



**EXECUTIVE COMMITTEE  
MEETING AGENDA**

**TIME:** 9:00 a.m.

**DATE:** Wednesday, November 9, 2022

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

**🌀 COMMITTEE MEMBERS 🌀**

V. Manuel Perez, County of Riverside, District 4 – Chair  
Bob Magee, City of Lake Elsinore – Vice Chair  
Lloyd White, City of Beaumont – Second Vice Chair  
Jan Harnik, City of Palm Desert – Past Chair  
Wes Speake, City of Corona  
Brian Berkson, City of Jurupa Valley  
Lisa Middleton, City of Palm Springs  
Ben J. Benoit, City of Wildomar  
Karen Spiegel, County of Riverside, District 2  
Chuck Washington, County of Riverside, District 3  
Jeff Hewitt, 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 MEETING AGENDA**

**9:00 A.M.**

**WEDNESDAY, NOVEMBER 9, 2022**

**County of Riverside Administrative Center  
March Field Conference Room  
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](http://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. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS** - *Under the Brown Act, the Board should not take action on or discuss matters raised during public comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration. Each individual speaker is limited to speak three (3) continuous minutes or less.*
- 5. 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.*
- 6. APPROVAL OF THE MINUTES – MARCH 9, 2022**

**7. PROPOSED ADMINISTRATIVE CODE CHANGES**

***Page 6***

This item is for the Committee to recommend that the Commission adopt Ordinance No. 22-001:

- 1) Updating Executive Committee membership based on population changes;
- 2) Amending dated language pertaining to the Citizens and Specialized Transit Advisory Committee;
- 3) Amending dated language pertaining to the Commission's Claims Policy; and
- 4) Correcting typographical errors and minor language edits.

**8. ADJOURNMENT**

# **AGENDA ITEM 6**

## **MINUTES**



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **MINUTES SPECIAL EXECUTIVE COMMITTEE MEETING**

**WEDNESDAY, MARCH 9, 2022**

### **1. CALL TO ORDER**

The meeting of the Executive Committee was called to order at 8:30 a.m. via Zoom Meeting ID: 812 3670 9180. Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting was conducted via video conferencing and by telephone.

### **ROLL CALL**

#### **Commissioners Present**

Ben J. Benoit  
Karen Spiegel  
Lisa Middleton\*  
Jeff Hewitt  
Bob Magee  
V. Manuel Perez  
Chuck Washington  
Lloyd White  
Brian Berkson  
Jan Harnik

#### **Commissioners Absent**

*\*Arrived after the meeting was called to order*

### **2. PLEDGE OF ALLEGIANCE**

Commissioner Chuck Washington led the Executive Committee in a flag salute.

### **3. PUBLIC COMMENTS**

There were no public comments.

### **4. ADDITIONS/REVISIONS**

There were no additions or revisions.

**5. APPROVAL OF THE MINUTES – DECEMBER 8, 2021 MEETING**

**M/S/C (Berkson/White) to approve the minutes of March 8, 2021, as submitted.**

**6. ORGANIZATIONAL CHANGES**

Anne Mayer, Executive Director, provided a detailed overview of the proposed organizational changes.

Commissioner Spiegel asked for clarification regarding positions that serve both the RCTC and the RCA. Ms. Mayer went through the organizational chart and detailed which positions primarily performed work for RCA, RCTC, or both.

Commissioner Berkson asked about PERS burdens with the addition of positions. Ms. Mayer stated there will be increased PERS costs for new positions however she noted RCTC pays their PERS balance annually and does not currently have any unfunded liability. Additionally, the agency is moving towards a majority of PEPRAs employees versus Classic PERS employees.

Commissioner Berkson asked about the Deputy Director layer under Regional Conservation and Ms. Mayer clarified the differences between a Deputy Director layer versus a management layer.

At this time, Commissioner Middleton joined the meeting.

Commissioner Magee questioned the addition of staffing in Regional Conservation, expressing concern with the efficiency of the agency in the past. Ms. Mayer clarified the addition of the new position is to address the concerns of and improve relationships with the member agencies.

Anne Mayer then provided an overview for proposed compensation changes including an increase to healthcare contributions.

In response to Commissioner Spiegel's questions about health plans, Ms. Mayer clarified employees can choose from any of the PERS health plans, however they do not receive the balance of the health contribution should the plan they choose be less than the \$1500 contribution amount.

Commissioner Spiegel asked about positions being on the salary range chart but not on the organizational chart, and Ms. Mayer clarified a position being included on the salary range chart does not make it an approved position. Only positions on the organizational chart are approved positions.



Commissioner Harnik stated RCTC is an agency other agencies can learn from as far as their prudent approach to everything that is done. Commissioner Harnik questioned the decision to recommend the increased health care on the lower end of the range.

Anne Mayer introduced Alyssa Thompson of Koff and Associates who performed the study to provide additional information. Ms. Thompson detailed how the market average was obtained and how they arrived at the eventual recommendation of the health care increase. She stated the recommendation was a range of \$1250-\$2000 per month.

Commissioner Harnik requested staff continue to keep an eye on the medical coverage, that it continues to be adequate for the staff.

Commissioner Washington stated Anne Mayer's competent management and leadership of RCTC has increased confidence in the management of RCA, including her prudent fiscal management. He expressed support for the recommendations.

Commissioner Middleton stated these are reasonable recommendations and she is in favor. She made the motion to approve the recommended actions, and Commissioner Washington seconded the motion.

Supervisor Hewitt expressed concern that the proposed medical contribution increase for RCTC will make their contribution much higher than the County, so he is not in support of the medical increase.

Anne Mayer stated RCTC employees are not unionized and do not have bargaining units that control their rates.

Commissioner Berkson asked about dental and vision coverage, and Anne Mayer clarified dental and vision is covered by RCTC.

**M/S/C (Middleton/Washington) to:**

- 1) Reclassify the following titles and approve associated changes on the Fiscal Year 2022/23 organization chart and salary range schedule:**
  - a. Regional Conservation Deputy Executive Director on range 67 (\$15,566-\$21,015 per month) to Regional Conservation Director on range 67 (\$15,566-\$21,015 per month);**
  - b. Technical Information Program Manager on range 45 (\$9,042- \$12,207 per month) to Senior Management Analyst- GIS on range 43 (\$8,606- \$11,619 per month);**
  - c. Administrative Services Manager/ Clerk of the Board on range 51 (\$10,486 - \$14,156 per month) to an Administrative Services Director/ Clerk of the Board on range 57 (\$12,160 - \$16,417 per month);**
  - d. Human Resources Administrator on range 45 (\$9,042 -\$12,207 per month) to Human Resources Manager on range 53, (\$11,017 - \$14,873 per month);**
- 2) Approve the addition of the following positions to the Fiscal Year 2022/23 organization chart and associated changes on the FY 2022/23 salary range schedule:**
  - a. Administrative Assistant on range 17 (\$4,529- \$6,114 per month);**
  - b. Accountant on range 35 (\$7,064- \$9,536 per month);**
  - c. Human Resources Assistant on range 17 (\$4,529-\$6,114 per month);**
  - d. Regional Conservation Deputy Director on range 57 (\$12,160-\$16,417 per month)**
- 3) Approve a 4 percent merit increase pool for Fiscal Year 2022/23;**
- 4) Apply a 4 percent annual CPI salary range adjustment to Fiscal Year 2022/23 salary ranges;**
- 5) Approve a \$750 increase to the monthly employer contribution towards employee health care to a total of \$1500 in Fiscal Year 2022/23;**
- 6) Approve the Fiscal Year 2022/23 organization chart; and**
- 7) Forward the Fiscal Year 2022/23 Salary Ranges schedule to the Commission for final adoption.**

**No: Hewitt**

**7. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:29 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa", with a long horizontal flourish extending to the right.

Lisa Mobley  
Clerk of the Board



# **AGENDA ITEM 7**



<b>RIVERSIDE COUNTY TRANSPORTATION COMMISSION</b>	
<b>DATE:</b>	November 9, 2022
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Aaron Hake, Deputy Executive Director
<b>THROUGH:</b>	Anne Mayer, Executive Director
<b>SUBJECT:</b>	Proposed Administrative Code Changes

**STAFF RECOMMENDATION:**

This item is for the Committee to recommend that the Commission adopt Ordinance No. 22-001:

- 1) Updating Executive Committee membership based on population changes;
- 2) Amending dated language pertaining to the Citizens and Specialized Transit Advisory Committee;
- 3) Amending dated language pertaining to the Commission's Claims Policy; and
- 4) Correcting typographical errors and minor language edits.

**BACKGROUND**

Since adopted in 1993, the administrative code has been regularly 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.

**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, Jurupa Valley, Moreno Valley, Murrieta, Riverside, and Temecula are members of the Executive Committee. Data from the California Department of Finance shows Menifee has exceeded the 100,000 mark in population (Attachment 1). Staff recommends amending the Administrative Code to recognize Menifee's standing as a city of more than 100,000.

### **Citizens and Specialized Transit Advisory Committee**

At its April 2021 meeting, the Commission adopted new bylaws for the Citizens and Specialized Transit Advisory Committee (CSTAC). Staff is recommending these changes be reflected in the Commission's Administrative Code for consistency. The redline changes are located on pages 11-13 of Attachment 2 to this agenda item.

### **Claims Policy**

The current Administrative Code has listed the California Claims Act in its entirety. As state law is amended from time to time, staff recommends removing the language and replacing it with language stating the Commission will follow the requirements set forth in the California Government Claims Act.

The Commission's current operations include 7 commuter rail stations, 25 miles of toll roads and a variety of ongoing construction projects. This can result in the presentation of a number of claims to the commission for consideration. Staff and legal counsel have recommended including language in the Administrative Code authorizing the Executive Director, upon advice of General Counsel, to settle these claims on behalf of the Commission.

### **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.

Attachments:

- 1) City/County Population and Housing Estimates, 01/01/2022
- 2) Redlined RCTC Administrative Code with Proposed Changes
- 3) Ordinance No. 22-001



**SLOWING STATE POPULATION DECLINE PUTS  
LATEST POPULATION AT 39,185,000**

FOR IMMEDIATE RELEASE:  
May 2, 2022

**CONTACT:** Walter Schwarm  
(916) 323-4086  
H.D. Palmer  
(916) 323-0648

**SACRAMENTO**— California's population dipped slightly by 117,552 residents last year, bringing the state's total to 39,185,605 people as of January 1, 2022, according to new population estimates and housing data released today by the California Department of Finance.

The 0.3-percent decline represents a slowing compared to the 0.59-percent decline over the nine-month period between the April 2020 Census date and the year's end.

As Baby Boomers age, and fertility declines among younger cohorts, the continuing slowdown in natural increase -- births minus deaths -- underlies the plateauing of the state's population growth. The addition of COVID-19-related deaths, federal policies restricting immigration, and an increase in domestic out-migration further affected population totals. Overall growth was also affected by continuing federal delays in processing foreign migration: while last year saw positive immigration (43,300), the level was below the average annual rate of 140,000 before the pandemic.

The report contains preliminary year-over-year January 2022 and revised January 2021 population data for California cities, counties, and the state. These estimates are based on information through January 1, 2022. Significant changes over the year include:

- While population growth remained strong in the interior counties of the Central Valley and the Inland Empire, the majority of counties saw declines, including every coastal county except San Luis Obispo, Santa Barbara, and Santa Cruz (due in part to college students returning to campus).
- Only two counties had growth above one percent: Yolo (1.8 percent), due to increases in college group quarters (dorms), and San Benito (1.1 percent), due to housing gains. Following in percentage growth were Modoc (1.0 percent), Tuolumne (0.9 percent), and Merced (0.9 percent) counties.
- Thirty-four of the state's fifty-eight counties lost population. The ten largest percentage decreases occurred in Plumas (-3.2 percent), Lassen (-2.8 percent), Butte (-2.4 percent), Del Norte (-1.4 percent), Napa (-1.0 percent), San Mateo (-0.9 percent), Marin (-0.9 percent), Shasta (-0.8 percent), San Francisco (-0.8 percent), and Ventura (-0.8 percent).
- The state's three most populous counties all experienced population loss: Los Angeles declined by 70,114 persons (-0.7 percent), San Diego by 1,197 persons (-0.04 percent), and Orange by 7,297 persons (-0.2 percent).

Also of note in the report:

- 361 cities lost population, while 118 gained population and 3 had no change.
- Of the ten largest cities in California, Bakersfield had the largest percentage gain in population (0.7 percent, or 2,736), followed by San Diego (0.2 percent, or 2,958).
- Group quarters represent 2.3 percent (907,000) of the total state population. This population includes those living in college dormitories (240,000) and in correctional facilities (172,000). Between April 1, 2020 and January 1, 2021, California's group quarters population decreased by 165,000 people or 17 percent, due principally to policies associated with COVID-19. The dormitory population dropped by 109,000 (45.0 percent). In 2021, however, college group quarters populations have returned to 98.9 percent of their 2020 Census levels with 240,000 students in dormitories, which restored populations in many college towns. Areas most affected by the pandemic-driven shift in college dormitory population between 2020 and 2021 based on total population growth include: Unincorporated Yolo County (26.5 percent), Santa Cruz (11.3 percent), Albany (5.4 percent), Unincorporated Santa Barbara County (4.5 percent), Seaside (3.1 percent), and Irvine (3.0 percent).
- State prisons are generally located in remote areas; as a result, increases or decreases can account for significant changes in their respective area populations. For example, prison declines led to population decreases in Taft (-4.7 percent) in Kern County, Susanville (-9 percent) in Lassen County, and Crescent City (-4.1 percent) in Del Norte County.

#### Background Information:

These population estimates are produced annually by the Department of Finance for use by local areas to calculate their annual appropriations limit. The State Controller's Office uses Finance's estimates to update their population figures for distribution of state subventions to cities and counties, and to comply with various state codes. Additionally, estimates are used for research and planning purposes by federal, state, and local agencies, the academic community, and the private sector.

These estimates reflect a state and county level revision of the preliminary January 1, 2021 estimates that were released in May 2021 and reflected a state population at 39,466,855 versus this year's revised estimate of 39,303,157; a downward revision of 163,698. The primary causes are the change to a new Census 2020 benchmark, and higher migration estimates during the COVID-19 pandemic.

Changes to the housing stock are used in the preparation of the annual city population estimates. Estimated occupancy of housing units and the number of persons per household further determine population levels. Changes in city housing stock result from new construction, demolitions, housing unit conversions, and annexations. The sub-county population estimates are then adjusted to be consistent with independently produced county estimates.

Comparing Census Bureau's recently released July 1, 2021 estimates with Finance's January 1, 2022 estimates should generally be avoided since they refer to different points in time. In addition, there are numerous differences between the two series including the effects of the wildfires, changes in migration patterns, accelerating slowdown in births, and excess deaths due to the COVID-19 pandemic that make comparisons difficult.

All Finance population and housing estimates are benchmarked to a decennial census. The estimates in this report are benchmarked to the 2020 decennial census.

