



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

July 20, 2017

AGENDA ITEM 5.2

TO: Regional Transportation Commission

FROM:



Lee G. Gibson, AICP
Executive Director

SUBJECT: Executive Director's Annual Evaluation & Contract Amendments

RECOMMENDATION

Consider and possibly approve Amendment 2 to the Executive Director's contract to be effective September 1, 2017. Review and consider Executive Director Lee Gibson's performance as it pertains to the proper duties of the position and accomplishment of FY 2017 Goals and adjust compensation accordingly.

SUMMARY

This item presents the Employment Agreement amendments proposed by the Executive Director.

The proposed contract amendment includes:

- 1) Elimination of the entitled pay increase
- 2) Deletion of the \$500,000 term life insurance provision
- 3) Increase annual personal leave by 40.00 hours.
- 4) Adjust deferred compensation contribution

The effective date for the contract amendments is September 1, 2017.

In accordance with the Executive Director's current employment agreement, the Commission shall review and rate his performance near the end of the RTC's fiscal year. The Commission may discuss performance and award an annual salary increase. In addition, the Commission may award a performance bonus of 0 to 5.0 percent of the Executive Director's current base salary. The effective date of said salary increase and/or bonus is July 1, 2017.

FISCAL IMPACT

Funding has been included in the RTC FY 2018 Board approved budget.

Executive Director FY 2017 Goals		Status to Date
I Community Partnership Goals and Objectives		
Leverage and maximize return of federal funds Virginia Street BRT discretionary new starts funds Bus and bus facility request for replacement vehicles FASTLANE Grant for U.S. 395 Corridor		RTC submitted an application to the FTA for purposes of requesting \$38.9 million for the Virginia Street project. The Project was rated Medium High and now RTC is working with the Congressional delegation to secure the full funding request. FASTLANE grant was submitted to FHWA for Lemmon Drive and U.S. 395. While the grant was not awarded, RTC was informed it would be a top priority for FY 18.
Plan and execute a Shared Federal Framework		Major event planned for Sept 2017
Continue engagement with NDOT/TMRPA/EDAWN/UNR/I-11/Spaghetti Bowl Planning for future growth Multi-county coordination		Spaghetti Bowl project underway by NDOT. A multi-agency working group is in place to deal with design, construction, environmental and finance issues.
Adopt priorities for Nevada Legislature		Four legislative issues were pursued. SB 149 was a rewrite of the RTC enabling laws and is now on the Governor's desk. A technical correction to allow Mayors to sit on RTC was approved.
II Agency Goals		
Implement new agency website		Completed
Electronic contract routing		Completed
Cost controls		
▪Paratransit contract procurement		New contractor selected
▪Use and expansion of electric vehicles		5 additional Proterra vehicles ordered
Adopt 2040 RTP		Completed
Adopt RRIF CIP and restructured RRIF fee schedule		This was adopted by all the entities.
Complete transit service enhancements		Transit service enhancements planning process was completed in FY 2017 and RTC adopted new service changes that will go into effect in September. This allows time for contractor to undertake implementation activities such as work schedules and adjusting staffing levels.
Workforce planning for RTC staff		On-going; Continue to be a lean organization with 65 employees
Host APTA Bus and Paratransit Conference		A successful hosting of the APTA
Continue Lean 6 Sigma process improvement		On-going
Evaluate and recommend funding Initiatives from the 2040 RTP		Part of the legislative Initiative included the P-3 bill that will help leverage
III Project Goals and Objectives		
Initiate construction for North Valley Improvements (\$5.0 million), 4th Prater Way BRT (\$37.0 million) and preventive maintenance (\$8.5 million for FY 17).		Phase 1 package completed. Phase 2 package in design and will go to construction in FY 18. Preventive maintenance POP approved by RTC.
Complete construction of North Virginia Street/North McCarran Intersection Improvements		Completed
Complete Virginia Street BRT final design and negotiate GMP for construction with CMAR contractor		Final design is underway. RTC is at the 60 percent design level and negotiating with SNC the GMP.
Enhancements to 7 traffic signals Plumb @ Kletzke, Kirman, Locust, Virginia. Sierra Street at 6th Virginia Street at Gentry Way Virginia @ Nell Rd.		Completed
Evans Avenue Bike Project		Design complete; awaiting Union Pacific Railroad agreement.
Site selection study for satellite bus storage/maintenance facility		Completing Villanova upgrades.
SEC through FY 2017 \$60.0 million Physical percent complete- 80%		Financial- \$81.1 million/ 54 percent complete. Physical- 65 percent complete.

ATTACHMENT B

Summary of Lee Gibson's Compensation

Effective Date	Increase Amount	Annual Salary	Bonus	Average staff increase	
9/28/2009	NEW HIRE	\$193,003.20	0%		0%
9/28/2010	0%	\$193,003.20	0%		0%
9/28/2011	0%	\$193,003.20	0%		0%
9/28/2012	0%	\$193,003.20	0%		0%
				*BU	**NBU
7/1/2013	3%	\$198,785.60	0%	1.12%	3.61%
7/1/2014	3%	\$204,755.20	0%	2.05%	3.49%
7/1/2015	2%	\$208,852.80	0%	2.61%	3.83%
7/1/2016	4%	\$217,206.91	0%		4.04%

*Bargaining Unit(s)
**Non-Bargaining Units

Commissioners can award an annual salary increase and/or a performance bonus of 0 to 5.0 % of Executive Director's current base pay

Possible Bonus Amounts	
1%	\$2,172.07
2%	\$4,344.14
3%	\$6,516.21
4%	\$8,688.28
5%	\$10,860.35



July 11, 2017

Via Electronic Mail lgibson@rtcwashoe.com

Lee Gibson
Executive Director
Regional Transportation Commission of Washoe County
1105 Terminal Way
Reno, NV 89502

Re: **Executive Director Evaluation**

Dear Mr. Gibson:

By signing below, please acknowledge personal receipt of this notice that the Regional Transportation Commission, at its Commissioners' Meeting scheduled for July 20, 2017 at 1:00 p.m., will undertake an annual evaluation of your performance as Executive Director, and in that process, the Commission may consider your professional competence and may take administrative action related to your compensation.

Sincerely,

Dale E. Ferguson

DEF/clk

RECEIPT

Lee Gibson acknowledges personal receipt of written notice of the foregoing as of July 12, 2017.

Lee Gibson