



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**
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**REGULAR MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE
AGENDA**

**THURSDAY MARCH 25, 2021
1:30 PM**

The meeting will be held via Zoom Webinar

<https://us02web.zoom.us/j/82728409819?pwd=VkhDTERVT0NjREp2cVZ2QmtuY1NuZz09>

****Actions may be taken on any item listed on the agenda.***

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at ribarra@goventura.org by 4:30PM, Wednesday, March 24, 2021. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to ribarra@goventura.org or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. 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.*

4. **RECLASSIFICATION OF POSITION FROM ACCOUNTING TECHNICIAN TO SENIOR ACCOUNTANT/ANALYST- PG. 3**

Recommendation:

- Receive and approve forwarding to the Commission the request to reclassify a current allocation in the Finance Department from Accounting Technician to Senior Account/Analyst.
- Receive and approve forwarding to the Commission the request to amend the Salary Schedule to reflect the action.

Responsible Staff: Darren Kettle & Sally DeGeorge

5. **VCTC DRAFT PROPOSED FISCAL YEAR 2020/2021 BUDGET- PG.9**

Recommendation:

- *Conduct a Public Hearing to receive testimony on the Fiscal Year 2021/2022 Draft Budget.*
- *Receive the Fiscal Year 2021/2022 Draft Budget and approve forwarding the Draft to the Commission.*

Responsible Staff: Darren Kettle & Sally DeGeorge

6. **CLOSED SESSION:**

Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

Unrepresented Employee: Executive Director

Agency Designated Representative: Kelly Long, Tony Trembley, Claudia Bill-de la Pena, Steve Mattas

7. **ADJOURN**



Item #4

April 2, 2021

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: RECLASSIFICATION OF POSITION FROM ACCOUNTING TECHNICIAN TO SENIOR ACCOUNTANT/ANALYST

RECOMMENDATION:

- Receive and approve forwarding to the Commission the request to reclassify a current allocation in the Finance Department from Accounting Technician to Senior Accountant/Analyst.
- Receive and approve forwarding to the Commission the request to amend the Salary Schedule to reflect the action.

The Executive Director has the authority to request classification studies and recommend staffing modifications under VCTC's Personnel Policies and Procedures, Article 6 Classification and Compensation, 6.4 Reclassification that states:

6.4 Reclassification: As position duties and general qualifications change from time to time or the needs of the organization change and new duties are added or deleted, it may become necessary to conduct a classification study or job audit to determine the most appropriate classification for a position. The executive director may authorize studies of such a position or positions that shall determine the most appropriate classification based on the findings and recommendations of such a study. Reclassifications are not subject to employee recruitment and promotion procedures.

BACKGROUND:

The Finance Department's Accounting Technician position was created in 2009 to assist the Finance Director with administrative finance and accounting tasks. Due to the proliferation of state and federal requirements, structuring of internal controls, and expansion of VCTC tasks, there has been a significant increase of staff time needed to perform the necessary work and meeting growing requirements. The Accounting Technician position has taken on more responsibility and increased job tasks since the position was created.

Additional responsibilities include expanded support for the countywide bus pass sales and distributions, increased interaction with vendors and clients, additional payroll responsibilities, increased accounts payable responsibilities, preparation of journal entries, and preparation of general ledger and audit schedules,

The Accounting Technician position was not originally envisioned to have such a degree of responsibility for these programs; the current duties are consistent with an Analyst level classification rather than a Support level, due to the degree of experience, independent judgment, and responsibility required on a constant basis.

The duties and responsibilities of the position have changed significantly and will remain at their current level. The level of responsibility and scope of duties are compatible with VCTC's other Analyst positions and regularly exceed VCTC's Support classification. Reclassification will bring the position into proper alignment internally and externally and assist in filling the vacant position.

Salary Range:

Level	Title	Annual Salary Range
Support	Accounting Technician	\$43,827 - \$63,545
Planner/Analyst	Senior Accountant-Analyst	\$50,100 - \$88,625

The reclassification would be effective April 2, 2021, if approved by the Commission. The position is currently vacant. VCTC has had difficulty filling the position with someone who meets the job requirements in the lower salary range. The costs savings from the position vacancy would augment any needed additional funds for Fiscal Year 2020/2021 should the new employee be hired above the top end of the of the Support salary range. The proposed classification change is not in the Fiscal Year 2021/2022 Draft Budget but would be updated with the Final Budget in June. The Support and Analyst classifications are non-exempt positions under the FLSA.

The staffing proposal provides for flexible staffing which allows the Executive Director to make an appointment at any point of the specific position's salary range. A flexibly staffed classification pattern allows qualifying individuals to promote upwards when the required level of knowledge, skills, and abilities has been reached.

ACTION/DISCUSSION:

It is requested that the Commission reclassify the Accounting Technician position to a Senior Accountant/Analyst position in the Finance Department.

