



VENTURA COUNTY TRANSPORTATION COMMISSION

**AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**

www.goventura.org

ADMINISTRATIVE/FINANCE COMMITTEE AGENDA

**THE OFFICE OF SUPERVISOR PETER FOY
980 ENCHANTED WAY #203
SIMI VALLEY, CA 93065**

THURSDAY, MARCH 26, 2015

8:00 AM

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. ADD CLASSIFICATIONS OF SENIOR ACCOUNTANT/ANALYST; and PROGRAM
MANAGER CAPITAL PROJECTS; AND SET COMPENSATION LEVELS FOR EACH
CLASSIFICATION – PG. 3**
- 4. DRAFT FY 15/16 BUDGET – PG. 13**
- 5. CLOSED SESSION**
*Conference with Labor Negotiators
(Pursuant to Government Code § 54957.6)
Agency designated representative: Darren Kettle, Executive Director
Unrepresented employee: All unrepresented employees*
- 6. ADJOURN**

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Item #3

March 26, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION –ADMINISTRATIVE COMMITTEE

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: ADD CLASSIFICATIONS OF SENIOR ACCOUNTANT/ANALYST; and PROGRAM MANAGER - CAPITAL PROJECTS; AND SET COMPENSATION LEVELS FOR EACH CLASSIFICATION

RECOMMENDATION:

- Add classifications of Senior Accountant/Analyst and Program Manager - Capital Projects and set compensation levels for those newly created classifications.

BACKGROUND:

Staffing: In December 2009 the Commission adopted classification descriptions for all classifications in which Commission employees served. Job responsibilities were clearly delineated and the knowledge, skills, and abilities required to perform those jobs were identified. The Commission has made minimal changes to the staffing allocations and classifications since 2009, most recently adding classifications of Administrative Assistant, Transportation Planner I/II and Program Manager-Contracts I/II in 2013.

Senior Accountant/Analyst: With the reorganization of the Program Manager-Rail position, the TDA claims administration and financial audits and compliance portion of the TDA management was transferred to the Finance Department. In addition to these new tasks, the Finance Department must also meet the increasing reporting and compliance requirements from GASB and State and Federal governments. The addition of a Senior Accountant/Analyst will provide the Finance Department with the much needed support for the additional work and new regulations. Although VCTC staff has implemented strong internal controls to safe guard the Commission's assets, the addition of another accounting position would also allow for additional segregation of duties to allow for additional internal controls.

Program Manager-Capital Projects: VCTC staff will be presenting for Commission approval a recommendation for expediting the preliminary work for the 118 and 101 freeway improvement projects. For both projects, the State has programmed STIP funds to start design and environmental analysis in FY 2017/18. Contingent on the decision of the Commission to expedite these projects, an additional staff position, a Program Manager-Capital Projects, will be required to provide project management.

Analysis: VCTC staff has analyzed the most efficient and effective staffing levels for recommendation and approval.

The Senior Accountant/Analyst will work directly for the Finance Director and support all areas of finance including accounts receivables, accounts payables, payroll, budgeting, financial reporting, grants and especially TDA administration.

The Program Manager-Capital Projects will work for the Programming Director on the 118 and 101 freeway improvement projects.

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. By filling at the lower classification level or a lower step of the salary range, VCTC can control personnel costs and still provide employees upward career mobility and staff development.

Proposed Salary Range:

Level	Title	Annual Range Bottom	Annual Range Top	Hourly Range Bottom	Hourly Range Top
Analyst	Senior Accountant/Analyst	\$50,100	\$83,945	\$24.09	\$40.36
Manager	Program Manager – Capital Projects	\$70,132	\$104,069	\$33.72	\$50.03

Costs:

Item	Employee Hourly Cost	Annual Salary and Benefits Cost	Status
Senior Accountant/Analyst Top Hourly Cost	Up to \$40.36	Up to \$23.88	40 hours per week
Program Manager – Capital Projects Top Salary Cost	Up to \$50.03	Up to \$26.25	40 hours per week

Both positions have been budgeted for the full FY 2015/16. It is expected that the positions will not start at the top step of the salary ranges, which means that actual costs will be less than presented above. The actual full costs will be unknown until appointments are made, but the amount will be no more than the annual \$294,530 for total salary and benefits.

