

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

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

9:00 A.M.

WEDNESDAY, FEBRUARY 14, 2007

County of Riverside Administrative Center
Conference Room A
4080 Lemon Street, 3rd Floor, Riverside

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 – JANUARY 10, 2007**
- 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. TRAVEL AND EXPENSE POLICY REVISIONS

Page 1

Overview

This item is for the Committee to:

- 1) Approve the revisions to the Employee Travel and Expense Reimbursement Policy;
- 2) Adopt Resolution No. 07-002, *"A Resolution of the Riverside County Transportation Commission Regarding the Revisions to the Employee Travel and Expense Reimbursement Policy"*;
- 3) Approve the revisions to the Riverside County Transportation Commission Legislative Body Reimbursement Policy; and
- 4) Adopt Resolution No. 07-003, *"A Resolution of the Riverside County Transportation Commission Regarding the Revisions to the Riverside County Transportation Commission Legislative Body Reimbursement Policy."*

6. WESTERN RIVERSIDE COUNTY 10-YEAR DELIVERY PLAN ORGANIZATION IMPACTS

Page 20

Overview

This item is for the Committee to:

- 1) Establish an Administrative Support Specialist position on Range 3, (\$3,055-\$4,124 per month). This position will provide administrative support to all departments and programs;
- 2) Establish a Senior Staff Analyst position in the Programming Department on Range 7, (\$5,589-\$7,545 per month). This position will assume additional programming responsibilities related to delivery plan and Proposition 1B funding;
- 3) Establish two Staff Analyst positions in the Right-of-Way Department on Range 6 (\$4,860 - \$6,561 per month). These positions will assume additional project right of way responsibilities;
- 4) Establish an Accounting Supervisor classification and position at or below Range 7, (\$5,589 -\$7,545 per month). This position will have general professional accounting responsibilities and supervise accounting support personnel;

- 5) Establish a Community Relations Program Manager position on Range 8 (\$6,847-\$9,243 per month), in the Public Affairs Department. This position will have Community Relations responsibilities for Delivery Plan priority projects;
- 6) Establish a Goods Movement Program Manager position on Range 8, (\$6,847-\$9,243 per month), in the Regional Programs Department. This position will be responsible for management of Goods Movement issues and projects including the Multi-County Goods Movement Action Plan, Colton Crossing and grade separation strategy coordination;
- 7) Establish a Capital Projects Program Manager position on Range 8, (\$6,847-\$9,243 per month). This position will be responsible for non-toll Delivery Plan Project Management;
- 8) Divide Project Delivery Director responsibilities into Project Development and Project Delivery Director positions. Establish a Director position on Range 11 (\$9,311-\$12,570 per month). Together, these positions will be responsible for all aspects of capital projects delivery;
- 9) Establish a Toll Program Director position, salary negotiable, as a limited term Contract Employee. This position will be responsible for management of the toll program coordination and development;
- 10) Establish two Toll Project Manager positions, salary negotiable, as limited term Contract Employees. These positions will be responsible for SR-91 and I-15 Project Management;
- 11) Modify the pay structure to incorporate the new Accounting Supervisor;
- 12) Approve the revised organizational chart to reflect the proposed changes; and
- 13) Approve a budget adjustment of \$324,800 for salaries and benefits to support the proposed positions.

7. ADJOURNMENT

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

January 10, 2007

Minutes

1. CALL TO ORDER

Chair Terry Henderson called the meeting to order at 9:30 a.m., on Wednesday, January 10, 2007, at the Riverside County Transportation Commission's Conference Room A, 4080 Lemon Street, Third Floor, Riverside, California 92501.

Commissioners Present

Steve Adams
Marion Ashley
Bob Buster
Barbara Hanna
Terry Henderson
Bob Magee
Jeff Stone
John Tavaglione
Michael Wilson
Roy Wilson

Commissioners Absent

None

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Adams/Ashley) to approve the minutes of November 8, 2006 as submitted.

Abstain: Magee

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. ORDINANCE NO. 07-001 TO AMEND THE COMMISSION'S ADMINISTRATIVE CODE

Jennifer Harmon, Clerk of the Board, presented the recommended amendments to the Commission's Administrative Code related to the Executive Committee and to addressing the Commission on agenda items.

Commissioner Barbara Hanna requested that staff monitor population growth of the cities for future reconfiguration of the Committee based on population.

Eric Haley, Executive Director, provided background information on how the composition of the Executive Committee was initially determined.

Based on the Committee's discussion, staff will review the composition of the Executive Committee with specific consideration for population growth and return to the Committee at a future meeting.

Based on the Committee's discussion regarding the proposed changes to the time allotments for addressing the Commission, the Committee also recommended that the Clerk of the Board provide a verbal notification to the public speakers when there is 30 seconds remaining of their time allotment for comments.

M/S/C (R. Wilson/Stone) to adopt Ordinance No. 07-001, "An Ordinance Amending the Riverside County Transportation Commission Administrative Code", to reflect changes related to the Executive Committee and to addressing the Commission on agenda items.

6. EMPLOYMENT AGREEMENTS WITH DEPUTY EXECUTIVE DIRECTORS

At its April 12, 2006 meeting in closed session, the Committee approved employment agreements for the deputy executive directors. The agreements have been finalized by legal counsel and now require approval by the Committee in open session. Eric Haley noted that the effective date of the agreements will be April 12, 2006, with corresponding yearly performance evaluations.

M/S/C (Stone/R. Wilson) to authorize the Chair to execute employment agreements with Anne Mayer and Hideo Sugita as Deputy Executive Directors of the Riverside County Transportation Commission.

7. AUTHORIZATION TO RECRUIT FOR A SECOND SENIOR ACCOUNTING ASSISTANT POSITION

Michele Cisneros, Accounting and Human Resources Manager, presented a request to recruit for a second senior accounting assistant position based on organizational changes that have impacted the Finance Department resulting in increased analytical and administrative responsibilities.

M/S/C (Buster/Stone) to:

- 1) **Authorize the recruitment of a second Senior Accounting Assistant position; and**
- 2) **Approve a related budget adjustment for five months of salary and fringe benefits.**

8. PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATE SECTION 3.11 "PERFORMANCE EVALUATIONS", SECTION 3.2 "PROBATIONARY PERIOD", AND SECTION 4.2 "MEDICAL"

Michele Cisneros reviewed the recommended changes to the personnel policies and procedures to extend the probationary period to one year to allow management sufficient time to observe a new hire's performance before granting permanent status.

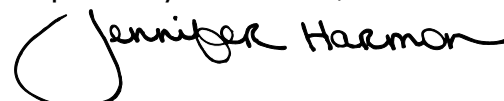
M/S/C (M. Wilson/Stone) to:

- 1) **Approve the revision to the Personnel Policies and Procedures Manual to amend Section 3.11 "Performance Evaluations", Section 3.2 "Probationary Period", and Section 4.2, "Medical"; and**
- 2) **Adopt Resolution No. 07-001, "*Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual*".**

9. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:58 a.m.

