



**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

**REGULAR MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE
AGENDA
MONDAY MAY 24, 2021
2:30 PM**

The meeting will be held via Zoom Webinar

<https://us02web.zoom.us/j/84486916500?pwd=TGdzeGVsMFRtUG1HLzN0WEIDRkcrUT09>

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

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 by 9:30 A.M., MONDAY, May 24, 2021. 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 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 FINAL DRAFT PROPOSED FISCAL YEAR 2021/2022 BUDGET- PG.2](#)

Recommendation:

- *Conduct a Public Hearing to receive testimony on the Fiscal Year 2021/2022 Budget.*
- *Receive the Fiscal Year 2021/2022 Proposed Budget, Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2021/2022 Budget) and Resolution 2021-07 and approve forwarding the budget to the Commission for approval.*

Responsible Staff: Darren Kettle & Sally DeGeorge

5. ADJOURN



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Item #4

May 24, 2021

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

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

SUBJECT: FISCAL YEAR 2021/2022 PROPOSED BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2021/2022 Budget.
- Receive the Fiscal Year 2021/2022 Proposed Budget, Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2021/2022 Budget) and Resolution 2021-07 and approve forwarding the budget to the Commission for approval.

DISCUSSION:

The proposed Fiscal Year 2021/2022 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget includes an Executive Summary that provides an overview of the upcoming issues and priorities of the upcoming year along with a budget summary and program overviews intended to provide a general understanding of VCTC's activities for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives, accomplishments, work elements, financial resources, and costs. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

At \$82,258,983, the Fiscal Year 2021/2022 Budget is \$15.7 million or 16% lower than Fiscal Year 2020/2021 and \$3.7 million higher than the Draft Fiscal Year 2021/2022 budget. The proposed budget is a balanced budget with an estimated spendable ending fund balance of \$16.4 million.

The Fiscal Year 2021/2022 budget contains six programs with proposed expenditures as follows:

- Transit and Transportation program at \$23,759,200
- Highway program at \$7,804,400
- Rail program at \$14,812,796
- Commuter Assistance program at \$662,800
- Planning and Programming program at \$33,955,187
- General Government program at \$1,264,600

Personnel costs for Fiscal Year 2021/2022 are budgeted at \$3,958,000 or 4.8% of the budget, which is an increase of \$300,100 from the previous fiscal year. The wage cost of \$2,535,200 includes approximately \$86,500 for potential merit increases for eligible employees not at the top of their range and the adjustment to the Executive Director's salary as well as \$69,800 for a proposed three percent cost-of-living adjustment for all employees. This budget contains two unfilled positions (the proposed Program Analyst position and the vacant Senior Accountant/Analyst position) that are budgeted at fully burdened rates (top of the salary range with associated taxes and maximum insurance costs). Actual costs for the unfilled positions are expected to come in lower but are unknown until the positions are filled. Benefits account for 1.7% of the Budget. The \$101,900 increase in benefits and taxes is largely due to the one new position that is fully burdened as well as the vacant position that is also fully burdened along with a small increase to pension and other post-employment benefits costs.

Below are the notable changes in the proposed Fiscal Year 2021/2022 Budget compared to the Draft Fiscal Year 2021/2022 Budget. Additional details of these changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes were:

- All budgets had small adjustments to the overhead costs.
- Staffing and benefit costs in budget tasks including the Executive Director's time increased slightly for the wage increase approved by the Commission in May.
- The Transit Grant Administration budget increased by \$2.7 million for new Federal Transit Administration (FTA) funds passed through to local agencies.
- The Highway Project Management and Monitoring budget increased by \$0.9 million for additional carry-over not expected to be utilized in Fiscal Year 2020/2021.
- The Transportation Development Act budget increased approximately \$52,000 for additional pass-through Article 3 bike and pedestrian funding.

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 \$2.8 million for the completion of the GOVCBus real time bus tracking and mobile ticketing projects.
- The Transit Grant Administration budget decreased by \$8.9 million as pass-through projects were completed and includes partial funding for the new program analyst position. It is expected to increase with the final budget when new pass-through funds to local agencies are included.
- The Valley Express budget increased by \$55,500 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget decreased by \$0.1 million for increased contractor costs offset by budget depreciation expense.

