



**EXECUTIVE COMMITTEE
SPECIAL MEETING AGENDA**

TIME: **8:30 a.m.**

DATE: **Wednesday, April 11, 2018**

LOCATION: **CONFERENCE ROOM A
County of Riverside Administrative Center
4080 Lemon Street, Third Floor, Riverside**

🌀 COMMITTEE MEMBERS 🌀

Dana Reed, City of Indian Wells – Chair
Chuck Washington, County of Riverside, District 3 – Vice Chair
Ben Benoit, City of Wildomar – Second Vice Chair
John F. Tavaglione, County of Riverside, District 2 – Past Chair
Karen Spiegel, City of Corona
Michael Wilson, City of Indio
Rick Gibbs, City of Murrieta
Kevin Jeffries, County of Riverside, District 1
V. Manuel Perez, County of Riverside, District 4
Marion Ashley, County of Riverside, District 5

🌀 AREAS OF RESPONSIBILITY 🌀

Reviews and makes final decisions on personnel issues
and office operational matters.

***Comments are welcomed by the Committee. If you wish to provide comments to the Committee,
please complete and submit a Speaker Card to the Clerk of the Board.***

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

8:30 A.M.

**WEDNESDAY, APRIL 11, 2018
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 THE MINUTES – DECEMBER 13, 2017**
- 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. RIVERSIDE OFFICE SUITE

Overview

This item is for the Committee to:

- 1) Ratify execution of Lease Agreement No. 03-12-018-02, Amendment No. 2 to Agreement No. 03-12-018-00, with the County of Riverside (County) for the occupancy of the office suite (19,270 square feet) located at 4080 Lemon Street, 3rd floor, Riverside, California 92501 (Riverside Office) for a 10-year term in a monthly amount of \$44,128 with an annual increase of three percent and a one-time tenant improvement cost of \$168,673; and
- 2) Authorize the Executive Director to procure and execute agreements, subject to legal counsel review, for improvements to and new furnishings for the original office suite for an amount not to exceed \$276,000.

6. PROPOSED COMMITTEE RESTRUCTURING AND ADMINISTRATIVE CODE CHANGES

Overview

This item is for the Committee to:

- 1) Review and approve disbanding the Eastern Riverside County Programs and Projects Committee;
- 2) Approve the formation of a standing Toll Policy and Operations Committee;
- 3) Restate and clarify Executive Committee membership;
- 4) Amend dated language pertaining to the Commission's Fiscal Officer; and
- 5) Forward to the Commission for final action.

7. CLOSED SESSION – 2018 CLASSIFICATION AND COMPENSATION STUDY AND FISCAL YEAR 2018/19 ORGANIZATION

- 7A.** Conference with Labor Negotiators Pursuant to Section 54957.6
Agency Designated Representatives: Executive Director
Unrepresented Employees: All Commission employees other than Executive Director

2018 Classification and Compensation Study Recommendations and
Fiscal Year 2018/19 Organization Recommendations

8. ADJOURNMENT

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

DECEMBER 13, 2017

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chairman John Tavaglione at 9:02 a.m. in Conference Room A at the County of Riverside Administrative Center 4080 Lemon Street, Third Floor, Riverside, California, 92501.

ROLL CALL

Commissioners Present

Ben Benoit*
Rick Gibbs
Scott Matas
Dana Reed
Karen Spiegel
John Tavaglione
Chuck Washington

Commissioners Absent

Marion Ashley
Kevin Jeffries
V. Manuel Perez
Michael Wilson

*Arrived after the meeting was called to order

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Gibbs/Reed) to approve the minutes of October 11, 2017 meeting as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION – EXECUTIVE DIRECTOR

5A. Public Employee Performance Evaluation
Title: Executive Director

5B. Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Representative: Chair or Designee
Employee: Executive Director

There were no announcements from the Closed Session items.

6. EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT

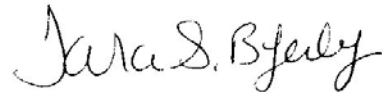
M/S/C (Gibbs/Reed) to:

- 1) Approve an amendment to the Executive Director's employment contract; and**
- 2) Direct legal counsel to work with the Chair to finalize the amendment and authorize the Chair to execute the amendment on behalf of the Commission.**

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:30 a.m.

Respectfully submitted,



Tara Byerly
Deputy Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 11, 2018
TO:	Executive Committee
FROM:	Gary Ratliff, Facilities Administrator Marlin Feenstra, Project Delivery Director
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Riverside Office Suite

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Ratify execution of Lease Agreement No. 03-12-018-02, Amendment No. 2 to Agreement No. 03-12-018-00, with the County of Riverside (County) for the occupancy of the office suite (19,270 square feet) located at 4080 Lemon Street, 3rd floor, Riverside, California 92501 (Riverside Office) for a 10-year term in a monthly amount of \$44,128 with an annual increase of three percent and a one-time tenant improvement cost of \$168,673; and
- 2) Authorize the Executive Director to procure and execute agreements, subject to legal counsel review, for improvements to and new furnishings for the original office suite for an amount not to exceed \$276,000.