Related population reports are available on the Department's website:  
<http://www.dof.ca.gov/Forecasting/Demographics/>

Department of Finance  
Demographic Research Unit  
Population Estimates for California Cities

10 Largest Cities

City	Population January 1, 2022	Percent Change 2021-22
1. Los Angeles	3,819,538	-0.9
2. San Diego	1,374,790	0.2
3. San Jose	976,482	-1.5
4. San Francisco	842,754	-0.8
5. Fresno	543,660	0.2
6. Sacramento	518,037	-0.1
7. Long Beach	460,682	0.2
8. Oakland	424,464	-1.3
9. Bakersfield	408,865	0.7
10. Anaheim	341,245	-1.0

10 Fastest Growing Cities with Populations Over 30,000

City	Population January 1, 2022	Percent Change 2021-22
1. Santa Cruz	64,075	11.3
2. Lathrop	31,331	6.6
3. Seaside	32,068	3.1
4. Irvine	310,250	3.0
5. Menifee	106,627	2.9
6. Berkeley	124,563	2.7
7. Stanton	39,275	2.6
8. Delano	51,258	2.4
9. Chino	91,998	2.4
10. Manteca	86,859	2.2

10 Cities Under 300,000 with the Largest Numeric Change

City	Population January 1, 2022	Numeric Change 2021-22
1. Santa Cruz	64,075	6,481
2. Berkeley	124,563	3,294
3. Menifee	106,627	3,010
4. Fontana	212,809	2,920
5. Ontario	179,516	2,827
6. Roseville	151,034	2,240
7. Chino	91,998	2,174
8. Clovis	123,665	1,998
9. Lathrop	31,331	1,947
10. Manteca	86,859	1,864

## E-1: City/County/State Population Estimates with Annual Percent Change January 1, 2021 and 2022

JURISDICTION	Total Population		Percent Change	JURISDICTION	Total Population		Percent Change
	1/1/21	1/1/22			1/1/21	1/1/22	
<b>CALIFORNIA</b>	39,303,157	39,185,605	-0.3	Danville	43,373	43,352	0.0
<b>Alameda</b>	1,662,370	1,651,979	-0.6	El Cerrito	25,671	25,650	-0.1
Alameda	78,262	77,784	-0.6	Hercules	26,357	26,091	-1.0
Albany	20,542	21,648	5.4	Lafayette	25,217	25,064	-0.6
Berkeley	121,269	124,563	2.7	Martinez	37,195	36,908	-0.8
Dublin	73,209	72,932	-0.4	Moraga	17,206	17,105	-0.6
Emeryville	12,617	12,497	-1.0	Oakley	43,627	44,533	2.1
Fremont	228,872	229,476	0.3	Orinda	19,496	19,478	-0.1
Hayward	161,744	160,591	-0.7	Pinole	18,819	18,628	-1.0
Livermore	87,388	86,149	-1.4	Pittsburg	75,788	75,156	-0.8
Newark	47,157	47,229	0.2	Pleasant Hill	34,335	34,026	-0.9
Oakland	430,100	424,464	-1.3	Richmond	114,643	114,489	-0.1
Piedmont	11,138	10,977	-1.4	San Pablo	31,793	31,510	-0.9
Pleasanton	78,924	77,609	-1.7	San Ramon	84,226	83,820	-0.5
San Leandro	89,926	88,404	-1.7	Walnut Creek	70,566	69,891	-1.0
Union City	69,301	68,150	-1.7	Balance of County	177,927	176,941	-0.6
Balance of County	151,921	149,506	-1.6	<b>Del Norte</b>	27,593	27,218	-1.4
<b>Alpine</b>	1,195	1,200	0.4	Crescent City	6,320	6,060	-4.1
<b>Amador</b>	40,287	40,297	0.0	Balance of County	21,273	21,158	-0.5
Amador	193	191	-1.0	<b>El Dorado</b>	191,054	190,465	-0.3
Ione	8,722	8,888	1.9	Placerville	10,636	10,646	0.1
Jackson	5,028	5,028	0.0	South Lake Tahoe	21,508	21,199	-1.4
Plymouth	1,056	1,045	-1.0	Balance of County	158,910	158,620	-0.2
Sutter Creek	2,640	2,620	-0.8	<b>Fresno</b>	1,009,231	1,011,273	0.2
Balance of County	22,648	22,525	-0.5	Clovis	121,667	123,665	1.6
<b>Butte</b>	206,640	201,608	-2.4	Coalinga	17,520	17,277	-1.4
Biggs	1,974	1,939	-1.8	Firebaugh	8,164	8,439	3.4
Chico	102,359	102,892	0.5	Fowler	6,863	6,962	1.4
Gridley	7,413	7,205	-2.8	Fresno	542,720	543,660	0.2
Oroville	20,119	18,863	-6.2	Huron	6,176	6,170	-0.1
Paradise	6,137	7,705	25.5	Kerman	16,074	16,639	3.5
Balance of County	68,638	63,004	-8.2	Kingsburg	12,533	12,506	-0.2
<b>Calaveras</b>	45,250	45,049	-0.4	Mendota	12,499	12,440	-0.5
Angels City	3,641	3,623	-0.5	Orange Cove	9,553	9,497	-0.6
Balance of County	41,609	41,426	-0.4	Parlier	14,553	14,497	-0.4
<b>Colusa</b>	21,773	21,807	0.2	Reedley	24,929	24,982	0.2
Colusa	6,356	6,383	0.4	Sanger	26,558	26,304	-1.0
Williams	5,530	5,563	0.6	San Joaquin	3,674	3,639	-1.0
Balance of County	9,887	9,861	-0.3	Selma	24,702	24,522	-0.7
<b>Contra Costa</b>	1,161,324	1,156,555	-0.4	Balance of County	161,046	160,074	-0.6
Antioch	115,142	115,074	-0.1	<b>Glenn</b>	28,788	28,750	-0.1
Brentwood	64,224	64,342	0.2	Orland	8,319	8,267	-0.6
Clayton	10,964	10,863	-0.9	Willows	6,345	6,427	1.3
Concord	124,755	123,634	-0.9	Balance of County	14,124	14,056	-0.5

## E-1: City/County/State Population Estimates with Annual Percent Change January 1, 2021 and 2022

JURISDICTION	Total Population		Percent Change	JURISDICTION	Total Population		Percent Change
	1/1/21	1/1/22			1/1/21	1/1/22	
<b>Humboldt</b>	135,553	135,168	-0.3	<b>Lassen</b>	31,132	30,274	-2.8
Arcata	17,633	18,059	2.4	Susanville	14,514	13,212	-9.0
Blue Lake	1,165	1,151	-1.2	Balance of County	16,618	17,062	2.7
Eureka	27,134	26,768	-1.3				
Ferndale	1,376	1,367	-0.7	<b>Los Angeles</b>	9,931,338	9,861,224	-0.7
Fortuna	12,523	12,432	-0.7	Agoura Hills	19,975	19,771	-1.0
Rio Dell	3,380	3,342	-1.1	Alhambra	82,182	81,834	-0.4
Trinidad	300	296	-1.3	Arcadia	56,240	55,934	-0.5
Balance of County	72,042	71,753	-0.4	Artesia	16,347	16,226	-0.7
				Avalon	3,428	3,394	-1.0
<b>Imperial</b>	179,488	179,329	-0.1	Azusa	50,191	49,704	-1.0
Brawley	26,648	26,952	1.1	Baldwin Park	71,455	70,855	-0.8
Calxico	38,906	38,711	-0.5	Bell	33,962	33,624	-1.0
Calipatria	6,465	6,367	-1.5	Bellflower	78,107	77,359	-1.0
El Centro	44,871	44,508	-0.8	Bell Gardens	39,265	38,861	-1.0
Holtville	5,504	5,565	1.1	Beverly Hills	32,565	32,265	-0.9
Imperial	20,755	21,513	3.7	Bradbury	914	904	-1.1
Westmorland	2,017	2,004	-0.6	Burbank	106,268	105,451	-0.8
Balance of County	34,322	33,709	-1.8	Calabasas	23,151	22,926	-1.0
				Carson	92,912	92,362	-0.6
<b>Inyo</b>	18,982	18,978	0.0	Cerritos	49,163	48,634	-1.1
Bishop	3,868	3,869	0.0	Claremont	37,364	37,072	-0.8
Balance of County	15,114	15,109	0.0	Commerce	12,273	12,140	-1.1
				Compton	95,261	94,233	-1.1
<b>Kern</b>	907,324	909,813	0.3	Covina	50,933	50,449	-1.0
Arvin	19,833	19,639	-1.0	Cudahy	22,526	22,318	-0.9
Bakersfield	406,129	408,865	0.7	Culver City	40,330	40,135	-0.5
California City	14,942	14,952	0.1	Diamond Bar	54,782	54,204	-1.1
Delano	50,045	51,258	2.4	Downey	113,525	112,584	-0.8
Maricopa	1,028	1,018	-1.0	Duarte	21,473	21,258	-1.0
McFarland	14,034	13,902	-0.9	El Monte	108,728	107,706	-0.9
Ridgecrest	28,059	28,061	0.0	El Segundo	17,244	17,084	-0.9
Shafter	19,950	20,486	2.7	Gardena	60,382	59,947	-0.7
Taft	7,355	7,011	-4.7	Glendale	194,618	193,116	-0.8
Tehachapi	12,260	12,375	0.9	Glendora	52,316	51,821	-0.9
Wasco	25,235	26,689	5.8	Hawaiian Gardens	13,755	13,619	-1.0
Balance of County	308,454	305,557	-0.9	Hawthorne	87,722	86,841	-1.0
				Hermosa Beach	19,382	19,171	-1.1
<b>Kings</b>	151,059	152,023	0.6	Hidden Hills	1,736	1,738	0.1
Avenal	12,750	13,186	3.4	Huntington Park	54,519	53,942	-1.1
Corcoran	20,807	22,047	6.0	Industry	440	438	-0.5
Hanford	58,544	58,299	-0.4	Inglewood	107,143	106,481	-0.6
Lemoore	27,225	27,058	-0.6	Irwindale	1,482	1,490	0.5
Balance of County	31,733	31,433	-0.9	La Canada	20,291	20,081	-1.0
				Flintridge			
<b>Lake</b>	67,651	67,407	-0.4	La Habra Heights	5,655	5,594	-1.1
Clearlake	16,671	16,509	-1.0	Lakewood	81,681	80,876	-1.0
Lakeport	4,898	4,999	2.1	La Mirada	49,074	48,696	-0.8
Balance of County	46,082	45,899	-0.4	Lancaster	176,166	175,164	-0.6
				La Puente	37,626	37,587	-0.1
				La Verne	32,608	32,304	-0.9

**E-1: City/County/State Population Estimates with Annual Percent Change  
January 1, 2021 and 2022**

<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>	<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>
	<b>1/1/21</b>	<b>1/1/22</b>			<b>1/1/21</b>	<b>1/1/22</b>	
Lawndale	31,638	31,301	-1.1	<b>Marin</b>	259,512	257,135	-0.9
Lomita	20,851	20,633	-1.0	Belvedere	2,103	2,080	-1.1
Long Beach	459,757	460,682	0.2	Corte Madera	10,147	10,028	-1.2
Los Angeles	3,853,323	3,819,538	-0.9	Fairfax	7,496	7,418	-1.0
Lynwood	67,260	66,723	-0.8	Larkspur	12,963	12,797	-1.3
Malibu	10,739	10,686	-0.5	Mill Valley	14,002	13,850	-1.1
Manhattan Beach	35,357	34,902	-1.3	Novato	53,008	52,441	-1.1
Maywood	25,033	24,814	-0.9	Ross	2,330	2,301	-1.2
Monrovia	37,809	37,563	-0.7	San Anselmo	12,772	12,645	-1.0
Montebello	62,180	61,622	-0.9	San Rafael	61,179	60,560	-1.0
Monterey Park	60,814	60,207	-1.0	Sausalito	7,159	7,072	-1.2
Norwalk	102,356	101,645	-0.7	Tiburon	9,065	8,956	-1.2
Palmdale	168,895	167,398	-0.9	Balance of County	67,288	66,987	-0.4
Palos Verdes Estates	13,116	12,980	-1.0	<b>Mariposa</b>	17,066	17,045	-0.1
Paramount	53,009	52,477	-1.0	<b>Mendocino</b>	90,669	89,999	-0.7
Pasadena	139,029	138,310	-0.5	Fort Bragg	7,064	7,153	1.3
Pico Rivera	61,827	61,442	-0.6	Point Arena	446	443	-0.7
Pomona	148,879	149,766	0.6	Ukiah	16,228	16,080	-0.9
Rancho Palos Verdes	41,878	41,468	-1.0	Willits	4,959	4,920	-0.8
Redondo Beach	69,742	68,972	-1.1	Balance of County	61,972	61,403	-0.9
Rolling Hills	1,703	1,684	-1.1	<b>Merced</b>	281,874	284,338	0.9
Rolling Hills Estates	8,283	8,289	0.1	Atwater	32,019	31,652	-1.1
Rosemead	50,823	50,511	-0.6	Dos Palos	5,835	5,715	-2.1
San Dimas	34,651	34,352	-0.9	Gustine	6,098	5,981	-1.9
San Fernando	23,520	23,519	0.0	Livingston	14,340	14,410	0.5
San Gabriel	39,250	38,845	-1.0	Los Banos	46,168	46,639	1.0
San Marino	12,334	12,257	-0.6	Merced	88,200	89,058	1.0
Santa Clarita	228,084	228,835	0.3	Balance of County	89,214	90,883	1.9
Santa Fe Springs	18,568	18,763	1.1	<b>Modoc</b>	8,606	8,690	1.0
Santa Monica	93,242	92,408	-0.9	Alturas	2,699	2,726	1.0
Sierra Madre	10,959	10,865	-0.9	Balance of County	5,907	5,964	1.0
Signal Hill	11,702	11,597	-0.9	<b>Mono</b>	13,299	13,379	0.6
South El Monte	19,532	19,668	0.7	Mammoth Lakes	7,324	7,365	0.6
South Gate	92,783	93,259	0.5	Balance of County	5,975	6,014	0.7
South Pasadena	26,849	26,580	-1.0	<b>Monterey</b>	435,721	433,716	-0.5
Temple City	36,497	36,262	-0.6	Carmel-by-the-Sea	3,095	3,041	-1.7
Torrance	145,876	144,433	-1.0	Del Rey Oaks	1,558	1,539	-1.2
Vernon	210	208	-1.0	Gonzales	8,492	8,340	-1.8
Walnut	28,344	28,094	-0.9	Greenfield	18,705	19,634	5.0
West Covina	109,290	108,243	-1.0	King City	13,476	13,331	-1.1
West Hollywood	35,553	35,399	-0.4	Marina	21,271	21,457	0.9
Westlake Village	8,121	8,043	-1.0	Monterey	28,347	28,082	-0.9
Whittier	87,886	87,931	0.1	Pacific Grove	14,942	14,761	-1.2
Balance of County	1,016,626	1,009,857	-0.7	Salinas	161,777	159,932	-1.1
<b>Madera</b>	156,385	157,396	0.6	Sand City	378	372	-1.6
Chowchilla	18,412	18,851	2.4				
Madera	66,299	65,843	-0.7				
Balance of County	71,674	72,702	1.4				

