



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, April 12, 2023

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

🌀 COMMITTEE MEMBERS 🌀

Bob Magee, City of Lake Elsinore – Chair
Lloyd White, City of Beaumont – Vice Chair
Karen Spiegel, County of Riverside, District 2– Second Vice Chair
V. Manuel Perez, County of Riverside, District 4– Past Chair
Wes Speake, City of Corona
Linda Krupa, City of Hemet
Brian Berkson, City of Jurupa Valley
Lisa Middleton, City of Palm Springs
Kevin Jeffries, County of Riverside, District 1
Chuck Washington, County of Riverside, District 3
Yxstian Gutierrez, 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, APRIL 12, 2023

**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.

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 SPECIAL MINUTES – DECEMBER 14, 2022**

7. FISCAL YEAR 2023/24 ORGANIZATION RECOMMENDATIONS

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- 1) Approve a 4 percent merit increase pool for Fiscal Year 2023/24;
- 2) Approve Fiscal Year 2023/24 salary ranges, which reflect a 4 percent annual Consumer Price Index (CPI) adjustment; and
- 3) Forward the Fiscal Year 2023/24 salary ranges schedule to the Commission for final adoption.

8. ADJOURNMENT

AGENDA ITEM 6

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES SPECIAL EXECUTIVE COMMITTEE MEETING

WEDNESDAY, DECEMBER 14, 2022

1. CALL TO ORDER

Vice Chair called the meeting of the Executive Committee to order at 8:51 a.m. in the March Field Conference Room and via zoom meeting ID 812 3596 3786. This meeting is being held in-person as well as virtually in accordance with Ab 361 due to state or local officials recommending measures to promote social distancing.

2. ROLL CALL

Commissioners Present

Ben J. Benoit*
Karen Spiegel
Lisa Middleton
Jeff Hewitt
Bob Magee
Jan Harnik*
Chuck Washington*
Lloyd White
Brian Berkson
Wes Speake

**Arrived after the meeting was called to order*

Commissioners Absent

V. Manuel Perez

3. PLEDGE OF ALLEGIANCE

Vice Chair Magee led the pledge of allegiance.

4. PUBLIC COMMENTS

There were no public comments.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF THE MINUTES – NOVEMBER 9, 2022 MEETING

M/S/C (White/Middleton) to approve the minutes of November 9, 2022, as submitted.

At this time, Commissioners Benoit, Washington, and Harnik joined the meeting.

7. CLOSED SESSION – EXECUTIVE DIRECTOR

7A. Public Employee Performance Evaluation
Title: Executive Director

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:35 a.m.

Respectfully submitted,

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

Lisa Mobley
Clerk of the Board

AGENDA ITEM 7

<i>RIVERSIDE COUNTY TRANSPORTATION COMMISSION</i>	
DATE:	April 12, 2023
TO:	Executive Committee
FROM:	Pamela Velez-Renteria, Human Resources Manager
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Fiscal Year 2023/24 Organization Recommendations

STAFF RECOMMENDATION:

This item is for the Committee to recommend the Commission take the following action(s):

- 1) Approve a 4 percent merit increase pool for Fiscal Year 2023/24;
- 2) Approve Fiscal Year 2023/24 salary ranges, which reflect a 4 percent annual Consumer Price Index (CPI) adjustment; and
- 3) Forward the Fiscal Year 2023/24 salary ranges schedule to the Commission for final adoption.

BACKGROUND INFORMATION:

Each year in accordance with the Administrative Code and as a part of the budget process, the Executive Committee considers organization recommendations including but not limited to staff classifications and compensation. Budget related decisions are included in the annual budget for consideration and approval by the full Commission.

The Measure A Ordinance limits administrative salaries and benefits to 1 percent of Measure A revenues and Commission policy states that administrative costs, including administrative salaries and benefits, will not exceed 4 percent. These limitations have not been exceeded.

The current staffing level is 76 full time equivalents with 5 vacancies. The Commission's delivery of projects and programs is primarily accomplished using vendors, consultants and contractors with oversight from RCTC staff.

Fiscal Year 2023/24 Budget Assumptions

Typically, employees earn salary increases only through the Commission's performance management process. The Commission compensation structure utilizes a merit-based evaluation process to individually determine if annual salary adjustments are warranted based on performance. Any merit-based salary adjustments are made on a sliding scale up to the maximum percentage determined by the Commission in its annual budget adoption. It is recommended that the Commission include funds for up to 4 percent merit-based increases for

FY 2023/24. Merit increases will remain based upon job performance and based on the budget approved by the Commission each year.

Commission policy applies an annual CPI adjustment to the salary range table. The adjustment is predicated on the percentage change in the Consumer Price Index-All Urban Wage Earners, covering Riverside-San Bernardino-Ontario, for the 12-month period ending December 31, rounded to the nearest half a percent, with a maximum adjustment of 4 percent. **The adjustment is not automatically applied to current employees' salaries, and it is important to note that this will not result in an immediate salary increase for staff. Only those employees currently at the minimum salary of the range will receive automatic adjustments on July 13, 2023.** In the 12-month period ending December 31, 2022, the CPI for Riverside-San Bernardino-Ontario exceeded 7 percent. It is recommended that a revised Salary Range table including a 4 percent CPI adjustment calculated per policy be approved for FY 2023/24. At this time the automatic adjustments between 0 and 4 percent will be applied to approximately 17 employees' salaries with an estimated cost of \$76,600.00. The proposed FY 2023/24 Salary Range Schedule is attached.

