



**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 SPECIAL MEETING
AGENDA**

**751 E DAILY DRIVE, SUITE 420
CAMARILLO, CA 93010
THURSDAY, MARCH 21, 2024
9:00 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 the 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. **[VCTC FISCAL YEAR 2024/2025 DRAFT BUDGET-PG.3](#)**
Recommended Action:
 - *Receive the Fiscal Year 2024/2025 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2024/2025 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.***Responsible Staff: Martin Erickson and Sally DeGeorge**
5. **[PERSONNEL RULES AND PROCEDURES MANUAL UPDATE-PG.7](#)**
Recommended Action:
 - *Approve updated Personnel and Procedures Manual***Responsible Staff: Martin Erickson**
6. **ADJOURN**



[This page intentionally left blank.]



Item 4

March 21, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

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

SUBJECT: FISCAL YEAR 2024/2025 DRAFT BUDGET

RECOMMENDATION:

- Receive the Fiscal Year 2024/2025 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2024/2025 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.

DISCUSSION:

The Draft Fiscal Year 2024/2025 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains 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 projects from the prior year as well as starts new activities. At \$128,014,985, the Fiscal Year 2024/2025 Draft Budget is \$11,833,897 or 10.2% higher than Fiscal Year 2023/2024. The increase is a combination of increases and decreases in multiple budgets as detailed later in this item and within the budget document. The largest reductions occur within the Transit Grant Administration budget (-\$5.4 million), the Metrolink budget (-\$1.86 million) and TDA Administration budget (-\$1.79 million) while the largest increases occurred within the VCTC Intercity budget (\$7.38 million), Santa Paula Branch Line budget (\$6.7 million), Regional Transit Planning budget (\$4.08 million) and Valley Express budget (\$3.2 million). The draft budget contains six programs starting on page 42:

- Transit and Transportation program at \$34,887,070 (Budget pages 42, 70-79)
- Highway program at \$6,999,900 (Budget pages 43, 82-85)
- Rail program at \$32,177,321 (Budget pages 44, 88-93)
- Commuter Assistance program at \$864,900 (Budget pages 45, 96-99)
- Planning and Programming program at \$51,429,294 (Budget pages 46, 102-111)
- General Government program at \$1,656,500 (Budget pages 47, 114-119)

Personnel costs for Fiscal Year 2024/2025 are budgeted at \$4,520,600 or 3.5% of the budget, which is an increase of \$356,000 from the previous fiscal year. The draft budget includes twenty-four employees (the same as last year). The salary ranges are updated to the approved ranges adopted at the February Commission meeting. The wage cost of \$3,058,700 includes approximately \$143,900 pool for merit increases for employees not at the top of their range and \$110,700 for a proposed four percent COLA while the budget is being developed. Five employees' salaries will be adjusted as part of the new range implementation for a cost of \$27,600. Benefits account for \$1,461,900 or 1.1% of the Draft Budget. Further information about personnel can be found within the Personnel Section of the budget (Budget pages 26-37).

Below are some of the major changes in the Draft Fiscal Year 2024/2025 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 increased by \$49,200 for higher consultant and staff costs.
- The Regional Transit Technology budget increased by \$334,500 for new paratransit scheduling software and equipment as well as procurement of an open payment system for the VCTC Intercity buses.
- The Transit Grant Administration budget decreased by \$5.4 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 are added.
- The Valley Express budget increased by \$3.2 million largely due to the purchase of 15 new buses and increases in contractor costs partially due to the new Fillmore to Moorpark demonstration transit service.
- The VCTC Intercity Service budget increased by \$7.4 million largely due to the purchase of five new buses and the refurbishment of an additional five buses and increased contractor costs.
- The Highway Project Management budget decreased approximately \$465,300 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents with completion anticipated early 2025.
- The Motorist Aid Services budget decreased by \$671,100 cost savings by modifying the current three FSP routes instead of adding a fourth FSP route and a partial carry-over of the incident responder grant allocation.
- The Metrolink Commuter Rail budget decreased by \$1.86 million due to partial completion of capital rehabilitation projects offset by an increase in operations.
- The Santa Paula Branch Line budget increased by \$6.7 million for the construction and consultant costs related to the Sespe bridge due to storm damage and broadband deployment offset by an overall reduction in consultant costs.
- The Rideshare budget decreased by \$78,300 for lower consultant and outreach costs.
- The Regional Transit Planning budget increased by \$3.58 million largely due to capital enhancement programs (including bus stop improvements, countywide radio system, and a paratransit integration analysis study) as well as increases to the free fare ridership programs.
- The Regional Transportation Planning budget increased approximately \$237,900 for the Ventura County Transportation Model update and the Clear Guide Big Data contract.
- The Transportation Development Act budget had an increase in revenue receipts but a lower carry-in fund balance which resulted in a net decrease of \$1.79 million funds passed-through to local agencies.

- The Community Outreach budget increased by \$46,800 for higher consultant, events, and staff costs.
- The Management and Administration budget increased by \$38,200 for additional staff costs and hardware costs associated with computer replacements.

The estimated ending Fiscal Year 2024/2025 fund balance (after contingency set aside) is expected to be \$23.5 million. The Commission's available General Fund balance (after reserves) is estimated at \$46,387. The other funds are restricted, and the estimated fund balances after reserve are \$415,400 for the Local Transportation Fund, \$20.1 million for the State Transit Assistance fund, \$1.2 million for the Service Authority for Freeway Emergencies fund, \$1.6 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 \$20.1 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 2024/2025 budget is being submitted to the Finance Committee (Chair LaVere, Vice-Chair Judge, and Past-Chair MacDonald) for review at the March 21, 2024, Finance Committee meeting. The Draft Budget will be discussed and a recommendation from the Finance Committee will be needed. Staff's recommendation is to Receive the Fiscal Year 2024/2025 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2024/2025 Draft Budget) and approve forwarding the Draft Budget and Salary Schedule to the full Commission.