## E-1: City/County/State Population Estimates with Annual Percent Change January 1, 2021 and 2022

JURISDICTION	Total Population		Percent Change	JURISDICTION	Total Population		Percent Change
	1/1/21	1/1/22			1/1/21	1/1/22	
Seaside	31,113	32,068	3.1	Villa Park	5,834	5,782	-0.9
Soledad	26,316	26,308	0.0	Westminster	90,812	90,393	-0.5
Balance of County	106,251	104,851	-1.3	Yorba Linda	67,760	67,233	-0.8
<b>Napa</b>	137,518	136,179	-1.0	Balance of County	133,302	132,437	-0.6
American Canyon	21,566	21,658	0.4	<b>Placer</b>	407,517	409,025	0.4
Calistoga	5,283	5,199	-1.6	Auburn	13,795	13,608	-1.4
Napa	78,246	77,480	-1.0	Colfax	2,016	2,042	1.3
St Helena	5,521	5,437	-1.5	Lincoln	50,422	51,252	1.6
Yountville	2,942	2,829	-3.8	Loomis	6,833	6,739	-1.4
Balance of County	23,960	23,576	-1.6	Rocklin	71,644	71,663	0.0
<b>Nevada</b>	101,919	101,242	-0.7	Roseville	148,794	151,034	1.5
Grass Valley	13,670	13,617	-0.4	Balance of County	114,013	112,687	-1.2
Nevada City	3,386	3,334	-1.5	<b>Plumas</b>	19,574	18,942	-3.2
Truckee	17,035	17,100	0.4	Portola	2,027	2,042	0.7
Balance of County	67,828	67,191	-0.9	Balance of County	17,547	16,900	-3.7
<b>Orange</b>	3,169,542	3,162,245	-0.2	<b>Riverside</b>	2,424,587	2,435,525	0.5
Aliso Viejo	51,233	50,782	-0.9	Banning	30,629	30,877	0.8
Anaheim	344,604	341,245	-1.0	Beaumont	54,313	54,690	0.7
Brea	47,097	46,872	-0.5	Blythe	17,470	17,505	0.2
Buena Park	83,968	83,430	-0.6	Calimesa	10,544	10,899	3.4
Costa Mesa	112,183	111,394	-0.7	Canyon Lake	11,147	11,056	-0.8
Cypress	50,029	49,810	-0.4	Cathedral City	51,898	51,840	-0.1
Dana Point	33,053	32,943	-0.3	Coachella	42,178	42,158	0.0
Fountain Valley	57,068	56,564	-0.9	Corona	156,901	156,778	-0.1
Fullerton	141,974	142,732	0.5	Desert Hot Springs	32,546	32,569	0.1
Garden Grove	171,284	170,526	-0.4	Eastvale	70,444	69,929	-0.7
Huntington Beach	197,616	196,100	-0.8	Hemet	89,823	89,646	-0.2
Irvine	301,254	310,250	3.0	Indian Wells	4,771	4,762	-0.2
Laguna Beach	22,862	22,706	-0.7	Indio	88,862	89,137	0.3
Laguna Hills	31,017	30,750	-0.9	Jurupa Valley	105,415	105,384	0.0
Laguna Niguel	64,885	64,316	-0.9	Lake Elsinore	70,891	71,615	1.0
Laguna Woods	17,670	17,514	-0.9	La Quinta	37,949	37,860	-0.2
La Habra	62,317	61,792	-0.8	Menifee	103,617	106,627	2.9
Lake Forest	86,406	86,775	0.4	Moreno Valley	209,603	209,407	-0.1
La Palma	15,463	15,332	-0.8	Murrieta	111,671	111,183	-0.4
Los Alamitos	11,895	11,873	-0.2	Norco	24,563	24,909	1.4
Mission Viejo	93,171	92,515	-0.7	Palm Desert	50,976	50,889	-0.2
Newport Beach	84,459	83,727	-0.9	Palm Springs	44,570	44,397	-0.4
Orange	137,534	137,676	0.1	Perris	79,327	78,890	-0.6
Placentia	51,522	51,204	-0.6	Rancho Mirage	16,650	16,804	0.9
Rancho Santa Margarita	47,703	47,279	-0.9	Riverside	312,789	317,847	1.6
San Clemente	63,877	63,380	-0.8	San Jacinto	54,503	54,593	0.2
San Juan Capistrano	34,907	34,798	-0.3	Temecula	110,394	109,925	-0.4
Santa Ana	311,340	308,459	-0.9	Wildomar	36,928	36,632	-0.8
Seal Beach	25,002	24,846	-0.6	Balance of County	393,215	396,717	0.9
Stanton	38,284	39,275	2.6	<b>Sacramento</b>	1,580,624	1,576,618	-0.3
Tustin	80,157	79,535	-0.8	Citrus Heights	87,245	86,367	-1.0

## E-1: City/County/State Population Estimates with Annual Percent Change January 1, 2021 and 2022

JURISDICTION	Total Population		Percent Change	JURISDICTION	Total Population		Percent Change
	1/1/21	1/1/22			1/1/21	1/1/22	
Elk Grove	176,769	176,972	0.1	Lemon Grove	27,422	27,242	-0.7
Folsom	83,075	84,592	1.8	National City	61,755	61,471	-0.5
Galt	25,383	25,239	-0.6	Oceanside	173,932	173,048	-0.5
Isleton	790	780	-1.3	Poway	48,850	48,759	-0.2
Rancho Cordova	79,536	80,359	1.0	San Diego	1,371,832	1,374,790	0.2
Sacramento	518,322	518,037	-0.1	San Marcos	92,958	93,585	0.7
Balance of County	609,504	604,272	-0.9	Santee	59,146	59,015	-0.2
<b>San Benito</b>	64,769	65,479	1.1	Solana Beach	12,909	12,812	-0.8
Hollister	41,919	42,554	1.5	Vista	99,536	100,291	0.8
San Juan Bautista	2,120	2,093	-1.3	Balance of County	514,377	513,170	-0.2
Balance of County	20,730	20,832	0.5	<b>San Francisco</b>	849,475	842,754	-0.8
<b>San Bernardino</b>	2,182,343	2,187,665	0.2	<b>San Joaquin</b>	782,372	784,298	0.2
Adelanto	36,569	36,357	-0.6	Escalon	7,439	7,362	-1.0
Apple Valley	76,160	75,628	-0.7	Lathrop	29,384	31,331	6.6
Barstow	25,405	25,202	-0.8	Lodi	66,145	66,570	0.6
Big Bear Lake	5,054	5,041	-0.3	Manteca	84,995	86,859	2.2
Chino	89,824	91,998	2.4	Ripon	16,162	15,979	-1.1
Chino Hills	78,437	77,964	-0.6	Stockton	323,884	322,489	-0.4
Colton	53,853	53,617	-0.4	Tracy	93,624	94,538	1.0
Fontana	209,889	212,809	1.4	Balance of County	160,739	159,170	-1.0
Grand Terrace	13,131	13,042	-0.7	<b>San Luis Obispo</b>	279,710	280,721	0.4
Hesperia	100,225	100,324	0.1	Arroyo Grande	18,533	18,294	-1.3
Highland	56,915	56,546	-0.6	Atascadero	30,823	30,480	-1.1
Loma Linda	25,310	25,349	0.2	El Paso de Robles	31,659	31,176	-1.5
Montclair	38,052	37,846	-0.5	Grover Beach	12,879	12,707	-1.3
Needles	4,915	4,876	-0.8	Morro Bay	10,638	10,466	-1.6
Ontario	176,689	179,516	1.6	Pismo Beach	8,095	7,981	-1.4
Rancho Cucamonga	174,484	174,476	0.0	San Luis Obispo	47,541	47,653	0.2
Redlands	72,933	72,585	-0.5	Balance of County	119,542	121,964	2.0
Rialto	104,050	103,954	-0.1	<b>San Mateo</b>	751,596	744,662	-0.9
San Bernardino	222,024	220,840	-0.5	Atherton	6,806	6,718	-1.3
Twentynine Palms	27,486	27,685	0.7	Belmont	27,587	27,203	-1.4
Upland	78,891	79,139	0.3	Brisbane	4,789	4,721	-1.4
Victorville	134,700	136,561	1.4	Burlingame	30,699	30,283	-1.4
Yucaipa	54,830	54,494	-0.6	Colma	1,391	1,370	-1.5
Yucca Valley	21,846	21,813	-0.2	Daly City	103,930	102,875	-1.0
Balance of County	300,671	300,003	-0.2	East Palo Alto	29,423	28,963	-1.6
<b>San Diego</b>	3,288,503	3,287,306	0.0	Foster City	33,325	33,056	-0.8
Carlsbad	115,680	115,585	-0.1	Half Moon Bay	11,462	11,308	-1.3
Chula Vista	276,922	276,785	0.0	Hillsborough	11,110	11,018	-0.8
Coronado	22,611	22,277	-1.5	Menlo Park	33,509	33,034	-1.4
Del Mar	3,957	3,929	-0.7	Millbrae	22,807	22,512	-1.3
El Cajon	106,447	105,638	-0.8	Pacifica	38,088	37,533	-1.5
Encinitas	61,724	61,515	-0.3	Portola Valley	4,355	4,289	-1.5
Escondido	151,389	150,679	-0.5	Redwood City	81,771	82,344	0.7
Imperial Beach	26,448	26,243	-0.8	San Bruno	43,169	42,656	-1.2
La Mesa	60,608	60,472	-0.2	San Carlos	30,207	29,837	-1.2



**E-1: City/County/State Population Estimates with Annual Percent Change  
January 1, 2021 and 2022**

<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>	<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>
	<b>1/1/21</b>	<b>1/1/22</b>			<b>1/1/21</b>	<b>1/1/22</b>	
San Mateo	104,719	103,779	-0.9	<b>Siskiyou</b>	43,931	43,830	-0.2
South San Francisco	65,090	64,492	-0.9	Dorris	859	847	-1.4
Woodside	5,271	5,212	-1.1	Dunsmuir	1,705	1,681	-1.4
Balance of County	62,088	61,459	-1.0	Etna	684	674	-1.5
<b>Santa Barbara</b>	443,674	445,164	0.3	Fort Jones	694	684	-1.4
Buellton	5,185	5,055	-2.5	Montague	1,232	1,215	-1.4
Carpinteria	13,267	12,963	-2.3	Mount Shasta	3,247	3,204	-1.3
Goleta	33,315	32,591	-2.2	Tulelake	899	886	-1.4
Guadalupe	8,622	8,544	-0.9	Weed	2,826	2,828	0.1
Lompoc	44,044	43,845	-0.5	Yreka	7,777	7,772	-0.1
Santa Barbara	88,499	86,591	-2.2	Balance of County	24,008	24,039	0.1
Santa Maria	110,969	109,910	-1.0	<b>Solano</b>	449,964	447,241	-0.6
Solvang	5,858	5,709	-2.5	Benicia	26,995	26,656	-1.3
Balance of County	133,915	139,956	4.5	Dixon	19,094	19,083	-0.1
<b>Santa Clara</b>	1,907,693	1,894,783	-0.7	Fairfield	120,421	119,897	-0.4
Campbell	43,086	42,833	-0.6	Rio Vista	9,961	9,925	-0.4
Cupertino	59,884	59,610	-0.5	Suisun City	29,266	28,896	-1.3
Gilroy	59,396	59,269	-0.2	Vacaville	101,286	101,257	0.0
Los Altos	31,651	31,526	-0.4	Vallejo	124,410	123,190	-1.0
Los Altos Hills	8,414	8,400	-0.2	Balance of County	18,531	18,337	-1.0
Los Gatos	33,193	33,062	-0.4	<b>Sonoma</b>	484,674	482,404	-0.5
Milpitas	80,287	80,839	0.7	Cloverdale	9,029	8,905	-1.4
Monte Sereno	3,458	3,488	0.9	Cotati	7,512	7,397	-1.5
Morgan Hill	46,626	46,451	-0.4	Healdsburg	11,174	11,030	-1.3
Mountain View	83,128	83,864	0.9	Petaluma	59,756	58,945	-1.4
Palo Alto	67,422	67,473	0.1	Rohnert Park	44,287	43,998	-0.7
San Jose	991,144	976,482	-1.5	Santa Rosa	177,396	175,775	-0.9
Santa Clara	129,122	130,127	0.8	Sebastopol	7,520	7,489	-0.4
Saratoga	30,772	30,667	-0.3	Sonoma	10,755	10,779	0.2
Sunnyvale	155,326	156,234	0.6	Windsor	26,134	25,942	-0.7
Balance of County	84,784	84,458	-0.4	Balance of County	131,111	132,144	0.8
<b>Santa Cruz</b>	266,553	266,564	0.0	<b>Stanislaus</b>	551,737	549,466	-0.4
Capitola	10,112	9,794	-3.1	Ceres	48,762	48,386	-0.8
Santa Cruz	57,594	64,075	11.3	Hughson	7,495	7,495	0.0
Scotts Valley	12,407	12,049	-2.9	Modesto	218,745	217,880	-0.4
Watsonville	52,147	50,669	-2.8	Newman	12,326	12,244	-0.7
Balance of County	134,293	129,977	-3.2	Oakdale	23,110	23,071	-0.2
<b>Shasta</b>	182,020	180,531	-0.8	Patterson	23,839	24,370	2.2
Anderson	11,181	11,088	-0.8	Riverbank	24,735	24,583	-0.6
Redding	93,879	92,963	-1.0	Turlock	71,734	71,531	-0.3
Shasta Lake	10,318	10,237	-0.8	Waterford	8,944	8,872	-0.8
Balance of County	66,642	66,243	-0.6	Balance of County	112,047	111,034	-0.9
<b>Sierra</b>	3,225	3,229	0.1	<b>Sutter</b>	98,908	99,145	0.2
Loyalton	737	737	0.0	Live Oak	9,191	9,394	2.2
Balance of County	2,488	2,492	0.2	Yuba City	69,614	69,663	0.1
				Balance of County	20,103	20,088	-0.1

**E-1: City/County/State Population Estimates with Annual Percent Change  
January 1, 2021 and 2022**

<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>	<b>JURISDICTION</b>	<b>Total Population</b>		<b>Percent Change</b>
	<b>1/1/21</b>	<b>1/1/22</b>			<b>1/1/21</b>	<b>1/1/22</b>	
<b>Tehama</b>	65,374	65,052	-0.5				
Corning	8,157	8,100	-0.7				
Red Bluff	14,698	14,605	-0.6				
Tehama	427	424	-0.7				
Balance of County	42,092	41,923	-0.4				
<b>Trinity</b>	16,050	16,023	-0.2				
<b>Tulare</b>	474,032	475,014	0.2				
Dinuba	24,872	25,127	1.0				
Exeter	10,305	10,257	-0.5				
Farmersville	10,308	10,239	-0.7				
Lindsay	12,624	12,566	-0.5				
Porterville	62,515	62,345	-0.3				
Tulare	69,229	69,462	0.3				
Visalia	141,279	142,091	0.6				
Woodlake	7,513	7,648	1.8				
Balance of County	135,387	135,279	-0.1				
<b>Tuolumne</b>	54,791	55,291	0.9				
Sonora	5,121	5,144	0.4				
Balance of County	49,670	50,147	1.0				
<b>Ventura</b>	840,093	833,652	-0.8				
Camarillo	70,739	70,171	-0.8				
Fillmore	16,681	16,469	-1.3				
Moorpark	35,821	35,399	-1.2				
Ojai	7,523	7,466	-0.8				
Oxnard	200,480	200,050	-0.2				
Port Hueneme	22,188	21,599	-2.7				
San Buenaventura	109,821	108,231	-1.4				
Santa Paula	30,629	30,892	0.9				
Simi Valley	126,478	124,985	-1.2				
Thousand Oaks	125,995	124,592	-1.1				
Balance of County	93,738	93,798	0.1				
<b>Yolo</b>	217,237	221,165	1.8				
Davis	66,687	64,869	-2.7				
West Sacramento	53,776	52,837	-1.7				
Winters	7,399	7,422	0.3				
Woodland	60,999	60,137	-1.4				
Balance of County	28,376	35,900	26.5				
<b>Yuba</b>	81,988	82,275	0.4				
Marysville	13,003	12,824	-1.4				
Wheatland	3,708	3,664	-1.2				
Balance of County	65,277	65,787	0.8				

