



**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

**ADMINISTRATIVE AND FINANCE COMMITTEE SPECIAL MEETING
AGENDA**

**751 E DAILY DRIVE, SUITE 420
CAMARILLO, CA 93010**

**WEDNESDAY, MAY 25, 2022
10:00 A.M.**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a VCTC Committee or Commission meeting, please contact the Clerk of the Commission at (805) 642-1591 ext. 101 or via email at ribarra@goventura.org. Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility at 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 DRAFT FISCAL YEAR 2022/2023 BUDGET-PG.2**
Recommendation:
 - *Receive the Proposed Fiscal Year 2022/2023 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2022/2023 Budget) effective July 1, 2022 and approve forwarding to the full Commission for review and adoption.***Responsible Staff: Martin Erickson and Sally DeGeorge**
5. **ADJOURN**



Item #4

May 25, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2022/2023 PROPOSED BUDGET

RECOMMENDATION:

- Receive the Proposed Fiscal Year 2022/2023 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2022/2023 Budget) effective July 1, 2022 and approve forwarding to the full Commission for review and adoption.

DISCUSSION:

The proposed Fiscal Year 2022/2023 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, program overviews and goals 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.

In support of economic recovery coming out of the COVID pandemic this Budget continues to restore service levels. At \$103,728,800, the Fiscal Year 2022/2023 Budget is \$16,610,368 or 19.1% higher than Fiscal Year 2021/2022. The budget is a balanced budget with an estimated spendable ending fund balance of \$20,081,418. The draft budget contains six programs starting on Page 65 of the budget:

- Transit and Transportation program at \$25,272,700 (Budget Pages 66, 94-103)
- Highway program at \$6,971,600 (Budget Pages 67, 106-109)
- Rail program at \$21,353,289 (Budget Pages 68, 112-117)
- Commuter Assistance program at \$650,900 (Budget Pages 69, 120-123)
- Planning and Programming program at \$47,165,311 (Budget Pages 70, 126-135)
- General Government program at \$2,315,000 (Budget Pages 71, 138-143)

Personnel costs for Fiscal Year 2022/2023 are budgeted at \$3,899,100 or 3.8% of the budget, which is a decrease of \$128,550 from the previous fiscal year. The wage cost of \$2,579,000 includes approximately a \$66,800 pool for merit increases for employees not at the top of their range and \$72,100 as a proposed three percent COLA for all employees. Benefits account for 1.3% of the Budget. This budget contains four unfilled positions (the Transit Director, Program Manager of Transit Contracts and two Customer Service Representatives) 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. Further information about personnel can be found within the Personnel Section of the budget pages 51-59.

Below are the notable changes in the proposed Fiscal Year 2022/2023 Budget compared to the Draft Fiscal Year 2022/2023 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:

- Federal Transit Administration (FTA) revenues increased an additional \$2.5 million for the new pass-through funding to local agencies (Page 50).
- State Grant revenues increased an additional \$326,190 for the U.S. 101 Conejo Pass Wildlife Tracking Study (Page 50).
- The Transfers-in increased by approximately \$2 million in STA and LTF funds for the adjustments made to the Metrolink, Regional Transportation Planning and TDA Administration budgets.
- The Transit Grant Administration budget (Pages 98-99) increased an additional \$2.5 million for new FTA local agency pass-through projects (Pages 98-99).
- The Metrolink Commuter Rail budget (Pages 114-115) increased an additional \$2 million for one-time SCORE capital improvements. Metrolink had not finalized its Fiscal Year 2022/2023 budget when this budget was prepared and there may be additional changes that will be amended in later in the year.
- The Regional Transit Planning budget (Pages 128-129) increased an additional \$0.14 million for the addition of the TDA Triennial Performance audit.
- The Regional Transportation Planning budget (Pages 130-131) increased an additional \$0.33 million for the U.S 101 Conejo Pass Wildlife Tracking Study in partnership with the National Park Service.
- The TDA Administration budget (Pages 132-133) decreased by \$0.14 million as the LTF pass-through funding was finalized.

The major changes presented with the Draft Fiscal Year 2022/2023 budget as compared to last fiscal are presented below. Page numbers have been updated to reflect the Final Budget page numbers.

- Federal Transit Administration (FTA) Draft revenues decreased approximately \$7.9 million largely due to completion of projects that are passed-through to local agencies and the absence of the new FTA funding that is passed-through to local agencies (see the Transit Grant Administration Budget (Pages 98-99). The new FTA funding was unknown at the time of the Draft Budget preparation but will be added with the final budget in June (see above paragraph changes final to draft). This issue occurs each year during the budget cycle. Furthermore, there were one-time FTA CARES and FTA ARP funds used in the VCTC Intercity (Pages 102-103) budget last year that were fully expended.
- Local Transportation Fund (LTF) revenues increased by approximately \$7.1 million based on the County Auditor-Controller's January 2022 estimate of sales tax receipts. The County cautioned that "projections even in normal times are uncertain given the unpredictable nature of sales tax". It is uncertain if these revenues will be sustained long term (Page 44).