Respectfully submitted,



Jennifer Harmon
Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	February 14, 2007
TO:	Executive Committee
FROM:	Theresia Trevino, Chief Financial Officer
THROUGH:	Eric Haley, Executive Director
SUBJECT:	Travel and Expense Policy Revisions

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Approve the revisions to the Employee Travel and Expense Reimbursement Policy;
- 2) Adopt Resolution No. 07-002, *"A Resolution of the Riverside County Transportation Commission Regarding the Revisions to the Employee Travel and Expense Reimbursement Policy"*;
- 3) Approve the revisions to the Riverside County Transportation Commission Legislative Body Reimbursement Policy; and
- 4) Adopt Resolution No. 07-003, *"A Resolution of the Riverside County Transportation Commission Regarding the Revisions to the Riverside County Transportation Commission Legislative Body Reimbursement Policy."*

BACKGROUND INFORMATION:

At its May 10, 2006 meeting, the Executive Committee approved the Riverside County Transportation Commission Legislative Body Reimbursement policy and the Employee Travel and Expense Reimbursement policy. Minor revisions to the Legislative Body policy were approved at the October 11, 2006 meeting. Since these policies were approved, finance staff has determined that additional revisions should be considered regarding travel reservations, mileage reimbursement, meal reimbursements, and documentation requirements in order to continue to demonstrate a proper use of taxpayer monies under Measure A.

Financial Information					
In Fiscal Year Budget:	N/A	Year:	N/A	Amount:	N/A
Source of Funds:	N/A			Budget Adjustment:	N/A
GLA No.:	N/A				
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	02/08/2007

Attachments:

- 1) Employee Travel and Expense Reimbursement Policy
- 2) Resolution No. 07-002
- 3) Legislative Body Reimbursement Policy
- 4) Resolution No. 07-003



EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT POLICY

The Riverside County Transportation Commission (RCTC) shall reimburse employees of RCTC for travel, lodging, meals, and other expenses directly related to the conduct of RCTC business. Consultants are not covered under this policy. Employees are expected to use good judgment in the expenditure of public funds with which they have been entrusted. Employees must substantiate expenses with original receipts, unless otherwise noted.

1. Transportation

Transportation costs include, but are not limited to, airplane; train, bus, shuttle, and taxi fares; tolls; parking; car rental; and pool and personal vehicles. Employees should generally take the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. If an indirect route or stop along the way for personal reasons is taken, the employee will not be reimbursed for the non-business portion of the expenses. **Any additional costs incurred related to changes to travel for personal reasons, other than illness or family emergency, are the responsibility of the employee. Use of internet travel services is discouraged and travel arrangements should be made directly with the air carrier, car rental agency, and/or hotel, except when savings in excess of \$150 can be realized and documented when using such travel service.**

a. Air

Air travel shall be at coach accommodations, unless the cost differential between upper class and coach accommodation is less than \$10, or single class service. Selection of carrier, reservations, and ticketing should be arranged as early as feasible to obtain the greatest discount. Alternative transportation methods, such as a nearby airport and ground transportation, should be considered if the total fares are lower. Employees are encouraged to book air travel using the RCTC Credit Cards maintained by the Chief Financial Officer or Clerk of the Board.

If an airplane ticket is not used, RCTC's Executive Assistant shall be notified so that it can be used for travel purposes by other employees. If an airline ticket exchange or change results in a fare increase, the documentation for the original fare and **the** fare increase must be submitted with the employee's expense report.

A private vehicle may be used in lieu of air travel if it is more advantageous to RCTC, although prior approval should be obtained. The employee's supervisor should consider the additional time spent driving prior to granting such approval. However, the total documented mileage and all other travel expenses incurred cannot exceed the airfare amount that would have been incurred. RCTC shall only reimburse only the lesser of the two means of travel.

If personal travel is combined with the business-related travel by an employee, documentation of the normal cost of the business-related travel should be obtained. The employee shall be reimbursed for only the business-related portion of the travel.

b. Train, Bus, Shuttle, and Taxi Fares

Long-distance train travel arrangements should be made in a fashion similar to that of air travel. Commuter train travel is encouraged, especially if it is more efficient than pool or personal vehicle use, and shall be reimbursed at actual costs. Available courtesy shuttle services should be utilized between airports and meeting locations. Reasonable ground transportation charges (shuttle, taxi, or bus), including gratuities, for business purposes shall be reimbursed at actual costs.

c. Tolls

Toll charges incurred while traveling on highways and bridges for business purposes shall be reimbursed at actual costs.

d. Parking

Employees traveling by air and requiring parking at the airport for 24 hours or less shall be reimbursed at the short-term parking rates. Required parking for more than 24 hours shall be reimbursed at the long-term rates. Hotel parking fees shall be reimbursed at actual costs, including gratuities for valet parking. Parking fees at other locations for business purposes shall be reimbursed at actual costs.

e. Car Rental

Rental cars generally shall not be used except when there is no other economical and convenient transportation available. When there are multiple attendees, including Legislative Body Members, at the same meeting or conference, attendees are encouraged to share car rentals to minimize RCTC's expense, when feasible. Approval or car rentals shall be approved by the employee's supervisor only when reasonable or necessary. Car rental charges shall be limited to the reasonable cost of non-luxury or specialty vehicles. Fuel charges for car rentals shall be reimbursed at actual costs.

f. Pool and Personal Vehicles

An RCTC pool vehicle may be used for official RCTC business by an employee, who has been certified to fuel the pool vehicle. Such certifications may be obtained through training by a certified employee or Bechtel consultant. Use of such vehicle by more than one employee on official RCTC business making the same trip is encouraged. Employees may reserve a pool vehicle in advance through the GroupWise calendar reservation system (Pool Car@rctc.org). Pool vehicles are to be returned to the RCTC parking site at the completion of RCTC business with a full tank of fuel, which will be reimbursed at actual cost. Pool vehicles may be taken home or parked off site if the employee has to attend a meeting for which the employee must leave prior to or return after normal scheduled business hours. The employee must reimburse RCTC, at the Internal Revenue Service (IRS) approved mileage reimbursement rate for employee use of private vehicles, for any miles accumulated using a pool vehicle which exceed the miles necessary for the most

direct route to and from the meeting. Pool vehicle keys shall be returned to the appropriate location upon completion of the business trip.

Use of a personal vehicle for business purposes, including travel to and from the airport, shall be reimbursed at the IRS approved mileage reimbursement rate. The mileage claimed shall be from the employee's normal work location to the travel destination or from the employee's home to the destination, *whichever is less*. **The RCTC office at 4080 Lemon Street is the normal work location for RCTC employees. For example, an employee residing in Banning who goes directly to Ontario Airport from home should claim mileage from the RCTC office to the airport, not from home to the airport.** Gas, damages, service or repair to a personal vehicle while being used for business purposes are not reimbursable, as such costs are included in the IRS mileage reimbursement rate.

