior to the time of the meeting.

C. SPECIAL MEETINGS. A special meeting of the Commission may be called at any time by the Chair, or in his or her absence by the Vice Chair or in the absence of the Chair and the Vice Chair by the Second Vice Chair, or by any *sixteen (16)* regular members by delivering personally or by mail written notice to the Executive Director and each regular and alternate member. Such notice shall be so delivered at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the

business to be transacted. No other business shall be transacted at such meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Executive Director a written waiver of notice. Such waiver may be given by telegram or *fax*. Such written notice may also be dispensed with as to any regular or alternate member who is actually present at the meeting at the time it convenes.