BACKGROUND INFORMATION:

The County and the Commission entered into a lease agreement, dated October 8, 2002, for an initial 10-year term pursuant to which the County leased to the Commission the Riverside Office consisting of 14,386 square feet. The monthly cost was \$2.08 per square foot with a two percent annual cost increase. The County and the Commission exercised the first amendment to extend the lease for an additional five-year period in December 2012, at a monthly cost of \$2.12 per square foot with an annual cost increase of two percent.

When the Commission moved to the Riverside Office, there was adequate space for Commission staff and Bechtel capital program management staff to be co-located. However, as the Commission prepared to implement the 2009 Measure A Expenditure Plan and increased the size of its professional and technical staff, the Riverside Office could no longer accommodate all Commission staff as well as Bechtel staff. In 2008 Bechtel leased office space on Vine Street in Riverside for its staff as well as most of the Commission's project delivery staff. While these two locations have provided adequate working space for collaboration, there have been some operational inefficiencies related to technology, project planning, and time management.

Additionally, the current Riverside Office space is once again at maximum occupancy and the Vine Street lease is currently on a month-to-month basis.

When advised that the Western Riverside Council of Governments (WRCOG) was considering relocating to new office space in Riverside, Commission management expressed interest in leasing WRCOG's office space to resolve these issues and commenced negotiations with the County to amend the lease. At the end of December 2017, WRCOG vacated the 4,884 square feet of office space adjacent to the Commission's Riverside Office. Staff inspected the vacant office space and determined that it was sufficient to relocate the Commission and Bechtel staff from the Vine Street office in its current configuration.

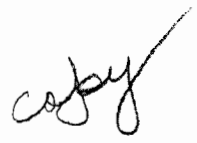
In order to commence efforts to timely prepare the new space for Commission and Bechtel staff, the Executive Director executed the second lease amendment. Staff recommends that the Executive Committee ratify execution of the second lease amendment.

The amended lease extends the term of the lease by 10 years, expands the square footage from 14,386 to 19,270 square feet, and provides for 10 reserved parking spots at a new first year monthly cost of \$44,128 with a three percent annual increase. It also includes minimal tenant improvements at the Commission's cost for an amount not to exceed \$168,673 payable to the County upon substantial completion and approval of the requested improvements. The tenant improvements include new paint, carpet, and construction related to a pass-through door to the existing space and wall reconfiguration. The expanded space will allow for effective and efficient office space planning and day-to-day operations to meet the Commission's needs. Funding for the lease payments and the tenant improvements was included in the Fiscal Year 2017/18 budget approved by the Commission in June 2017.

In connection with the expanded office space, Commission management recommends the existing space, which has not been updated in terms of appearance or furnishings since 2002, receive similar and complimentary improvements such as new paint, carpet and more efficient and ergonomic furnishings. The County, as the lessor, will complete these tenant improvements under a purchase order. Ergonomic furnishings will be procured by piggy-backing on the County's pre-selected and competitively procured bench of contracted firms. Staff used the County's bench to select a vendor to provide space planning services and furnish the new space; accordingly, staff intends to utilize this same vendor in order to achieve a consistent design within the entire office space. Staff recommends that the Executive Committee authorize the Executive Director to award and execute the related agreement(s) for the existing space office furnishings for an amount not to exceed \$276,000.

Financial Information					
In Fiscal Year Budget:	Yes Yes N/A N/A	Year:	FY 2017/18 FY 2017/18 FY 2018/19 FY 2018/19 through FY 2027	Amount:	\$21,000 Lease increase \$168,673 Tenant Improvements \$276,000 Furnishings \$545,426 Annual lease cost (excluding 3% annual increase)
Source of Funds:	Measure A and Local Transportation Fund administrative allocations			Budget Adjustment:	No No N/A N/A
GL/Project Accounting No.:	001001 73001 00000 0001 101 12 73001		Lease expense		
	001001 90101 00000 0001 101 12 90101		Furniture		
	001001 90501 00000 0001 101 12 90501		Improvements		
Fiscal Procedures Approved:	<i>Sheresia Trevino</i>			Date:	04/02/2018

Attachment: Draft Agreement No. 03-12-018-02



SECOND AMENDMENT TO LEASE

THIS **SECOND AMENDMENT TO LEASE** ("Second Amendment") dated as of _____, is entered by and between **COUNTY OF RIVERSIDE**, a political subdivision of the State of California, ("County") and **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**, a county transportation commission ("Lessee"). County and Lessee are hereinafter collectively referred to as the "Parties".

RECITALS

A. County and Lessee have entered into a lease, dated October 8, 2002, (the ("Original Lease") pursuant to which County has agreed to lease to Lessee and Lessee has agreed to lease from County space within that certain building located at 4080 Lemon Street, Third Floor, Annex, Riverside, California 92501, as more particularly described in Exhibit A of the Original Lease.

B. The Parties amended the Original Lease by that certain First Amendment to Lease dated December 18, 2012, between County and Lessee, whereby the Parties amended the Original Lease to extend the term and revise the amount of the annual rent increase.

