



**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 MEETING
AGENDA**

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

**THURSDAY, MAY 25, 2023
1:00 P.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 2023/2024 BUDGET-PG.2**
Recommendation:
 - *Receive the Proposed Fiscal Year 2023/2024 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2022/2023 Budget) effective July 1, 2023, and approve forwarding to the full Commission for review and adoption.*
 - *Conduct a Public Hearing to receive testimony on the Fiscal year 2023/2024 Budget.***Responsible Staff: Martin Erickson and Sally DeGeorge**

- 5. ADJOURN**



Item #4

May 25, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION Finance Committee

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

SUBJECT: FISCAL YEAR 2023/2024 PROPOSED BUDGET

RECOMMENDATION:

- Receive the Proposed Fiscal Year 2023/2024 Draft Budget and Salary Schedule (See Attachment 1 of this item and Appendix C in the Fiscal Year 2023/2024 Budget) effective July 1, 2023 and approve forwarding to the full Commission for review and adoption.
- Conduct a Public Hearing to receive testimony on the Fiscal Year 2023/2024 Budget.

DISCUSSION:

The proposed Fiscal Year 2023/2024 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains 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 continues to restore service levels as well as moving forward with planned and new activities. At \$109,282,838, the Fiscal Year 2023/2024 Budget is \$2,810,452 or 2.6% higher than Fiscal Year 2022/2023. The increase is a combination of increases and decreases in multiple budgets as detailed below and within the budget document. The largest the largest increases occurred within the Regional Transit Technology budget (+\$1.1 million), the Transit Grant Administration budget (+1.7 million), the Metrolink budget (+\$0.7 million), and the Regional Transit Planning budget (\$0.5 million) while the largest reductions occurred within the Highway Project Management budget (-\$2.3 million) and the Management and Administration budget (-\$0.8 million). The Budget is a balanced budget with an estimated spendable ending fund balance of \$24,397,233. The Budget contains six programs starting on Budget Page 67:

- Transit and Transportation program at \$29,107,000 (Budget Pages 68, 96-105)
- Highway program at \$5,621,800 (Budget Pages 69, 108-111)
- Rail program at \$23,155,600 (Budget Pages 70, 114-119)

- Commuter Assistance program at \$948,000 (Budget Pages 71, 122-125)
- Planning and Programming program at \$48,890,438 (Budget Pages 72, 128-137)
- General Government program at \$1,560,000 (Budget Pages 73, 140-145)

Personnel costs for Fiscal Year 2023/2024 are budgeted at \$4,164,600 or 3.8% of the budget, which is an increase of \$265,500 from the previous fiscal year. The wage cost of \$2,787,200 includes a merit pool for employees not at the top of their range (approximately \$81,600) and a proposed four percent COLA for all employees (approximately \$102,600). The wage costs also include one additional position and two position reclassifications discussed below. Benefits are approximately \$1,377,400 or \$1.3% of the Budget. Further information about personnel costs can be found within the Personnel Section of the Budget pages 53-64.

The Fiscal Year 2023/2024 Budget contains one proposed additional Senior Accountant position which is fully burdened at \$164,300 with a salary range of \$50,107 to \$97,802. This position will provide additional support to the Finance Department for the increased State and Federal requirements. This additional position will also allow internal controls to be strengthened and provide increased support for other departments and VCTC projects. The budget also includes two position reclassifications to better align the level of responsibility and tasks with the positions. The two positions being realigned are Program Analyst in the Planning Department reclassified to Program Manager, Data Programming and Services (salary range \$70,132 - \$133,650) and a Transit Specialist position reclassified to Program Analyst in the Transit Department (Salary range \$50,107 - \$97,802). Estimated additional costs for the two reclassifications are \$8,500.