In the event of accident, employees using a personal vehicle for authorized travel in conducting RCTC business must rely on personal insurance for financial protection. Although RCTC's interests are protected by insurance, RCTC may not provide insurance to protect employees against damage to the employee's personal automobile or for damage to the property of others or for death or personal injury to others as a result of an employee using a personal vehicle while conducting RCTC business.

Employees are encouraged to make optimum use of carpooling or available public transit services when traveling to the same business event.

2. Lodging

Pre/post-conference or pre/post-meeting lodging is available for regional or national travel requiring extensive travel time and adjustment. Pre-conference/pre-meeting lodging shall be offered for regional travel if such conference/meeting starts at or before 9:00 a.m. Lodging for local travel will be permitted if the length of the conference/meeting is more than one day and the distance is more than 60 miles from RCTC's offices or the employee's residence, *whichever is more*, or if the employee's presence is necessary for business-related activities before or after the regular conference hours.

Lodging in commercial hotels and motels shall be based on standard accommodations at single occupancy rates. Every effort should be made to obtain the government rate, if available. Additional costs incurred for additional guest(s) of the employee in the same room shall not be reimbursed. Under no circumstances should lodging expenses exceed the conference hotel rate. In instances where conference hotels are filled, the employee should attempt to secure comparable rates at the nearest hotel.

The guarantee of lodging reservations may be made using the RCTC Credit Cards maintained by the Chief Financial Officer or Clerk of the Board. A properly approved Payment Request Form may be submitted for advance payment to the hotel. A close-out folio copy from the hotel should be provided to the Accounting Department upon return from travel **if the lodging has been prepaid.**

3. Meals

a. Travel

Expenses for an employee's meals, including reasonable tips, shall be reimbursed at a per diem of \$50 per day; however, such per diem may be increased to \$60 for certain urbanized areas (e.g., New York; Washington, D.C.; San Francisco; and Chicago). Receipts for meals claimed using per diem rates *are not* required; receipts for meals claimed using actual, reasonable costs exceeding per diem rates are required. Reimbursement of costs related to alcoholic beverages is prohibited. Employees shall receive a reduced per diem if one or more meals are included in the conference cost or are otherwise covered. The per diem components are as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$25

When an employee is traveling with other RCTC employees or a Legislative Body Member, the per diem amount shall be reduced by the cost of the employee's meal(s) paid for by other RCTC employees.

Travel generally refers to travel more than 90 miles from the normal work location or the employee's home.

b. Local

Reasonable meal expenses associated with local business meetings, luncheons, or dinners shall be reimbursed at actual costs *not to exceed* \$50 per day, including gratuities. **Reimbursement of costs related to alcoholic beverages is prohibited.** Meal expenses **incurred during** meetings should be discouraged, unless it relates to a specific business matter **that includes non-RCTC participants and there is no other convenient time that the meeting participants are available. Lunch meals are normally the responsibility of each employee, and reimbursement for lunch meals generally shall not be allowable except when traveling, as defined above, or for meetings that meet the criteria discussed above.**

c. Specific Documentation Requirements

Requests for meal reimbursements should include the conference attended or meeting business purpose, date of meal, restaurant name and itemized receipt of food and beverages to ensure no alcoholic beverages are being reimbursed, and listing of attendees, if any, and business relationship. When a per diem is claimed, the conference/meeting purpose and date shall be provided.

Reimbursements for room service or hotel dining meals shall be made upon presentation of an itemized receipt. Hotel folio charges for such meals without an itemized receipt *are not* acceptable.

4. Communications

Expenses for telephone and internet connection charges shall be kept to a minimum and shall be reimbursed for business purposes only. For travel requiring an overnight stay, a telephone charge for one reasonable-length personal call is permitted. Employees in possession of RCTC-provided communication devices are encouraged to use such devices as much as possible rather than incurring hotel access and phone charges.

5. Incidentals

Reasonable miscellaneous gratuities, not otherwise noted previously, shall be reimbursed at an amount *not to exceed* \$10 per day. Such gratuities related to guest(s) accompanying an employee on business travel shall *not* be reimbursed.

Laundry/dry cleaning charges shall not be reimbursed, unless the employee's travel is more than one week in duration. Items of a personal nature including, but not limited to, in-room movies, tours and entertainment, spas and gyms, barber, magazines, shoe shines, travel insurance, purchase of clothing or toiletries, fines or traffic violations, and excess baggage costs are *not* eligible for reimbursement.

6. Registration Fees

Whenever possible, registration and payment for registration fees for approved classes, seminars, and conferences shall be made in advance by submitting a properly approved payment request form. Frequently, early registration discounts are offered. If a conference needs to be cancelled, such cancellation shall be made in accordance with stipulated dates in order to avoid cancellation charges or penalties. When an employee's registration is late and cannot be paid through the regular accounts payable process, the cost of registration incurred by the employee shall be reimbursed with an appropriate receipt.

7. Memberships and Professional Certifications

Employees are encouraged to participate in professional and local organizations and maintain professional certifications which are related to the employee's specific job responsibilities. Dues for individual memberships in organizations and expenses for professional certifications are reimbursable only when such memberships provide a specific benefit to RCTC and have prior approval of the employee's supervisor.

8. Expenditures in Excess of Allowable Expenses

The Executive Director or Deputy Executive Director is authorized to interpret these policies and to approve exceptional reimbursements in excess of limits and standards established in this policy when, in the judgment of the Executive Director or Deputy Executive Director, such expenses are warranted. Expenses in excess of the allowable amounts for meals or lodging may be reimbursed upon presentation of a memorandum of explanation/justification attached to the expense report. All expenses must be clearly substantiated prior to reimbursement. Unnecessary or exorbitant expenses will be disallowed.

9. Travel Advance

The Executive Director or Deputy Executive Director may grant a travel advance up to \$200 to an employee traveling on RCTC business in excess of one day to defray the expenses of such travel only under extraordinary circumstances. This can be done by completing a Payment Request Form and obtaining appropriate approvals five days prior to date of business travel. An accounting of actual expenses incurred, including required receipts, must be provided on an Expense Claim Form, and any unused amounts shall be returned to the RCTC Accounting Department.

10. Documentation

All expenses for which reimbursement is requested shall be fully documented as to date, amount, and business purpose. Exclusive of the per diem, receipts are required for all expenses of \$25 or more. Receipts are encouraged for expenses under \$25, **except for per diem claims. If a receipt is inadvertently lost or not available, the employee should provide a signed certification statement at the bottom of the Expense Claim Form as follows:**

- ◆ **For non-meal expenses: I certify that I have incurred an expense for (describe vendor, date, amount, etc.) for which a receipt is not available/has been lost.**
- ◆ **For meal expenses: I certify that I have incurred a meal expense for (describe restaurant name, date, amount, guest(s) in attendance, and business purpose) for which a detailed receipt is not available/has been lost. The reimbursement amount requested does not include any charges for alcoholic beverages.**

The use of the certification statement for lost or unavailable receipts should not be abused by any employee, as frequent use of this provision may result in the denial of similar reimbursement requests in the future.

