



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**
www.goventura.org

**ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
AGENDA**

**751 E DAILY DRIVE, SUITE 420
CAMARILLO, CA 93010**

**MONDAY, MARCH 27, 2023
10:00 A.M.**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a VCTC Committee or Commission meeting, please contact the Clerk of the Commission at (805) 642-1591 ext. 101 or via email at ribarra@goventura.org. Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility at 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. NEW SENIOR ACCOUNTING POSITION AND RECLASSIFICATION OF TWO EXISTING POSITIONS: PROGRAM ANALYST TO PROGRAM MANAGER, TRANSPORTATION DATA and SERVICES AND TRANSIT SPECIALIST TO PROGRAM PLANNER-PG.3**
Recommended Action
 - *Approve the addition of a new Senior Accounting Position and the reclassification of two existing positions: the Program Analyst to Program Manager, Transportation Data and Services and the Transit Specialist to Program Planner as included in the Draft Fiscal Year 2023/2024 Budget.***Responsible Staff: Martin Erickson & Sally DeGeorge**

5. **FISCAL YEAR 2023/2024 DRAFT BUDGET-PG.22**

Recommendation:

- *Receive the Fiscal Year 2023/2024 Draft Budget and approve forwarding the Draft Budget to the full Commission.*

Responsible Staff: Martin Erickson and Sally DeGeorge

5. **ADJOURN**



Item #4

March 27, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: NEW SENIOR ACCOUNTING POSITION AND
RECLASSIFICATIONS OF TWO EXSISTING POSITIONS:
PROGRAM ANALYST TO PROGRAM MANAGER, TRANSPORTATION DATA and
SERVICES AND TRANSIT SPECIALIST TO PROGRAM PLANNER**

RECOMMENDATION:

- Approve the addition of a new Senior Accounting Position and the reclassification of two existing positions: the Program Analyst to Program Manager, Transportation Data and Services and the Transit Specialist to Program Planner as included in the Draft Fiscal Year 2023/2024 Budget.

BACKGROUND:

The Commission delegated the authority to the Executive Director to determine the most appropriate staffing levels as position duties and general qualifications change or as the needs of the organization evolve. VCTC's Personnel Policies and Procedures, Article 6 Classification and Compensation, 6.4 Reclassification state the following:

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.

DISCUSSION:

The Executive Director has reviewed staffing levels and position duties with management staff. It was determined that three modifications are needed with existing staffing levels: one additional position and reclassification of two positions.

Additional Position – Senior Accountant:

The Finance Department started out with one position in 1995 growing to two positions in 2009 and three positions in 2015. 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 meet growing requirements. Additional responsibilities include expanded support for the countywide bus pass sales and distributions, increased interaction with vendors and clients, additional payroll responsibilities, additional grant reimbursement complexities, increased accounts payable responsibilities, preparation of journal entries, and preparation of general ledger, audit schedules and increased reporting to State and Federal agencies. All three financial positions were evaluated, and it was determined that an additional Senior Accountant position (see Attachment A, Senior Accountant/Analyst job description) is needed to properly handle the growth and changes that VCTC has been subject to in the last few years and that is expected to handle in future years. Job duties will be realigned to provide equitable distribution of job tasks as well as further segregating duties to strengthen internal controls.

It is proposed to add this new position with the Fiscal Year 2023/2024 budget (effective July 1, 2023) at a fully burdened cost of \$164,300. A fully burdened position means that the position is budgeted at the top of the range with full benefits until the recruiting process is completed. In the Fiscal Year 2023/2024 Draft Budget, the Senior Accountant position has a range of \$50,107 to \$97,802 with benefit cost for this new position budgeted at \$65,600. It is expected that costs will come in lower due to recruiting time but will not be known until the successful candidate is hired.

Reclassification of two existing positions:

Program Analyst to Program Manager, Transportation Data and Services:

The Planning Department currently consists of three positions: a director, a manager, and a program analyst. The Planning Program Analyst position was created in 2011 to assist the agency with Geographic Information Systems and administrative planning tasks. Since the position was first developed, the job duties and responsibilities have grown and changed. Some of the current and future changes include technology changes, expanded reliance on the Ventura County Transportation Model for decision making, support of a new transportation data pilot program and expanded Motorist Aid Program (including Freeway Service Patrol and Incident Responder Grant Program). The level of responsibility and scope of duties are compatible with VCTC's other Program Manager positions and regularly exceed VCTC's Program Analyst classification. Reclassification will bring the position into proper alignment internally and externally and assist in retention of existing personnel but also filling the position in the future should it become vacant.