Below are some of the notable changes in the proposed Fiscal Year 2023/2024 budget compared to the Draft Budget presented in April 2023. Additional details of these changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes that occurred compared to the Draft Budget include:

- The Transit Grant Administration budget is \$5.2 million higher than the draft budget for the addition of pass-through FTA funding to the local agencies (this is an increase of \$1.1 million from last fiscal year) (Budget Pages 100-101).
- The Motorist Aid Services budget is \$53,400 higher than the draft budget for additional communication costs for the callboxes (Budget Pages 110-111).
- The Metrolink budget is \$356,200 less than the draft budget (but still \$0.7 million higher than last fiscal year) due to receiving final estimates from SCRRRA for the upcoming year as well as updated status of on-going capital projects. Accordingly, adjustments were made to the operating and capital line items within the budget (Budget Pages 116-117).
- The Rideshare budget is \$57,500 higher than the draft budget for additional consultant and staffing cost for the Mobility as a Service (MaaS) project (Budget Pages 124-125)
- The Regional Transit Planning budget is \$175,100 higher than the draft budget for expenses for additional Free Ride programs (Budget Pages 130-131).
- The TDA Administration budget is \$159,800 higher than the draft budget as less administrative funding was needed by VCTC and therefore, more funds are being passed through to local agencies (Budget Pages 134-135).

Below are the major changes that were presented with the Draft Fiscal Year 2023/2024 Budget as compared to Fiscal Year 2022/2023. Page numbers have been updated to reflect the Final Budget page numbers.

- The Accessibility Services budget decreased by \$46,700 largely due to lower consultant costs (Budget Pages 96-97).
- The Regional Transit Technology budget increased by \$1.1 million for anticipated bus equipment replacements, improved signage, scheduling software and associated consultant costs offset by reduced staffing costs shifted to the Regional Transit Information Center budget (Budget Pages 98-99).
- The Transit Grant Administration budget decreased by \$3.5 million for pass-through projects completed in the prior year (Budget Pages 100-101). This line item is expected to increase with the final budget when the new FTA pass-through projects to local agencies will be added.
- The Valley Express budget increased by \$377,100 for increased contract costs to operate the buses including the implementation of the Fillmore/Moorpark demonstration (Budget Pages 102-103).
- The VCTC Intercity Service budget had a net increase of \$328,200 due to increased bus contractor costs of \$480,000 and increased bus equipment costs of \$110,000 offset by reduced consultant costs of \$163,500 as well as outreach, printing, and staffing costs of approximately \$98,300 (Budget Pages 104-105). The staffing costs were shifted to the Regional Transit Information Center budget.
- The Highway Project Management budget decreased by \$2.3 million for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents. The project is delayed due to additional required Caltrans review. The EIR is expected to be completed in late 2024 (Budget Pages 108-109).
- The Motorist Aid Services budget increased by \$246,000 due to a third cycle of the Incident Responder Grant and a fourth beat for the Freeway Service Patrol program. These increased costs were offset by a reduction of consultant costs related to SpeedInfo services sunsetting (Budget Pages 110-111).
- The LOSSAN budget increased by \$20,400 for additional staffing costs associated with studies and capital projects (Budget Pages 114-115).
- The Metrolink Commuter Rail budget had a net increase of \$1.1 million for increased operational costs including weekend service of approximately \$3.7 million and Camarillo Station ADA improvements of \$1.5 million reduced by partial completion of capital projects of \$4.1 million. It is likely that the Metrolink budget will increase with VCTC's final budget as Metrolink had not provided its budget when VCTC's draft budget was prepared (Budget Pages 116-117).
- The Santa Paula Branch Line budget increased by \$340,500 due to additional consultant services related to right-of-way survey, storm damage response, and broadband deployment (Budget Pages 118-119).
- The Regional Transit Information Center budget increased by \$210,100 as all Regional Transit Information Center staff time is now shown under this budget and removed from the Regional Transit Technology and VCTC Intercity Services budgets for efficiency and better management (Budget Pages 122-123).
- The Rideshare budget increased by \$30,200 for increased consultant and staffing costs (Budget Pages 124-125).
- The Regional Transit Planning budget had a net increase of \$335,000 largely due to the increased ridership in the Youth Ride Free program of approximately \$469,000 as ridership continues to exceed expectations offset by the reduction in office support and consultant costs of approximately \$134,000 for the completion of the Transit Integration and Efficiency Study (TIES)

and Coordinated Public Transit- Human Services Plan update studies. The Short-Range Transit Plan (SRTP) is carried over in the consultant line item (Budget Pages 130-131).