Expense Claim Forms must be properly completed and approved **by a supervisor and include required documentation and receipts prior to submittal to** the RCTC Accounting Department. Employees are encouraged to submit expense claims on a timely, regular basis. Expense Claim Forms are due on Monday/Wednesday by 12:00 p.m. for regular Tuesday/Thursday accounts payable check processing.

RESOLUTION NO. 07-002

**A RESOLUTION OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
REGARDING THE REVISIONS TO THE
EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

WHEREAS, the Riverside County Transportation Commission (the "Commission") currently retains the authority to add, delete or otherwise modify the Commission's policies and procedures; and

WHEREAS, the Commission has previously adopted personnel rules and regulations establishing the terms and conditions of employment with the Commission; and

WHEREAS, the Commission has granted the Executive Committee the authority to add, delete or otherwise modify the Commission's policies and procedures.

THEREFORE BE IT RESOLVED by the Riverside County Transportation Commission, that the Riverside County Transportation Commission has adopted the following restated sections of the Employee Travel and Expense Reimbursement Policy. Such restated sections shall supersede the applicable sections of the Commission's Fiscal Procedures and Rule 12 of the Commission's Personnel Policies and Procedures Manual:

"Section 1. Transportation. Transportation costs include, but are not limited to, airplane; train, bus, shuttle, and taxi fares; tolls; parking; car rental; and pool and personal vehicles. Employees should generally take the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. If an indirect route or stop along the way for personal reasons is taken, the employee will not be reimbursed for the non-business portion of the expenses. Any additional costs incurred related to changes to travel for personal reasons, other than illness or family emergency, are the responsibility of the employee. Use of internet travel services is discouraged and travel arrangements should be made directly with the air carrier, car rental agency, and/or hotel, *except when* savings in excess of \$150 can be realized and documented when using such travel service.

Section 1.f. Pool and Personal Vehicles. An RCTC pool vehicle may be used for official RCTC business by an employee, who has been certified to fuel the pool vehicle. Such certifications may be obtained through training by a certified employee or Bechtel consultant. Use of such vehicle by more than one employee on official RCTC business making the same trip is encouraged. Employees may reserve a pool vehicle in advance through the GroupWise calendar reservation system (Pool Car@rctc.org). Pool vehicles are to be returned to the RCTC parking site at the completion of RCTC business with a full tank of fuel, which will be reimbursed at actual cost. Pool vehicles may be taken home or parked off site if the employee has to attend a meeting for which the employee must leave prior to or return after normal scheduled business hours. The employee must reimburse RCTC, at the Internal Revenue Service (IRS) approved mileage reimbursement rate for employee use of private vehicles, for any miles accumulated using a pool vehicle which exceed the miles necessary for the most direct route to and from the meeting. Pool vehicle keys shall be returned to the appropriate location upon completion of the business trip.

Use of a personal vehicle for business purposes, including travel to and from the airport, shall be reimbursed at the IRS approved mileage reimbursement rate. The mileage claimed shall be from the employee's normal work location to the travel destination or from the employee's home to the destination, *whichever is less*. The RCTC office at 4080 Lemon Street is the normal work location for RCTC employees. For example, an employee residing in Banning who goes directly to Ontario Airport from home should claim mileage from the RCTC office to the airport, not from home to the airport. Gas, damages, service or repair to a personal vehicle while being used for business purposes are not reimbursable, as such costs are included in the IRS mileage reimbursement rate.

In the event of accident, employees using a personal vehicle for authorized travel in conducting RCTC business must rely on personal insurance for financial protection. Although RCTC's interests are protected by insurance, RCTC may not provide insurance to protect employees against damage to the employee's personal automobile or for damage to the property of others or for death or personal injury to others as a result of an employee using a personal vehicle while conducting RCTC business.

Employees are encouraged to make optimum use of carpooling or available public transit services when traveling to the same business event.

Section 2. Lodging. Pre/post-conference or pre/post-meeting lodging is available for regional or national travel requiring extensive travel time and adjustment. Pre-conference/pre-meeting lodging shall be offered for regional travel if such conference/meeting starts at or before 9:00 a.m. Lodging for local travel will be permitted if the length of the conference/meeting is more than one day and the distance is more than 60 miles from RCTC's offices or the employee's residence, *whichever is more*, or if the employee's presence is necessary for business-related activities before or after the regular conference hours.

Lodging in commercial hotels and motels shall be based on standard accommodations at single occupancy rates. Every effort should be made to obtain the government rate, if available. Additional costs incurred for additional guest(s) of the employee in the same room shall not be reimbursed. Under no circumstances should lodging expenses exceed the conference hotel rate. In instances where conference hotels are filled, the employee should attempt to secure comparable rates at the nearest hotel.

The guarantee of lodging reservations may be made using the RCTC Credit Cards maintained by the Chief Financial Officer or Clerk of the Board. A properly approved Payment Request Form may be submitted for advance payment to the hotel. A close-out folio copy from the hotel should be provided to the Accounting Department upon return from travel if the lodging has been prepaid.

Section 3. a. Travel. Expenses for an employee's meals, including reasonable tips, shall be reimbursed at a per diem of \$50 per day; however, such per diem may be increased to \$60 for certain urbanized areas (e.g., New York; Washington, D.C.; San Francisco; and Chicago). Receipts for meals claimed using per diem rates *are not* required; receipts for meals claimed using actual, reasonable costs exceeding per diem rates are required. Reimbursement of costs related to alcoholic beverages is prohibited. Employees shall receive a reduced per diem if one or more meals are included in the conference cost or are otherwise covered. The per diem components are as follows:

Breakfast	\$10
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When an employee is traveling with other RCTC employees or a Legislative Body Member, the per diem amount shall be reduced by the cost of the employee's meal(s) paid for by other RCTC employees.

Travel generally refers to travel more than 90 miles from the normal work location or the employee's home.

Section 3.b. Local. Reasonable meal expenses associated with local business meetings, luncheons, or dinners shall be reimbursed at actual costs *not to exceed* \$50 per day, including gratuities. Reimbursement of costs related to alcoholic beverages is prohibited. Meal expenses incurred during meetings should be discouraged, unless it relates to a specific business matter that includes non-RCTC participants and there is no other convenient time that the meeting participants are available. Lunch meals are normally the responsibility of each employee, and reimbursement for lunch meals generally shall *not* be allowable except when traveling, as defined above, or for meetings that meet the criteria discussed above.