- The Highway Project Management budget decreased by \$5.5 million for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Motorist Aid Services budget increased by \$1.1 million for the second cycle of the Incident Responder Grant.
- The Metrolink Commuter Rail budget increased by \$1.1 million for increased operational costs that were paid for with CARES funding received directly by SCRRRA last fiscal year.
- The Santa Paula Branch Line budget decreased by \$773,743 for operator contributions of operating and maintenance.
- The Rideshare budget decreased by approximately \$40,000 for reduced consultant services.
- The Regional Transit Planning budget decreased by \$0.8 million largely due to the completion of consultant studies for the Transportation Emergency Preparedness Plan and the countywide transit system map as well as only including one year of funding for the College Ride program.
- The Regional Transportation Planning budget decreased by \$0.1 million for completion of the 101 Communities Connected study and the Ventura County Freight Corridor study offset by new costs for the update of the Comprehensive Transportation Plan and the Congestion Management Plan.
- The Transportation Development Act budget decreased \$1.1 million as there are lower estimated sales tax receipts and lower prior year carry-over balances.
- The Transportation Programming and Reporting budget increased by \$0.1 million largely due to increased staffing costs including the new program analyst position.
- The Community Outreach budget decreased approximately \$80,000 for a reduction of staff and consultant costs.
- The Management and Administration budget decreased by \$1.4 million for the completion of the move to the new office in Camarillo and the one-time pension liability payment to CalPERS.
- The State and Federal budget decreased approximately \$33,000 for a reduction of staff costs.

The estimated ending Fiscal Year 2021/2022 fund balance (after contingency set aside) is expected to be \$16.4 million. The Commission's available General Fund balance is estimated at \$11,000. The other funds are restricted, and the estimated fund balance are \$42,000 for the Local Transportation Fund, \$14.1 million for the State Transit Assistance fund, \$2.1 million for the Service Authority for Freeway Emergencies fund, \$149,000 for the State of Good Repair Fund, \$25,000 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 \$14.1 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 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 Fiscal Year 2021/2022 budget is being submitted to the Finance Committee (Chair Long, Vice-Chair Trembley and Past-Chair Bill de la Pena) for review. At the May 24, 2021 Finance Committee meeting, the Proposed Fiscal Year 2021/2022 Budget will be discussed and a recommendation from the Finance Committee will be needed. The proposed budget is scheduled for review and adoption at the Commission's June 2021 meeting where another public hearing will be held pursuant to the VCTC Administrative Code.

The proposed Fiscal Year 2021/2022 Budget is a balanced budget and is a separate attachment to the agenda. After the Fiscal Year 2021/2022 Budget and Salary Schedule are approved by the Commission, they will be available on the VCTC website at www.goventura.org.

**RESOLUTION NO. 2021-07
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 2021/2022 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 2021/2022 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 2021/2022 Budget and authorizes expenditures of \$82,258,983. 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, 2021 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 4th day of June 2021.

ATTEST:

Kelly Long
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 2021/2022
Effective July 1, 2021

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Exempt vs. Non- Exempt
ADMINISTRATION				
Executive Director	1.0	0	263,775	E
Program Manager, Government and Community Relations	1.0	70,132	124,767	E
Clerk of the Commission/Executive Assistant	1.0	70,132	124,767	E
Receptionist/Secretary	1.0	43,827	65,451	NE
ADMINISTRATION SUBTOTAL:	4.0			
FINANCE				
Finance Director	1.0	109,108	176,067	E
Program Manager, Information Technology	1.0	70,132	124,767	E
Program Manager, Accounting	1.0	70,132	124,767	E
Senior Accountant/Analyst	1.0	50,100	91,283	NE
FINANCE SUBTOTAL:	4.0			
PLANNING				
Planning and Sustainability Director	1.0	109,108	176,067	E
Program Manager, Transportation Planning	1.0	70,132	124,767	E
Program Analyst	1.0	50,100	91,283	NE
PLANNING SUBTOTAL:	3.0			
PROGRAMMING				
Programming Director	1.0	109,108	176,067	E
Program Manager, Programming	1.0	70,132	124,767	E
Program Analyst	1.0	50,100	91,283	NE
Administrative Assistant	0.4	43,827	65,451	NE
PROGRAMMING SUBTOTAL:	3.4			
TRANSIT				
Public Transit Director	1.0	109,108	176,067	E
Program Manager, Regional Transit Planning	1.0	70,132	124,767	E
Program Manager, Transit Contracts	1.0	70,132	124,767	E
Transit Planner	1.0	50,100	91,283	NE
Transit Specialist	1.0	43,827	65,451	NE
Transit Information Center and Technology Specialist	1.0	43,827	65,451	NE
Administrative Assistant	0.6	43,827	65,451	NE
Customer Service Representative	2.0	29,120	41,541	NE
TRANSIT SUBTOTAL:	8.6			
TOTAL BUDGETED POSITIONS:	23.0			

*VCTC will automatically adjust any wages that do not meet California's minimum wage or the local fair-market wage requirements.