



**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
THURSDAY, MAY 30, 2024
9:30 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 the 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. [FISCAL YEAR 2024/2025 PROPOSED BUDGET-PG.2](#)**
Recommended Action:
 - *Receive the Fiscal Year 2024/2025 Proposed Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2024/2025 Budget) effective July 1, 2024, and approve forwarding the Proposed Budget and Salary Schedule to the full Commission for review and adoption.*
 - *Conduct a public hearing to receive testimony on the Fiscal Year 2024/2025 Budget.***Responsible Staff: Martin Erickson and Sally DeGeorge**
- 5. ADJOURN**



Item #4

May 30, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION FINANCE COMMITTEE

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

SUBJECT: FISCAL YEAR 2024/2025 PROPOSED BUDGET

RECOMMENDATION:

- Receive the Fiscal Year 2024/2025 Proposed Budget and Salary Schedule (See Attachment 1 of this item and Appendix C of the Fiscal Year 2024/2025 Budget) effective July 1, 2024, and approve forwarding the Proposed Budget and Salary Schedule to the full Commission for review and adoption.
- Conduct a public hearing to receive testimony on the Fiscal year 2024/2025 Budget.

DISCUSSION:

The Proposed Fiscal Year 2024/2025 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 Budget continues projects from the prior year as well as moving forward with planned and new activities. At \$131,636,215, the Fiscal Year 2024/2025 Budget is \$5,799,323 or 4.6% higher than Fiscal Year 2023/2024. The increase is a combination of decreases and increases in multiple budgets as detailed later in this item and within the budget document. The largest reductions occur within the Motorist Aid Services budget (-\$1.26 million), the Metrolink budget (-\$3.5 million) and the TDA Administration budget (-\$1.4 million) while the largest increases occurred within the Valley Express (+\$3.2 million), VCTC Intercity budget (+\$6.1 million), Santa Paula Branch Line budget (+\$3.8 million). The Budget is a balanced budget with an estimated spendable ending fund balance of \$23,001,720. The Budget contains six programs starting on page 75:

- Transit and Transportation program at \$39,801,500 (Budget pages 76, 104-113)
- Highway program at \$6,767,000 (Budget pages 77, 116-119)
- Rail program at \$31,848,221 (Budget pages 78, 122-127)
- Commuter Assistance program at \$866,400 (Budget pages 79, 130-133)

- Planning and Programming program at \$50,655,794 (Budget pages 80, 136-145)
- General Government program at \$1,697,300 (Budget pages 81, 148-153)

Personnel costs for Fiscal Year 2024/2025 are budgeted at \$4,579,500 or 3.5% of the budget, which is an increase of \$360,100 from the previous fiscal year. The budget includes twenty-four employees (the same as last year). The wage cost of \$3,120,500 also includes approximately \$135,300 pool for merit increases for employees not at the top of their range and \$104,100 for a proposed four percent COLA while the budget is being developed. The salary ranges are updated to the approved ranges adopted at the February Commission meeting. There were five employees' salaries adjusted as part of the new salary range implementation and one proposed position reclassification from analyst to manager in the Programming department for a cost of \$53,900. Benefits account for \$1,459,000 or 1.1% of the Budget. Further information about personnel can be found within the Personnel Section of the budget (Budget pages 61-71).

Below are some of the notable changes in the proposed Fiscal Year 2024/2025 Budget compared to the Draft Budget presented in April 2024. Additional details of these changes, as well as smaller changes to all task budgets, can be found within the individual budget tasks. The major changes that occurred compared to the Draft Budget include:

- The Transit Grand Administration budget is \$4.8 million higher than the draft budget for the addition of pass-through FTA funding to the local agencies (this is a \$0.5 million decrease from the prior year due to completed local pass-through projects in Fiscal Year 2023/2024). (Final budget pages 108-109).
- The VCTC Intercity Services budget is \$94,600 higher than the draft budget to account for the bus service rate increase that went into effect May 2024 resulting in a \$6.07 million increase from the prior year. (Final budget pages 112-113).
- The Motorist Aid Services budget is \$236,600 lower as the incident responder carry-over balance was reduced for completion in the prior year resulting in a \$1.26 million decrease from the prior year. (Final budget pages 118-119).
- The Metrolink budget is \$936,500 lower than the draft budget for anticipated completion of capital projects resulting in a \$3.5 million decrease from the prior year. (Final budget pages 124-125).
- The Santa Paula Branch Line budget is \$607,300 higher than the draft budget (and \$3.82 million higher than the previous year's budget) due to increased costs to repair the Sespe bridge caused by storm damage. (Final budget pages 126-127)
- The Regional Transit Planning budget decreased \$1.2 million from the draft budget largely due to the removal of the bus stop improvements and paratransit integration study. These projects were scheduled to be funded with REAP funding that was cut as part of the State's budget revisions due to the State deficit. The result is a net decrease of \$0.5 million from the prior year. (Final budget pages 138-139).
- The TDA Administration budget is \$360,900 higher than the draft budget as less administrative funding was needed by VCTC and therefore, more funds are being passed through to local agencies. The net result is a \$1.4 million decrease from the prior year because the carry-in fund balance is lower than the carry-in fund balance in the prior year. (Final budget pages 142-143).
- The Transportation Programming and Reporting budget is \$60,000 higher due to staffing costs related to the position reclassification, changes in the indirect costs, and additional budgeted staff time resulting in a \$42,300 increase from the prior year. (Final budget pages 144-145).
- The State and Federal Governmental Relations budget is \$38,500 higher than the draft budget for additional consultant services. (Final budget pages 152-153).

Below are some of the major changes that were presented with the Draft Fiscal Year 2024/2025 budget in April as compared to the Fiscal Year 2023/2024 Budget. Dollar amounts in the Final Budget may vary slightly from the Draft Budget due to minor adjustments to staffing and support costs. Furthermore, budget amendments were made to the Fiscal Year 2023/2024 budget since the Draft budget was presented in April allowing for further variations in the budget comparisons.

- The Accessibility Services budget increased by \$49,200 for higher consultant and staff costs (Draft Budget pages 70-71 and Final Budget pages 104-105).
- The Regional Transit Technology budget increased by \$334,500 for new paratransit scheduling software and equipment as well as procurement of an open payment system for the VCTC Intercity buses (Draft Budget pages 72-73 and Final Budget pages 106-107).
- The Transit Grant Administration budget decreased by \$5.4 million as pass-through projects were completed. This line item is expected to increase with the final budget when the new pass-through projects to local agencies are added (Draft Budget pages 74-75 – see previous section for final).
- The Valley Express budget increased by \$3.2 million largely due to the purchase of 15 new buses and increases in contractor costs partially due to the new Fillmore to Moorpark demonstration transit service (Draft Budget pages 76-77 and Final Budget pages 110-111).
- The VCTC Intercity Service budget increased by \$7.4 million largely due to the purchase of five new buses and the refurbishment of an additional five buses and increased contractor costs (Draft Budget pages 78-79 – see previous section for final).
- The Highway Project Management budget decreased approximately \$465,300 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents with completion anticipated early 2025 (Draft Budget pages 82-83 and Final Budget pages 116-117).
- The Motorist Aid Services budget decreased by \$671,100 cost savings by modifying the current three FSP routes instead of adding a fourth FSP route and a partial carry-over of the incident responder grant allocation (Draft Budget pages 84-85 – see previous section for final).
- The Metrolink Commuter Rail budget decreased by \$1.86 million due to partial completion of capital rehabilitation projects offset by an increase in operations (Draft Budget pages 90-91 – see previous section for final).
- The Santa Paula Branch Line budget increased by \$6.7 million for the construction and consultant costs related to the Sespe bridge due to storm damage and broadband deployment offset by an overall reduction in consultant costs (Draft Budget pages 86-87 – see previous section for final).
- The Rideshare budget decreased by \$78,300 for lower consultant and outreach costs (Draft Budget pages 98-99 and Final Budget pages 132-133).
- The Regional Transit Planning budget increased by \$3.58 million largely due to capital enhancement programs (including bus stop improvements, countywide radio system, and a paratransit integration analysis study) as well as increases to the free fare ridership programs (Draft Budget pages 104-105 – see previous section for final).
- The Regional Transportation Planning budget increased approximately \$237,900 for the Ventura County Transportation Model update and the Clear Guide Big Data contract (Draft Budget pages 106-107 and Final Budget pages 140-141).
- The Transportation Development Act budget had an increase in revenue receipts but a lower carry-in fund balance which resulted in a net decrease of \$1.79 million funds passed-through to local agencies (Draft Budget pages 108-109 – see previous section for final).