Funding for the Program Manager - Capital Projects position is from STP project grants and PPM funds. Funding for the Senior Accountant/Analyst position is from indirect and LTF funds.

Proposal: It is recommended to add the new classifications of Senior Accountant/Analyst and Program Manager - Capital Projects.

ACTION/DISCUSSION:

It is requested that the Administrative Committee recommend to the full Commission to add the new classifications of Senior Accountant/Analyst and Program Manager-Capital Projects. The recommended compensation levels for the new classifications are set at hourly ranges of Senior Accountant/Analyst \$24.09 - \$40.36; and Program Manager-Capital Projects \$33.72 - \$50.03.

Attachment: 2 job descriptions

**Ventura County Transportation Commission
Job Description**

Senior Accountant/Analyst

Definition

Under general direction, plans and participates in a wide variety of advanced level professional, analytical, and coordination duties for Finance and Accounting; assists with record keeping, reporting, and financial analysis processes, procedures, budgeting, and programs; and provides highly responsible and complex professional staff assistance to the Department Director of Finance; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for managing a wide variety of projects. It has primary responsibility for Agency-related accounting and finance functions. It is distinguished from the next higher level position of department head, in that the later has greater responsibility for a wider variety of programs and functions.

Typical and Important Duties

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

- Monitors, prepares, maintains, and submits, as appropriate, a variety of forms, claims, and reports to local, state, and federal agencies.
- Provides responsible technical and administrative support for accounting-related issues.
- Perform advanced professional level staff assistance and coordination in support of fiscal management, record keeping, reporting, and financial analysis.
- Participate in the development and implementation of new or revised Finance and Accounting programs, systems, procedures, and methods of operation.
- Compile and analyze data and make recommendations regarding Finance and Accounting; assist in the development and implementation of Finance and Accounting policies and procedures.
- Participate in the preparation and administration of the budget; provide fiscal forecasting and analysis; maintain and monitor appropriate budgeting and expenditure controls.
- Research, collect, compile, and analyze information from various sources on a variety of Finance and Accounting systems and procedures; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Review and/or reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary; prepare adjusting entries.
- Review various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; prepare requisitions for funds to grantors and disbursements to contractors.
- Review payroll; assist with the preparation and process bi-weekly payroll; tax information for deposits; maintain and report CalPERS retirement contributions; prepare quarterly and year-end tax reports and W-2s.
- Assist with cash deposits for accounts and accounts receivable process on accounting system.
- Assist with accounting reports; collect and post financial, budget, and product information; prepare management reports.
- Assist with the preparation of records for audits and year end reporting.
- Analyze, interpret, and apply existing and new legislation and regulations, including administrative guidelines, resolutions, and policies pertaining to revenues; provide related detailed analysis, reports, statements, and other written documents.
- Assist with maintaining adequate internal controls over revenues and handle daily cash management; verify accuracy and completeness of funds collected.
- Coordinate grant administration reporting including Federal Transit Administration (FTA).

- Audit account numbers and balance available for financial demands and purchase orders; review account balances and entries for errors.
- Conduct surveys and perform research and statistical analyses on Finance and Accounting problems or issues.
- Assist with the disbursement and accounts payable process including yearend 1099 reporting.
- Assist with claim review and year end reporting and financial audits of the Transportation Development Act (TDA).
- Assist with fixed asset monitoring and reporting.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Prepares comprehensive reports, correspondence and presentations.
- 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: Five years of progressively more responsible professional-level finance and accounting experience. Knowledge of TDA audits is desirable.

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

Job-Related Qualifications

Knowledge of:

- Principles and procedures of financial, statistical, and administrative record keeping.
- Public agency finance, accounting, budgeting, and auditing procedures.
- Financial research and report preparation methods and techniques.
- Advanced principles and practices of finance, accounting, and auditing.
- Advanced principles and practices of budget development, preparation, and expenditure control.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of finance and accounting programs, policies, and procedures.
- Pertinent federal, state, and local laws, codes, and regulations.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of accounting programs, services, and functions.
- Report preparation and record keeping techniques.
- Modern administrative and management principles, procedures, and techniques.
- Business letter writing and the standard format for reports and correspondence.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Financial, analytical, statistical, and mathematical methods and procedures.
- Records management principles and practices.