### Top 10 Cities Based on Housing Unit Growth

#### Total Numeric Housing Unit Growth

Rank	City	County	Total HU
1	Los Angeles	Los Angeles	14,493
2	San Diego	San Diego	6,378
3	San Francisco	San Francisco	4,497
4	Oakland	Alameda	3,551
5	Irvine	Orange	2,775
6	Bakersfield	Kern	2,209
7	Roseville	Placer	1,892
8	Sacramento	Sacramento	1,698
9	Fresno	Fresno	1,644
10	Fremont	Alameda	1,642

#### Numeric Single-Family Housing Unit Growth

Rank	City	County	Total HU
1	Bakersfield	Kern	1,544
2	Los Angeles	Los Angeles	1,500
3	Menifee	Riverside	1,425
4	Roseville	Placer	1,414
5	Irvine	Orange	1,361
6	Fresno	Fresno	1,230
7	Clovis	Fresno	1,112
8	Sacramento	Sacramento	903
9	Ontario	San Diego	862
10	Lathrop	San Joaquin	821

#### Numeric Multi-Family Housing Unit Growth

Rank	City	County	Total HU
1	Los Angeles	Los Angeles	12,993
2	San Diego	San Diego	5,628
3	San Francisco	San Francisco	4,596
4	Oakland	Alameda	3,494
5	Fremont	Alameda	1,561
6	Irvine	Orange	1,414
7	Long Beach	Los Angeles	1,184
8	San Jose	Santa Clara	1,091
9	Sacramento	Sacramento	795
10	Sunnyvale	Santa Clara	686

### Percent Total Housing Unit Growth

Rank	City	County	Total HU
1	Paradise	Butte	23.36%
2	Lathrop	San Joaquin	10.07%
3	Greenfield	Monterey	9.71%
4	Imperial	Imperial	5.27%
5	lone	Amador	4.99%
6	Kerman	Fresno	4.52%
7	Firebaugh	Fresno	4.37%
8	Calimesa	Riverside	4.29%
9	Patterson	Stanislaus	3.88%
10	Menifee	Riverside	3.87%

### Percent Single-Family Housing Unit Growth

Rank	City	County	Total HU
1	Paradise	Butte	21.46%
2	Lathrop	San Joaquin	10.97%
3	Firebaugh	Fresno	6.25%
4	Calimesa	Riverside	6.11%
5	Greenfield	Monterey	5.66%
6	lone	Amador	5.46%
7	Winters	Yolo	4.46%
8	Menifee	Riverside	4.31%
9	Colfax	Placer	4.27%
10	Kerman	Fresno	4.19%

### Percent Multi-Family Housing Unit Growth

Rank	City	County	Total HU
1	Atherton	San Mateo	80%
2	Los Altos Hills	Santa Clara	44.44%
3	American Canyon	Napa	38.59%
4	Hillsborough	San Mateo	29.79%
5	Patterson	Stanislaus	29.68%
6	Greenfield	Monterey	26.67%
7	San Marino	Los Angeles	20%
8	Danville	Contra Costa	14.66%
9	Lakeport	Lake	14.18%
10	Holtville	Imperial	13.95%

**ADMINISTRATIVE CODE OF THE  
RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

**ARTICLE I**

**PURPOSE**

The Riverside County Transportation Commission is charged with the responsibility of carrying out the purposes and directives of the Legislature as provided for in the County Transportation Commission Act (Division 12, commencing with Section 130000 of the Public Utilities Code). Section 130105 of the Public Utilities Code requires the Commission to adopt an administrative code by ordinance.

**ARTICLE II**

**MEMBERSHIP**

A. **POWERS OF COMMISSION.** Subject to the powers and limitations as provided by law and these rules, all powers of the Commission shall be exercised, its property controlled and its affairs conducted by its Commission.

B. **REGULAR MEMBERS.** The Commission shall consist of 34 regular members appointed as follows:

1. The five members of the Riverside County Board of Supervisors.
2. One member appointed by each of the member cities, which member shall be either a member of that city's City Council or its Mayor.
3. One non-voting member appointed by the Governor.

C. ALTERNATE MEMBERS.

1. The Riverside County Board of Supervisors shall establish a procedure by which a member of that board may appoint an alternate member of the Board of Supervisors to represent the member for one meeting of the Riverside County Transportation Commission. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting.

2. Each incorporated city in Riverside County shall appoint one alternate member to the Commission who shall represent the regular member of the Commission who serves on behalf of the city, if the regular member is not in attendance at a meeting. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting. If an incorporated city appoints an alternate member, the alternate member shall be either the mayor or a city council member of that incorporated city.

D. VOTING RIGHTS. Except when a weighted vote is called, each regular member of the Commission, and each alternate member when acting in the place of a regular member, shall have one vote at meetings of the Commission. Except for the delegation of votes provided in Section C, above, there shall be no voting by proxy.

E. VACANCIES. Any vacancy in the office of regular or alternate member, whether because of death, incapacity, resignation, loss of underlying office, removal or otherwise, shall be filled by the appointing authority for such member.

F. RESIGNATION. Any regular or alternate member may resign at any time by giving written notice of such resignation to the Clerk of the Board. Such resignation shall be effective at the time specified; acceptance of such resignation shall not be necessary to make it effective.

G. REMOVAL. Any regular or alternate member may be removed, with or without cause stated, by the authority responsible for his or her appointment.

H. COMPENSATION. Unless prohibited by law from accepting compensation, each regular and alternate member of the Commission shall be compensated at the rate of One Hundred Dollars (\$100) for any day attending to the business of the Commission, but not to exceed Four Hundred Dollars (\$400) in any month, along with necessary traveling and personal expenses incurred in the performance of his or her duties as authorized by the Commission. An alternate member may receive compensation only for attendance at a meeting where a regular member is absent for all or part of the meeting. For purposes of this section, "attending to the business of the Commission" means:

1. Attendance at meeting of the Commission.
2. Attendance at committee meetings of the Commission if attending as a member of such committee.
3. Attendance at activities and events for the purpose of representing the Commission when such attendance is formally requested by the Commission or the Chair of the Commission.
4. Attendance at project-related events, e.g., groundbreakings, ribbon cuttings, etc. for Commission-financed or sponsored projects.

### **ARTICLE III**

#### **ADMINISTRATION**

A. IN GENERAL. The Officers of the Commission shall consist of the Chair, a Vice Chair, and a Second Vice Chair, all of whom shall be regular members of the Commission, an Executive Director, a General Counsel, Fiscal Officer, and other such officers as the Commission may deem necessary.

B. ELECTION OF CHAIR, VICE CHAIR AND SECOND VICE CHAIR. The Commission annually, at its first meeting in December, and at such other times as there may be a vacancy in either office, shall elect a Chair who shall preside at all meetings, a Vice Chair who shall preside in the absence of the Chair, and a Second Vice Chair who shall preside in the absence of the Chair and the Vice Chair. The Chair, the Vice Chair, and the Second Vice Chair shall be elected by the Commission at its first meeting in December or as soon thereafter as practical for a one-year term. The changes will be effective on January 1. The election for each position is as follows:

1. At the start of the agenda item, Commission Board members may nominate one or more regular members to fill the positions of Chair, Vice Chair, and Second Vice Chair. Each nomination must be seconded in order to qualify that member for the election. Only those members nominated and seconded shall be part of the selection process set forth below.

2. If no objections are made, the nominations will be closed when the Chair makes a formal announcement closing the nomination period.

3. If only one nomination is received for a position, the Chair shall call on the Commission's Board of Director's to approve the nomination. If more than fifty (50%) percent of the votes cast approve that nominee, the nominee shall be elected and the election for that position shall be consider complete. If the nominee fails to obtain more than fifty percent (50%) of votes cast by the Board, the process for electing a member to the desired position shall begin again from paragraph 1.

4. If two nominations are received for a position, the Chair shall call for the Commission's Board of Director's to cast votes for one of the nominees. ~~Both nominees shall be voted on using a single written ballot.~~ If



one of the nominees receives more than fifty percent (50%) of the votes cast, that nominee shall be elected and the election for that position shall be considered complete. If the election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval. The nominee must be approved by more than fifty percent (50%) of the votes cast by the Board in order to be elected to the desired position. If the nominee fails to obtain more than fifty percent (50%) of the Board's vote, the process for electing a person to the desired position shall begin again from paragraph 1.

5. If there are more than two nominees, the following steps shall be followed in the order set forth below:

(a) The Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on using a single written ballot. A "written" ballot can be either physical or digital. If one nominee receives more than fifty percent (50%) of the votes cast that nominee shall be elected and the election for that position shall be considered complete. If the vote fails to result in a nominee receiving more than fifty percent (50%) of the votes cast, the two nominees with the most votes will be placed in a runoff election.

(b) The winning nominee in the runoff election is selected if that nominee receives more than fifty percent (50%) of the votes cast. In that case, the election for that position shall be considered complete.

(c) If the runoff election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes

will be placed before the Commission's Board of Directors for approval.

(d) If the nominee receives more than fifty percent (50%) of the votes cast, the nominee shall be elected and the election for that position shall be considered complete.

(e) If the nominee placed before the Commission's Board of Directors fails to obtain more than fifty percent (50%) of the votes cast, the process for electing a person to the desired position shall begin again from Paragraph 1, above

(f) If there is a tie in any step in the election process and the next step of the process cannot proceed, then one or more tie-breaking votes will occur in which all members of the Commission's Board of Directors present at the meeting will be allowed to vote again. The winning nominee must receive more than fifty percent (50%) of the votes cast to be elected.

At any point the Commission may vote to suspend the vote until a subsequent meeting. If the Chair has been selected prior to the vote to suspend, the new Chair shall be seated when his or her term commences, but shall relinquish his or her seat as the Vice Chair if applicable. If the Chair and Vice Chair have been selected prior to the vote to suspend, the new Vice Chair shall also be seated when his or her term commences, but shall relinquish his or her seat as Second Vice Chair, if applicable.

The tally of all votes taken ~~by written ballot~~ hereunder shall be read aloud by the Clerk of the Board immediately following the vote. The written ballots whether physical or digital shall be retained by the Clerk of the Board as part of the public record of the meeting.

The Chair, the Vice Chair, and the Second Vice Chair shall regularly alternate between regular members of the Commission representing a city and a regular member of the Commission who is a member of the Riverside County Board of Supervisors. At all times, at least one of three officer slots – Chair, Vice Chair, or Second Vice Chair – shall be held by a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular member of the Commission representing a city, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular Commission member who is a member of the Riverside County Board of Supervisors, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission representing a city in order to ensure the participation of both city and county representatives in leadership positions.

C. ~~C.~~ REMOVAL OF OFFICERS. The Chair, the Vice Chair and the Second Vice Chair may be removed by the affirmative vote of a majority of the Commission. Voting on removal shall take place no sooner than at the next regular meeting following the meeting at which the motion to remove officers was introduced.

D. DUTIES OF VARIOUS OFFICERS.

1. Duties of Chair. The Chair shall, if present, preside at all meetings of the Commission and shall exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Commission or prescribed herein or by other official action of the Commission. In any case in which the execution of a document or the performance of an act is directed, the Chair, unless the act of the Commission otherwise provides, is empowered to execute such document or perform such act. At the beginning of the calendar year, the Chair shall make

appointments to standing committees, ad hoc committees and outside agencies that require the representation of RCTC by a Commissioner. Appointment terms are of a one-year duration and removal of a Commissioner from a committee assignment prior to the end of the one-year term requires approval of the Executive Committee.

2. Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions upon, the Chair.

3. Duties of Second Vice Chair. The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair. When so acting, the Second Vice Chair shall have all the powers of and be subject to all the restrictions upon the Chair.

4. Chair Pro Tempore. In the event of the absence or inability to act of the Chair, Vice Chair, or Second Vice Chair, the Commission, by motion passed by majority vote, shall select one of its members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

5. Duties of Executive Director. The Executive Director shall be a full-time officer of the Commission. The appointment and employment of the Executive Director shall be overseen by the Executive Committee pursuant to Section III.G.3-~~(a)~~, below. The powers and duties of the Executive Director are:

- (a) To administer the personnel system, including contract employees of the Commission.
- (b) To administer all contracts.
- (c) To cause to be prepared by a Certified Public Accountant and to submit to the Commission as soon as practical after the end of

each fiscal year a post-audit of the financial transactions and records of the Commission for the preceding year.

—(d) To keep the Commission advised as to the needs of the Commission.

(e) To have full charge of the administration of the business affairs of the Commission.

(f) To see that all ordinances, rules and regulations, motions, or resolutions are enforced.

(g) To provide for the secretarial services required by the Commission including keeping a book of minutes of all meetings of the Commission, giving notice of all meetings as may be required by law or action of the Commission, and such other duties as may be prescribed by ordinance or resolution of the Commission.

(h) The Executive Director is authorized to take any or all of the following actions in relation to regular employees of the Commission:

(1) To hire employees at the appropriate salary range as determined by the Commission.

(2) To promote, transfer, suspend with or without pay, or discharge any employee.

(3) To notify the Commission of such actions at appropriate intervals.

(i) The Executive Director is authorized to make disbursements of funds of the Commission consistent with the annual budget of the Commission. He or she shall have such other duties, powers and responsibilities as may from time to time be assigned by

the Commission. The compensation of the Executive Director shall be pursuant to written contract with the Commission.

(j) The Executive Director, or his or her designee, has the discretionary authority of approval overall project designs or plans for construction and the construction of all projects by the Commission as set forth herein, unless the Commission finds otherwise.

6. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than five years preceding appointment. The General Counsel shall represent and advise the Commission in all legal matters, actions, or proceedings in which the Commission is concerned, or interested, or is a party.

7. Duties of ~~Chief Financial~~ Fiscal Officer. The ~~Chief Financial~~ Fiscal Officer, under the general direction of the Executive Director, shall be the custodian of funds received from the Commission from whatever source. The ~~Chief Financial~~ Fiscal Officer shall act as and hold the title of treasurer of the Commission for purposes of Government Code section 53630, et. seq., and any similar statutory provisions that refer to the treasurer of a local agency. The Fiscal Officer shall act as and hold the title of auditor/controller of the Commission for purposes of debt issuance.

The Fiscal Officer shall be a full-time employee of the Commission and shall:

(a) Receive and receipt for all money of the Commission and place it in the Commission treasury.

(b) Draw warrants to pay demands against the Commission when the demands have been duly and regularly signed by the Executive Director.

(c) Prepare or cause to be prepared a report in writing on a quarterly basis each year to the Commission detailing investments held, and a summary of budget to actuals since the last report.

(d) Keep a full and complete record of all financial transactions and records of the Commission. He or she shall have such other duties and responsibilities as may from time to time be assigned to the Fiscal Officer by the Commission.

E. EMPLOYEES. All employees other than independent contractors, shall be subject to the control and supervision of the Executive Director. Compensation of employees shall be as provided for from time to time by the Commission and/or the Executive Committee.

F. APPOINTMENT OF ADVISORY COMMITTEES.

1. ~~Social Services Transportation Advisory Council/Citizens' Advisory Committee~~Citizens and Specialized Transit Advisory Committee ('CSTAC').