C. The Parties now desire to amend the Original Lease to extend the term of the Lease, expand the square footage and increase the annual escalator.

NOW THEREFORE, for good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. **TERM.** Section 4.1 of the Original Lease is deleted and replaced with the following language: The term of this Lease shall be extended for ten (10) years commencing upon October 26, 2017 and terminating on October 25, 2027.

2. **DEFINED.** Section 2.2 of the Original Lease is hereby deleted in its entirety and replaced with the following:

2.2 Defined. The Premises shall consist of that certain portion of the Project, as defined herein, and as shown on Exhibit "A-1", including all improvements therein or

1 to be provided by County under the terms of this Lease, and commonly known as 4080
2 Lemon Street, Third Floor, Annex, located in the City of Riverside, State of California,
3 and generally described as office space consisting of approximately 19,270 square
4 feet, including the common core areas, as shown on the floor plan attached as Exhibit
5 "A-1". In addition, Lessee shall be entitled to six (6) reserved parking spaces, all of
6 which shall be located in the parking structure adjacent to the County Administrative
7 Center, as set forth on attached Exhibit "H". Lessee has not been granted any
8 easements of light, air, or access. Lessee's rights are limited to the use and
9 occupancy of the Premises and the right to use the Common Areas, as defined herein,
10 as they may exist from time to time, all subject to the terms, covenants, conditions, and
11 provisions of this Lease. The Premises, the building, the Common Areas, the land
12 upon which they are located, along with all other buildings and improvements thereon,
13 are herein collectively referred to as the "Project".

14 3. RENT. Section 5.1 of the Original Lease is deleted and replaced with the
15 following:

16 Lessee shall pay the sum of \$44,128.30 per month to County as rent ("Rent") for
17 consideration and occupancy of the Premises, payable, in advance, on the first day of
18 the month; provided, however, in the event Rent is owing which is for less than one (1)
19 full calendar month, said Rent shall be pro-rated based upon the actual number of days
20 of said month. Said Rent shall commence upon acceptance of the Additional
21 Improvements by Lessee ("Rent Commencement Date"). The Rent shall be increased
22 annually on each anniversary of the Rent Commencement Date by an amount equal to
23 three percent (3%) of such Rent.

24 4. TENANT IMPROVEMENT REIMBURSEMENT. Section 10.1 of the Original
25 Lease is hereby amended by adding the following:

26 **10.1.4** County shall complete the leasehold improvements within the expansion
27 space as set forth in Exhibit "I" ("Additional Improvements"), attached hereto and
28 incorporated herein by reference. The Additional Improvements shall be at Lessee's

1 sole cost and expense. Upon completion and acceptance of all Additional
2 Improvements, County shall provide Lessee with an itemized invoice for the costs of
3 the Additional Improvements. Lessee shall reimburse County for said costs within
4 thirty (30) days of receipt of County's invoice.

5 5. EXHIBITS "A-1" and "I". Exhibit "A" of the Original Lease is hereby replaced
6 with the Exhibit "A-1" attached hereto. The Original Lease is also hereby amended by
7 adding the Exhibit "I" attached hereto.

8 6. CAPITALIZED TERMS; SECOND AMENDMENT TO PREVAIL. Unless defined
9 herein or the context requires otherwise, all capitalized terms herein shall have the
10 meaning defined in the Original Lease, as heretofore amended. The provisions of this
11 Second Amendment shall prevail over any inconsistency or conflicting provisions of the
12 Original Lease.

13 7. MISCELLANEOUS. Except as amended or modified herein, all the terms of the
14 Original Lease shall remain in full force and effect and shall apply with the same force
15 and effect. Time is of the essence in this Second Amendment and the Original Lease
16 and each and all of their respective provisions. Subject to the provisions of the Original
17 Lease as to assignment, the agreements, conditions and provisions herein contained
18 shall apply to and bind the heirs, executors, administrators, successors and assigns of
19 the Parties hereto. If any provisions of this Second Amendment or the Original Lease
20 shall be determined to be illegal or unenforceable, such determination shall not affect
21 any other provision of the Original Lease and all such other provisions shall remain in
22 full force and effect. The language in all parts of the Original Lease shall be construed
23 according to its normal and usual meaning and not strictly for or against either County
24 or Lessee. Neither this Second Amendment, nor the Original Lease, nor any notice nor
25 memorandum regarding the terms hereof, shall be recorded by Lessee.

26 8. EFFECTIVE DATE. This Second Amendment to Lease shall not be binding or
27 consummated until its approval by the Riverside County Board of Supervisors and fully
28 executed by the Parties.

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IN WITNESS WHEREOF, the Parties have executed this Second Amendment as of the date first written above.