Summary

If approved, the proposed actions will be included in the draft FY 23/24 budget for consideration by the Commission. It is estimated that the recommended changes to the salary range schedule will result in an approximate 1 percent increase in compensation expenses. The budget and the FY 2023/24 Salary Range Schedule will be included in the Commission's FY 2023/24 budget for adoption at its June meeting. All changes will be effective July 13, 2023.

Attachments:

- 1) FY 2023/24 Salary Range Schedule
- 2) FY 2023/24 Org Chart

Riverside County Transportation Commission Salary Range by Class Title FY 2023/24 - Effective July 13 , 2023					
Salary Range	Class Title	Rate Type	Range Minimum ⁽¹⁾	Control Point ⁽¹⁾	Range Maximum ⁽¹⁾
35	Accountant	Monthly	\$7,346	\$9,015	\$9,917
17	Accounting Assistant	Monthly	\$4,710	\$5,780	\$6,359
45	Accounting Supervisor	Monthly	\$9,404	\$11,540	\$12,695
25	Accounting Technician	Monthly	\$5,739	\$7,042	\$7,747
17	Administrative Assistant	Monthly	\$4,710	\$5,780	\$6,359
57	Administrative Services Director/Clerk of the Board	Monthly	\$12,647	\$15,520	\$17,073
55	Capital Projects Manager	Monthly	\$12,038	\$14,772	\$16,251
67	Chief Financial Officer	Monthly	\$16,189	\$19,867	\$21,855
45	Clerk of the Board	Monthly	\$9,404	\$11,540	\$12,695
51	Community Engagement Manager	Monthly	\$10,905	\$13,383	\$14,722
51	Commuter/Motorist Assistance Manager	Monthly	\$10,905	\$13,383	\$14,722
33	Deputy Clerk of the Board	Monthly	\$6,992	\$8,581	\$9,439
57	Deputy Director of Finance	Monthly	\$12,647	\$15,520	\$17,073
57	Deputy Director of Financial Administration	Monthly	\$12,647	\$15,520	\$17,073
75	Deputy Executive Director	Monthly	\$19,725	\$24,206	\$26,629
83	Executive Director	Monthly	\$24,033	\$29,492	\$32,444
63	External Affairs Director	Monthly	\$14,667	\$17,998	\$19,800
45	Facilities Administrator	Monthly	\$9,404	\$11,540	\$12,695
53	Financial Administration Manager	Monthly	\$11,457	\$14,060	\$15,468
35	Financial Analyst	Monthly	\$7,346	\$9,015	\$9,917
17	Human Resources Assistant	Monthly	\$4,710	\$5,780	\$6,359
53	Human Resources Manager	Monthly	\$11,457	\$14,060	\$15,468
45	IT Administrator	Monthly	\$9,404	\$11,540	\$12,695
51	Legislative Affairs Manager	Monthly	\$10,905	\$13,383	\$14,722
35	Management Analyst	Monthly	\$7,346	\$9,015	\$9,917
63	Multimodal Services Director	Monthly	\$14,667	\$17,998	\$19,800
63	Planning and Programming Director	Monthly	\$14,667	\$17,998	\$19,800
51	Planning and Programming Manager	Monthly	\$10,905	\$13,383	\$14,722
35	Procurement Analyst	Monthly	\$7,346	\$9,015	\$9,917
53	Procurement Manager	Monthly	\$11,457	\$14,060	\$15,468
71	Project Delivery Director	Monthly	\$17,870	\$21,929	\$24,124
51	Public Affairs Manager	Monthly	\$10,905	\$13,383	\$14,722
51	Rail Manager	Monthly	\$10,905	\$13,383	\$14,722
17	Records Technician	Monthly	\$4,710	\$5,780	\$6,359
57	Regional Conservation Deputy Director	Monthly	\$12,647	\$15,520	\$17,073
67	Regional Conservation Director	Monthly	\$16,189	\$19,867	\$21,855
53	Reserve Management/Monitoring Manager	Monthly	\$11,457	\$14,060	\$15,468
57	Right of Way Manager	Monthly	\$12,647	\$15,520	\$17,073
25	Senior Administrative Assistant	Monthly	\$5,739	\$7,042	\$7,747
65	Senior Capital Projects Manager	Monthly	\$15,409	\$18,909	\$20,802
43	Senior Financial Analyst	Monthly	\$8,951	\$10,984	\$12,083
43	Senior Management Analyst	Monthly	\$8,951	\$10,984	\$12,083
13	Senior Office Assistant	Monthly	\$4,267	\$5,236	\$5,761
43	Senior Procurement Analyst	Monthly	\$8,951	\$10,984	\$12,083
67	Toll Operations Director	Monthly	\$16,189	\$19,867	\$21,855
53	Toll Customer Service Manager	Monthly	\$11,457	\$14,060	\$15,468
71	Toll Project Delivery Director	Monthly	\$17,870	\$21,929	\$24,124
45	Toll Systems Engineer	Monthly	\$9,404	\$11,540	\$12,695
53	Toll Technology Manager	Monthly	\$11,457	\$14,060	\$15,468
51	Transit Manager	Monthly	\$10,905	\$13,383	\$14,722

(1) Salary Ranges may be adjusted, as approved by the Commission

Revised as of XX/XX/XXXX and adopted by the Commission as of XX/XX/XXXX