(a) Membership. There is hereby created the ~~Social Services Transportation Advisory Council~~ Citizens and Specialized Transit Advisory Committee ("CSTAC"). This committee shall serve as the ~~Social Services Transportation Advisory Council as required by Public Utilities Code ("PUC") Section 99238. This committee shall also~~ serveand as the Citizens' Advisory Committee pursuant to PUC Section 130105. ~~The Social Services Transportation Advisory Council and the Citizens' Advisory Committee shall hereinafter be referred to collectively as the "Committee."~~ The ~~Committee~~ CSTAC shall consist of up to fifteen (15) members appointed by the Commission, in the

manner provided by the Commission. Pursuant to PUC Section 99238, the ~~CSTAC~~~~Committee~~ shall include the following members:

(1) One (1) representative of potential transit users who is 60 years of age or older;

(2) One (1) representative of potential transit users who is ~~handicapped~~~~disabled~~;

(3) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

(4) Two (2) representatives of local social service providers for the ~~handicapped~~~~disabled~~, including one representative of a social service transportation provider, if one exists;

(5) One (1) representative of a local social service provider or persons of limited means; and

(6) Two (2) representatives from the local consolidated transportation service agency designated pursuant to subdivision (a) of Section 15975 of the Government Code, if on exists, including one representative from an operator, if one exists.

All members of the ~~Committee~~~~CSTAC~~ shall be selected so as to reflect a broad spectrum of interests and the Commission shall strive to attain both minority representation and representation from all geographic areas of the County. ~~Committee~~~~CSTAC~~ members shall serve at the will and pleasure of their nominating authority ~~and the Commission.~~ The Commission has the discretion to dismiss any CSTAC members for any reason, including if the individual fails to



participate in two (2) consecutive CSTAC meetings. The Commission shall appoint and renew individuals to the CSTAC for three (3) year terms.

(b) Function. Subject to the supervision of the Commission, the ~~Committee~~-CSTAC shall also consult on and obtain and collect public input on those matters of interest and concern to the Commission that may from time to time be assigned to the ~~Committee~~ CSTAC by the Commission for its review, comments and recommendation.

(c) Meeting. The Commission shall call the first meeting and may call subsequent meetings of the ~~Committee~~CSTAC, setting the time and place of said meeting(s) and designating the agenda from any meetings so called. The Chair of the ~~Committee~~CSTAC, elected pursuant to this Section G.(1)(f) below, may also call meetings of the CSTAC~~Committee~~, setting the time, place, and agenda for such meetings. The CSTAC~~Committee~~ may also hold subcommittee meetings of any subcommittees it establishes.

(d) Assistance. The staff of the Commission shall be available to aid the ~~Committee~~-CSTAC in its work.

(e) Compensation. Members of the ~~Committee~~-CSTAC shall serve without compensation.

(f) Officers. The ~~Committee~~-CSTAC shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for one (1) year, and thereafter until his or her successor is elected. Secretarial services shall be provided by the Commission staff.

2. Technical Advisory Committee.

(a) Membership. There is hereby created the Technical Advisory Committee. The Committee shall consist of members selected as follows:

(1) One (1) member representing the County of Riverside.

(2) One (1) member representing each City in the County which designates such a representative.

(3) One (1) member representing the Riverside Transit Agency.

(4) One (1) member representing the Western Riverside Council of Governments.

(5) One (1) member representing the Coachella Valley Association of Governments.

(6) The District Director of Caltrans District 8 or designee.

(7) One (1) member representing the SunLine Transit Agency.

(8) One (1) member representing the Palo Verde Valley Transit Agency.

Committee members shall serve at the will and pleasure of their appointing authority and the Commission. An alternate may be named by each appointee to represent him or her in his or her absence.

(b) Function. Subject to the supervision of the Commission, the Committee shall provide technical assistance to the Commission by reviewing and evaluating the various transportation proposals and alternatives within Riverside County. The Committee shall review, comment upon, and make recommendations on such matters as are

referred to it by the Commission, including all matters relating to the programming of federal funds apportioned to the Riverside County and allocated by the Commission.

(c) Meetings. In the dispatch of its responsibilities, the Committee may conduct meetings, may appoint subcommittees to include regular members and/or alternate members, and engage in such related activities as it deems necessary. Subcommittees shall not be composed of a regular and alternate member who represents the same jurisdiction.

(d) Compensation. Members of the Committee shall serve without compensation.

(e) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for two (2) years and thereafter until his or her successor is elected. Committee support shall be provided by the Commission staff.

(f) Voting. Each member of the Committee shall have one (1) vote, except the county of Riverside member shall have three (3) votes and the Transportation Planning Director of the Southern California Association of Governments shall be a non-voting member.

(g) Quorum. A quorum shall be a majority of the voting members. All actions of the Committee shall require a majority of the votes cast.

3. Other Advisory Committees.

(a) Standing Committees. The Commission may appoint such other standing committees as it deems necessary. The Commission shall determine the membership of such committees from among the regular members of the Commission, and shall

specify the functions, duties, responsibilities, and terms of service. The Commission shall give due consideration to recommendations, advice or proposals received from Advisory Committees but shall not be bound thereby.

(b) Ad Hoc Committees and Representative Appointments.

The Chair may create and appoint ad hoc committees as necessary to provide direction and advice to the Chair, Commissioners or Commission staff. In addition, the Chair shall appoint Commission representatives to the Southern California Regional Rail Authority, the Route 91 Advisory Committee, the MSRC, and other agencies or organizations of which the Commission is a member or party. Ad hoc committee members and representatives shall be appointed from among the regular Commission members.

G. COMMITTEES OF THE COMMISSION.

1. The following Committees of the Commission are hereby created:

(a) The Budget and Implementation Committee. This Committee shall be composed of up to fifteen (15) regular members of the Commission selected by the Chair, with at least nine (9) members being Western Riverside County regular members of the Commission and at least four (4) members being Eastern Riverside County regular members of the Commission. For the purposes of this subsection (a), the Fifth District Supervisor shall be considered a Western Riverside County member. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight, competitive state and federal grant programs, countywide communications and outreach programs,

countywide strategic plan, legislation, short range transit plans (S RTP), and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month ~~at the~~with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(b) Western Riverside County Programs and Projects Committee.

The Western Riverside County Programs and Projects Committee shall be composed of up to twelve (12) Western Riverside County regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation programs and projects that impact Western Riverside County. The subject matter may include, but is not limited to: air quality, capital projects, communications and outreach programs, specific

transit projects, intermodal programs, motorist services, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), and Transportation Uniform Mitigation Fee (TUMF) Program related to Western Riverside County, and other areas as may be prescribed by the Commission. Meetings shall be held at 1:30 p.m. on the fourth Monday of the month with its principal location at the offices of the Commission unless otherwise directed by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(c) Toll Policy and Operations Committee. The Toll Policy and Operations Committee shall be composed of up to eleven (11) regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: policies involving the Commission's toll facilities, setting tolls or rates, considering contracts with vendors working on the toll program, statewide and federal legislative issues regarding

tolling, outreach and marketing of the toll facilities, interactions with neighboring jurisdictions regarding toll matters, user-based funding programs and future opportunities for toll facility development in Riverside County. Meetings shall be held ~~at 11:00 a.m. on the fourth Thursday of February, May, August and November~~ as needed with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

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2. In the performance of their duties and responsibilities, the Committees in subsection 1 above shall submit all policy matters coming before them to the Commission for final consideration.

3. Executive Committee.

(a) ~~Executive Committee.~~ There shall be created an Executive Committee. Subject to supervision by the Commission, the Executive Committee shall oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission's Executive Director; and oversee administration of the Commission's office. Decisions of the Committee shall be final unless a member of the Commission, within five (5) days of the date of the decision, requests that the decision be placed on the agenda of the next regular Commission meeting for reconsideration. Meetings of the Committee shall be held at 9:00 a.m. on the day of the Commission meeting or as otherwise required and at a place and time to be set by the Executive Committee, unless otherwise directed by the Commission.

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

- (1) The Chair of the Commission.
- (2) The Vice Chair of the Commission.
- (3) The Second Vice Chair of the Commission.
- (4) The Past Chair of the Commission.
- (5) Two regular members of the Commission representing the cities of Corona, Jurupa Valley, Moreno Valley, Menifee, Murrieta, Riverside, and Temecula.
- (6) A regular member of the Commission representing one of the following cities: Banning, Beaumont, Calimesa, Canyon Lake, Eastvale, Hemet, Lake Elsinore, ~~Menifee~~, Norco, Perris, San



Jacinto, and Wildomar. Such member shall be appointed by majority vote of the members representing the cities referenced in the previous sentence.

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

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

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

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

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

(f) An alternate member of the Commission, as appointed in Article II.C.2, shall not assume the duties of the regular member on the Executive Committee when the regular member is absent. In addition, should a member of the Executive Committee resign or otherwise leave the

Commission, the vacancy shall be filled as set forth in Section G.3(b), above. The new member shall serve the remainder of the unexpired term.

(g) Amendments to this Administrative Code may be approved by the Executive Committee, subject to review by the Commission as set forth in Section G.3(a) above.

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

5. Appointments made by the Chair shall be for a one-year term ending on December 31 of the year in which the appointments are made. In the event the Chair wishes to remove a Commissioner ("Appointee") appointed during the term of the appointment, the following steps shall be taken:

(a) The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.

(b) The notice shall be provided in writing to the Appointee through the Commission's Clerk of the Board and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City/County appointing Appointee to the Commission and the Appointee's mailing address.

(c) The removal shall be effective on the 15th day after the Commission's Clerk of the Board sends notice to Appointee unless Appointee provides notice to the Commission's Clerk of the Board, prior to the expiration of such 15 day period, of his or her desire to contest the removal.

(d) In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Executive Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Executive Committee shall either uphold or reject the removal. The decision of the Executive Committee shall be final.

(e) If the removal is not contested or approved by the Executive Committee, the Chair may appoint a Commission member to fill the remainder of the Appointee's term.

(f) This Section G.5 shall only apply to appointments made by the Chair to 1) the Budget and Implementation Committee as defined under Section G.1(a); 2) the Western Riverside County Programs and Projects Committee as defined under Section G.1(b)(1); the Toll Policy and Operations Committee as defined under Section G.1(c) and 3) Representative Appointments as defined under Section .F.3(b).

#### **ARTICLE IV**

##### **MEETINGS**

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

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

C. SPECIAL MEETINGS. A special meeting of the Commission may be called at any time by the Chair, or in his or her absence by the Vice Chair or in the absence of the Chair and the Vice Chair by the Second Vice Chair, or by any sixteen (16) regular members by delivering personally or by mail written notice to the Executive Director and each regular and alternate member. Such notice shall be so delivered at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted at such meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Executive Director a written waiver of notice. Such waiver may be given by telegram or fax. Such written notice may also be dispensed with as to any regular or alternate member who is actually present at the meeting at the time it convenes. The meeting shall be posted as provided by law.

D. POSTING OF AGENDAS. The Commission shall post agendas of all regular meetings, containing a brief general description of each item of business to be transacted or discussed at the meeting, at least seventy-two (72) hours before such regular meeting. The agenda shall specify the time and location of the meeting and shall be posted in a location freely accessible to members of the public and at such other locations as required by law. No action shall be taken on any item not appearing on such posted agendas, except as permitted by state law.

E. QUORUM AND VOTING REQUIREMENTS. Seventeen (17) members of the Commission shall constitute a quorum for the transaction of business. Unless otherwise required by law or this Administrative Code, all official acts of the Commission shall require the affirmative vote of a majority of the members of the Commission voting on the matter.

F. WEIGHTED VOTING. Notwithstanding subdivision E above, any member of the Commission, immediately after a vote of the Commission in accordance with subdivision E, may call for a weighted vote. For an item to be passed by weighted vote, all of the following requirements shall be met:

(a) The item shall be approved by a majority of the Commission members present at the meeting who represent the Riverside County Board of Supervisors, who each shall have one vote.

(b) The item shall be approved by a majority of the Commission members present at the meeting who represent the cities in Riverside County, who each shall have one vote.

(c) The item shall be approved by Commission members present at the meeting who represent cities in Riverside County representing a majority of the population of the county living in incorporated areas. For the purpose of this subdivision, each regular commission member at the meeting who represents a city in Riverside County shall be assigned votes based on the percentage of the

population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented at the meeting. Population data shall be determined through Department of Finance estimates, adjusted annually on January 1 or as soon thereafter as possible. The population represented by members not voting because of a legal conflict of interest shall not be counted for any purpose in a weighted vote.

The provisions of this section shall not apply the election of the Chair, Vice Chair, or Second Vice Chair as defined under Article III.B.

G. RALPH M. BROWN ACT. All meetings of the Commission shall be called, noticed, and conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9, commencing with Section 54950, Part I, Division 2, Title 5 of the Government Code).

H. ADDRESSING COMMISSION ON AGENDA ITEMS. No person shall address the Commission at any meeting until he or she has first been recognized by the Chair. The decision of the Chair to recognize a person may be changed by vote of a majority of the members of the Commission present at the meeting. Persons wishing to address the Commission shall fill out a speaker card and provide it to the Clerk of the Board prior to the start of the agenda item upon which he or she wishes to be heard, unless another method is specified by the Chair. The Chair may, in his or her discretion, direct the Clerk to accept speaker cards filed after the start of the agenda item. Except as set forth below, when addressing the Commission, each individual speaker will be limited to three continuous minutes or less of public testimony. The Commission may, either at the direction of the Chair or by a majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speaker cards,

the Chair may, in his or her discretion, reduce the time for each individual speaker to two continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes, unless extended by the Chair or majority vote of the Board. Speakers may not yield their time to others without the consent of the Chair. The Commission may terminate public comments if such comments become repetitious.

I. COMMITTEE OF THE WHOLE. At any regular meeting not yet convened because of the lack of a quorum, the regular members, and alternates acting in the place of a regular member, who are present, may constitute themselves a "Committee of the Whole", for the purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

## **ARTICLE V**

### **CORPORATE POWERS**

A. SUCCESSION. The Commission has perpetual succession and may adopt a seal and alter it at its pleasure.

B. LITIGATION. The Commission may sue and be sued, except as otherwise provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.

C. CLAIMS. All claims for money or damages against the Commission are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

D. MOTIONS, REGULATIONS AND ORDINANCES. The acts of the Commission shall be expressed by motion, resolution, or ordinance. All ordinances

shall take effect upon their adoption unless otherwise provided for by the Commission. The enacting clause of all ordinances shall be as follows: "The Riverside County Transportation Commission hereby ordains as follows:" All ordinances shall be signed by the Chair or by the Vice Chair of the Commission.

E. MISCELLANEOUS. The Commission shall have the power and authority to do any and all things necessary to carry out the purposes of Division 12 (commencing with Section 130000) and Division 25 (commencing with Section 240000) of the Public Utilities Code and other applicable law.

## **ARTICLE VI**

### **CONTRACTS**

The Commission may make contracts and enter into stipulations of any nature whatsoever either in connection with eminent domain proceedings or otherwise, including but not limited to, contracts and stipulations to indemnify and save harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of the powers authorized by law or by this Ordinance. The Commission may contract with any Department or Agency of the United States of America, with any public agency (including but not limited to, the Department of Transportation or any Transit District, County, or City), or with any person upon such terms and conditions as the Commission finds is in its best interest.

## **ARTICLE VII**

### **BUDGET**

A. ANNUAL BUDGET. The Commission, after holding public hearings, shall annually, on or before June 15th of each year, adopt a budget for the succeeding Fiscal Year.

B. PUBLIC HEARINGS. The Commission shall hold public hearings prior to the adoption of its budget. Notice of time and place of such hearings shall be



published pursuant to Section 6061 of the Government Code and shall be published no later than the 15th day prior to the date of the hearing.

C. PUBLIC INSPECTION. The proposed annual budget shall be available for public inspection at least fifteen (15) days prior to the hearing.