- The Transportation Development Act budget had a net decrease of approximately \$66,000 for a decrease of approximately \$70,000 in pass-through STA and SGR funds to local agencies, \$1 million decrease of pass-through pedestrian/bicycle projects offset by an increase in local transit pass-through of approximately \$1 million (Budget Pages 134-135).
- The Transportation Programming and Reporting budget increased by \$225,315 due to increased consultant and staffing costs associated with regional competitive grants (Budget Pages 136-137).
- The Community Outreach budget increased by \$30,900 for an increase to consultant and staff costs (Budget Pages 140-141).
- The Management and Administration budget had a net decrease of \$0.9 million for the reduction of \$1 million for the one-time pension liability payment made to CalPERS last fiscal year offset by increased by approximately \$50,000 in consultant costs for an all-staff salary survey of all staff since the last comprehensive survey was performed in 2009 as well as increased staffing costs (Budget Pages 142-143).
- The State and Federal budget increased by \$27,400 for an increase in staffing costs (Budget Pages 144-145).

The estimated ending Fiscal Year 2023/2024 fund balance (after contingency and accrual set aside) is expected to be \$24.4 million. The Commission's available General Fund balance (after reserves) is estimated at \$1,390. The other funds are restricted, and the estimated fund balances after reserve are \$354,142 for the Local Transportation Fund, \$22.3 million for the State Transit Assistance fund, \$1.6 million for the Service Authority for Freeway Emergencies fund, \$109,400 for the State of Good Repair Fund, \$25,367 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and the Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$22.3 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 Draft Budget was reviewed by the Finance Committee in March 2023 and by the full Commission at its April 2023 meeting with a public hearing.

The proposed Fiscal Year 2023/2024 Budget is a balanced budget and is a separate attachment to the agenda. Staff's recommendation is to Receive the Proposed Fiscal Year 2023/2024 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2023/2024 Budget) effective July 1, 2023 and approve forwarding to the full Commission for review and adoption.

As required by the VCTC Administrative Code, the proposed Fiscal Year 2023/2024 budget is being submitted to the Finance Committee (Chair MacDonald, Vice-Chair LaVere, and Past-Chair Trembley) for review at the May 25, 2023 Finance Committee meeting. The proposed budget will be reviewed and discussed where 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 held.

RESOLUTION NO. 2023-05
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 2023/2024 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 2023/2024 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 2023/2024 Budget and authorizes expenditures of \$109,282,838. Included in the budget adoption is the approval for all identified estimated revenues, expenditures, and transfers between funds as well as all salaries and applicable cost-of-living-adjustments as presented in 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, 2023 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 2nd day of June 2023.

ATTEST:

Bryan MacDonald, 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 2023/2024
Effective July 1, 2023

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	221,450	282,556			E
Program Manager, Government and Community Relations	1.0	70,132	133,650			E
Clerk of the Commission/Executive Assistant	1.0	70,132	133,650			E
Receptionist/Secretary	1.0	43,826	70,138	21.07	33.72	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	109,108	188,603			E
Program Manager, Information Technology	1.0	70,132	133,650			E
Program Manager, Accounting	1.0	70,132	133,650			E
Senior Accountant/Analyst	2.0	50,107	97,802	24.09	47.02	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	109,108	188,603			E
Program Manager, Transportation Planning	1.0	70,132	133,650			E
Program Manager, Transportation Data and Services	1.0	70,132	133,650			E
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	109,108	188,603			E
Program Manager, Programming	1.0	70,132	133,650			E
Program Analyst	1.0	50,107	97,802	24.09	47.02	NE
Administrative Assistant	0.4	43,826	70,138	21.07	33.72	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	109,108	188,603			E
Program Manager, Regional Transit Planning	1.0	70,132	133,650			E
Program Manager, Transit Contracts	1.0	70,132	133,650			E
Transit Planner	2.0	50,107	97,802	24.09	47.02	NE
Transit Information Center and Technology Specialist	1.0	43,826	70,138	21.07	33.72	NE
Administrative Assistant	0.6	43,826	70,138	21.07	33.72	NE
Customer Service Representative	2.0	32,240	44,491	15.50	21.39	NE
TRANSIT SUBTOTAL:	8.6					
TOTAL BUDGETED POSITIONS:	24.0					

*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