The salary ranges of the Program Analyst and Program Manager, Transportation Data and Services are as follows:

Salary Range:

Level	Title	Annual Salary Range
Planner/Analyst	Planning Program Analyst	\$50,107 - \$97,802
Manager	Program Manager, Transportation Data and Services	\$70,132 - \$133,650

The reclassification would be effective July 1, 2023, to align with the Fiscal Year 2023/2024 budget. The position is currently filled. It is anticipated that the position would receive a five percent increase upon promotion to the reclassified position. The estimated cost increase with taxes is approximately \$4,500. The Program Analyst classification is a non-exempt position under the FLSA but would be changed to an exempt position at the Manager level which would receive an additional benefit of 40 hours of administration leave for an additional benefit cost of approximately \$1,600.

Transit Specialist to Program Planner/Analyst:

The Transit Department currently consists of eight and a half positions: a director, two managers, a transit planner, two transit specialist and two customer service representatives along with a shared administrative assistant. The Transit Specialist position was originally created as a part-time position in 2000 to assist with operating the bus service and pass sales tasks. Since the position was first developed, the position was changed to full time and the job duties and responsibilities have grown and changed. The position has taken on more responsibility due to new transit regulations, improved oversight of the VCTC Intercity and Valley Express transit operations, and support of the countywide technology programs that VCTC manages. With the change in classification, the position would also provide support of the State mandated zero emission buses, increased community support, outreach, and assistance with the free fare programs. The level of responsibility and scope of duties are compatible with VCTC's other Program Analyst positions and regularly exceed VCTC's Transit Specialist classification. Reclassification will bring the position into proper alignment internally and externally and assist in retention of existing personnel but also filling the position in the future should it become vacant.

The salary ranges of the Transit Specialist and Transit Program Analyst are as follows:

Salary Range:

Level	Title	Annual Salary Range
Support Staff II	Transit Specialist	\$43,826 - \$70,138
Planner/Analyst	Transit Program Planner/Analyst	\$50,107 - \$97,802

The reclassification would be effective July 1, 2023, to align with the Fiscal Year 2023/2024 budget. The position is currently filled. It is anticipated that the position would receive a five percent increase upon promotion to the reclassified position. The estimated cost increase with taxes is approximately \$4,000. Both the Transit Specialist and Program Planner/Analyst classifications are non-exempt positions under the FLSA and there would be no changes in benefits

ACTION/DISCUSSION:

It is staff's recommendation that the Administrative/Finance Committee approve the addition of a new Senior Accounting Position and the reclassification of two existing positions: the Program Analyst to Program Manager, Transportation Data and Services and the Transit Specialist to Program Planner as included in the Draft Fiscal Year 2023/2024 Budget.

Attachments:

Job Description - Senior Accountant/Analyst

Job Description – Program Manager, Transportation Data and Services

Job Description – Transit Planner, Transit Services



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Ventura County Transportation Commission
Job Description

Senior Accountant/Analyst

Definition

Under general supervision, this position performs general to complex professional accounting work in a variety of accounting functions such as payroll, accounts payable, cash receipts, accounts receivable, bank reconciliations, budgeting, and auditing. This position prepares and processes financial transactions, assists, or coordinates budgets, financial data analysis, and assists with audits. A person working in this capacity would need to possess a high level of accuracy and thoroughness in completion of work, the ability to review work, ability to multi-task, a high level of organizational and logic skills, as well as strong Excel and time-management skills.

Distinguishing Characteristics

This classification reports to the Finance Director. It is distinguished from the next higher-level position of Program Manager, Accounting, in that the later has full management responsibility and can include directing and supervising the full scope of professional accounting and finance related operations and staff for the organization.