## ARTICLE VIII

### AUDIT

The Commission shall make, or cause to be made annually as soon as practical after the end of each Fiscal Year, a post-audit of the financial transactions and records of the Commission for the preceding year. Such post-audit shall be made by a Certified Public Accountant.

## ARTICLE IX

### GOVERNMENT ~~FOR~~ CLAIMS POLICY

A. WRITTEN CLAIM (Gov. Code § 945.4)<sup>1</sup>

~~Before commencing a lawsuit for money or damages, the claimant must present a written claim to the Riverside County Transportation Commission (herein referred to as "RCTC") and allow it to act upon the claim.<sup>2</sup> (See page 5, below, for Sample RCTC Claim Form.)~~  
The review, rejection, sufficiency and return of written claims shall be governed by the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or as otherwise provided by law.

B. The Executive Director or designee is authorized to review and reject claims submitted to RCTC.

<sup>1</sup> All references herein are to the California Government Code, unless otherwise noted.

<sup>2</sup> Under special circumstances, this requirement may be excused. (See for example Gov. Code §§ 946.4, 946.6.)

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C. The Executive Director may settle claims in the amount of \$50,000 or less after consultation with the General Counsel. The Commission Board must approve all settlements on claims in excess of \$50,000. SUFFICIENCY—  
CONTENTS OF CLAIM (Gov. Code §§ 910, 910.2)

~~A claim shall be presented by the claimant or by a person acting on the claimant's behalf. The written claim must include all of the following:~~

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~~(a) The name and postal address of the claimant.~~

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~~(b) The postal address to which the person presenting the claim desires notices to be sent.~~

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~~(c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.~~

~~(d) A general description of the indebtedness, obligation, injury, damage or loss so far as it may be known at the time of presentation of the claim;~~

~~(e) The name(s) of public employee(s) causing the injury, damage, or loss, if known.~~

~~(f) The amount claimed, if it totals less than \$10,000.00 as of the date of the presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis for computation of the amount claimed. If the amount claimed is more than \$10,000.00, no dollar amount shall be included in the claim, but it shall indicate whether the claim would be a limited civil case.~~

~~(g) The signature of the claimant or his or her representative.~~

~~G. — TIMELINESS (Gov. Code § 911.2)~~

~~1. — A claim relating to a cause of action for death, injury to person, injury to personal property or growing crops must be presented within six (6) months after the accrual of the cause of action.~~

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~~2. — A claim relating to any other cause of action, such as damage to real property, must be presented within one (1) year after the accrual of the cause of action.~~

~~D. — ACTION BY EXECUTIVE DIRECTOR OR DESIGNEE (Gov. Code §§ 912.6, 935.4)~~

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~~The Clerk of the Board shall present claims received by the Commission to the Executive Director or designee. The Executive Director or designee shall review claims submitted to RCTC and may act on such claims in one of the following ways:~~

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~~1. — If the Executive Director determines that the claim is for a debt or liability which is not the responsibility of RCTC, it shall be rejected by the Executive Director or designee.~~

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~~2. — If the Executive Director determines that the claim is for a debt or liability which may be the responsibility of RCTC, the Executive Director or designee shall present the claim to the Commission's Board for consideration.~~

~~3. — The Executive Director shall present all claims for physical personal injury for which the claimant is likely to seek payment in excess of \$100,000 or wrongful death to the Commission Board for consideration.~~

~~The Commission Board must approve all settlements on claims.~~

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~~E. — WRITTEN REJECTIONS (Gov. Code §§ 912.4(a), 913, 945.6(a)(1))~~

~~If a claim is rejected in writing within 45 days of presentation, the claimant has six (6) months from the date the written notice of rejection is personally delivered or mailed in which to file suit. The claimant and RCTC may extend by written agreement the period within which RCTC must act on the claim. (See page 6, below, for Sample Rejection on the Merits Letter.)~~

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~~F. — REJECTION BY OPERATION OF LAW (Gov. Code §§ 912.4 (c), 945.6(a)(2))~~

~~If a claim is not rejected in writing within 45 days of presentation, the claim is deemed rejected by operation of law on the 46th day. Notice of the rejection of the claim may be sent by the Commission after the claim is deemed rejected.~~

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~~G. — INSUFFICIENT CLAIMS (Gov. Code §§ 910.8, 911, 915.4)~~

~~The Executive Director or designee has the right to return insufficient claims by providing notice in accordance with Gov. Code section 915.4.~~

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~~If a claim does not comply with Government Code sections 910 and 910.2, the claim is legally insufficient. If an insufficient claim is presented to RCTC, then RCTC shall notify the claimant in writing within 20 days of presentation that the claim is insufficient and state with particularity the defects or omissions in the claim. The Commission Board may not take action on the claim for a period of 15 days after such notice is given. If such notice of insufficiency is not given, RCTC waives any defense as to the sufficiency of the claim and cannot later claim insufficiency as a defense. However, no notice need be given and no waiver shall result when the claim as presented fails to state either an address to which the person presenting the claim desires notices to be sent or the address of the claimant. (See page 7, below, for Sample Letter re Insufficient Claim Form.)~~

H. ~~LATE CLAIMS~~ (Gov. Code §§ 911.4, 911.6, 911.8)

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1. ~~If a claim is not presented in a timely manner pursuant to Gov. Code section 911.2 (6 month limitations period), the claimant must file an application to present a late claim.~~

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2. ~~The application:~~

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(a) ~~Must be presented within a reasonable time not to exceed one (1) year after the accrual of the cause of action;~~

(b) ~~Must have the written claim attached; and~~

(c) ~~Must state the reason for the delay in presenting the claim.~~

3. ~~Claims filed late, if not accompanied by an application for leave to file a late claim, should be rejected specifically because they are late. (See page 8 for Sample Letter re Untimely Claim Without Application For Leave To Present A Late Claim.)~~

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4. ~~In computing the one (1) year period for presentation of the application, time during which the person who sustained the alleged injury, damage, or loss is a minor shall be counted, but the time during which he is mentally incapacitated and does not have a guardian shall not be counted.~~

I. ~~ACCEPTANCE OF APPLICATION FOR LATE CLAIM~~ (Gov. Code § 911.6)

The Executive Director or designee ~~shall grant or deny an application for acceptance of late claim within 45 days after it is presented. This period may be extended by written agreement between the claimant and RCTC.~~may

review and grant or deny an application for late claim relief submitted pursuant to the Government Claims Act.

~~The Executive Director or designee shall grant the application where one or more of the following is applicable:~~

- ~~(a) Failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and RCTC was not prejudiced in its defense of the claim by the failure to present the claim in a timely manner; or,~~
- ~~(b) The person who sustained the alleged injury, damage or loss was a minor during all of the time period; or,~~
- ~~(c) The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time period; or,~~
- ~~(d) The person who sustained the alleged injury, damage or loss died before the expiration of the time period.~~

~~J. DENIAL OF APPLICATION FOR LATE CLAIM (Gov. Code §§ 911.8, 946.6)~~

- ~~1. The Executive Director or designee may deny the application if it is not excused. (See page 9, below, for Sample Denial Letter.) The denial must be in writing and must advise the claimant that he has only six (6) months to take the matter to court. Written notice of the action on the application must be given in the manner prescribed in Gov. Code section 915.4. The notice shall contain a warning in substantially the form as prescribed in Gov. Code section 911.8. The denial of the application for late claim has nothing to do with the validity of the~~

~~claim. It is not a rejection of the claim or its merits. It means only that the claim was not properly presented.~~

~~K.~~ CALIFORNIA LAW

~~4D.~~ This ~~Fort-Government~~ Claims Policy is intended to reflect the requirements set forth in the California ~~Fort-Government~~ Claims Act (~~Gov. Code §§ 900 et seq.~~). ~~RCTC intends to periodically update this Policy, however, b~~Because state law is amended from time to time, in the event any law cited herein is amended, modified, changed or omitted, then such law shall govern.

~~L.~~ COMMISSION ACTION

- ~~1.~~ This Tort Claims Policy provides the guidelines for RCTC in responding to a claim, however, a failure to follow this Policy shall not serve as a basis for invalidating an action taken by the Commission ~~Board or the Executive Director~~ on a particular claim.



## CLAIM FORM

(A claim shall be presented by the claimant or by a person acting on his behalf.)

<b>NAME OF DISTRICT: <del>Riverside County Transportation Commission</del></b>		
<b>1</b>	<b>Name, address, mailing address if different, and phone number.</b>	
	Name:	
	Address(es):	
	Phone Number:	
<b>2</b>	<b>List name, address and phone number of any witnesses.</b>	
	Name:	
	Address:	
	Phone Number:	
<b>3</b>	<b>List the date, time, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.</b>	
	Date:	Time:
	Place:	
	Tell What Happened (give complete information):	
	<b><i>NOTE: Attach any photographs you may have regarding this claim.</i></b>	
<b>4</b>	<b>Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.</b>	
<b>5</b>	<b>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</b>	
<b>6</b>	<b>If the actual amount of your claim is less than \$10,000 indicate the exact amount of your claim, and if possible show specific itemization and/or include copies of any documents in support thereof. If the amount of the claim exceeds \$10,000, no dollar amount should be included in this claim form; however, it is necessary to indicate whether jurisdiction will rest in Municipal or Superior Court. (Jurisdiction for any claim under \$25,000 would rest in Municipal Court, and any claim over \$25,000 would rest in Superior Court.)</b>	
	Date:	Signature:
<b>ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT.</b>		

|

**SAMPLE LETTER RE REJECTION ON THE MERITS**

THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED TO NOTIFY A POTENTIAL CLAIMANT THAT HIS/HER CLAIM HAS BEEN REJECTED ON ITS MERITS, NOT BECAUSE THE CLAIM IS LATE, OR THAT THE CLAIM IS INSUFFICIENT IN CONTENTS. IF USED, THIS FORM MUST BE MAILED WITHIN 45 DAYS OF PRESENTATION OF THE CLAIM.

(Enter date)

Dear \_\_\_\_\_:

Thank you for your recently submitted claim in the matter of \_\_\_\_\_.

As you know, we are guided by state law and are obligated to pay claims where there is liability on our part. We have reviewed all of the information submitted to us relating to your claim, and have endeavored to be absolutely fair in considering your case.

Your claim presented to the Riverside County Transportation Commission on \_\_\_\_\_ was rejected (or allowed in the amount of \$\_\_\_\_\_ and rejected as to the balance) on \_\_\_\_\_ (date of action or rejection by operation of law.)

**WARNING**

Subject to certain exceptions, you have only six months from the date this notice was personally delivered or mailed to file a court action on this claim. (See Government Code Section 945.6.) You may, of course, seek an attorney's advice on this matter. If you plan to consult an attorney, you should do so immediately.

If you have questions about the claim or this denial of liability, please call the undersigned.

Very truly yours,

Anne Mayer \_\_\_\_\_ [or designee, such as General Counsel]  
Executive Director

**~~SAMPLE LETTER RE INSUFFICIENT CLAIM FORM~~**

~~THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD  
AND USED TO NOTIFY POTENTIAL CLAIMANTS OF  
INSUFFICIENCIES IN CLAIMS FILED~~

~~(Enter date)~~

~~Re: Notice of Insufficiency of Claim Filed  
with the Riverside County Transportation Commission~~

~~Dear \_\_\_\_\_:~~

~~Your claim which was received by the Riverside County Transportation  
Commission on (enter date) failed to comply substantially with the California  
Government Code. It was insufficient for the following reason(s):~~

~~(Give reasons for insufficiency)~~

~~For your information, you may wish to consult Sections 910, 910.2, 910.4, 910.8  
and other sections of the California Government Code pertaining to the filing of  
claims against a public entity. Due to specific time requirements for correcting  
these deficiencies, this should be tended to immediately.~~

~~Very truly yours,~~

~~Anne Mayer \_\_\_\_\_ [or designee, such as General Counsel]  
Executive Director~~

**~~SAMPLE LETTER RE UNTIMELY CLAIM WITHOUT  
APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM~~**

~~THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD  
AND USED TO NOTIFY POTENTIAL CLAIMANTS WHO FILE LATE CLAIMS  
WITH NO ACCOMPANYING APPLICATION  
FOR LEAVE TO PRESENT A LATE CLAIM~~

~~(Enter date)~~

~~Re: — Response to your Late Claim Filed with  
the Riverside County Transportation Commission~~

~~Dear \_\_\_\_\_:~~

~~The claim (or material) which you presented to the Riverside County  
Transportation Commission ("RCTC") on (Enter date) is being returned to you  
herewith, without any action having been taken by RCTC.~~

~~The claim (or material) is being returned because it was not presented within the  
time required by law. (See California Government Code Sections 911.2 to 912.2  
and 946.6.) Your only recourse at this time is to file a written Application for  
Leave to Present a Late Claim as required by the Government Code. After this  
Application has been received by RCTC, it will be reviewed and considered.~~

~~Due to legal time requirements, this should be done without delay. To determine  
if you have a further remedy, or whether other procedures are open to you, you  
may wish to consult with an attorney of your choosing. If you consult with an  
attorney, you should do so immediately.~~

~~Very truly yours,~~

~~Anne Mayer — [or designee, such as General Counsel]  
Executive Director~~

**SAMPLE LETTER RE DENIAL OF APPLICATION FOR LEAVE TO  
PRESENT A LATE CLAIM**

~~THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED  
TO DENY LATE CLAIMS PRESENTED WITHIN ONE YEAR OF ACCRUAL  
WITH AN ACCOMPANYING APPLICATION FOR LEAVE TO PRESENT  
A LATE CLAIM~~

~~(Enter date)~~

Re: ~~Denial of Application for Leave  
to Present a Late Claim to the  
Riverside County Transportation Commission~~

Dear ~~\_\_\_\_\_~~:

~~Your Application for Leave to Present a Late Claim is denied by the Riverside  
County Transportation Commission as of (Enter date).~~

**WARNING**

~~If you wish to file a court action on this matter, you must first petition the  
appropriate court for an order relieving you from the provisions of California  
Government Code Section 945.4. (Also see Government Code Section 946.6.)  
Such petition must be filed with the court within six (6) months from the date your  
Application for Leave to Present a Late Claim was denied.~~

~~You may seek the advice of an attorney of your choosing in connection with this  
matter. If you consult an attorney, you should do so immediately.~~

~~Very truly yours,~~

~~Anne Mayer \_\_\_\_\_ [or designee, such as General Counsel]  
Executive Director~~

**SAMPLE LETTER RE RETURN OF APPLICATION FOR LEAVE TO  
PRESENT A LATE CLAIM**

~~THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED TO  
REJECT LATE CLAIMS PRESENTED AFTER ONE YEAR FROM ACCRUAL  
WITH AN ACCOMPANYING APPLICATION FOR LEAVE TO PRESENT A  
LATE CLAIM~~

~~(Enter date)~~

~~Re: — Return of Application for Leave to Present  
a Late Claim to the Riverside County Transportation  
Commission~~

~~Dear \_\_\_\_\_:~~

~~The Application for Leave to Present a Late Claim which you presented to the  
Riverside County Transportation Commission on (Enter date) is being returned to  
you herewith, without any action having been taken on it by the Commission.~~

~~The Application is being returned because it was not presented within the time  
required by law.~~

~~To determine whether you have any further remedy, you may wish to consult with  
an attorney of your choosing. If you consult an attorney, you should do so  
immediately.~~

~~Very truly yours,~~

~~Anne Mayer — [or designee, such as General Counsel]  
Executive Director~~

## ARTICLE X

### PROCEDURES FOR DESIGN IMMUNITY

A. EXECUTIVE DIRECTOR REVIEW AND APPROVAL. Prior to commencement of a construction project undertaken by the Commission, the Executive Director shall review and approve or disapprove the plans for such project in writing, or delegate such authority in writing to a competent employee of the Commission with the knowledge to discern whether the plans are reasonable or not. Neither the Executive Director nor his or her designee of review and approval authority shall be responsible for drafting such plans.