Section 10. Documentation. All expenses for which reimbursement is requested shall be fully documented as to date, amount, and business purpose. Exclusive of the per diem, receipts are required for all expenses of \$25 or more. Receipts are encouraged for expenses under \$25, *except for* per diem claims. If a receipt is inadvertently lost or not available, the employee should provide a signed certification statement at the bottom of the Expense Claim Form as follows:

- ◆ For non-meal expenses: I certify that I have incurred an expense for (describe vendor, date, amount, etc.) for which a receipt is not available/has been lost.
- ◆ For meal expenses: I certify that I have incurred a meal expense for (describe restaurant name, date, amount, guest(s) in attendance, and business purpose) for which a detailed receipt is not available/has been lost. The reimbursement amount requested does not include any charges for alcoholic beverages.

The use of the certification statement for lost or unavailable receipts should not be abused by any employee, as frequent use of this provision may result in the denial of similar reimbursement requests in the future.

Expense Claim Forms must be properly completed and approved by a supervisor and include required documentation and receipts prior to submittal to the RCTC Accounting Department. Employees are encouraged to submit expense claims on a timely, regular basis. Expense Claim Forms are due on Monday/Wednesday by 12:00 p.m. for regular Tuesday/Thursday accounts payable check processing."

APPROVED AND ADOPTED this 14th day of February, 2007.

Terry Henderson, Chair
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon
Clerk of the Board

**RIVERSIDE COUNTY TRANSPORTATION COMMISSION
LEGISLATIVE BODY REIMBURSEMENT POLICY**

I. PURPOSE

The purpose of this Reimbursement Policy (“Policy”) is to set forth policies governing the reimbursement of members of any RCTC “legislative body” as that term is defined in *Government Code* section 54952 (“Legislative Body Members”) for actual and necessary expenses incurred in the performance of their official duties. The term “Legislative Body Members” shall not apply to the Technical Advisory Committee.

Whenever issues of remuneration and reimbursement of RCTC’s Legislative Body Members arise, RCTC shall adhere to this Policy and *Government Code* sections 53232.2 and 53232.3.

II. COMPENSATION FOR MEETINGS AND CONFERENCES

Legislative Body Members, exclusive of members of the Citizens Advisory Committee (CAC), shall be entitled to receive compensation for attendance of any of the following: (i) a meeting of the legislative body; (ii) a meeting of an advisory body; (iii) a conference or organized educational activity conducted in compliance with *Government Code* section 54952.2, including but not limited to ethics training required by *Government Code* section 53234.

III. TRANSPORTATION

A. Use of Personal Vehicle. RCTC shall reimburse Legislative Body Members for mileage incurred when they use their vehicles to attend meetings of a legislative or advisory body, conferences, or other meetings in furtherance of RCTC’s affairs. RCTC will reimburse mileage for travel to and from the destination based upon the approved Internal Revenue Service mileage reimbursement rate in effect. **The mileage claimed shall be from the Legislative Body Member’s jurisdictional office location.** Whenever a Legislative Body Member uses his or her vehicle, it shall be fully insured.

B. Rentals. RCTC shall reimburse Legislative Body Members for actual and necessary vehicle rental expenses when there is no other economical and convenient transportation available. When there are multiple attendees consisting of Legislative Body Members and/or staff at the same meeting or conference, attendees are encouraged to share car rentals to minimize RCTC’s expense, when feasible. RCTC shall only reimburse economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Legislative Body Member rents a vehicle, he or she shall obtain insurance for the vehicle at RCTC’s expense. Fuel charges for car rentals shall be reimbursed at actual costs.

C. Shuttle, Bus, Taxi, and Public Transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Legislative Body Members are encouraged to use the most efficient mode of transportation available. Actual costs, including gratuities, shall be reimbursed.

RCTC AB 1234 REIMBURSEMENT POLICY.DOC – 05/10/06, as revised 10/11/06 and 02/14/07

D. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Legislative Body Members may use air travel or other mode of common carrier transportation to and from the destination. Legislative Body Members are encouraged to use the most efficient means available. Air travel shall be at coach accommodations, unless the cost differential between upper class and coach accommodation is less than \$10, or single class service. Selection of carrier, reservations, and ticketing should be arranged as early as feasible to obtain the greatest discount. **Use of internet travel services is discouraged and travel arrangements should be made directly with the air carrier, car rental agency, and/or hotel, except when savings in excess of \$150 can be realized and documented when using such travel service.** If personal travel is combined with RCTC business-related travel by a Legislative Body Member, documentation of the normal cost of the RCTC business-related travel expenses shall be submitted. The Legislative Body Member shall only be reimbursed for the RCTC business-related portion of the travel. **Any additional costs incurred related to changes to travel for personal reasons, other than illness or family emergency, are the responsibility of the Legislative Body Member.**

IV. LODGING

Lodging costs shall not exceed the maximum group rate published for standard accommodations at single occupancy rates by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

Pre/post-conference or pre/post-meeting lodging is available for regional and national travel requiring extensive travel time and adjustment. Pre-conference/pre-meeting lodging shall be offered for regional travel if such conference/meeting starts at or before 9:00 a.m. Lodging for local travel will be permitted if the length of the conference/meeting is more than one day and the distance is more than 60 miles from RCTC's offices or the Legislative Body Member's residence, *whichever is more*, or if the Legislative Body Member's presence is necessary for RCTC business-related activities before or after the regular conference hours.

V. MEALS

The actual costs of meals incurred while attending conferences or other meetings in furtherance of RCTC's affairs are reimbursable provided RCTC staff is given a receipt. Meal costs shall be reimbursed at an amount not greater than \$50 per day. The meal rate of \$50.00 per day shall be deemed the reasonable rate of reimbursement for meal expenses and may be increased to \$60 for certain urbanized areas (e.g., New York; Washington, D.C.; San Francisco; and Chicago). In the event submitted receipts are less than \$50.00 per day, Legislative Body Members shall only receive reimbursement equal to the actual amount spent on meals as reflected in his or her submitted receipts.

When a Legislative Body Member is traveling with RCTC staff, the meal rate of \$50.00 per day shall be reduced by the cost of a meal(s) for a Legislative Body Member paid for by RCTC staff.

VI. INCIDENTAL EXPENSES

Incidental expenses incurred related to parking fees and toll charges are reimbursable provided RCTC staff is given a receipt. Other incidental expenses related to miscellaneous gratuities, which were not previously noted, shall *not exceed* \$10 per day.

VII. PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

RCTC shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of RCTC official duties. Personal costs, *not* reimbursable by RCTC, shall include, but not be limited, to the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

VIII. CONFERENCES AND OTHER MEETINGS

Legislative Body Members shall only receive reimbursement of travel, lodging, and meals for conferences or other meetings in furtherance of RCTC's affairs. No other occurrence will be reimbursed unless approved in advance by the RCTC Board of Commissioners in a public meeting.

