



**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](http://www.goventura.org)

**FINANCE COMMITTEE MEETING  
AGENDA**

*\*Actions may be taken on any item listed on the agenda*

**The meeting will be via ZOOM Webinar**

<https://us02web.zoom.us/j/86362800042?pwd=bU84QXR5MC9tNDZRRzRwckhpNWJ0Zz09>

**THURSDAY MAY 28, 2020**

**11:00 AM**

*In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at [ribarra@goventura.org](mailto:ribarra@goventura.org) by 4:30PM, Wednesday, May 27, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to [ribarra@goventura.org](mailto:ribarra@goventura.org) or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to 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. VCTC PROPOSED FISCAL YEAR 2020/2021 BUDGET- PG. 2**
- 5. ADJOURN**



Item #4

May 28, 2020

**MEMO TO: VCTC FINANCE COMMITTEE**

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

**SUBJECT: FISCAL YEAR 2020/2021 PROPOSED BUDGET**

**RECOMMENDATION:**

- Approve forwarding to the full Commission, Resolution 2020-04, adopting the proposed Fiscal Year 2020/2021 Budget.
- Approve forwarding to the full Commission for adoption, the Fiscal Year 2020/2021 salary schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2020/2021 Budget) effective July 1, 2020.

**DISCUSSION:**

The proposed Fiscal Year 2020/2021 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 Budget is a "continuation" budget for the majority of VCTC programs and projects. At \$78,556,244, the Fiscal Year 2020/2021 Budget is \$17,089,856 or 17.9% lower than Fiscal Year 2019/2020 and \$13,109,585 lower than the Draft Fiscal Year 2020/2021 budget. The proposed budget includes a substantial reduction in Local Transportation Fund sales tax receipts caused by the economic fallout from COVID-19 pandemic offset by the one-time temporary relief from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The proposed budget is a balanced budget with an estimated spendable ending fund balance of \$16,193,944.

- The draft budget contains six programs:
- Transit and Transportation program at \$29,684,200
- Highway program at \$5,947,700
- Rail program at \$13,431,755
- Commuter Assistance program at \$644,600
- Planning and Programming program at \$27,497,389
- General Government program at \$1,350,600

Personnel costs for Fiscal Year 2020/2021 are budgeted at \$3,648,200 or 4.6% of the budget, which is an increase of \$403,600 from the previous fiscal year. The wage cost of \$2,330,800 is an increase of \$166,900. This increase is largely due to two vacant Manager positions budgeted at fully burdened rates. One of the fully burdened positions is the new Manager of Government and Community Relations that was approved late in Fiscal Year 2019/2020. The actual costs are expected to be lower but will not be known until the positions are filled. The wage cost also includes a \$70,500 pool for merit increases for employees not at the top of their range. Benefits account for 1.7% of the Budget. A salary/benefit placeholder of \$68,900 was included with the Draft Budget but has been removed from the final budget along with the proposed Program Analyst position for a savings of \$200,700. 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 2020/2021 budget as compared to the Draft Fiscal Year 2020/2021 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:

- All budgets included changes and reductions in staffing costs.
- The Senior and Disabled Transportation Services budget decreased \$51,500 for lower staff and consultant cost.
- The Transit Grant Administration budget increased by \$8,955,800 largely for new Federal Transit Administration (FTA) pass-through funds and additional CARES Act funding passed-through to local agencies to provide temporary relief for loss of revenues caused by the COVID-19 pandemic.
- The Metrolink Commuter Rail budget decreased by \$1,928,219 largely due to operational cost funded by the CARES Act going directly to SCRRA instead of VCTC.
- The Regional Transportation Planning budget decreased \$163,800. Because of lower LTF funding passed-through to VCTC, funding available for consultant studies decreased.
- The Transportation Development Act budget decreased \$10.6 million. The decrease in LTF sales tax receipts caused by the COVID-19 pandemic economic fallout started in Fiscal Year 2019/2020. When the Fiscal Year 2019/2020 apportionment was revised, the contingency and fund balance were consumed; therefore, the 10% contingency had to be replaced in Fiscal Year 2020/2021 reducing the funds available for pass-through to local agencies even further.

The major changes presented with the Draft Budget at the April Commission meeting from the previous fiscal year were:

- The Regional Transit Technology budget decreased by \$2,141,017 in anticipation that the CAD/AVL equipment project will be completed in Fiscal Year 2019/2020.

- The Senior and Disabled Transportation Services budget increased by \$154,100 for the Americans with Disabilities Act certification process.
- The Transit Grant Administration budget decreased by \$1,533,100 as FTA pass-through projects were completed.
- The Valley Express budget increased by \$69,200 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget decreased by \$4,235,934 due to the completion of the bus purchase in Fiscal Year 2019/2020 offset by increased depreciation expense as VCTC now owns the whole fleet.
- The Motorist Aid Services budget has been combined with the SpeedInfo budget and decreased by \$230,020 due to the one-time Incident Responder Grant in the previous year offset by 9 months of the new FSP program.
- The Highway Project Management budget decreased by \$5,436,583 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Metrolink Commuter Rail budget increased by \$1,522,900 largely due to carry-over of the capital rehabilitation projects.
- The Regional Transit Planning budget decreased by \$117,144 largely due to the completion of consultant studies and completion of outreach.
- The Regional Transportation Planning budget has been combined with the Freight Movement budget and has increased by \$453,300 for consultant assistance to prepare a Congestion Management Plan and Comprehensive Transportation Plan.
- The Transportation Development Act budget increased \$1,060,813 for additional pass-through funding to local agencies including Article 3, Bicycle and Pedestrian funds.
- The Transportation Programming and Reporting budget increased by \$105,000 large due to increased staffing costs including the new program analyst position.
- The Management and Administration budget decreased by \$400,900 in anticipation of expenditures associated with the office relocation and furniture and equipment for the new office occurring in the prior year.