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.

The proposed Draft Fiscal Year 2024/2025 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Draft Fiscal Year 2024/2025 Budget is available on the VCTC website at www.goventura.org.

Attachment 1
Ventura County Transportation Commission
Salary Schedule by Department
Fiscal Year 2024/2025

Effective July 1, 2024

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	242,903	282,556			E
Program Manager, Government and Community Relations	1.0	106,069	164,406			E
Clerk of the Commission/Executive Assistant	1.0	106,069	164,406			E
Receptionist/Secretary	1.0	51,628	75,119	24.82	36.11	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	149,249	231,336			E
Program Manager, Information Technology	1.0	106,069	164,406			E
Program Manager, Accounting	1.0	106,069	164,406			E
Senior Accountant/Analyst	2.0	80,092	116,534	38.51	56.03	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	149,249	231,336			E
Program Manager, Transportation Planning	1.0	106,069	164,406			E
Program Manager, Transportation Data and Services	1.0	106,069	164,406			E
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	149,249	231,336			E
Program Manager, Programming	1.0	106,069	164,406			E
Program Analyst	1.0	80,092	116,534	38.51	56.03	NE
Administrative Assistant	0.4	51,628	75,119	24.82	36.11	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	149,249	231,336			E
Program Manager, Regional Transit Planning	1.0	106,069	164,406			E
Program Manager, Transit Contracts	1.0	106,069	164,406			E
Transit Planner	2.0	80,092	116,534	38.51	56.03	NE
Transit Information Center and Technology Specialist	1.0	51,628	75,119	24.82	36.11	NE
Administrative Assistant	0.6	51,628	75,119	24.82	36.11	NE
Customer Service Representative	2.0	44,598	64,891	21.44	31.20	NE
TRANSIT SUBTOTAL:	8.6					
TOTAL BUDGETED POSITIONS:	24.0					

VCTC will automatically adjust any wage that does not meet California's minimum wage or local faire-market wage requirements.
Hourly time is based on a 2080 hour year. If more billable hours in a year, than budget would be adjusted accordingly



March 21, 2024

MEMO TO: ADMINISTRATIVE/FINANCE COMMITTEE
FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
SUBJECT: PERSONNEL POLICY AND PROCEDURE MANUAL UPDATE

RECOMMENDATION:

- Approve updated Personnel Policies and Procedures Manual

BACKGROUND:

In October of 2022, VCTC entered a partnership with CPS HR Consulting (CPS) to provide for all things related to human capital and in support of same in the execution of operations of the organization. One of the initial projects asked of CPS was to have them review, revise, and make recommendations related to the content of the Personnel Policies and Procedures Manual (manual). This request was to ensure the manual did several things for VCTC to include but not limited to:

- Ensuring the manual was up to date with the latest state and federal personnel regulations.
- Ensuring policies and procedures provide clear and effective guidance to staff.
- Ensuring the manual was provided to staff in a usable format where information could more easily be researched and referenced.

DISCUSSION:

Following best practices, updating the manual is timely as a comprehensive overview of the manual last took place eight years ago. Therefore, over the past year and a half, our CPS consultant worked through the manual from cover to cover to provide feedback, ask questions of clarification, and to make recommendations for consideration by VCTC leadership. The executive leadership team were all assigned the task of going through the manual themselves in an effort to ensure they did not have any questions, while also allowing them the opportunity to provide additional feedback for content revision, deletion, or addition.

The draft revised manual presented to you here is the compilation of the work and efforts of our consultant, the executive leadership team, and with considerations given to general people management best practices and processes.

While there were many revisions or changes that were more formatting, or word preference in nature there were also some relatively significant changes made to bring our manual current and

in compliance with established mandates, regulations, and employment related law. Two of the key changes to the manual involve cell phone policy and restoring the vacation redemption policy that was amended in 2021. First, with the advent of hybrid-work options for the majority of VCTC employees, the cell phone policy was updated to include a cell phone allowance for all VCTC employees, rather than just directors and managers as had been previous practice. Second, the vacation redemption policy was updated to reflect that vacation would need to be taken at maximum accrued levels, and could no longer be redeemed, or “cashed out”. Some of the other changes to the manual are also noted below:

- Updated table of contents with quick links for ease of navigation by staff.
- Updated and added language to outline provisions of and ensure compliance with Family Medical Leave Act and California Family Rights Act
- Updated language related to final pay when employment is separated.
- Updated language related to benefit programs and plans to include effective dates for coverage and eligible dependents.
- Updated language to clarify flextime, and parameters for which it may be requested/used.
- Updated language and inclusion of many state mandated protected leave types (some paid but mostly unpaid) to align with state laws.
- Updated Workplace respect and equal opportunity language to include anti-harassment, anti-bullying, and anti-discrimination policies.

The reality is that with the way employment laws are shifting all over the country, but especially in California, we will likely need to revisit updates to the manual annually to ensure compliance with changing legislation and related mandates. To this end, we plan to bring the manual back to the Commission every one to two years as needed.

As noted in my budget letter in the current budget, it continues to be one my goals that VCTC be a “high performing” organization, as well a “healthy” organization where staff feel valued. This updated version of the manual will better position both the Commission and its staff through daily operational and interactional protocols and practices to ensure transparency and consistency for our team and our constituents.