Dated: _____

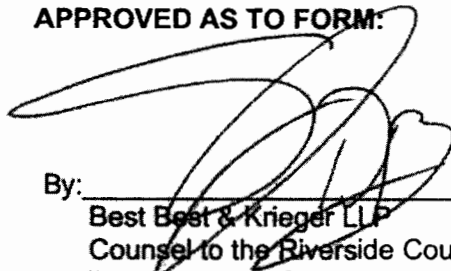
COUNTY:
COUNTY OF RIVERSIDE, a political subdivision of the State of California

LESSEE:
RIVERSIDE COUNTY TRANSPORTATION COMMISSION, a county transportation commission

By: _____
Chuck Washington, Chairman
Board of Supervisors

By:  _____
Anne Mayer, Executive Officer

ATTEST:
Kecia Harper-Ihem
Clerk of the Board

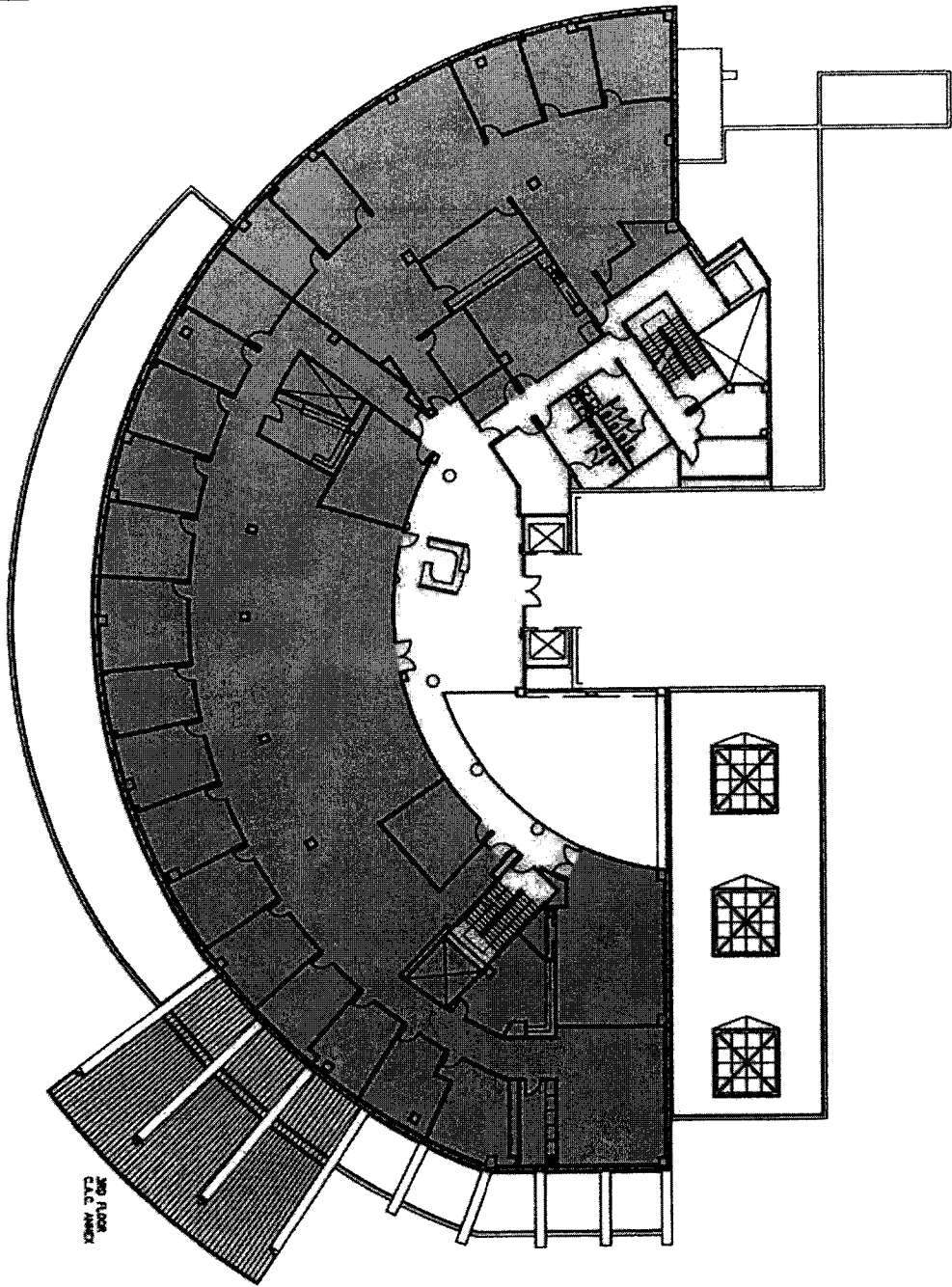
APPROVED AS TO FORM:

By: _____
Best Best & Krieger LLP
Counsel to the Riverside County
Transportation Commission

By: _____
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: _____
Thomas Oh
Deputy County Counsel

CC:ra/022118/RV265 RCTC/19.135



SPACE MANAGEMENT LEGEND			
DEPARTMENT	COLOR	SQ. FT.	%
Customer Care	[Color]	1,460	16.27%
Technical Support/Operations	[Color]	15,800	18.27%
Total		17,260	19.77%