- The Community Outreach budget increased by \$46,800 for higher consultant, events, and staff costs (Draft Budget pages 114-115 and Final Budget pages 148-149).
- The Management and Administration budget increased by \$38,200 for additional staff costs and hardware costs associated with computer replacements (Draft Budget pages 116-117 and Final Budget pages 150-151).

The estimated ending Fiscal Year 2024/2025 fund balance (after contingency set aside) is expected to be \$23 million. The Commission's available General Fund balance (after reserves) is estimated at \$5,026. The other funds are restricted, and the estimated fund balances after reserve are \$472,836 for the Local Transportation Fund, \$19.4 million for the State Transit Assistance fund, \$1.5 million for the Service Authority for Freeway Emergencies fund, \$1.6 million 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 \$19.4 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 2024 and by the full Commission at its April 2024 meeting with a public hearing.

The proposed Fiscal Year 2024/2025 Budget is a balanced budget and is a separate attachment to the agenda. Staff's recommendation is to receive the Proposed Fiscal Year 2024/2025 Budget and Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2024/2025 Budget) effective July 1, 2024 and approve forwarding to the full Commission for review and adoption.

As required by the VCTC Administrative Code, the proposed Fiscal Year 2024/2025 budget is being submitted to the Finance Committee (Chair LaVere, Vice-Chair Judge, and Past-Chair MacDonald) for review at the May 30, 2024, Finance Committee meeting. The proposed Budget will be discussed and reviewed 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.

The proposed Draft Fiscal Year 2024/2025 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Draft Fiscal Year 2024/2025 Budget is available on the VCTC website at www.goventura.org.

RESOLUTION NO. 2024-07
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 2024/2025 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 2024/2025 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 2024/2025 Budget and authorizes expenditures of \$131,636,215. 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, 2024 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 2024.

Matt LaVere, Chair

ATTEST:

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 2024/2025

Effective July 1, 2024

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	242,903	282,556			E
Program Manager, Government and Community Relations	1.0	106,069	164,406			E
Clerk of the Commission/Executive Assistant	1.0	106,069	164,406			E
Receptionist/Secretary	1.0	51,628	75,119	24.82	36.11	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	149,249	231,336			E
Program Manager, Information Technology	1.0	106,069	164,406			E
Program Manager, Accounting	1.0	106,069	164,406			E
Senior Accountant/Analyst	2.0	80,092	116,534	38.51	56.03	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	149,249	231,336			E
Program Manager, Transportation Planning	1.0	106,069	164,406			E
Program Manager, Transportation Data and Services	1.0	106,069	164,406			E
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	149,249	231,336			E
Program Manager, Programming	2.0	106,069	164,406			E
Administrative Assistant	0.4	51,628	75,119	24.82	36.11	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	149,249	231,336			E
Program Manager, Regional Transit Planning	1.0	106,069	164,406			E
Program Manager, Transit Contracts	1.0	106,069	164,406			E
Transit Planner	2.0	80,092	116,534	38.51	56.03	NE
Transit Information Center and Technology Specialist	1.0	51,628	75,119	24.82	36.11	NE
Administrative Assistant	0.6	51,628	75,119	24.82	36.11	NE
Customer Service Representative	2.0	44,598	64,891	21.44	31.20	NE
TRANSIT SUBTOTAL:	8.6					
TOTAL BUDGETED POSITIONS:	24.0					

VCTC will automatically adjust any wage that does not meet California's minimum wage or local faire-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