The estimated ending Fiscal Year 2020/2021 fund balance (after contingency set aside) is expected to be \$16.2 million. The Commission's available General Fund balance is estimated at \$89,725. The other funds are restricted and the estimated fund balance are \$70,000 for the Local Transportation Fund, \$13.0 million for the State Transit Assistance fund, \$2.9 million for the Service Authority for Freeway Emergencies fund, \$83,446 for the State of Good Repair Fund, \$36,037 for the Santa Paula Branch Line fund, 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 \$13.0 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 funds could also provide operational assistance for the VCTC Intercity services if the economy does not recover quickly.

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2020/2021 budget was reviewed by the Finance Committee (Chair Bill de la Pena, Vice-Chair Huber, and Past-Chair Minjares) on March 25, 2020 and the full Commission on April 10, 2020 which included a public hearing. On May 28, 2020 the Financial Committee will convene again to review the proposed Fiscal Year 2020/2021

budget. After review and discussion of the proposed budget, staff recommends that the Finance Committee forward the proposed budget as presented, associated resolution 2020-04, and associated salary schedule for the full Commission's approval at the June 2020 meeting where a public hearing will be held.

The proposed Fiscal Year 2020/2021 Budget is a balanced budget and is a separate attachment to the agenda. After the Fiscal Year 2020/2021 Budget and Salary Schedule are approved by the Commission, they will be available on the VCTC website at [www.goventura.org](http://www.goventura.org).

**RESOLUTION NO. 2020-04  
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 2020/2021 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 2020/2021 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 2020/2021 Budget and authorizes expenditures of \$78,556,244. 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, 2020 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 5<sup>th</sup> day of June 2020.

**ATTEST:**

\_\_\_\_\_  
Claudia Bill de la Pena  
**APPROVED AS TO FORM:**

\_\_\_\_\_  
Roxanna Ibarra, Clerk of the Commission

\_\_\_\_\_  
Steven T. Mattas, General Counsel

**Attachment 1**

**Ventura County Transportation Commission  
Salary Schedule by Department  
Fiscal Year 2020/2021  
Effective July 1, 2020**

<b>Department/Position</b>	<b>FTE</b>	<b>Annual Range Bottom</b>	<b>Annual Range Top</b>	<b>Exempt vs. Non-Exempt</b>
<b>TRANSIT</b>				
Public Transit Director	1.0	109,108	170,939	E
Program Manager, Regional Transit Planning	1.0	70,132	121,133	E
Program Manager, Transit Contracts	1.0	70,132	121,133	E
Transit Planner	1.0	50,100	88,625	NE
Transit Specialist	1.0	43,827	63,545	NE
Transit Information Center and Technology Specialist	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
<b>Transit and Transportation Subtotal:</b>	<b>8.6</b>			
<b>TRANSPORTATION</b>				
Planning and Policy Director	1.0	109,108	170,939	E
Program Manager, Transportation Planning	1.0	70,132	121,133	E
Program Analyst	1.0	50,100	88,625	NE
<b>Planning and Technology Subtotal:</b>	<b>3.0</b>			
<b>PROGRAMMING</b>				
Programming Director	1.0	109,108	170,939	E
Program Manager, Programming	1.0	70,132	121,133	E
Program Analyst	1.0	50,100	88,625	NE
Administrative Assistant	0.4	43,827	63,545	NE
<b>Programming Subtotal:</b>	<b>3.4</b>			
<b>FINANCE</b>				
Finance Director	1.0	109,108	170,939	E
Information Technology Systems Analyst	1.0	70,132	121,133	E
Senior Accountant / Analyst	1.0	50,100	88,625	NE
Accounting Technician	1.0	43,827	63,545	NE
<b>Finance Subtotal:</b>	<b>4.0</b>			
<b>ADMINISTRATION</b>				
Executive Director	1.0	0	248,843	E
Program Manager, Government and Community Relations	1.0	70,132	121,133	E
Clerk of the Commission/Executive Assistant	1.0	70,132	121,133	E
Receptionist/Secretary	1.0	43,827	63,545	NE
<b>Administration Subtotal:</b>	<b>4.0</b>			
<b>Total Budgeted Positions</b>	<b>23.0</b>			
<b>APPROVED POSITIONS NOT BUDGETED</b>				
Intern	1.0	24,960	40,331	NE
Analyst	1.0	50,100	88,625	NE
Program Manager, Highway Capital	1.0	70,132	121,133	E