Typical and Important Duties

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

- Reviews payroll and report submittals and prepares tax reports.
- Reviews and assists with the account's payables, account's receivables, and cash disbursement processes to include compiling, auditing, and monitoring yearend 1099 reporting and internal controls.
- Reviews and reconciles a variety of ledgers and accounts by examining accounting transactions to ensure accuracy.
- Prepares and recommends adjusting journal entries to correct financial records as necessary.
- Monitors, reviews, and balances various accounts, availability of funds, expenditures and revenues, and researches and analyzes transactions to validate account data and ensure conformance to generally acceptable accounting principles as well as to resolve discrepancies that may occur.
- Prepares and/or reviews, maintains, and submits a variety of financial related forms and reports to local, state, and federal agencies.
- Provides fiscally responsible, technical and administrative support to the Finance Director for accounting-related issues including research, analysis, and report preparation.
- Assists with monitoring of program budgets, contract budgets and expenditure controls.
- Assists with business insurance verification and renewal.
- 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: Three years of progressively more responsible accounting experience. Strong Excel skills necessary, public accounting experience is preferred, and public sector experience is desirable.

AND

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

Job-Related Qualifications

Knowledge of:

- Principles, practices and procedures of accounting and auditing.
- Principles and practices of budget development, auditing, monitoring, preparation, and expenditure control.
- Pertinent federal, state, and local laws, codes, and regulations.
- Financial research and reporting best practices, methods, techniques, and procedures.

Ability to:

- Apply generally accepted accounting principles and procedures to a variety of finance and accounting transactions and problems.
- Maintain a clear, accurate full charge accounting system, including the use of computerized systems and spreadsheets.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner in order to set priorities and meet critical deadlines.
- Ensure accounting and financial reporting compliance with appropriate federal, state, and local rules, laws, and regulations.
- Research, analyze, evaluate, recommend, and follow through on accounting related matters to include adding, revising, or removing financial related policies and procedures as needed.
- Prepare and communicate clear, complete, accurate, and concise financial statements and reports.
- Make accurate arithmetic, financial and statistical computations.
- Maintain focus and remain calm when working under pressure and/or short deadlines.
- Maintain confidentiality regarding sensitive information.
- Operate standard office equipment such as a computer, related computer equipment, and specialized software application programs such as Excel.
- Use English effectively to communicate in person, over the telephone and in writing.

Licenses and Certificates

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

Special Requirements

Essential duties require the following physical skills, abilities, 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, 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, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

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

Approved:	October 2015
Revision Dates:	March 2023
Former Titles:	
Status:	Non-Exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No



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Ventura County Transportation Commission
Job Description

Program Manager – Transportation Data & Services

Definition

Under general direction, performs professional level transportation planning, programming, and funding of transportation projects in the region. Oversees transportation data and modeling and motorist aid services. Provides complex planning and programmatic analysis in support of major regional planning initiatives, program managers, and director level positions to achieve department and VCTC goals; performs related work as required.

Distinguishing Characteristics

This position is differentiated from the Program Analyst position through a higher level of independent analysis and decision-making authority over program design, administration, and operations. The Program Manager will serve as a subject matter expert in assigned functional areas and perform varied research and analysis to support VCTC projects and programs, including budget preparation and administration and program evaluation. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Program Analyst in that the position has full management and oversight authority in planning and organizing the full scope of operations for assigned programs.

Typical and Important Duties

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

- Responsible for data and modeling to support comprehensive multi-modal transportation planning within VCTC's jurisdiction including Ventura County Congestion Management Plan, Comprehensive Transportation Plan, Multi-modal Corridor Plans, and the Airport Comprehensive Land Use Plan.
- Responsible for the use and maintenance of the Ventura County Transportation Model (VCTM). Refines VCTM as necessary for consistency with the SCAG regional model. Assists local jurisdictions in the use of VCTM and application of model outputs to include helping jurisdictions develop population, housing, and employment forecasts, calculating vehicle miles traveled at traffic analysis zone level, documenting transportation model development, and providing periodic status reports to Commission management.
- Oversees, updates, and maintains VCTC's Geographic Information System (GIS) function including data warehousing, map production, and spatial analysis.
- Oversees VCTC's Service Authority for Freeway Emergencies (SAFE) and Motorist Aid programs and related services, including Freeway Service Patrol, Incident Responder grants, emergency roadside call boxes, and speed sensor network and related data.
- Provides oversight of consultant contracts and ensures adherence to scope, schedule, and budget.