IX. EXPENSE REPORTS

RCTC shall not reimburse any expense until an Expense Claim Form is submitted to RCTC within a reasonable time after incurring the expense. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of RCTC's affairs. Expense Claim Forms shall be accompanied by receipts documenting each expense. Furthermore, upon returning from a conference or educational event, where expenses are reimbursed by the RCTC, the Legislative Body Member will either prepare a written report for distribution to his or her legislative body, or make a brief oral report during the next regular meeting of his or her legislative body.

A. Specific Documentation Requirements for Meal Reimbursements. Requests for meal reimbursements should include the conference attended or meeting business purpose, date of meal, restaurant name and itemized receipt of food and beverages to ensure no alcoholic beverages are being reimbursed, and listing of attendees, if any, and business relationship.

Reimbursements for room service or hotel dining meals shall be made upon presentation of any itemized receipts. Hotel folio charges for such meals without an itemized receipt *are not* acceptable.

X. EXPENSES NOT INCLUDED WITHIN POLICY

Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the RCTC Board of Commissioners in a public meeting before the expense is incurred.

XI. CANCELLED TRAVEL

If expenses are prepaid by RCTC and are not used, RCTC shall require reimbursement unless the reason for not attending was due to personal illness or an event that impeded good faith efforts to attend. The RCTC Executive Director or designee will review all cancelled travel and determine whether reimbursement is due.

XII. MODIFICATIONS

The forgoing provisions may be reviewed and amended by the RCTC Board of Commissioners.

RESOLUTION NO. 07-003

**A RESOLUTION OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
REGARDING THE REVISIONS TO THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
LEGISLATIVE BODY REIMBURSEMENT POLICY**

WHEREAS, the Riverside County Transportation Commission (the "Commission") currently retains the authority to add, delete or otherwise modify the Commission's policies and procedures; and

WHEREAS, the Commission is required to establish a legislative body reimbursement policy in accordance with AB 1234; and

WHEREAS, the Commission has granted the Executive Committee the authority to add, delete or otherwise modify the Commission's policies and procedures.

THEREFORE BE IT RESOLVED by the Riverside County Transportation Commission, that the Riverside County Transportation Commission has adopted the following restated sections of the legislative body reimbursement policy:

"Section III.A. Use of Personal Vehicle. RCTC shall reimburse Legislative Body Members for mileage incurred when they use their vehicles to attend meetings of a legislative or advisory body, conferences, or other meetings in furtherance of RCTC's affairs. RCTC will reimburse mileage for travel to and from the destination based upon the approved Internal Revenue Service mileage reimbursement rate in effect. The mileage claimed shall be from the Legislative Body Member's jurisdictional office location. Whenever a Legislative Body Member uses his or her vehicle, it shall be fully insured.

Section III.D. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Legislative Body Members may use air travel or other mode of common carrier transportation to and from the destination. Legislative Body Members are encouraged to use the most efficient means available. Air travel shall be at coach accommodations, unless the cost differential between upper class and coach accommodation is less than \$10, or single class service. Selection of carrier, reservations, and ticketing should be arranged as early as feasible to obtain the greatest discount. Use of internet travel services is discouraged and travel arrangements should be made directly with the air carrier, car rental agency, and/or hotel, except when savings in excess of \$150

can be realized and documented when using such travel service. If personal travel is combined with RCTC business-related travel by a Legislative Body Member, documentation of the normal cost of the RCTC business-related travel expenses shall be submitted. The Legislative Body Member shall only be reimbursed for the RCTC business-related portion of the travel. Any additional costs incurred related to changes to travel for personal reasons, other than illness or family emergency, are the responsibility of the Legislative Body Member.”

APPROVED AND ADOPTED this 14th day of February, 2007.

Terry Henderson, Chair
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon
Clerk of the Board

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	February 14, 2007
TO:	Executive Committee
FROM:	Management Team
THROUGH:	Eric Haley, Executive Director
SUBJECT:	Western Riverside County 10-Year Delivery Plan Organization Impacts

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Establish an Administrative Support Specialist position on Range 3, (\$3,055-\$4,124 per month). This position will provide administrative support to all departments and programs;
- 2) Establish a Senior Staff Analyst position in the Programming Department on Range 7, (\$5,589-\$7,545 per month). This position will assume additional programming responsibilities related to delivery plan and Proposition 1B funding;
- 3) Establish two Staff Analyst positions in the Right-of-Way Department on Range 6 (\$4,860 - \$6,561 per month). These positions will assume additional project right of way responsibilities;
- 4) Establish an Accounting Supervisor classification and position at or below Range 7, (\$5,589 -\$7,545 per month). This position will have general professional accounting responsibilities and supervise accounting support personnel;
- 5) Establish a Community Relations Program Manager position on Range 8 (\$6,847-\$9,243 per month), in the Public Affairs Department. This position will have Community Relations responsibilities for Delivery Plan priority projects;
- 6) Establish a Goods Movement Program Manager position on Range 8, (\$6,847-\$9,243 per month), in the Regional Programs Department. This position will be responsible for management of Goods Movement issues and projects including the Multi-County Goods Movement Action Plan, Colton Crossing and grade separation strategy coordination;
- 7) Establish a Capital Projects Program Manager position on Range 8, (\$6,847-\$9,243 per month). This position will be responsible for non-toll Delivery Plan Project Management;

- 8) Divide Project Delivery Director responsibilities into Project Development and Project Delivery Director positions. Establish a Director position on Range 11 (\$9,311-\$12,570 per month). Together, these positions will be responsible for all aspects of capital projects delivery;
- 9) Establish a Toll Program Director position, salary negotiable, as a limited term Contract Employee. This position will be responsible for management of the toll program coordination and development;
- 10) Establish two Toll Project Manager positions, salary negotiable, as limited term Contract Employees. These positions will be responsible for SR-91 and I-15 Project Management;
- 11) Modify the pay structure to incorporate the new Accounting Supervisor;
- 12) Approve the revised organizational chart to reflect the proposed changes; and
- 13) Approve a budget adjustment of \$324,800 for salaries and benefits to support the proposed positions.

BACKGROUND INFORMATION:

At its December 13, 2006 meeting, the Commission adopted the Western County Highway 10-Year Delivery Plan (Delivery Plan). The \$2.2 billion plan adopted SR-91, I-15, I-215 and I-10 as priority corridors with improvements planned between 2009 and 2019. In addition to adoption of priority projects, the Delivery Plan also includes the pursuit of environmental clearance on the I-215 Bi-County, SR-79 realignment and Mid County Parkway (MCP) projects. Protection of right-of-way for SR-79 and MCP was also identified as a priority. Implementation of the Delivery Plan will require significant support resources.