Ability to:

- Maintain a clear, accurate full-charge finance and accounting system, including the use of computerized systems and spreadsheets.
- Apply generally accepted finance and accounting principles and procedures to a variety of finance and accounting transactions and problems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of finance and accounting goals.
- Research, analyze, and evaluate finance and accounting programs, policies, and procedures.
- Prepare clear and concise correspondence and reports on a variety of finance and accounting issues.

- Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.
- Effectively administer a variety of finance and accounting programs, functions, and administrative activities.
- Conduct research on a wide variety of finance and accounting topics.
- Interpret and apply finance and accounting policies and procedures.
- Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- 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 modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.

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: Non-Exempt/Administrative

ADA Review:

DOT: No

Physical: No

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**Ventura County Transportation Commission
Job Description**

Program Manager – Capital Projects

Definition

Under general supervision, plans, organizes, coordinates, and manages the roadway and highway improvement projects; manages the design and construction of Agency projects; performs a variety of transportation-related engineering tasks, which may include supervision of professional staff and engineering consultants; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for managing a wide variety of projects. It has primary responsibility for Agency-related capital improvement engineering functions. This position exercises independent judgment and discretion in formulating, managing, and controlling engineering and project management functions and in strategic planning. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions.

Typical and Important Duties

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

- Plans, prioritizes, directs, and supervises the work of staff, project teams or consultants engaged in a variety of transportation projects from early planning stages through final construction and acceptance; performs administrative work in the preparation and control of project budgets and funding recommendations; administers project development contracts including approving contractor and consultant pay requests;
- Monitors and tracks financial aspects of transportation projects, including administration of state and federal grants; prepares reports and makes recommendations to agency management; assists in the acquisition of land, easements, and rights of way; meets with developers, contractors, consultants, groups and citizens; recommends and assists management in the implementation of goals, objectives, policies and procedures; establishes schedules and methods for completing assignments; identifies resource needs and reviews needs with management staff; allocates resources accordingly.
- Provides responsible technical and administrative support for transportation-related engineering issues.
- Monitors, prepares, maintains, and submits, as appropriate, a variety of forms, claims, and reports to local, state, and federal agencies.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Prepares comprehensive reports, correspondence and presentations.
- 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: Five years of progressively more responsible professional-level transportation-related engineering experience, including at least one year in a supervisory capacity.

Training: A bachelor's degree from an accredited college with major coursework in civil engineering, business administration, public administration, social services, political science, public policy, environmental studies, transportation or urban planning, or a related field. Possession of a valid Certificate of Registration as a Professional Traffic Engineer or Professional Civil Engineer or Engineer in Training in the State of California is preferred.

Job-Related Qualifications

Knowledge of:

- Standard design and construction standards and practices for highway, rail, and building projects.
- Standard construction specifications for public works projects.
- Civil engineering design practices.
- Public works construction practices.
- Applicable local, state, and federal laws and regulations, including the public contract code and application of the California Public Utilities Commission regulations.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Modern administrative and management principles, procedures, and techniques.
- Business letter writing and the standard format for reports and correspondence.
- Accounting principles and practices.
- Budget preparation and management.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.
- Financial, analytical, statistical, and mathematical methods and procedures.
- Records management principles and practices.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Manage large and complex engineering projects.
- Plan, organize, and supervise the work of staff and consultants.
- Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Make effective public presentations.
- 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 modeling correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.

Skill in:

- Using a personal computer and associated applications, such as transportation-related and engineering 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

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Item #4

March 26, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: FISCAL YEAR 2015/2016 DRAFT BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Receive the Fiscal Year 2015/2016 Draft Budget
- Conduct Public Hearing to receive testimony on the Draft Fiscal Year 2015/2016 Budget.

DISCUSSION

The Draft Fiscal Year 2015/2016 Final 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 is in many ways as a "continuation" budget for the majority of VCTC programs and projects with one major exception. The Draft Budget contains a budget task that was added mid-year in Fiscal Year 2014/2015: VCTC Office Building Purchase and Reconstruction. It is anticipated that renovations of the new building will begin in the new fiscal year and provide a new "home" for VCTC.