- Coordinates, supports, and participates in planning activities with internal departments and external agencies.
- Represents VCTC to the professional community and in statewide and regional transportation planning meetings and committees, including making oral and graphic presentations or preparing reports and materials for presentation to the Commission, committees, staff, and interested groups related to transportation planning and modeling issues.
- Collaborates with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Plans, directs, and reviews the work plan for assigned programs, meets with related constituents to identify and resolve problems and evaluates work products, methods, and procedures.
- Assists with the development and administration of the department/division annual budget to include scopes of work, funding source identification and tracking, preparing amendments, as well as researching, compiling, analyzing and summarizing information, preparing and maintaining financial spreadsheets, and establishes and maintains a complex and comprehensive database.
- Performs 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: Four years of progressively more responsible transportation-related experience in programming, planning, or analysis.

Training: A bachelor's degree from an accredited college with major coursework in business administration, public administration, social services, political science, public policy, environmental studies, urban planning, transportation planning, information technology, or a related field.

Specialized training in Geographic Information Systems (GIS) and transportation modeling software (i.e. TransCAD). AICP and/or PTP (preferred).

Job-Related Qualifications

Knowledge of:

- Principles and practices of transportation, transit, land use and environmental planning to include regional, urban and/or transportation planning and policy development as well as the organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Organizational and management practices as applied to the analysis and evaluation of contracts, policies, and operational needs, project management principles and concepts.
- Principles and practices of governmental budget development, administration, and accounting.

- Pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Departments of Transportation.
- Modeling and forecasting principles and processes.
- Local state and federal transportation funding mechanisms.
- Effective public speaking and presentation techniques.
- Development processes and requirements related to Requests for Proposals, scopes of work, budgets, schedules, and contract management, including governmental procurement and contracts management requirements.
- Standard business etiquette and practices, to include drafting and communicating in written and oral professional form.

Ability to:

- Research, interpret, and apply the policies, procedures, laws, and codes, and regulations pertaining to programs and functions.
- Use standard office equipment, such as desktop computers, telephones, copiers, fax machines, and scanners, utilizing Microsoft office applications (or equivalents) such as Outlook, Word and Excel, in order to communicate and disseminate information to a variety of audiences and stakeholders to effectively meet the goals, objectives, and standards of the organization.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex professional planning work with significant initiative and minimum supervision.
- Assign, direct, coordinate and evaluate the work of professional and technical planning staff and/or consultants and contractors.
- Analyze difficult problems, identify alternative solutions, project consequences of proposed actions, develop a positive course of action and implement recommendations in support of goals.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.

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, abilities, 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, 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, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

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

Approved:

Revision Dates:

Former Titles:

Status: Exempt/Mid-management

ADA Review:

DOT: No

Physical: No

Ventura County Transportation Commission
Job Description

Transit Planner – Transit Services

Definition

Under general supervision, assists in the planning and organizing of bus transit programs; coordinates program services; monitors service quality; performs professional-level, analytical, and technical duties in support of transit planning, coordination, and operation activities; conducts special studies, surveys, and research assignments; completes a variety of reports and program documentation; monitors program implementation, performance, and compliance with requirements;; coordinates with other transit agencies; develops plans and analyses of transportation and demographic data to support the services; represents the Commission at community groups, and government agencies; assists in outreach activities; provides highly responsible staff assistance to the transit planning function; supports the technology used to manage and improve transit operations and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a program manager and is characterized by its independent responsibility for performing a wide variety of analytical and coordination duties for transit programs, including fixed route, paratransit and other services both for the general public and special populations. This position exercises independent judgment and discretion in analyzing, coordinating, and overseeing the programs. It is distinguished from the higher level position of program manager, in that the latter has greater responsibility for a wider variety of programs and functions. It is also distinguished from a manager-level classification in that this position does not manage any functions.

Typical and Important Duties

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

- Assists in the coordination, planning, and implementation of bus services including service changes and schedule modifications; review of route performance, including on-time performance, ridership trends and fare revenues; prepares, posts and distributes rider alerts about schedule changes, fare changes, and other service notices.
- Monitors service quality, including handling escalated customer complaints and comments; follow up with contract operator(s) regarding passenger complaint investigation; monitors transit operation and performance through field monitoring as well as through ITS technologies, such as CAD/AVL (dispatching programs); surveys riders and provides onboard trip counts; tabulates formal feedback and survey responses, and makes recommendations for change or adjustment.
- Assists with overseeing the cooperative agreements with local and regional government agencies and colleges and universities.