PROJECT TITLE	RV1005 - CAC ANNEX
PROJECT NUMBER	4080 Lemon Street
DATE	9/11
DESIGNER	DAVID L. HAN
DRAWN BY	DAVID L. HAN
CHECKED BY	DAVID L. HAN
DATE	9/11
SCALE	1/8" = 1'-0"
SHEET NUMBER	A1.31
TOTAL SHEETS	1 OF 1

NO.	DATE	DESCRIPTION

RV1005 - CAC ANNEX
4080 Lemon Street

3rd Floor Space Plan

PROJECT TITLE: RV1005 - CAC ANNEX
SHEET TITLE: 3rd Floor Space Plan

EDTA
COUNTY OF RIVERSIDE
ECONOMIC DEVELOPMENT AUTHORITY

DIVISION
OF
SPACE MANAGEMENT
3801 LIME ST. RIVERSIDE, CA 92507
Ph: (951) 950-0907 Fax: (951) 950-3802

EXHIBIT "I"
LEASEHOLD IMPROVEMENTS

1.	County Design	\$10,000.00
2.	Project Management	\$18,913.00
3.	County Administration	\$ 8,000.00
4.	Paint	\$23,423.00
5.	Carpet	\$51,779.00
6.	Door Opening between Suites	\$ 5,033.00
7.	Wall Configuration	\$ 3,525.00
8.	Electrical Drops	\$18,000.00
9.	Project Contingency	\$30,000.00
	Total	\$168,673.00

Leasehold Improvement Descriptions:

1. County Design fees: Architectural, Engineering, City plan check and permit fees.
2. Project Management: Project Management Labor.
3. County Administration: Plan check, County Inspection, County Counsel fees, and specialty consultants if required.
4. Paint specifications: to match existing
5. Carpet specifications: Carpets by Shaw, type - carpet tile, style number 59340, color – harboring desire #40485, multilevel pattern loop with lifetime commercial limited warranty. Cost includes delivery, labor and removal and disposing existing carpet and installing new carpet tiles.
6. Door specifications: 1 - 3'-0 x 7' x 1/34" thick solid core flush wood door with high pressure laminate finish, non-fire rate, as manufactured by Oshkosh Architectural door. 1 Modulex SMR Frame self-mortising, nonhanded, and reversible, 5 ¼ throat size, commercial clear anodized aluminum finish. Lockset shall be Corbin Russwin ML2010, Grade 1 mortise lock, Lustra lever, T rose, Passage function F01, Satin Stainless steel finish with 1 ½ pair, 4"x4: Stanley five knuckle plain bearing standard weight full mortise butt hinges.
7. Wall Configuration: Reconfigure supply room wall to straight wall from triangular shape.
8. Electrical Drops: Four dedicated electrical drops within the expansion suite, third floor annex and includes reconfiguration of existing electrical system and voice and data.
9. Project Contingency: Overhead for any unforeseen construction costs.

Riverside County Employee lots

Employee lots 

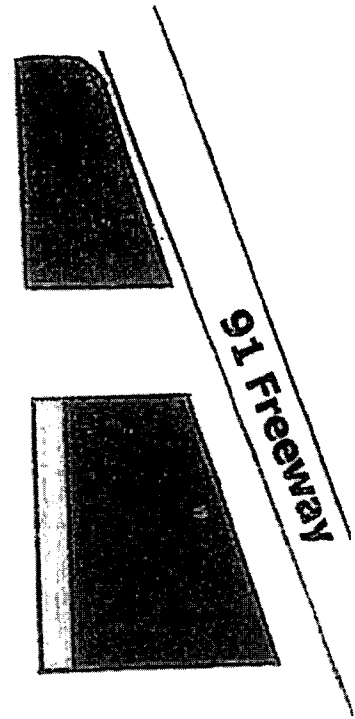
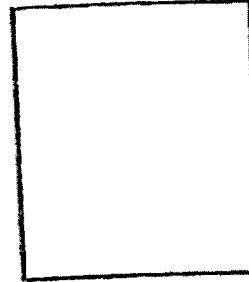
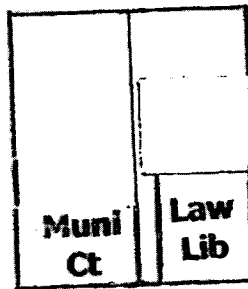
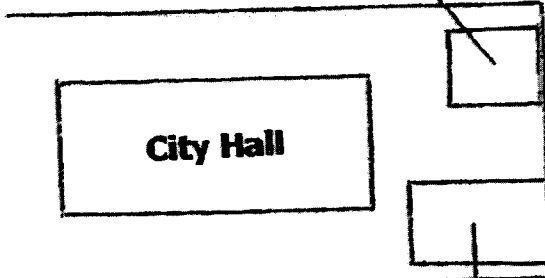
County Vehicles 

