



VENTURA COUNTY TRANSPORTATION COMMISSION

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

www.goventura.org

ADMINISTRATIVE AND FINANCE COMMITTEE AGENDA

**OFFICE OF SUPERVISOR LINDA PARKS
625 WEST HILLCREST DRIVE
THOUSAND OAKS, CA
WEDNESDAY, MAY 29, 2019**

10:00 AM

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. VCTC FISCAL YEAR 2019/2020 BUDGET – PG. 3**
- 4. EDUCATIONAL REIMBURSEMENT POLICY CHANGES – PG. 9**
- 5. VCTC OFFICE SPACE – PG. 11**
- 6. ADJOURN**

THIS PAGE INTENTIONALLY LEFT BLANK



Item #1

May 29, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

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

SUBJECT: FISCAL YEAR 2019/2020 BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2019/2020 Budget.
- Approve forwarding to the full Commission for adoption, the Fiscal Year 2019/2020 salary schedule (Attachment 1 of this item and Attachment C in the Fiscal Year 2019/2020 Budget) effective July 1, 2019.
- Approve forwarding to the full Commission, Resolution 2019-04 adopting the proposed Fiscal Year 2019/2020 Budget.

DISCUSSION:

The proposed Fiscal Year 2019/2020 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 proposed Budget is in many ways a "continuation" budget for the majority of VCTC programs and projects. However, after reviewing VCTC's accounting and financial reporting including its measurement focus and basis of accounting and researching industry practice, Government Accounting Standards Boards (GASB) 34, and other related pronouncements and regulations, the budget now includes an additional special revenue fund. VCTC management determined that VCTC should present the activities associated with the State of Good Repair (SGR) revenues as a special revenue fund based on the research and in an effort to provide more transparency of the activities.

At \$82,452,074, the Fiscal Year 2019/2020 Budget is \$2,307,040 or 2.9% higher than the Fiscal Year 2018/2019 budget and \$6,095,979 or 8% higher than Draft Fiscal Year 2019/2020. The proposed budget is a balanced budget with an estimated ending fund balance of \$15,667,367. The proposed budget contains six programs:

- Transit and Transportation program at \$21,680,500
- Highway program at \$9,093,700

VCTC Administrative Committee
May 29, 2019
Item #1
Page #2

- Rail program at \$13,511,974
- Commuter Assistance program at \$608,400
- Planning and Programming program at \$36,250,100
- General Government program at \$1,307,400

Personnel costs for Fiscal Year 2019/2020 are budgeted at \$3,212,000 or 3.9% of the budget, which is an increase of \$145,100, or 4.7% increase, from the previous fiscal year. At the April 2019 Commission meeting, the Commission approved increasing the director and manager salary ranges to bring the classifications up to market standards effective July 1, 2019. The wage cost of \$2,142,600 includes approximately an \$80,000 pool for merit increases for employees not at the top of their range. Benefits account for 1.3% of the Budget. Further information about personnel can be found within the Personnel Section of the budget.

Below are some of the major changes in the proposed Fiscal Year 2019/2020 budget as compared to the Draft Fiscal Year 2019/2020 Budget. 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 were:

- The Transit Grant Administration budget increased by \$3.9 million with the inclusion of new pass-through projects to local agencies.
- The VCTC Intercity Service budget increased by \$92,900 for additional marketing of the demonstration route and contract services.
- The Motorist Aid Services budget increased by \$0.5 million for the addition of the new First Responder Grant Program.
- The Metrolink budget increased by \$150,000 for the new Saturday service.
- The Santa Paula Branch Line budget increased by \$52,000 for consultant services to explore the options of dealing with the upcoming expiration of the operating lease.
- The Regional Transit Planning budget increased \$232,000 for additional funds for the College Pass Pilot Program.
- The TDA Administration budget increased \$88,000 for additional pass-through to local agencies.
- The Management and Administration budget increased by \$23,000 largely due to the addition of the new employee reimbursement program offset by the adjustment to salaries.

The major changes presented with the Draft Budget from the previous fiscal year were:

- The Regional Transit Technology budget decreased by \$2,118,616 for the anticipated completion of the CAD/AVL equipment project.
- The Transit Grant Administration budget decreased by \$5,406,503 as pass-through projects were completed. It is expected to increase with the final budget when new pass-through funds to local agencies are included.
- The VCTC Intercity Service budget decreased by \$762,626 due to the completion of the bus purchase in Fiscal Year 2018/2019 offset by depreciation expense in the current year not previously budgeted.
- The Motorist Aid Services budget (previously the Callbox System budget) decreased by \$581,000 due to the completion of the ADA upgrades and compliance project.
-