- Assists with overseeing bus contractor operations and performance, including tracking of contract deficiencies, updating service agreements and general contract administration; validates farebox and ridership data; receives, reviews, and prepares monthly bills and service data for final approval; assists with the preparation of transit operations budgets; works with service providers to resolve revenue or billing discrepancies, supports the development of request for proposals to support transit operations.
- Compiles and prepares reports and statistical data regarding services, such as to the Federal Transportation Administration (NTD/DOT), the State of California and other local and regional agency reporting commitments; prepares monthly, quarterly and annual service reports for approval.
- Serves as staff to the local advisory and citizen committees and councils related to the transit community concerns; prepares agendas, staff reports, presentations and other documents; provides research, statistics, and other data about services.
- Provides project updates, presents on certain aspects of the transportation program and provides other information, as requested.
- Plans, develops, and implements public transit planning.
- Assures system implementation, grant administration, and compliance with FTA regulations.
- Supports development and implementation of various public outreach programs.
- Support the use of technology employed to support transit operations as well as supporting countywide technology efforts to procure and implement new technology for county transit operators. Prepares the disbursement forms and information to support the countywide fare collection program.
- Support the transition to zero emission vehicles.
- Analyzes demographic and travel data and prepares reports providing the data to VCTC and to county transit providers. Supports the quarterly performance report for the Commission.
- Works with other governmental agencies and non-profit organizations to provide efficient transportation systems and services.
- Develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service.
- Prepares reports for presentation to the Commission and other elected officials and public groups.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares policy documents, reports, memos, and analyses.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the impacts.
- Prepares contract proposals, grant applications, and similar documents; prepares reports and monitors grants for contract compliance.

- Prepares presentation materials and documentation for use by funding agencies in considering projects nominated for funding and monitoring status of approved projects.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project approval.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures.
- Performs 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: Three years of progressively more responsible transportation-related experience in programming, planning, or analysis.

Training: A bachelor's degree from an accredited college with major coursework in transportation or urban planning, public or business administration, political science, public policy, environmental studies, engineering, or a related field.

Job-Related Qualifications

Knowledge of:

- Methods, practices, and procedures involved in transit planning, operations, and management.
- Methods, practices, and procedures involved in local government management, operation, and funding of transit services.
- Transit equipment and relevant technologies, including CARB requirements.
- Applicable local, state, and federal laws and regulations, including ADA, public contract code and application of California Public Utilities Commission regulations.
- Outreach concepts.
- Research techniques, methods, sources of information for report preparation and presentation.
- Transportation needs of the community.
- Principles, techniques, and methods of creating bus schedules.
- Survey development, methodology, and analysis.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.

Ability to:

- Assist in or develop appropriate transit schedules to meet community needs.
- Work independently with minimal supervision.
- Interact with citizen groups, elected officials and high-level administrators.

- Provide leadership in formulating and directing policies and programs and engendering a creative environment.
- Schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- Review complex, organizational, and administrative problems, and recommend an effective course of action.
- Listen carefully, understand concerns or viewpoints presented, and respond clearly with sensitivity and compassion.
- Prepare for publications and distribution a wide variety of informational pamphlets and bulletins.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units.
- Situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.
- Using a personal computer and associated applications.

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, abilities, 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, 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, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

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

Approved:	June 7, 2013
Revision Dates:	September 2021
Former Titles:	
Status:	Non-exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No



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Item #5

March 27, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2023/2024 DRAFT BUDGET

RECOMMENDATION:

- Receive the Fiscal Year 2023/2024 Draft Budget and approve forwarding the Draft Budget to the full Commission.

DISCUSSION:

The Draft Fiscal Year 2023/2024 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.