- The Accessible Mobility Services budget (Pages 94-95) is the new name for the previous Senior and Disabled Services budget to more accurately reflect the tasks involved and increased by approximately \$55,000 largely due to consultant and staffing costs.
- The Regional Transit Technology budget (Pages 96-97) decreased by approximately \$133,000 for lower professional services costs due to the completion of the mobile ticketing projects.
- The Transit Grant Administration budget (Pages 98-99) decreased by approximately \$4.2 million as pass-through projects were completed. This line item is expected to increase with the final budget with the new pass-through projects to local agencies will be added (see above paragraph changes final to draft).
- The Valley Express budget (Pages 100-101) increased by approximately \$232,000 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget (Pages 102-103) increased by approximately \$1 million due to increased bus contractor and consultant costs.
- The Highway Project Management budget (Pages 106-107) decreased by approximately \$355,000 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Motorist Aid Services budget (Pages 108-109) decreased by approximately \$1.5 million with the completion of the second cycle of the Incident Responder Grant and lower consultant costs.
- The Metrolink Commuter Rail budget (Pages 114-115) increased by approximately \$3.3 million for increased operational and capital costs while still including delayed capital projects from the prior fiscal years. This line item will change with the final budget as full budget information was not available from Metrolink at the time the Draft Budget was prepared (see above paragraph changes final to draft).
- The Santa Paula Branch Line budget (Pages 116-117) decreased by approximately \$111,000 for lower staff, legal and consultant costs now that the new operator is in operation.
- The Rideshare budget (Pages 122-123) decreased by approximately \$28,000 for reduced consultant services.
- The Regional Transit Planning budget (Pages 128-129) decreased by approximately \$356,000 largely due to the near completion of the Coordinated Plan and Transit Integration and Efficiency Study (TIES) studies and only including one year of funding for the College Ride program.
- The Regional Transportation Planning budget (Pages 130-131) increased by approximately \$150,000 for new analytics software offset by the completion of the Freight Study. The Comprehensive Transportation Plan and the Congestion Management Plan will continue into this fiscal year.
- The Transportation Development Act (TDA) Administration budget (Pages 132-133) increased approximately \$12.6 million for additional pass-through funding to local agencies with the increase in estimated revenues and carry-in balances.
- The Transportation Programming and Reporting budget (Pages 134-135) increased by approximately \$70,000 largely due to increased staffing costs.
- The Community Outreach budget (Pages 138-139) increased by approximately \$38,000 for an increase to consultant and staff costs.
- The Management and Administration budget (Pages 140-141) increased by approximately \$0.9 million with the one-time pension liability payment to CalPERS to reduce pension liability offset by the reduced staffing and office relocation costs.
- The State and Federal budget (Pages 142-143) decreased approximately \$12,000 for a reduction of staff costs.

The estimated ending Fiscal Year 2022/2023 fund balance (after contingency set aside) is expected to be \$20 million. The Commission's available General Fund balance is estimated at \$60,893. The other funds are restricted, and the estimated fund balance are \$50,565 for the Local Transportation Fund, \$17.3 million for the State Transit Assistance fund, \$2.3 million for the Service Authority for Freeway Emergencies fund, \$263,574 for the State of Good Repair Fund, \$25,367 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$17.3 million. 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 Draft Budget was reviewed by the Finance Committee in March 2022 and by the full Commission at its April 2022 meeting with a Public Hearing.

The proposed Fiscal Year 2022/2023 Budget is a balanced budget and is a separate attachment to the agenda. Staff's recommendation is to Receive the Proposed Fiscal Year 2022/2023 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2022/2023 Budget) effective July 1, 2022 and approve forwarding to the full Commission for review and adoption.

As required by the VCTC Administrative Code, the proposed Fiscal Year 2022/2023 budget is being submitted to the Finance Committee (Chair Trembley, Vice-Chair MacDonald and Past-Chair Long) for review at the May 25, 2022 Finance Committee meeting. The proposed budget will be reviewed and discussed and a recommendation from the Finance Committee will be needed.

As required by the Administrative Code, a public hearing will be held at the June Commission meeting where a public hearing will be required.

**RESOLUTION NO. 2022-07
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
ADOPTING THE FISCAL YEAR 2022/2023 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 COUNTY CONGESTION MANAGEMENT AGENCY, (hereinafter collectively referred to as "VCTC" or the "Commission") hereby finds and determines:

WHEREAS, the VCTC budget for Fiscal Year 2022/2023 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 2022/2023 Budget and authorizes expenditures of \$103,728,800. 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, 2022 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 3rd day of June 2022.

ATTEST:

Tony Trembley, Chair
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 2022/2023
Effective July 1, 2022

Department/Position	FTE	Annual Range		Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
		Bottom*	Top	Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	0	271,688			E
Program Manager, Government and Community Relations	1.0	70,132	128,510			E
Clerk of the Commission/Executive Assistant	1.0	70,132	128,510			E
Receptionist/Secretary	1.0	43,826	67,434	21.07	32.42	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	109,108	181,349			E
Program Manager, Information Technology	1.0	70,132	128,510			E
Program Manager, Accounting	1.0	70,132	128,510			E
Senior Accountant/Analyst	1.0	50,107	94,037	24.09	45.21	NE
FINANCE SUBTOTAL:	4.0					
PLANNING						
Planning and Sustainability Director	1.0	109,108	181,349			E
Program Manager, Transportation Planning	1.0	70,132	128,510			E
Program Analyst	1.0	50,107	94,037	24.09	45.21	NE
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	109,108	181,349			E
Program Manager, Programming	1.0	70,132	128,510			E
Program Analyst	1.0	50,107	94,037	24.09	45.21	NE
Administrative Assistant	0.4	43,826	67,434	21.07	32.42	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	109,108	181,349			E
Program Manager, Regional Transit Planning	1.0	70,132	128,510			E
Program Manager, Transit Contracts	1.0	70,132	128,510			E
Transit Planner	1.0	50,107	94,037	24.09	45.21	NE
Transit Specialist	1.0	43,826	67,434	21.07	32.42	NE
Transit Information Center and Technology Specialist	1.0	43,826	67,434	21.07	32.42	NE
Administrative Assistant	0.6	43,826	67,434	21.07	32.42	NE
Customer Service Representative	2.0	31,200	42,786	15.00	20.57	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.
Hourly time is based on a 2080 hour year. If more billable hours in a year, than budget would be adjusted accordingly