Pay parking 

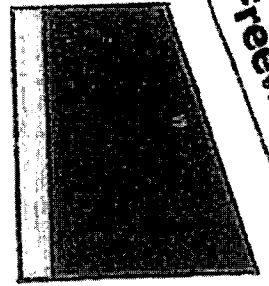
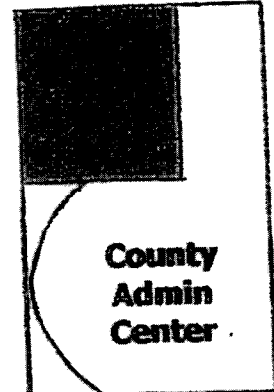
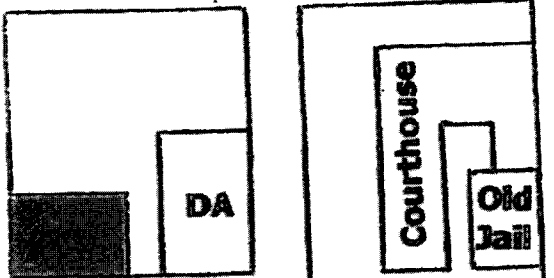
Restricted parking 



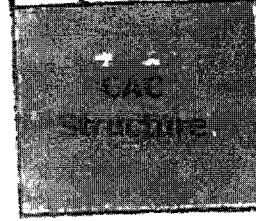
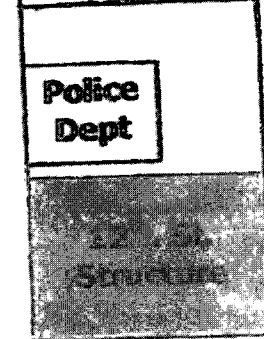
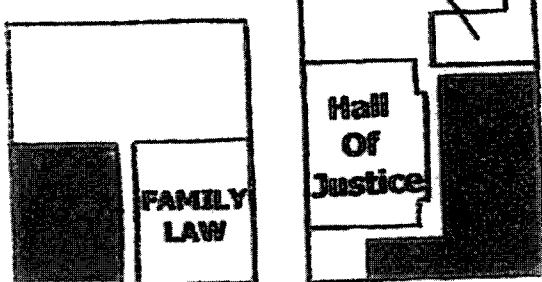
Ninth Street Virginia Bldg



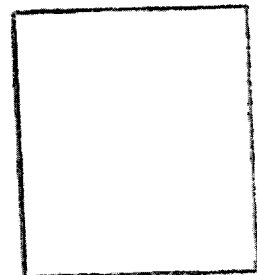
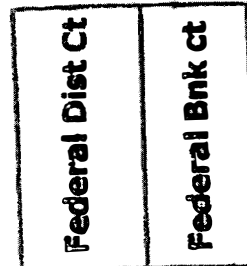
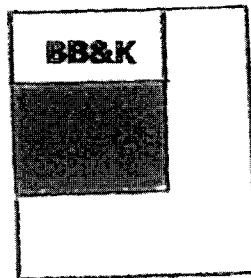
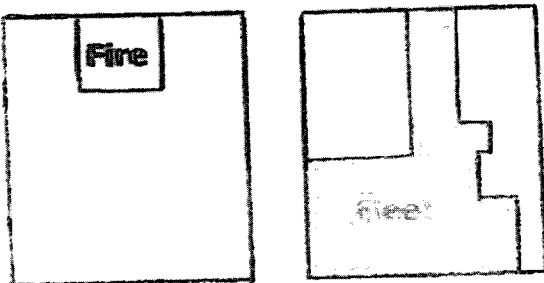
Tenth Street Lerner Bldg



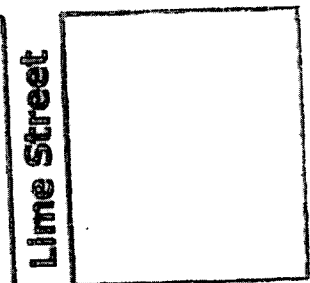
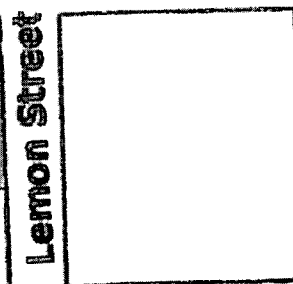
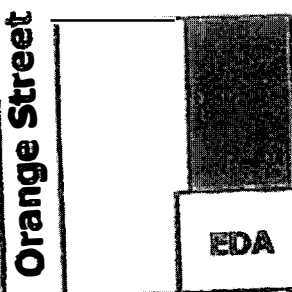
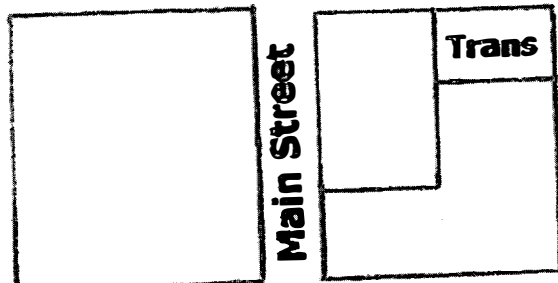
Eleventh Street Coroner



Twelfth Street



Thirteenth Street



Fourteenth Street

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 11, 2018
TO:	Executive Committee
FROM:	John Standiford, Deputy Executive Director
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Proposed Committee Restructuring and Administrative Code Changes

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Review and approve disbanding the Eastern Riverside County Programs and Projects Committee;
- 2) Approve the formation of a standing Toll Policy and Operations Committee;
- 3) Restate and clarify Executive Committee membership;
- 4) Amend dated language pertaining to the Commission’s Fiscal Officer; and
- 5) Forward to the Commission for final action.