The Draft Budget continues to restore service levels as well as moving forward with planned and new activities. At \$103,993,844, the Fiscal Year 2023/2024 Draft Budget is \$2,478,542 or 2.3% lower than Fiscal Year 2022/2023. The Draft budget is a balanced budget with an estimated spendable ending fund balance of \$25,839,135. The draft budget contains six programs:

- Transit and Transportation program at \$23,914,600
- Highway program at \$5,568,400
- Rail program at \$23,512,284
- Commuter Assistance program at \$906,200
- Planning and Programming program at \$48,552,460
- General Government program at \$1,539,900

Personnel costs for Fiscal Year 2023/2024 are budgeted at \$4,165,800 or 4.0% of the budget, which is an increase of \$266,700 from the previous fiscal year. The draft budget contains one new proposed Senior Accountant position which is fully burdened. This position will provide additional support to the Finance Department for the increased State and Federal requirements. This additional position will also allow internal controls to be strengthened and provide increased support of other departments and VCTC projects. The budget also includes two position reclassifications to better align the level of responsibility and tasks with the positions. The two positions being realigned are Program Analyst in the Planning Department reclassified to Program Manager, Data Programming and Services and a Transit Specialist position reclassified to Program Analyst in the Transit Department. The wage cost of \$2,789,600 includes approximately a \$95,500 pool for merit increases for employees not at the top of their range and \$102,200 as a proposed four percent COLA while the budget is being developed. Benefits account for 1.3% 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 2023/2024 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 compared to last fiscal year include:

- The Accessibility Services budget decreased by \$46,700 largely due to lower consultant costs.
- The Regional Transit Technology budget increased by \$1.1 million for anticipated bus equipment replacements, improved signage, and scheduling software offset by reduced staffing costs shifted to the Regional Transit Information Center budget.
- The Transit Grant Administration budget decreased by \$3.5 million as pass-through projects were completed. This line item is expected to increase with the final budget when the new pass-through projects to local agencies will be added.
- The Valley Express budget increased by \$377,100 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget increased by \$328,200 due to increased bus contractor offset by reduced consultant and staffing costs.
- The Highway Project Management budget decreased by \$2.3 million for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Motorist Aid Services budget increased by \$246,000 due to the third cycle of the Incident Responder Grant and increased Freeway Service Patrol costs offset by a reduction of consultant costs related to SpeedInfo services sunsetting.
- The LOSSAN budget increased by \$20,400 for additional staffing costs associated with studies and capital projects.
- The Metrolink Commuter Rail budget increased by \$1.1 million for increased operational costs and Camarillo Station ADA improvements.
- The Santa Paula Branch Line budget increased by \$340,500 due to additional consultant services related to right-of-way survey, storm damage response, and broadband.
- The Regional Transit Information Center budget increased by \$210,100 as all Regional Transit Information Center staff time is now shown under this budget and removed from the Regional Transit Technology and VCTC Intercity Services budgets for efficiency and better management.

- The Rideshare budget increased by \$30,200 for increased consultant and staffing costs.
- The Regional Transit Planning budget increased by \$335,000 largely due to the Youth Ride Free program offset by the completion of the Transit Integration and Efficiency Study (TIES) and Coordinated Plan update studies.
- The Regional Transportation Planning budget increased by \$8,984 for a new Transportation Data Analytics pilot program offset by the completion of the Comprehensive Transportation Plan study.
- The Transportation Development Act budget decreased \$65,868 for a decrease of pedestrian/bicycle projects offset by an increase in transit pass-through.
- The Transportation Programming and Reporting budget increased by \$225,315 due to increased consultant and staffing costs.
- The Community Outreach budget increased by \$30,900 for an increase to consultant and staff costs.
- The Management and Administration budget decreased by \$0.9 million for the one-time pension liability payment made to CalPERS last fiscal year offset by increased consultant costs for a salary survey of all staff.
- The State and Federal budget increased by \$27,400 for an increase in staffing costs.

The estimated ending Fiscal Year 2023/2024 fund balance (after contingency set aside) is expected to be \$25.8 million. The Commission's available General Fund balance (after reserves) is estimated at \$17,474. The other funds are restricted, and the estimated fund balances after reserve are \$442,915 for the Local Transportation Fund, \$22.2 million for the State Transit Assistance fund, \$1.6 million for the Service Authority for Freeway Emergencies fund, \$1.4 for the State of Good Repair Fund, \$25,367 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and the Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$22.2 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. 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 2023/2024 budget is being submitted to the Finance Committee (Chair MacDonald, Vice-Chair LaVere, and Past-Chair Trembley for review at the March 27, 2023, 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 Commission meeting. The final budget is scheduled for adoption at the Commission's June meeting, at which time a second public hearing will be held pursuant to the VCTC Administrative Code.