B. DETERMINATION OF REASONABLENESS. The Executive Director or his or her designee of review and approval authority shall review the plans for a construction project undertaken by the Commission to determine whether such plans are reasonable or not. Evidence of reasonableness of such plans may be supported by approval of such plans by a competent professional; or if such plans have been prepared in conformity with a previously approved standard; or if such plans conform to established guidelines such as the Uniform Building Code or guidelines set forth by the California Department of Transportation or the American Association of State Highway and Transportation Officials.

C. EXECUTION OF STATEMENT. Upon completion of the review of the plans, the Executive Director or his or her designee shall sign a statement in substantially the form set forth as follows:

I have been granted the authority to review and approve the plans for the \_\_\_\_\_ Project, and I am competent to do so. I have reviewed such plans, and I find them to be reasonable in my judgment as a reasonable employee and approve such plans.



ORDINANCE NO. 22-001  
AN ORDINANCE AMENDING THE RIVERSIDE COUNTY  
TRANSPORTATION COMMISSION ADMINISTRATIVE CODE

WHEREAS, by Ordinance 93-003 the Riverside County Transportation Commission has enacted an Administrative Code;

WHEREAS, the Commission has determined that it is now necessary to amend its Administrative Code to update the membership of the Executive Committee; amend dated language pertaining to the Citizens and Specialized Transit Advisory Committee, update the Commission's claims policy to align with current law and practice, and the correct typographical errors and make minor language edits;

NOW, THEREFORE, the Riverside County Transportation Commission hereby ordains as follows:

The Administrative Code is hereby amended as shown in Attachment "A."

This Ordinance shall be effective upon adoption

APPROVED AND ADOPTED this 14<sup>th</sup> day of December, 2022.

---

V. Manuel Perez, Chair

ATTEST:

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Lisa Mobley  
Clerk of the Board



**ADMINISTRATIVE CODE OF THE  
RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

**ARTICLE I**

**PURPOSE**

The Riverside County Transportation Commission is charged with the responsibility of carrying out the purposes and directives of the Legislature as provided for in the County Transportation Commission Act (Division 12, commencing with Section 130000 of the Public Utilities Code). Section 130105 of the Public Utilities Code requires the Commission to adopt an administrative code by ordinance.

**ARTICLE II**

**MEMBERSHIP**

A. **POWERS OF COMMISSION.** Subject to the powers and limitations as provided by law and these rules, all powers of the Commission shall be exercised, its property controlled and its affairs conducted by its Commission.

B. **REGULAR MEMBERS.** The Commission shall consist of 34 regular members appointed as follows:

1. The five members of the Riverside County Board of Supervisors.
2. One member appointed by each of the member cities, which member shall be either a member of that city's City Council or its Mayor.
3. One non-voting member appointed by the Governor.

C. ALTERNATE MEMBERS.

1. The Riverside County Board of Supervisors shall establish a procedure by which a member of that board may appoint an alternate member of the Board of Supervisors to represent the member for one meeting of the Riverside County Transportation Commission. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting.

2. Each incorporated city in Riverside County shall appoint one alternate member to the Commission who shall represent the regular member of the Commission who serves on behalf of the city, if the regular member is not in attendance at a meeting. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting. If an incorporated city appoints an alternate member, the alternate member shall be either the mayor or a city council member of that incorporated city.

D. VOTING RIGHTS. Except when a weighted vote is called, each regular member of the Commission, and each alternate member when acting in the place of a regular member, shall have one vote at meetings of the Commission. Except for the delegation of votes provided in Section C, above, there shall be no voting by proxy.

E. VACANCIES. Any vacancy in the office of regular or alternate member, whether because of death, incapacity, resignation, loss of underlying office, removal or otherwise, shall be filled by the appointing authority for such member.

F. RESIGNATION. Any regular or alternate member may resign at any time by giving written notice of such resignation to the Clerk of the Board. Such resignation shall be effective at the time specified; acceptance of such resignation shall not be necessary to make it effective.

G. REMOVAL. Any regular or alternate member may be removed, with or without cause stated, by the authority responsible for his or her appointment.

H. COMPENSATION. Unless prohibited by law from accepting compensation, each regular and alternate member of the Commission shall be compensated at the rate of One Hundred Dollars (\$100) for any day attending to the business of the Commission, but not to exceed Four Hundred Dollars (\$400) in any month, along with necessary traveling and personal expenses incurred in the performance of his or her duties as authorized by the Commission. An alternate member may receive compensation only for attendance at a meeting where a regular member is absent for all or part of the meeting. For purposes of this section, "attending to the business of the Commission" means:

1. Attendance at meeting of the Commission.
2. Attendance at committee meetings of the Commission if attending as a member of such committee.
3. Attendance at activities and events for the purpose of representing the Commission when such attendance is formally requested by the Commission or the Chair of the Commission.
4. Attendance at project-related events, e.g., groundbreakings, ribbon cuttings, etc. for Commission-financed or sponsored projects.

### **ARTICLE III**

#### **ADMINISTRATION**

A. IN GENERAL. The Officers of the Commission shall consist of the Chair, a Vice Chair, and a Second Vice Chair, all of whom shall be regular members of the Commission, an Executive Director, a General Counsel, Fiscal Officer, and other such officers as the Commission may deem necessary.

B. ELECTION OF CHAIR, VICE CHAIR AND SECOND VICE CHAIR. The Commission annually, at its first meeting in December, and at such other times as there may be a vacancy in either office, shall elect a Chair who shall preside at all meetings, a Vice Chair who shall preside in the absence of the Chair, and a Second Vice Chair who shall preside in the absence of the Chair and the Vice Chair. The Chair, the Vice Chair, and the Second Vice Chair shall be elected by the Commission at its first meeting in December or as soon thereafter as practical for a one-year term. The changes will be effective on January 1. The election for each position is as follows:

1. At the start of the agenda item, Commission Board members may nominate one or more regular members to fill the positions of Chair, Vice Chair, and Second Vice Chair. Each nomination must be seconded in order to qualify that member for the election. Only those members nominated and seconded shall be part of the selection process set forth below.

2. If no objections are made, the nominations will be closed when the Chair makes a formal announcement closing the nomination period.

3. If only one nomination is received for a position, the Chair shall call on the Commission's Board of Director's to approve the nomination. If more than fifty (50%) percent of the votes cast approve that nominee, the nominee shall be elected and the election for that position shall be consider complete. If the nominee fails to obtain more than fifty percent (50%) of votes cast by the Board, the process for electing a member to the desired position shall begin again from paragraph 1.

4. If two nominations are received for a position, the Chair shall call for the Commission's Board of Director's to cast votes for one of the nominees. If one of the nominees receives more than fifty percent (50%) of

the votes cast, that nominee shall be elected and the election for that position shall be considered complete. If the election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval. The nominee must be approved by more than fifty percent (50%) of the votes cast by the Board in order to be elected to the desired position. If the nominee fails to obtain more than fifty percent (50%) of the Board's vote, the process for electing a person to the desired position shall begin again from paragraph 1.

5. If there are more than two nominees, the following steps shall be followed in the order set forth below:

(a) The Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on using a single written ballot. A "written" ballot can be either physical or digital. If one nominee receives more than fifty percent (50%) of the votes cast that nominee shall be elected and the election for that position shall be considered complete. If the vote fails to result in a nominee receiving more than fifty percent (50%) of the votes cast, the two nominees with the most votes will be placed in a runoff election.

(b) The winning nominee in the runoff election is selected if that nominee receives more than fifty percent (50%) of the votes cast. In that case, the election for that position shall be considered complete.

(c) If the runoff election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval.

(d) If the nominee receives more than fifty percent (50%) of the votes cast, the nominee shall be elected and the election for that position shall be considered complete.

(e) If the nominee placed before the Commission's Board of Directors fails to obtain more than fifty percent (50%) of the votes cast, the process for electing a person to the desired position shall begin again from Paragraph 1, above

(f) If there is a tie in any step in the election process and the next step of the process cannot proceed, then one or more tie-breaking votes will occur in which all members of the Commission's Board of Directors present at the meeting will be allowed to vote again. The winning nominee must receive more than fifty percent (50%) of the votes cast to be elected.

At any point the Commission may vote to suspend the vote until a subsequent meeting. If the Chair has been selected prior to the vote to suspend, the new Chair shall be seated when his or her term commences, but shall relinquish his or her seat as the Vice Chair if applicable. If the Chair and Vice Chair have been selected prior to the vote to suspend, the new Vice Chair shall also be seated when his or her term commences, but shall relinquish his or her seat as Second Vice Chair, if applicable.

The tally of all votes taken hereunder shall be read aloud by the Clerk of the Board immediately following the vote. The written ballots whether physical or digital shall be retained by the Clerk of the Board as part of the public record of the meeting.

The Chair, the Vice Chair, and the Second Vice Chair shall regularly alternate between regular members of the Commission representing a city and a regular member of the Commission who is a member of the Riverside County Board of



Supervisors. At all times, at least one of three officer slots – Chair, Vice Chair, or Second Vice Chair – shall be held by a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular member of the Commission representing a city, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular Commission member who is a member of the Riverside County Board of Supervisors, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission representing a city in order to ensure the participation of both city and county representatives in leadership positions.

C. REMOVAL OF OFFICERS. The Chair, the Vice Chair and the Second Vice Chair may be removed by the affirmative vote of a majority of the Commission. Voting on removal shall take place no sooner than at the next regular meeting following the meeting at which the motion to remove officers was introduced.

D. DUTIES OF VARIOUS OFFICERS.

1. Duties of Chair. The Chair shall, if present, preside at all meetings of the Commission and shall exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Commission or prescribed herein or by other official action of the Commission. In any case in which the execution of a document or the performance of an act is directed, the Chair, unless the act of the Commission otherwise provides, is empowered to execute such document or perform such act. At the beginning of the calendar year, the Chair shall make appointments to standing committees, ad hoc committees and outside agencies that require the representation of RCTC by a Commissioner. Appointment terms are of a one-year duration and removal of a

Commissioner from a committee assignment prior to the end of the one-year term requires approval of the Executive Committee.

2. Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions upon, the Chair.

3. Duties of Second Vice Chair. The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair. When so acting, the Second Vice Chair shall have all the powers of and be subject to all the restrictions upon the Chair.

4. Chair Pro Tempore. In the event of the absence or inability to act of the Chair, Vice Chair, or Second Vice Chair, the Commission, by motion passed by majority vote, shall select one of its members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

5. Duties of Executive Director. The Executive Director shall be a full-time officer of the Commission. The appointment and employment of the Executive Director shall be overseen by the Executive Committee pursuant to Section III.G.3, below. The powers and duties of the Executive Director are:

(a) To administer the personnel system, including contract employees of the Commission.

(b) To administer all contracts.

(c) To cause to be prepared by a Certified Public Accountant and to submit to the Commission as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of the Commission for the preceding year.

(d) To keep the Commission advised as to the needs of the Commission.

(e) To have full charge of the administration of the business affairs of the Commission.

(f) To see that all ordinances, rules and regulations, motions, or resolutions are enforced.

(g) To provide for the secretarial services required by the Commission including keeping a book of minutes of all meetings of the Commission, giving notice of all meetings as may be required by law or action of the Commission, and such other duties as may be prescribed by ordinance or resolution of the Commission.

(h) The Executive Director is authorized to take any or all of the following actions in relation to regular employees of the Commission:

(1) To hire employees at the appropriate salary range as determined by the Commission.

(2) To promote, transfer, suspend with or without pay, or discharge any employee.

(3) To notify the Commission of such actions at appropriate intervals.

(i) The Executive Director is authorized to make disbursements of funds of the Commission consistent with the annual budget of the Commission. He or she shall have such other duties, powers and responsibilities as may from time to time be assigned by the Commission. The compensation of the Executive Director shall be pursuant to written contract with the Commission.

(j) The Executive Director, or his or her designee, has the discretionary authority of approval overall project designs or plans for

construction and the construction of all projects by the Commission as set forth herein, unless the Commission finds otherwise.

6. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than five years preceding appointment. The General Counsel shall represent and advise the Commission in all legal matters, actions, or proceedings in which the Commission is concerned, or interested, or is a party.

7. Duties of Chief Financial Officer. The Chief Financial Officer, under the general direction of the Executive Director, shall be the custodian of funds received from the Commission from whatever source. The Chief Financial Officer shall act as and hold the title of treasurer of the Commission for purposes of Government Code section 53630, et. seq., and any similar statutory provisions that refer to the treasurer of a local agency. The Fiscal Officer shall act as and hold the title of auditor/controller of the Commission for purposes of debt issuance.

The Fiscal Officer shall be a full-time employee of the Commission and shall:

(a) Receive and receipt for all money of the Commission and place it in the Commission treasury.

(b) Draw warrants to pay demands against the Commission when the demands have been duly and regularly signed by the Executive Director.

(c) Prepare or cause to be prepared a report in writing on a quarterly basis each year to the Commission detailing investments held, and a summary of budget to actuals since the last report.

(d) Keep a full and complete record of all financial transactions and records of the Commission. He or she shall have such other duties and responsibilities as may from time to time be assigned to the Fiscal Officer by the Commission.

E. EMPLOYEES. All employees other than independent contractors, shall be subject to the control and supervision of the Executive Director. Compensation of employees shall be as provided for from time to time by the Commission and/or the Executive Committee.

F. APPOINTMENT OF ADVISORY COMMITTEES.

1. Citizens and Specialized Transit Advisory Committee ('CSTAC').

(a) Membership. There is hereby created the Citizens and Specialized Transit Advisory Committee ("CSTAC"). This committee shall serve as the Social Services Transportation Advisory Council and as the Citizens' Advisory Committee pursuant to PUC Section 130105. The CSTAC shall consist of up to fifteen (15) members appointed by the Commission, in the manner provided by the Commission. Pursuant to PUC Section 99238, the CSTAC shall include the following members:

(1) One (1) representative of potential transit users who is 60 years of age or older;

(2) One (1) representative of potential transit users who is disabled;

(3) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

(4) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;

(5) One (1) representative of a local social service provider or persons of limited means; and

(6) Two (2) representatives from the local consolidated transportation service agency designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

All members of the CSTAC shall be selected so as to reflect a broad spectrum of interests and the Commission shall strive to attain both minority representation and representation from all geographic areas of the County. CSTAC members shall serve at the will and pleasure of their nominating authority. The Commission has the discretion to dismiss any CSTAC members for any reason, including if the individual fails to participate in two (2) consecutive CSTAC meetings. The Commission shall appoint and renew individuals to the CSTAC for three (3) year terms.

(b) Function. Subject to the supervision of the Commission, the CSTAC shall also consult on and obtain and collect public input on those matters of interest and concern to the Commission that may from time to time be assigned to the CSTAC by the Commission for its review, comments and recommendation.

(c) Meeting. The Commission shall call the first meeting and may call subsequent meetings of the CSTAC, setting the time and place of said meeting(s) and designating the agenda from any

meetings so called. The Chair of the CSTAC, elected pursuant to this Section G.(1)(f) below, may also call meetings of the CSTAC, setting the time, place, and agenda for such meetings. The CSTAC may also hold subcommittee meetings of any subcommittees it establishes.