At \$62,136,426, the Draft Fiscal Year 2015/2016 Budget is \$10,731,422 or -14.7% lower than Fiscal Year 2014/2015. This budget, while balanced, invests little in the future due to funding restrictions. The proposed budget contains six programs consisting of the Transit and Transportation program at \$16,149,312, the Highway program at \$1,159,000, the Rail program at \$6,467,900, the Commuter Assistance program at \$468,700, the Planning and Programming program at \$33,398,414 and the General Government program at \$4,493,100. The Fiscal Year 2015/2016 Draft budget is a balanced budget with an estimated ending fund balance of \$11,223,550.

Personnel costs for Fiscal Year 2015/2016 are budgeted at \$3,114,500 or 5% of the budget, which is a increase of \$451,000 from the previous fiscal year. The increase is largely due to the costs associated with the two proposed positions and the two vacant positions which are budgeted at the highest range

until actual salaries and benefits are known. The wage cost of \$2,136,800 includes a \$57,000 pool for merit increases for employees not at the top of their range. 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 2015/2016 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 and/or the Draft Budget include:

- The Fare Collection and APC Systems budget decreased \$113,853 as most of the equipment needs are expected to be purchased in Fiscal Year 2014/2015 in conjunction with the termination of the GoVentura Smartcard program and, thus, the removal of the GoVentura Smartcard task budget.
- The Nextbus budget decreased \$151,206 as the transition to the new wireless technology project is expected to be completed in Fiscal Year 2014/2015.
- The Senior and Disabled Transportation Services budget increased \$75,275 largely for additional consultant costs associated with ADA certification.
- The Transit Grant Administration budget decreased by \$2,114,031 as pass-through projects were completed, but it is expected to increase with the final budget when new pass-through funds to local agencies is included.
- The Valley Express budget decreased \$1,891,890 as the purchase of the new fleet was completed in Fiscal Year 2014/2015.
- The VCTC Intercity Service budget decreased \$9,177,500 as the purchase of the new fleet was completed in Fiscal Year 2014/2015.
- The Call Box System budget increased by \$560,400 for the planned upgrades to the 3G network.
- The Congestion Management Program budget has been combined with the Regional Transportation Planning budget.
- The LOSSAN budget decreased \$28,400 as membership dues are no longer needed with the transition completed in Fiscal Year 2014/2015 and the operational costs will now be covered with the State's intercity rail budget.
- The Metrolink Commuter Rail budget increased by \$1,629,878 for additional Proposition 1B pass-through projects and a reduction in reduced revenues.
- The Santa Paula Branch Line budget increased by \$140,444 for additional consultant costs associated with the required bridge inspections and the load capacity calculations.
- The Rideshare Program budget decreased by \$24,100 largely due to lower database costs.
- The Airport Land Use Commission budget has decreased by \$89,167 as the JLUS study nears completion.
- The Regional Transit Planning budget increased by \$94,952 largely due reallocating transit staffing needs.
- The Regional Transportation Planning budget increased by \$328,500 for the updates of the Congestion Management Plan and the traffic model.
- The Transportation Development Act budget decreased \$2,446,803 as Fiscal Year 2014/2015 had a one-time increase in revenues due to the mid-year revision.
- The Transportation Programming and Monitoring budget increased by \$538,980 for the addition of a full-time staff position and additional consultant time for the advancement of the 101 and 118 routes.
- The Community Outreach and Marketing budget decreased by \$302,200 as the branding and launch of the two new fleets was completed in Fiscal Year 2014/2015.
- The VCTC Office Building budget increased by \$2,574,999 as the renovation of the new office building begins.

The Draft Budget is a "work-in-progress" for VCTC as tasks are fine-tuned. Staff will take provided input from the Commission as well as new information 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 2015/2016 budget was submitted to the Finance Committee for review with Chairman Foy, Vice-Chair Millhouse and previous Chair Sojka at the March 26th Finance Committee meeting. The Finance Committee recommended

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 2014 meeting at which time a second public hearing will be held pursuant to the VCTC Administrative Code.

The proposed Draft Fiscal Year 2015/2016 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Draft Fiscal Year 2015/2016 budget is available on the VCTC website, www.goventura.org.