VCTC Administrative Committee
May 29, 2019
Item #1
Page #3

- The Highway Project Management budget increased by \$2,740,080 for the continuation of the U.S. 101 preliminary engineering and environmental documents.
- The Metrolink Commuter Rail budget increased by \$2,841,323 largely due to carry-over of the capital rehabilitation projects funded by SB1/State of Good Repair funds.
- The Rideshare Program budget increased by \$32,800 due to increased database administration and staffing costs.
- The Regional Transit Planning budget decreased by \$346,691 largely due to the completion of consultant studies such as the Origin/Destination Customer Satisfaction Survey and the implementation portion of the College Pass Program.
- The Regional Transportation Planning budget decreased by \$161,500 for partial completion of the multi-modal corridor study of the U.S. 101 and Freight Corridor Extension Study.
- The Transportation Development Act budget increased \$836,894 due to increased pass-through funds to local agencies.
- The Management and Administration budget increased by \$137,800 for relocation and furniture and equipment for the new office area and an adjustment for the over collection of the ICAP in a previous fiscal year.

The estimated ending Fiscal Year 2019/2020 fund balance (after contingency set aside) is expected to be \$15.6 million. The Commission's available General Fund balance is estimated to be \$36,345. The other funds are restricted and the estimated fund balance are \$559,576 for the Local Transportation Fund (which includes unallocated Article 3 bicycle and pedestrian funds), \$11.9 million for the State Transit Assistance fund, \$3 million for the Service Authority for Freeway Emergencies fund and \$25,359 for the Santa Paula Branch Line, \$93,601 balance for the State of Good Repair fund (to be passed through to local agencies at a future date), and a zero balance for the VCTC Intercity Services and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$11.9 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed. 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 and potential office relocation costs including associated furniture and equipment costs.

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2019/2020 budget went to the Finance Committee on March 28, 2019 in advance of the full Commission, which included a public hearing at the meeting on April 5, 2019. Today, May 29, 2019, the Finance Committee, consisting of Chair Minjares, Vice-Chair Bill de-la-Pena, and Past-Chair Parks will convene to discuss the details of the proposed Final Budget. After reviewing the proposed budget, staff recommends that the Finance Committee forward the proposed budget as presented to the full Commission at the June 2019 Commission meeting.

The proposed Fiscal Year 2019/2020 Budget is a balanced budget and is a separate attachment to the agenda. After the Fiscal Year 2019/2020 Budget is approved by the Commission, the budget will be printed and made available to the public in addition to being available on the VCTC website at www.govventura.org

**RESOLUTION NO. 2019-04
A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY AND THE
ADOPTING THE FISCAL YEAR 2019/2020 BUDGET**

The VENTURA COUNTY TRANSPORTATION COMMISSION, the VENTURA COUNTY AIRPORT LAND USE COMMISSION, the VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY and the VENTURA INTERCITY SERVICE TRANSIT AUTHORITY, (hereinafter collectively referred to as "VCTC" or the "Commission") hereby finds and determines:

WHEREAS, the VCTC budget for Fiscal Year 2019/2020 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

WHEREAS, the budget was made available to the public and a public hearing was held by VCTC prior to this adoption as required by section 12, subsection f, of the VCTC Administrative Code;

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2019/2020 Budget and authorizes expenditures of \$82,452,074. Included in the budget adoption is the approval for all identified estimated revenues, expenditures and transfers between funds as well as the schedule of salary ranges for the fiscal year.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2019 in the manner and to the extent authorized by the VCTC Administrative Code.

Section 3. The Chair of VCTC is hereby authorized to execute this Resolution on behalf of VCTC and the Clerk of the Commission is hereby authorized to attest to the signature of the Chair and to certify the adoption of this resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

Adopted this 7th day of June 2019.

ATTEST:

Manuel Minjares, Chair
APPROVED AS TO FORM:

Donna Zimmermann, Clerk of the Commission

Steven T. Mattas, General Counsel

Attachment 1
Ventura County Transportation Commission
Salary Schedule
Fiscal Year 2019/2020
Effective July 1, 2019

Department/Position	FTE	Annual Range Bottom	Annual Range Top	Exempt vs. Non-Exempt
TRANSIT AND TRANSPORTATION				
Transit Director	1.0	109,108	158,482	E
Program Manager, Regional Transit Planning	1.0	70,132	115,364	E
Program Manager, Transit Contracts	1.0	70,132	115,364	E
Transit Planner	1.0	50,100	88,625	NE
Transit Specialist	1.0	43,827	63,545	NE
Lead Customer Service Representative	1.0	43,827	63,545	NE
Customer Service Representative	2.0	24,960	40,331	NE
Administrative Assistant	0.6	43,827	63,545	NE
Transit and Transportation Subtotal:	8.6			
PLANNING AND TECHNOLOGY				
Planning and Technology Director	1.0	109,108	158,482	E
Information Technology Systems Analyst	1.0	70,132	115,364	E
Program Manager, Transportation Planning	1.0	70,132	115,364	E
Program Analyst	1.0	50,100	88,625	NE
Planning and Technology Subtotal:	4.0			
PROGRAMMING				
Programming Director	1.0	109,108	158,482	E
Program Manager	1.0	70,132	115,364	E
Administrative Assistant	0.4	43,827	63,545	NE
Programming Subtotal:	2.4			
FINANCE				
Finance Director	1.0	109,108	158,482	E
Senior Accountant / Analyst	1.0	50,100	88,625	NE
Accounting Technician	1.0	43,827	63,545	NE
Finance Subtotal:	3.0			
ADMINISTRATION				
Executive Director	1.0	0	248,843	E
Clerk of the Board/Public Information Officer	1.0	70,132	115,364	E
Receptionist/Secretary	1.0	43,827	63,545	NE
Administration Subtotal:	3.0			
Total Budgeted Positions	21.0			
APPROVED POSITIONS NOT BUDGETED				
Intern	1.0	24,960	40,331	NE
Analyst	1.0	50,100	88,625	NE
Program Manager, Highway Capital	1.0	70,132	115,364	E