Attachment:

Senior Accountant/Analyst – Accounting job description

Ventura County Transportation Commission
Job Description

Senior Accountant/Analyst

Definition

Under general supervision, provides a variety of professional-level and technical accounting tasks, including support work related to the processing, preparation, and reconciliation of payroll, accounts payable, accounts receivable, journal entries, and financial accounting records and reports; provides highly responsible and staff assistance to the finance function; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to the Finance Director and is characterized by its independent responsibility for performing a wide variety of analytical and technical accounting tasks. Responsibilities include independently performing work in the following areas: accounts receivable, accounts payable, and payroll, in addition to performing a variety of recordkeeping, reconciliation, and report preparation and audit activities. This class is distinguished from other analyst classes by the accounting technical processes, procedures, and terminology.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Verifies reconciled amounts of bus pass sales approved by the Transit staff; prepares bus pass sales invoices; mails information to clients as needed; distributes sales invoice copies; enters data into a spreadsheet for monthly and annual reporting and performs follow up on delinquent payments.
- Verifies reconciled amounts of bus pass disbursements approved by the Transit staff; enters Bus Pass disbursements into Accounts Payable; enters data into a spreadsheet for monthly and annual reporting.
- Updates non-sufficient funds database; distributes information to Transit staff; notifies patrons of non-sufficient fund fees; submits information to District Attorney's office, as appropriate.
- Contacts clients that have past due accounts receivable for payments.
- Input interest accruals into accounting software and reconciliation report.
- Enters Federal Transportation Administration (FTA) financial information (drawdowns) into multiple spreadsheets; makes copies and/or scans of backup and files requests.
- Makes backup copies and assembles backup for monthly invoice billing.
- Processes payroll twice monthly for staff and once a month for Commissioners; receives approved timesheets; verifies information for appropriateness and approvals; makes a variety of calculations, such as taxable income, benefit amounts, leave accruals, etc.; enters data into software application; generates payroll register; provides information for payment selection; prepares paystubs and reports, copies and files registers and checks; distributes pay stubs.

- Verifies timesheet information against hours report for accuracy and version control. Prepares staff hours billing for monthly billing. Prepares annual reconciliation of hours report.
- Processes accounts payable; reviews invoices for accuracy, complete expense and funding coding and appropriate authorization; verifies purchase orders to invoices if PO used; ensures expenses are coded to an approved budgeted line item; notifies departments and Finance Director if issues; GL codes and inputs invoices into accounting software; provides W9's to vendors as directed; and prepares backup documentation required for payment. Prepares/prints AP checks for final approval and signature.
- Prepare State Comp worker's comp reconciliation report.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial accounting, and historical reports; annually prepares older files to be moved for storage at offsite location.
- Prepares journal entries as directed.
- Assists with annual Budget and annual Financial Report preparations by proofreading documents and verifying information as directed by Finance Director. Prepares schedules as directed.
- Assists with annual CPI adjustment for and data entry of rail leases.
- Pulls backup and files during audits, scans/copies information as needed and inventories returned backup.
- Files accounting records; sets up new files and moves old files to boxes annually.
- Researches information as directed.
- Performs other related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: One to two years of progressively more responsible experience in performing accounting, payroll, or financial document processing and recordkeeping.

AND

Training: A Bachelor's degree from an accredited college with major coursework in accounting, preferred or related field.

OR

An Associate's degree from an accredited college with major coursework in accounting, preferred or related field with an additional two years' experience performing accounting and payroll tasks.

Job-Related Qualifications

Knowledge of:

- Terminology, practices, and procedures of financial and accounting document processing and recordkeeping.

- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including accounts receivable, accounts payable, payroll, word processing, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and staff, in person and over the telephone.

Ability to:

- Perform detailed accounting, payroll, and financial administrative support work accurately and in a timely manner.
- Interpret and apply policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Develop and maintain spreadsheets.
- Establish and maintain files.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative, discretion and sound independent judgment within established procedural guidelines.
- Organize own work, set priorities, meet critical time deadlines, and follow-up on assignments with minimum direction.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work in a safe manner, following Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Review detailed information for accuracy.
- Manage multiple diverse tasks and prioritize work.

Skill in:

- Entering and retrieving data into a personal computer with speed and accuracy sufficient to perform the assigned work.
- Using a variety of computer software, including spreadsheet, word processing, internet applications, and specialized software.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit for extended periods; stand, walk, kneel, and maintain

sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, and over the telephone; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations on occasion; drive safely to different sites and locations on occasion; participate in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

Approved:	February 2010
Revision Dates:	December 2009, August 2020, March 2021
Former Titles:	Account Clerk, Accounting Technician
Status:	Non-Exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No



Item #5

March 25, 2021

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2021/2022 DRAFT BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2021/2022 Draft Budget.
- Receive the Fiscal Year 2021/2022 Draft Budget and approve forwarding the Draft Budget to the Commission.

