



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov
SUBJECT: Proposed Organizational Restructure of the Napa Valley Transportation Authority (NVRTA)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board approve (1) the Organizational Restructure of NVRTA as provided in Attachment 2, (2) the re-classification of the Program Manager-Finance position to Director-Administration, Finance, & Policy, (3) the re-classification of the Program Manager-Planning to Director-Programs, Projects & Planning, (4) establish a salary range of \$129,132-\$142,044 for the two Director positions, and (5) the increase in the 457 Deferred Compensation employer match from \$1,000 annually to \$2,500 annually for the Director positions.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Refinement of organizational responsibilities (Attachment 2) and the re-classification of two Program Managers to Directors are being proposed to better serve the needs of the Agency. Job descriptions for the Director positions will be refined and will include added responsibilities and reassignment of staff oversight.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Yes, \$19,127 increase in Salaries and Wages and a \$3,000 increase in 457 Employer Contribution.

Is it currently budgeted? No, an increase in the budget appropriation is necessary which will be presented to the Board for their review in their next quarterly update (September 2017).

Where is it budgeted? Congestion Management Agency-salary and benefits

Future fiscal impact: Yes

Consequences if not approved: Reclassification of the two Program Managers to Directors would not occur.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Refinement of organizational responsibilities, and to better serve the needs of the Agency, staff is requesting that the Board:

- Approve the organizational restructure of NVTA.
- Reclassify the Program Manager-Finance to Director, Administration, Finance & Policy with an annual salary range of \$129,132-\$142,044.
- Reclassify the Program Manager-Planning to Director, Programs, Projects & Planning with an annual salary range of \$129,132-\$142,044.

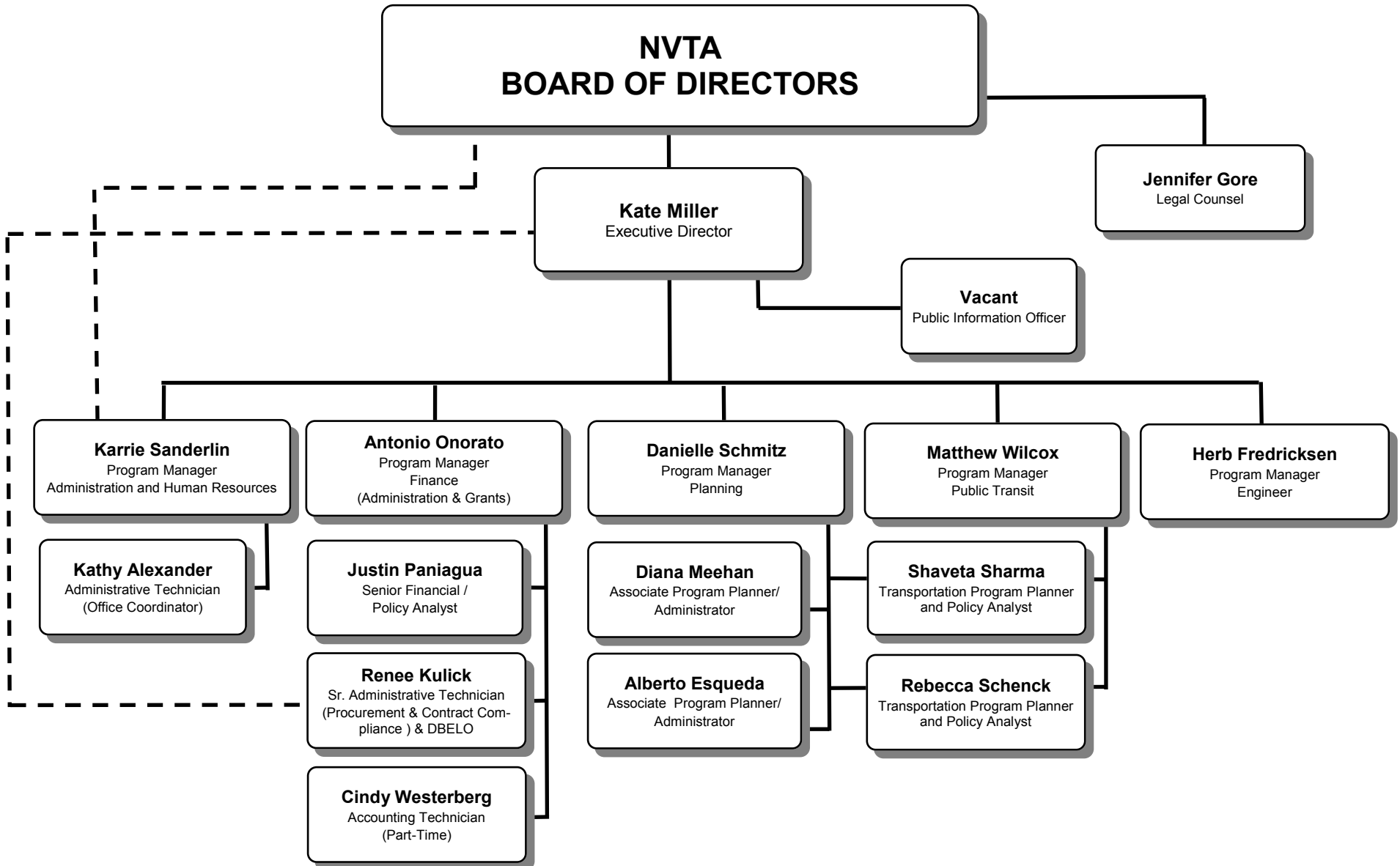
Including the Director, NVTA has fourteen full time employees (one position currently vacant) and one part-time employee. The reorganization proposal will not add any additional positions.

SUPPORTING DOCUMENTS

Attachments: (1) Current Organizational Chart
(2) Proposed Organizational Restructure

NVTA Organizational Chart

ATTACHMENT 1
 NVTA Agenda Item 11.1
 July 19, 2017



Board Approved: July 20, 2016
 Effective: January 3, 2017
 Updated: June 1, 2017

Proposed NVTA Organizational Chart