(d) Assistance. The staff of the Commission shall be available to aid the CSTAC in its work.

(e) Compensation. Members of the CSTAC shall serve without compensation.

(f) Officers. The CSTAC shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for one (1) year, and thereafter until his or her successor is elected. Secretarial services shall be provided by the Commission staff.

2. Technical Advisory Committee.

(a) Membership. There is hereby created the Technical Advisory Committee. The Committee shall consist of members selected as follows:

(1) One (1) member representing the County of Riverside.

(2) One (1) member representing each City in the County which designates such a representative.

(3) One (1) member representing the Riverside Transit Agency.

(4) One (1) member representing the Western Riverside Council of Governments.

(5) One (1) member representing the Coachella Valley Association of Governments.

(6) The District Director of Caltrans District 8 or designee.

(7) One (1) member representing the SunLine Transit Agency.

(8) One (1) member representing the Palo Verde Valley Transit Agency.

Committee members shall serve at the will and pleasure of their appointing authority and the Commission. An alternate may be named by each appointee to represent him or her in his or her absence.

(b) Function. Subject to the supervision of the Commission, the Committee shall provide technical assistance to the Commission by reviewing and evaluating the various transportation proposals and alternatives within Riverside County. The Committee shall review, comment upon, and make recommendations on such matters as are referred to it by the Commission, including all matters relating to the programming of federal funds apportioned to the Riverside County and allocated by the Commission.

(c) Meetings. In the dispatch of its responsibilities, the Committee may conduct meetings, may appoint subcommittees to include regular members and/or alternate members, and engage in such related activities as it deems necessary. Subcommittees shall not be composed of a regular and alternate member who represents the same jurisdiction.

(d) Compensation. Members of the Committee shall serve without compensation.

(e) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for two (2) years



and thereafter until his or her successor is elected. Committee support shall be provided by the Commission staff.

(f) Voting. Each member of the Committee shall have one (1) vote, except the county of Riverside member shall have three (3) votes and the Transportation Planning Director of the Southern California Association of Governments shall be a non-voting member.

(g) Quorum. A quorum shall be a majority of the voting members. All actions of the Committee shall require a majority of the votes cast.

3. Other Advisory Committees.

(a) Standing Committees. The Commission may appoint such other standing committees as it deems necessary. The Commission shall determine the membership of such committees from among the regular members of the Commission, and shall specify the functions, duties, responsibilities, and terms of service. The Commission shall give due consideration to recommendations, advice or proposals received from Advisory Committees but shall not be bound thereby.

(b) Ad Hoc Committees and Representative Appointments. The Chair may create and appoint ad hoc committees as necessary to provide direction and advice to the Chair, Commissioners or Commission staff. In addition, the Chair shall appoint Commission representatives to the Southern California Regional Rail Authority, the Route 91 Advisory Committee, the MSRC, and other agencies or organizations of which the Commission is a member or party. Ad hoc committee members and representatives shall be appointed from among the regular Commission members.

G. COMMITTEES OF THE COMMISSION.

1. The following Committees of the Commission are hereby created:

(a) The Budget and Implementation Committee. This Committee shall be composed of up to fifteen (15) regular members of the Commission selected by the Chair, with at least nine (9) members being Western Riverside County regular members of the Commission and at least four (4) members being Eastern Riverside County regular members of the Commission. For the purposes of this subsection (a), the Fifth District Supervisor shall be considered a Western Riverside County member. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight, competitive state and federal grant programs, countywide communications and outreach programs, countywide strategic plan, legislation, short range transit plans (SRTP), and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation

presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(b) Western Riverside County Programs and Projects Committee.

The Western Riverside County Programs and Projects Committee shall be composed of up to twelve (12) Western Riverside County regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation programs and projects that impact Western Riverside County. The subject matter may include, but is not limited to: air quality, capital projects, communications and outreach programs, specific transit projects, intermodal programs, motorist services, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), and Transportation Uniform Mitigation Fee (TUMF) Program related to Western Riverside County, and other areas as may be prescribed by the Commission. Meetings shall be held at 1:30 p.m. on the fourth Monday of the month with its principal location at the offices of the Commission unless otherwise directed by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the

members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(c) Toll Policy and Operations Committee. The Toll Policy and Operations Committee shall be composed of up to eleven (11) regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: policies involving the Commission's toll facilities, setting tolls or rates, considering contracts with vendors working on the toll program, statewide and federal legislative issues regarding tolling, outreach and marketing of the toll facilities, interactions with neighboring jurisdictions regarding toll matters, user-based funding programs and future opportunities for toll facility development in Riverside County. Meetings shall be held as needed with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the

Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

2. In the performance of their duties and responsibilities, the Committees in subsection 1 above shall submit all policy matters coming before them to the Commission for final consideration.

3. Executive Committee.

(a) There shall be created an Executive Committee. Subject to supervision by the Commission, the Executive Committee shall oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission's Executive Director; and oversee administration of the Commission's office. Decisions of the Committee shall be final unless a member of the Commission, within five (5) days of the date of the decision, requests that the decision be placed on the agenda of the next regular Commission meeting for reconsideration. Meetings of the Committee shall be held at 9:00 a.m. on the day of the Commission meeting or as otherwise required and at a place and time to be set by the Executive Committee, unless otherwise directed by the Commission.

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

(1) The Chair of the Commission.

(2) The Vice Chair of the Commission.

(3) The Second Vice Chair of the Commission.

(4) The Past Chair of the Commission.

(5) Two regular members of the Commission representing the cities of Corona, Jurupa Valley, Moreno Valley, Menifee, Murrieta, Riverside, and Temecula.

(6) A regular member of the Commission representing one of the following cities: Banning, Beaumont, Calimesa, Canyon Lake, Eastvale, Hemet, Lake Elsinore, Norco, Perris, San Jacinto, and Wildomar. Such member shall be appointed by majority vote of the members representing the cities referenced in the previous sentence.

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

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

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

(d) The term of the Executive Committee members, other than the Chair, Vice Chair and the Second Vice Chair shall be two (2) years.

At the end of their two-year term, Executive Committee members shall stand for reappointment as set forth in Section G.3(b).

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

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

(g) Amendments to this Administrative Code may be approved by the Executive Committee, subject to review by the Commission as set forth in Section G.3(a) above.

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

5. Appointments made by the Chair shall be for a one-year term ending on December 31 of the year in which the appointments are made. In the event the Chair wishes to remove a Commissioner ("Appointee") appointed during the term of the appointment, the following steps shall be taken:

(a) The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.

(b) The notice shall be provided in writing to the Appointee through the Commission's Clerk of the Board and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City/County appointing Appointee to the Commission and the Appointee's mailing address.

(c) The removal shall be effective on the 15th day after the Commission's Clerk of the Board sends notice to Appointee unless Appointee provides notice to the Commission's Clerk of the Board, prior to the expiration of such 15 day period, of his or her desire to contest the removal.

(d) In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Executive Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Executive Committee shall either uphold or reject the removal. The decision of the Executive Committee shall be final.

(e) If the removal is not contested or approved by the Executive Committee, the Chair may appoint a Commission member to fill the remainder of the Appointee's term.

(f) This Section G.5 shall only apply to appointments made by the Chair to 1) the Budget and Implementation Committee as defined under Section G.1(a); 2) the Western Riverside County Programs and Projects Committee as defined under Section G.1(b)(1); the Toll Policy and Operations Committee as defined under Section G.1(c) and 3) Representative Appointments as defined under Section .F.3(b).



## **ARTICLE IV**

### **MEETINGS**

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

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

C. **SPECIAL MEETINGS.** A special meeting of the Commission may be called at any time by the Chair, or in his or her absence by the Vice Chair or in the absence of the Chair and the Vice Chair by the Second Vice Chair, or by any sixteen (16) regular members by delivering personally or by mail written notice to the Executive Director and each regular and alternate member. Such notice shall be so

delivered at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted at such meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Executive Director a written waiver of notice. Such waiver may be given by telegram or fax. Such written notice may also be dispensed with as to any regular or alternate member who is actually present at the meeting at the time it convenes. The meeting shall be posted as provided by law.

D. POSTING OF AGENDAS. The Commission shall post agendas of all regular meetings, containing a brief general description of each item of business to be transacted or discussed at the meeting, at least seventy-two (72) hours before such regular meeting. The agenda shall specify the time and location of the meeting and shall be posted in a location freely accessible to members of the public and at such other locations as required by law. No action shall be taken on any item not appearing on such posted agendas, except as permitted by state law.

E. QUORUM AND VOTING REQUIREMENTS. Seventeen (17) members of the Commission shall constitute a quorum for the transaction of business. Unless otherwise required by law or this Administrative Code, all official acts of the Commission shall require the affirmative vote of a majority of the members of the Commission voting on the matter.

F. WEIGHTED VOTING. Notwithstanding subdivision E above, any member of the Commission, immediately after a vote of the Commission in accordance with subdivision E, may call for a weighted vote. For an item to be passed by weighted vote, all of the following requirements shall be met:

(a) The item shall be approved by a majority of the Commission members present at the meeting who represent the Riverside County Board of Supervisors, who each shall have one vote.

(b) The item shall be approved by a majority of the Commission members present at the meeting who represent the cities in Riverside County, who each shall have one vote.

(c) The item shall be approved by Commission members present at the meeting who represent cities in Riverside County representing a majority of the population of the county living in incorporated areas. For the purpose of this subdivision, each regular commission member at the meeting who represents a city in Riverside County shall be assigned votes based on the percentage of the population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented at the meeting. Population data shall be determined through Department of Finance estimates, adjusted annually on January 1 or as soon thereafter as possible. The population represented by members not voting because of a legal conflict of interest shall not be counted for any purpose in a weighted vote.

The provisions of this section shall not apply the election of the Chair, Vice Chair, or Second Vice Chair as defined under Article III.B.

G. RALPH M. BROWN ACT. All meetings of the Commission shall be called, noticed, and conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9, commencing with Section 54950, Part I, Division 2, Title 5 of the Government Code).

H. ADDRESSING COMMISSION ON AGENDA ITEMS. No person shall address the Commission at any meeting until he or she has first been recognized

by the Chair. The decision of the Chair to recognize a person may be changed by vote of a majority of the members of the Commission present at the meeting. Persons wishing to address the Commission shall fill out a speaker card and provide it to the Clerk of the Board prior to the start of the agenda item upon which he or she wishes to be heard, unless another method is specified by the Chair. The Chair may, in his or her discretion, direct the Clerk to accept speaker cards filed after the start of the agenda item. Except as set forth below, when addressing the Commission, each individual speaker will be limited to three continuous minutes or less of public testimony. The Commission may, either at the direction of the Chair or by a majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speaker cards, the Chair may, in his or her discretion, reduce the time for each individual speaker to two continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes, unless extended by the Chair or majority vote of the Board. Speakers may not yield their time to others without the consent of the Chair. The Commission may terminate public comments if such comments become repetitious.

I. COMMITTEE OF THE WHOLE. At any regular meeting not yet convened because of the lack of a quorum, the regular members, and alternates acting in the place of a regular member, who are present, may constitute themselves a "Committee of the Whole", for the purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

## **ARTICLE V**

### **CORPORATE POWERS**

A. SUCCESSION. The Commission has perpetual succession and may adopt a seal and alter it at its pleasure.

B. LITIGATION. The Commission may sue and be sued, except as otherwise provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.

C. CLAIMS. All claims for money or damages against the Commission are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

D. MOTIONS, REGULATIONS AND ORDINANCES. The acts of the Commission shall be expressed by motion, resolution, or ordinance. All ordinances shall take effect upon their adoption unless otherwise provided for by the Commission. The enacting clause of all ordinances shall be as follows: "The Riverside County Transportation Commission hereby ordains as follows:" All ordinances shall be signed by the Chair or by the Vice Chair of the Commission.

E. MISCELLANEOUS. The Commission shall have the power and authority to do any and all things necessary to carry out the purposes of Division 12 (commencing with Section 130000) and Division 25 (commencing with Section 240000) of the Public Utilities Code and other applicable law.

## **ARTICLE VI**

### **CONTRACTS**

The Commission may make contracts and enter into stipulations of any nature whatsoever either in connection with eminent domain proceedings or otherwise, including but not limited to, contracts and stipulations to indemnify and save harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of the powers authorized by law or by this Ordinance. The Commission may contract with any Department or Agency of the United States of America, with

any public agency (including but not limited to, the Department of Transportation or any Transit District, County, or City), or with any person upon such terms and conditions as the Commission finds is in its best interest.

## **ARTICLE VII**

### **BUDGET**

A. **ANNUAL BUDGET.** The Commission, after holding public hearings, shall annually, on or before June 15th of each year, adopt a budget for the succeeding Fiscal Year.

B. **PUBLIC HEARINGS.** The Commission shall hold public hearings prior to the adoption of its budget. Notice of time and place of such hearings shall be published pursuant to Section 6061 of the Government Code and shall be published no later than the 15th day prior to the date of the hearing.

C. **PUBLIC INSPECTION.** The proposed annual budget shall be available for public inspection at least fifteen (15) days prior to the hearing.

## **ARTICLE VIII**

### **AUDIT**

The Commission shall make, or cause to be made annually as soon as practical after the end of each Fiscal Year, a post-audit of the financial transactions and records of the Commission for the preceding year. Such post-audit shall be made by a Certified Public Accountant.

## **ARTICLE IX**

### **GOVERNMENT CLAIMS POLICY**

A. The review, rejection, sufficiency and return of written claims shall be governed by the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or as otherwise provided by law.

B. The Executive Director or designee is authorized to review and reject claims submitted to RCTC.

C. The Executive Director may settle claims in the amount of \$50,000 or less after consultation with the General Counsel. The Commission Board must approve all settlements on claims in excess of \$50,000. The Executive Director or designee may review and grant or deny an application for late claim relief submitted pursuant to the Government Claims Act.

D. This Government Claims Policy is intended to reflect the requirements set forth in the California Government Claims Act. Because state law is amended from time to time, in the event any law cited herein is amended, modified, changed or omitted, then such law shall govern. This Government Claims Policy provides the guidelines for RCTC in responding to a claim, however, a failure to follow this Policy shall not serve as a basis for invalidating an action taken by the Commission or the Executive Director on a particular claim.

## ARTICLE X

### PROCEDURES FOR DESIGN IMMUNITY

A. EXECUTIVE DIRECTOR REVIEW AND APPROVAL. Prior to commencement of a construction project undertaken by the Commission, the Executive Director shall review and approve or disapprove the plans for such project in writing, or delegate such authority in writing to a competent employee of the Commission with the knowledge to discern whether the plans are reasonable or not. Neither the Executive Director nor his or her designee of review and approval authority shall be responsible for drafting such plans.

B. DETERMINATION OF REASONABLENESS. The Executive Director or his or her designee of review and approval authority shall review the plans for a construction project undertaken by the Commission to determine whether such plans are reasonable or not. Evidence of reasonableness of such plans may be supported by approval of such plans by a competent professional; or if such plans have been prepared in conformity with a previously approved standard; or if such plans conform to established guidelines such as the Uniform Building Code or guidelines set forth by the California Department of Transportation or the American Association of State Highway and Transportation Officials.

C. EXECUTION OF STATEMENT. Upon completion of the review of the plans, the Executive Director or his or her designee shall sign a statement in substantially the form set forth as follows:

I have been granted the authority to review and approve the plans for the \_\_\_\_\_Project, and I am competent to do so. I have reviewed such plans, and I find them to be reasonable in my judgment as a reasonable employee and approve such plans.