DISCUSSION:

The Draft Fiscal Year 2021/2022 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

In support of economic recovery coming out of the COVID pandemic this Draft Budget restores service levels. At \$78,546,443, the Fiscal Year 2021/2022 Draft Budget is \$19,402,958 or 19.8% lower than Fiscal Year 2020/2021. The Draft budget is a balanced budget with an estimated spendable ending fund balance of \$16,704,389. The draft budget contains six programs:

- Transit and Transportation program at \$20,997,100
- Highway program at \$6,913,900
- Rail program at \$14,811,796
- Commuter Assistance program at \$662,700
- Planning and Programming program at \$33,901,847
- General Government program at \$1,259,100

Personnel costs for Fiscal Year 2021/2022 are budgeted at \$3,919,600 or 5.0% of the budget, which is an increase of \$271,400 from the previous fiscal year. The increase is largely due to one new position, fully burdened, one unfilled position, fully burdened, merit and proposed cost of living adjustment (COLA), and taxes and employee insurances of all positions. The wage cost of \$2,504,000 includes approximately a \$81,300 pool for merit increases for employees not at the top of their range and \$69,000 as a proposed COLA while the budget is being developed. Benefits account for 1.8% of the Draft Budget. Further information about personnel can be found within the Personnel Section of the budget.

Below are some of the major changes in the Draft Fiscal Year 2021/2022 budget as compared to last fiscal year. Additional details of these major changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes that occurred from last fiscal year include:

- The Regional Transit Technology budget decreased by \$2,801,477 for the completion of the GOVCBus real time bus tracking and mobile ticketing projects.
- The Transit Grant Administration budget decreased by \$8,923,100 as pass-through projects were completed and includes partial funding for the new program analyst position. It is expected to increase with the final budget when new pass-through funds to local agencies are included.
- The Valley Express budget increased by \$55,500 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget decreased by \$166,790 for increased contractor costs offset by budget depreciation expense.
- The Highway Project Management budget decreased by \$5,517,930 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Motorist Aid Services budget increased by \$1,128,500 for the second cycle of the Incident Responder Grant.
- The Metrolink Commuter Rail budget increased by \$1,091,280 for increased operational costs.
- The Santa Paula Branch Line budget decreased by \$773,743 for operator contributions of operating and maintenance.
- The Rideshare budget decreased by \$40,054 for reduced consultant services.
- The Regional Transit Planning budget decreased by \$784,564 largely due to the completion of consultant studies for the Transportation Emergency Preparedness Plan and the countywide transit system map as well as only including one year of funding for the College Ride program.
- The Regional Transportation Planning budget decreased by \$128,400 for completion of the 101 Communities Connected study and the Ventura County Freight Corridor study offset by new costs for the update of the Comprehensive Transportation Plan and the Congestion Management Plan.
- The Transportation Development Act budget decreased \$1,110,739 as there are lower estimated sales tax receipts and lower prior year carry-over balances.
- The Transportation Programming and Reporting budget increased by \$109,100 largely due to increased staffing costs including the new program analyst position.
- The Community Outreach budget decreased by \$80,000 for a reduction of staff and consultant costs.

- The Management and Administration budget decreased by \$1,437,641 for the completion of the move to the new office in Camarillo and the one-time pension liability payment to CalPERS.
- The State and Federal budget decreased \$33,400 for a reduction of staff costs.

The estimated ending Fiscal Year 2021/2022 fund balance (after contingency set aside) is expected to be \$16.7 million. The Commission's available General Fund balance is estimated at \$21,295. The other funds are restricted, and the estimated fund balance are \$100,777 for the Local Transportation Fund, \$14.2 million for the State Transit Assistance fund, \$2.18 million for the Service Authority for Freeway Emergencies fund, \$149,634 for the State of Good Repair Fund, \$25,370 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$14.2 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed as well as cashflow for the Highway 101 study. Also, these funds although not currently budgeted, could be used for nonrecurring capital costs associated with Metrolink capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County.

The Draft Budget is a "work-in-progress" for VCTC as tasks are fine-tuned. The Draft Budget was developed without the final Federal Transit Administration (FTA) funding from two COVID-19 recovery acts, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and America Rescue Plan Act (ARPA). Both federal recovery acts will partially fund VCTC managed transit services, VCTC Intercity and Valley Express and VCTC Transit Grant Administration in the final budget presented in June. Staff will update the final budget with input received from the Commission and new information as it becomes available from local partners such as Metrolink and funding information from the State and Federal governments.

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2021/2022 budget is being submitted to the Finance Committee (Chair Long, Vice-Chair Trembley and Past-Chair Bill de la Pena) for review. At the March 25, 2021 Finance Committee meeting, the Draft Budget will be discussed and a recommendation from the Finance Committee will be needed.

As required by the Administrative Code, a public hearing will be held at the April meeting. The final budget is scheduled for adoption at the Commission's June 2021 meeting, at which time a second public hearing will be held pursuant to the VCTC Administrative Code.