BACKGROUND

As required by state law, the Commission is required to: *“Adopt an administrative code, by ordinance, which shall prescribe the powers and duties of commission officers, the method of appointment of commission employees, and methods, procedures, and systems of operation and management of the commission.”*

Since the creation of the Commission in 1976, the administrative code has been updated and amended to reflect changes in policy, amend outdated language and to ensure the organization is structured in a way to address the County’s ongoing transportation needs.

This item puts forward a number of suggested changes to the Administrative Code that will ensure consistency between current Commission practice and the code and to create a new standing committee to address toll policies and procedures,

Disbanding the Eastern Riverside County Programs and Projects Committee

Measure A contains a unique feature in providing a geographic return to source of funding between Western Riverside County, the Coachella Valley, and the Palo Verde Valley. The existence of this provision recognizes the economic importance of the eastern part of Riverside County in spite of its smaller population and fewer municipal jurisdictions.

Ten of Riverside County's cities and an entire Supervisorial District are located in the eastern portion of the County.

In 2010 the Commission formed separate Programs and Projects Committee for the Western and Eastern portions of the County. The two committees replaced a countywide Plans and Programs Committee with the intent of providing more local input to capital projects in each area. This was considered to be a more effective approach to project development and certainly reflects a difference in need compared to financial matters, which impact the entire agency and are overseen by the Budget and Implementation Committee.

Since its creation in 2010, the Western Riverside County Programs and Projects Committee has been especially productive in providing input on numerous projects including freeways projects on the Interstate 15, I-215 and State Route 91 as well as the construction and opening of the Perris Valley Line. The same level of activity has not taken place in the Eastern Riverside County Programs and Projects Committee due to the Commission long-standing and effective relationship with the Coachella Valley Association of Governments (CVAG). CVAG often serves as the lead agency and decision-maker regarding the administration of projects in the Coachella Valley based on the agency's Transportation Project Prioritization Study (TPPS). CVAG's Transportation and Executive Committees provide excellent guidance on projects within the Coachella Valley and the Commission has been invited to support and provide input when necessary.

As a result, most of the Eastern Riverside County Programs and Projects Committees have been cancelled due to a lack of items. Moreover, the rare project or policy issue that could not be addressed by an existing CVAG Committee can be addressed through the appointment of an ad hoc committee when needed as has been done with the Coachella Valley-San Gorgonio Pass Rail Corridor Study Ad Hoc Committee.

Need for Toll Policy and Operations Committee

For more than a year, the Commission has been a toll road operator. While it might seem self-evident, with the opening of the RCTC 91 Express Lanes in March 2017 as part of the SR-91 Corridor Improvement Project (91 Project), the Commission embarked on its first business-type activity as the owner of a managed lanes enterprise—a major change from its traditional governmental activities. In 2020, the Commission will open the 15 Express Lanes, its second enterprise, with the completion of the I-15 Express Lanes Project (I-15 ELP). Approximately two years later, the 15/91 Express Lanes Connector (15/91 ELC) is anticipated to be completed and start operations.

The Commission's involvement with the 91 Express Lanes has featured an effective partnership with another agency (Orange County Transportation Authority) to extend an existing facility,

which has been in operation for more than 20 years. Most of what the Commission has done with the Riverside County portion of the 91 Express Lanes has been to mirror many of the same and effective procedures that have long been established.

The opening of the I-15 Express Lanes heralds a new responsibility for the Commission as it will open and operate an independent facility with different features and operating rules from the 91 including the use of variable pricing and multiple entrance and egress points and multiple toll zones. It shall also entail complex financial, tolling, procurement and maintenance responsibilities. The complexity of the new enterprise as well as the ongoing responsibilities merits heightened Commissioner input and oversight and staff suggests the creation of a standing Toll Policy and Operations Committee. For the near future it is recommended for the Committee to meet on a quarterly basis – similar to the schedule of the bi-county SR-91 Advisory Committee. Staff suggests a membership of seven or nine members to be appointed by the Chair and could include membership from throughout the County in addition to those representing areas in geographic proximity to the Commission’s toll facilities.

Executive Committee Membership

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.

Overall, there are 11 seats on the Executive Committee. The seats are held by the Chair, 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, two city representative from cities with a population over 100,000, and three members from the Board of Supervisors. The representatives from the cities are selected through a caucus process that usually takes place at the December Commission meeting.

Currently, two regular members that represent the cities of Corona, Moreno Valley, Murrieta, Riverside, and Temecula are members of the Executive Committee. Since 2009, 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 Jurupa Valley has exceeded the 100,000 mark in population (Attachment 1). Staff recommends amending the Administrative Code to recognize Jurupa Valley’s standing as city of more than 100,000.