The Commission has adopted, through consecutive budgets, financial and administration policies that govern organizational structure. The following policies have established the basis for the management team recommendations:

- a) The Commission shall budget no more than one percent (1%) of Measure A sales tax revenue for administrative salaries and benefits.
- b) Administrative program delivery costs will be budgeted at whatever is reasonable and necessary, but not to exceed four percent (4%) of Measure A sales tax revenues (inclusive of the one-percent salary limitation).
- c) Commission staffing levels will be consistent with the intent of its enabling legislation, which envisioned a small and effective staff.
- d) Consultants will be used to augment staff efforts as much as possible to support programs or workloads that do not appear to be of a permanent nature.

The FY 2006/07 budget allocated 31.0 FTE's resulting in budgeted administrative salary and benefits and administration costs at 0.92 % and 2.29%, respectively. A mid-year staffing addition in the finance department results in a current staffing allocation of 32.0 FTE's, 0.93% administrative salary and benefits and 2.3% administration costs.

Overview of Organization Changes

The implementation of the delivery plan will have an agency-wide impact. Consistent with budget policy, the majority of support resources will be provided by consultants at both the project and program levels. Even with significant consultant support, existing staff levels are insufficient to effectively manage the \$2.2 billion program and the remainder of the Commission's responsibilities. Staff does not anticipate a decrease in existing program efforts in FY 2007/08. In addition, there are certain responsibilities that are most appropriately assigned to Commission staff. The management team is recommending the addition of 12.0 FTE's to the Commission organization through FY 2007/08.

The management team recommendations are founded in not only the established policies but also in the following concepts:

- Emphasize staffing structure that continues to focus at the staff analyst and program manager levels;
- Limit hiring of permanent staff to only those positions that are sustainable;
- Hire limited term contract employees in positions that are either not appropriate for use of consultants and/or unsustainable;
- Expand on-staff expertise in critical specialty programs; and
- Pro-actively strengthen the organization to meet project delivery challenges.

Administrative Support Specialist

This position will provide additional administrative support to staff analysts, program managers and directors. Currently, only one position is allocated to provide support to most programs. Insufficient staff at the appropriate level results in higher level staff, including directors, redirecting efforts from higher priority activities to performing office support such as meeting coordination and typing. It is proposed to fill this position immediately.

Senior Staff Analyst, Programming Department

This position will be responsible for obligation of funds, project tracking, complex programming issues, overseeing state and federal programming data and project database maintenance and updates. This addition is recommended due to the increasing complexity of various local, state and federal funding programs. It is proposed that the programming department take on a more substantive role that follows the funding/project life cycle from beginning to end. This includes decisions on funding projects, monitoring project delivery, and overseeing project expenditures, reimbursements, and close-out. The consequences of errors in programming are substantial and could result in significant loss of funding. The passage of Proposition 1B further impacts this department. It is expected that there will be seven programming cycles within the next year to implement the state-wide bonds. In addition the California Transportation Commission (CTC) has indicated that project monitoring and agency accountability will be a priority over the life of the programs. It is proposed to fill this position immediately.

Staff Analysts, Right-of-Way Department

These positions will provide support to the Right-of-Way Program Manager. Right-of-way work and responsibilities are expanding with the number of Commission projects moving forward, such as, 10-Year Delivery Plan, the SR-79 realignment project, MCP, Perris Valley line (PVL), SR-74/I-215 interchange, and the SR-60 east junction. Staff needs to be ready to deliver the right-of-way for these projects in a timely manner to ensure prompt project delivery. In order to meet federal funding requirements, staff needs to develop right-of-way policies and procedures, database and information management, and schedule and cost control measures for right-of-way acquisition. Failure to have these federal requirements in place may result in the loss of federal funding for Commission projects. Staff is pursuing Caltrans right-of-way certification to streamline the right-of-way appraisal and acquisition process. This Caltrans process requires that Commission staff supervise and manage the consultants hired to perform the work. In addition, there are 900 existing railroad right-of-way license agreements that have to be reviewed to determine conflicts with the PVL rail alignment that need relocation. It is proposed to fill one position immediately and the other in the latter half of FY 2007/08.

Accounting Supervisor, Accounting Department

This position will be responsible for the day to day accounting functions within the organization. The finance department is facing significant new responsibilities with respect to the 2009 Measure A, 10-Year Delivery Plan including the toll program, federally funded assets, procurements, and expenditure reimbursements.

Addition of this technical supervisor position will allow the Accounting and Human Resources Manager to become more involved in financing responsibilities and supporting the Chief Financial Officer in addition to Human Resources functions. It is proposed to fill this position immediately.

Community Relations Program Manager, Public Affairs Department

This position will coordinate all of the Commission's effort in working with the public, overseeing community relations contracts on various projects, attending meetings and making project presentations. As the Commission begins to implement a number of projects and introduces new policy directions such as high occupancy toll (HOT) lanes, the Commission will face added responsibilities in working with various communities and stakeholders. By the latter part of 2007, the Commission will have a need for a much more concentrated effort to reach out to the public on the PVL, MCP, HOT lanes general education, and launch of environmental clearance on Delivery Plan and Proposition 1B projects. It is proposed to fill this position in FY 2007/08.

Goods Movement Program Manager, Regional Programs Department

This position will be responsible for facilitating goods movement planning issues. These include the Multi-County Goods Movement Action Plan, the corresponding environmental justice grant, grade separation coordination including the Colton Crossing and the statewide goods movement program. The issues affecting Riverside County require inter- and intra-regional coordination. Staffing this position will enable the Commission to continue to work in close collaboration with our local jurisdictions and neighboring counties to ensure the development of goods movement policies that are mutually beneficial. It is proposed to fill this position in FY 2007/08.

Capital Projects Program Manager, Project Delivery Department

This position will be primarily responsible for managing the project development work supporting the delivery of up to three highway projects included in the 10-Year Delivery Plan. The projects are SR-71/SR-91 interchange improvement; I-215 from Box Springs to the I-15/I-215 junction and a segment of I-15 from approximately Bundy Canyon to the I-15/I-215 junction. These are priority projects included in Measure A and have been submitted for funding consideration in the CTC's Corridor Mobility Improvement Account (CMIA) program. It is proposed to fill this position immediately.

Project Delivery Director, Capital Projects Program

This is a key position to provide management guidance to the Commission's three capital project managers, provide programmatic level policy and budget management of the capital delivery program and coordinate right-of-way support and resource needs with the Project Development Director whose primary responsibilities are MCP/SR-79 realignment, new corridors and right-of-way services. This person will report to the Deputy Executive Director. A key aspect of this position is to coordinate the development of strategies to support expeditious project delivery.

At this time the Commission is undertaking delivery of the PVL commuter rail service, east junction SR-60/I-215 HOV connectors, SR-91 – 60/91/215 to Adams Street, Phase I of the Perris Multi-Modal Transit Center, SR-74/I-215 interchange improvement, North Main Corona parking structure, along with the three major projects noted under the additional project manager listed above. It is proposed to fill this position immediately.