THIS PAGE INTENTIONALLY LEFT BLANK



Item #2

May 29, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SUBJECT: EDUCATIONAL REIMBURSEMENT POLICY CHANGES

RECOMMENDATION:

- Approve changes to the Personnel Policies and Procedures Manual's Educational Reimbursement Policy.

BACKGROUND:

VCTC's Personnel Policies and Procedures Manual contains a section 8.7 Educational Reimbursement Policy that was originally drafted in 2011. It provides employees with the incentive and opportunity to advance their education and training which, in turn, enhances their contributions to VCTC's work program. The maximum reimbursement amount per fiscal year was originally set at \$1,000 per employee. This amount was appropriate when the policy was originally approved but has not kept pace with the current expenses of attending schools in the region. The current fee schedule for a part-time student at the California State University Channel Islands (CSUCI) is \$2,195 per semester. This includes tuition and fees but not text books. Rather than setting a specific dollar maximum reimbursement per year, I am recommending that the policy language link the reimbursement amount to the actual cost for a part-time student at CSUCI. Indexing the VCTC policy to the CSUCI costs will help keep the program's benefit in pace with the changing expenses in the region's educational facilities. I recommend the following changes to the policy:

- 8.7.4 **Approval:** Employees may be reimbursed for books, tuition, and fees to the maximum amount equal to a part-time student's books, tuition, and fees at the California State University Channel Islands (CSUCI). Reimbursement shall not exceed the Internal Revenue Code's section 127 maximum educational reimbursement amount in any calendar year nor exceed CSUCI's costs for any two semesters in a fiscal year. Reimbursement will be made upon successful completion of the course, provided that the employee submits the following to his/her department director within 30 days of course completion: evidence of earning a grade C or better for the course, or proof of attendance for classes that do not use a formal grading system or a verified statement including adequate receipts of tuition, fees and book expenses.

I recommend approval of the listed changes to the Personnel Policies and Procedures Manual. Funding for this program is included in the draft FY 2019/20 budget.

THIS PAGE INTENTIONALLY LEFT BLANK



Item #3

May 29, 2019

MEMO TO: ADMINISTRATIVE COMMITTEE - VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE SPACE

RECOMMENDATION:

- Discuss Office Space Location Options.

BACKGROUND:

The Commission occupies 6750 square feet of office space at 950 County Square Drive, a professional office building known as Lincoln's Inn. VCTC has been at this location since its inception in 1989 and actually assumed space of its predecessor agency, the Ventura County Association of Governments. Originally, VCTC's staff of 2-3 employees occupied one office suite. Over time as VCTC took on additional responsibilities and added personnel space needs expanded accordingly. The office space is on two floors and has three different entrance points. The space and floor plan is very inefficient with a substantial amount of square footage being under-utilized yet still part of per square foot lease rate. The current monthly rate is \$12,100 (\$1.79/square foot). VCTC's current lease expires January 31, 2020.

The Commission initiated the process of purchasing office space in early 2013 at a time when southern California was coming out of the "great recession" and property and construction costs were relatively low. VCTC had been working toward the purchase and renovation of a new main office located at 2220 Ventura Boulevard in Camarillo. When VCTC entered into the purchase agreement with the City of Camarillo for the 2220 Ventura Boulevard, the opportunity with the City to purchase the building for \$1 and renovate for \$3.5 million was a very good deal for the 12,500 square foot building. The primary funding source for the renovation construction is State Transit Assistance (STA) funds. Unfortunately, the estimated cost of the project increased significantly and several financial risk factors arose that lead to VCTC formally notifying the City of Camarillo it would not move forward with the purchase and renovation of the building.

Since then I have been consulting both County Real Estate Services staff as well as several professional office space brokers who are aware of VCTC's need to pursue new office space. I would like to discuss office space options and factors with Administrative Committee members so that I can factor that input into my efforts to identify a preferred location for VCTC's future headquarters.