Fiscal Officer

Staff is recommending a number of minor changes to language involving the Fiscal Officer in order to ensure consistency with current practice. There appears to be a contradiction in the Administrative Code regarding the appointment of the Fiscal Officer position (which

is now referred to as the Chief Financial Officer). One section indicates that the person be appointed by a majority of the Commission while another suggests that the Fiscal Officer works under the general direction of the Executive Director. Additional language also states that the Executive Director has the responsibility of administering regular and contract employees.

Presentation of Proposed Amendments and Minor Language Edits

Staff attached the entire Administrative Code for the Committee's review and has clearly denoted proposed amendments and changes discussed previously in this staff report, as well as minor clarifications to address language that is archaic or no longer applicable. Edits can be found on pages 7-10, 16-20, and 23-25 of the document.

Attachments:

- 1) City/County Population and Housing Estimates, 01/01/2017
- 2) Redlined RCTC Administrative Code with Proposed Changes

Table 2: E-5 City/County Population and Housing Estimates, 1/1/2017												
County / City	POPULATION			HOUSING UNITS							Vacancy Rate	Persons per Household
	Total	Household	Group Quarters	Total	Single Detached	Single Attached	Two to Four	Five Plus	Mobile Homes	Occupied		
Riverside County												
Banning	31,068	29,703	1,365	12,161	9,180	502	677	659	1,143	10,898	10.4%	2.73
Beaumont	46,179	45,705	474	15,200	12,909	243	682	843	523	14,167	6.8%	3.23
Blythe	19,660	13,811	5,849	5,469	3,194	136	757	760	622	4,593	16.0%	3.01
Calimesa	8,637	8,586	51	3,940	2,439	130	52	0	1,319	3,477	11.8%	2.47
Canyon Lake	10,891	10,882	9	4,558	4,208	134	73	76	67	3,880	14.9%	2.81
Cathedral City	54,557	54,270	287	21,118	11,786	2,845	2,268	1,744	2,475	17,377	17.7%	3.12
Coachella	45,551	45,493	58	10,411	7,357	312	1,002	1,111	629	9,629	7.5%	4.73
Corona	167,759	167,113	646	48,930	32,903	2,142	2,201	10,010	1,674	47,292	3.3%	3.53
Desert Hot Springs	29,111	28,993	118	11,507	7,241	189	1,671	1,535	871	9,286	19.3%	3.12
Eastvale	64,613	64,549	64	16,657	14,897	416	266	530	548	15,710	5.7%	4.11
Hemet	81,868	81,254	614	35,987	17,503	1,549	2,226	4,870	9,839	29,954	16.8%	2.71
Indian Wells	5,450	5,444	6	5,294	3,521	1,140	266	367	0	2,885	45.5%	1.89
Indio	88,718	87,756	962	31,674	21,372	1,344	2,192	3,579	3,187	26,123	17.5%	3.36
Jurupa Valley	101,315	100,530	785	27,546	21,316	1,026	788	2,449	1,967	25,489	7.5%	3.94
Lake Elsinore	62,092	61,660	432	18,477	14,122	812	1,025	1,791	727	16,965	8.2%	3.64
La Quinta	40,677	40,620	57	24,544	19,101	2,465	1,140	1,607	231	15,385	37.3%	2.64
Menifee	90,660	90,472	188	33,307	28,251	942	481	1,060	2,573	30,716	7.8%	2.95
Moreno Valley	206,750	206,196	554	56,151	45,338	1,127	1,505	6,817	1,364	52,752	6.1%	3.91
Murrieta	114,914	114,485	429	36,391	27,063	1,235	880	5,547	1,666	34,791	4.4%	3.29
Norco	26,882	24,088	2,794	7,326	6,971	98	39	194	24	7,137	2.6%	3.38
Palm Desert	50,740	50,432	308	38,315	15,256	10,986	2,953	5,416	3,704	23,156	39.6%	2.18
Palm Springs	47,379	46,840	539	35,603	13,352	8,473	2,907	8,724	2,147	23,142	35.0%	2.02
Perris	75,739	75,499	240	19,045	14,621	391	633	1,725	1,675	17,334	9.0%	4.36
Rancho Mirage	18,295	18,231	64	14,451	7,809	4,187	725	835	895	8,972	37.9%	2.03
Riverside	326,792	314,576	12,216	100,113	64,145	3,915	6,388	23,438	2,227	94,586	5.5%	3.33
San Jacinto	47,925	47,697	228	15,243	10,067	1,097	701	562	2,816	13,641	10.5%	3.50
Temecula	111,024	110,895	129	36,320	28,516	1,300	847	5,498	159	33,707	7.2%	3.29
Wildomar	35,782	35,740	42	11,343	7,835	44	27	552	2,885	10,623	6.3%	3.36
Balance Of County	373,755	369,603	4,152	137,571	96,873	2,492	3,300	3,401	31,505	114,083	17.1%	3.24
Incorporated	2,011,028	1,981,520	29,508	697,081	472,273	49,180	35,372	92,299	47,957	603,667	13.4%	3.28
County Total	2,384,783	2,351,123	33,660	834,652	569,146	51,672	38,672	95,700	79,462	717,750	14.0%	3.28