Limited Term Contract Employees

Implementation of the toll program will be complex and time consuming from initiation through the end of construction of the facilities. A majority of the support will be provided by consultants however the advisory team strongly recommends that Commission staff oversee the program. Staff recommends that the toll staff hired be limited term contract employees due to specific expertise required and questionable sustainability of those employees once the projects are built. In addition, the expertise required likely exceeds the qualifications required by the existing job classification structure. Staff does not recommend adjusting the pay structure to accommodate these specialty positions.

The Innovative Finance Program Manager currently assigned to the toll program is being reassigned as the PVL Project Manager. The responsibilities for this program cannot be absorbed into either Deputy Executive Director's workload.

Toll Program Director

This position will be responsible for overall planning and implementation of the toll program. Desirable qualifications include design/build, toll road and program management expertise. It is expected to fill this position immediately.

Toll Project Managers

These two positions would be responsible for project management and oversight of consultant teams of the SR-91 and I-15 projects. Desirable qualifications include design/build, toll road and project management expertise. It is expected to fill these positions in FY2007/08.

Implementation of Organization Changes

The approval of these positions is requested in advance of the FY 2007/08 budget process to provide sufficient time to recruit, hire and accommodate staff in advance and, for some positions, in parallel with added workload. In addition, support for the organization plan also facilitates FY 2007/08 budget development. It is expected that these organization changes will be fully implemented over the next 18 months with recruitment beginning immediately for key positions.

The Commission's leased space within the County Administrative Center (CAC) is insufficient for additional staff and continuance of shared space with the Bechtel team. Additional space within CAC is unavailable therefore we expect that Bechtel staff will relocate to a nearby facility.

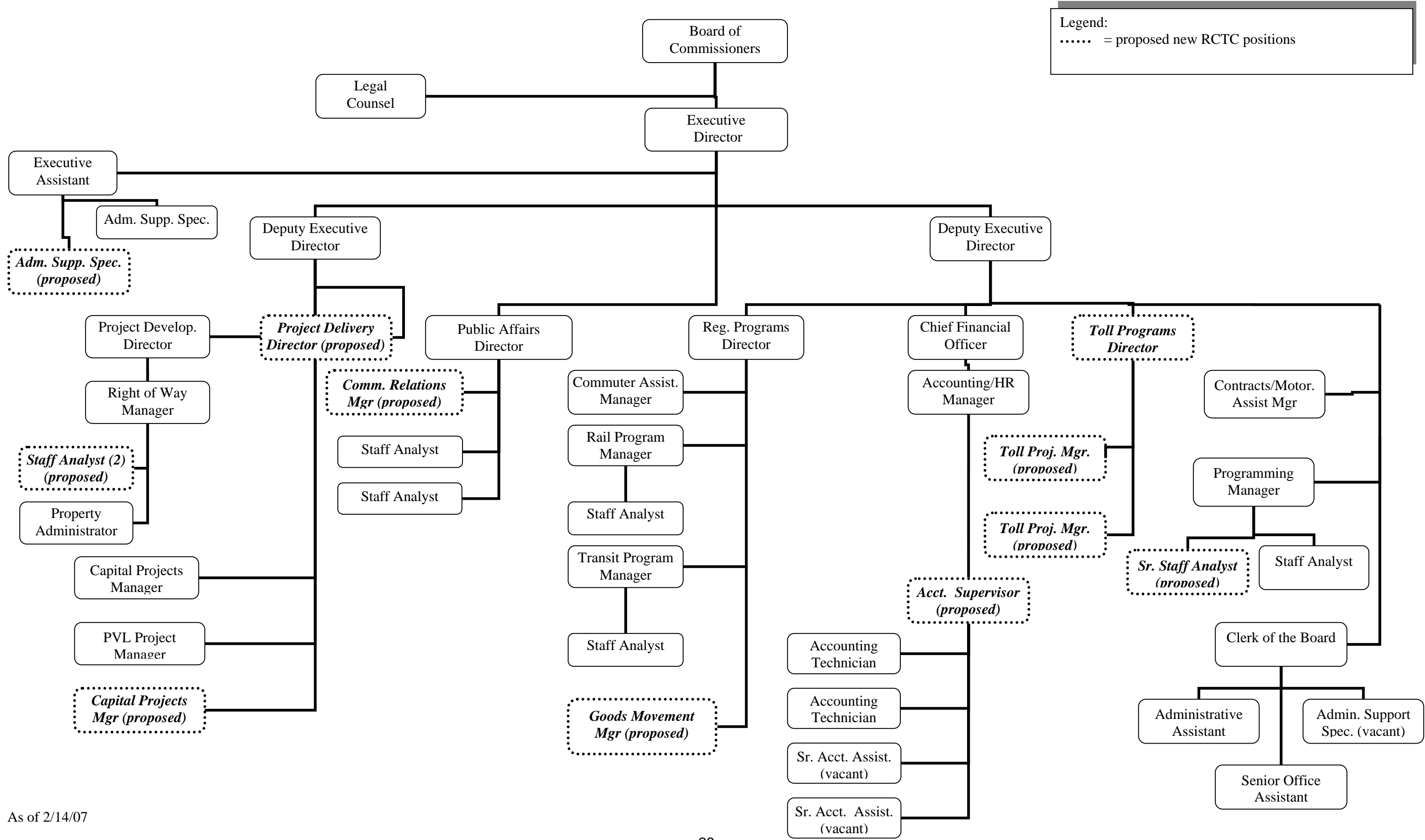
Budget Impact of Organization Changes

A mid-year budget adjustment of \$324,800 is requested. It is anticipated that a maximum of three months salary and benefits for each key position to be filled in FY 2006/07 could be needed. Based upon a preliminary analysis of the impact of this budget adjustment, the administrative salaries and benefits will not exceed 1%. The FY 2007/08 budget will assume all positions are filled on July 1, 2007 for maximum budget flexibility.

Financial Information					
In Fiscal Year Budget:	No	Year:	FY 2006/07	Amount:	\$324,800
Source of Funds:	Measure A, TDA, Motorist Assistance, other			Budget Adjustment:	Yes
GLA No.:	S 12 60001	\$	13,000		
	S 12 61000	\$	8,600		
	106 66 60001	\$	19,400		
	106 66 61000	\$	9,900		
	105 51 60001	\$	20,700		
	105 51 61000	\$	11,600		
	S 19 60001	\$	23,800		
	S 19 61000	\$	13,500		
	222 31 60001	\$	103,700		
	222 31 61000	\$	51,500		
	106 67 60001	\$	32,200		
	106 67 61000	\$	16,900		
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	02/08/07

Attachment: Organization Chart

Draft Agency Organizational Chart for Delivery Plan Implementation



Legend:
 = proposed new RCTC positions