



**AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**

GCTD ADMINISTRATIVE FACILITY  
1901 AUTO CENTER DRIVE  
OXNARD, CA 93036-7966  
[www.GoldCoastTransit.org](http://www.GoldCoastTransit.org)

**The meeting will be via ZOOM Webinar**

<https://us02web.zoom.us/j/88530270059?pwd=WlFxZlZGRS9yd0t3TTZKRE9ReWhwUT09>

**WEDNESDAY, JULY 7, 2021**  
**10:00 AM**

DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF NOVEL CORONAVIRUS (COVID-19), GOVERNOR NEWSOM HAS ISSUED EXECUTIVE ORDER N-29-20 IN WHICH SECTION 3 SUPERSEDES PARAGRAPH 11 OF EXECUTIVE ORDER N-25-20 (ISSUED ON MARCH 12, 2020). THIS NEW ORDER ALLOWS THE DISTRICT TO HOLD BOARD MEETINGS VIA TELECONFERENCING AND ALLOWS FOR MEMBERS OF THE PUBLIC TO OBSERVE AND ADDRESS THE MEETING TELEPHONICALLY OR ELECTRONICALLY.

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE BOARD MEETING BY EMAILING THEIR PUBLIC COMMENTS TO THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON JULY 7, 2021. IN ADDITION, MEMBERS MAY PARTICIPATE IN THE MEETING BY LOGGING INTO ZOOM [HERE](#) ANY MEMBER OF THE PUBLIC REQUESTING ACCOMMODATION TO PARTICIPATE IN THIS MEETING VIA PHONE, MAY CONTACT THE CLERK OF THE BOARD PRIOR TO 9:00 AM ON JULY 7, 2021 AT 805-483-3959 X 160 OR ADELGADO@GCTD.ORG.

**CALL TO ORDER**

**ROLL CALL**

Chair – Randy Haney – City of Ojai  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Matt LaVere – County of Ventura  
Director – Richard Rollins – City of Port Hueneme

**CEREMONIAL CALENDAR**

- **Pledge of Allegiance**
- **Employee Recognition**
  - Robert Estrada, Bus Operator – 5 Years
  - Rosa Meza Garcia, Bus Operator – 5 Years
  - Jacob Galindo, Bus Operator – 5 Years
  - Arnold Cobb, Bus Operator – 20 Years
  - Alex Zaretsky, Acting Director of Human Resources – 15 Years

**GOLD COAST TRANSIT DISTRICT**

## **GENERAL PUBLIC COMMENT PERIOD**

At this time, the Gold Coast Transit District Board of Directors will consider public comment for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, or question or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form, available from the Clerk of the Board, and file it with the Clerk before speaking.

## **BOARD OF DIRECTORS' REPORTS**

### **GENERAL MANAGER'S REPORT**

**AGENDA REVIEW** - Any changes to the agenda may be made at this time.

### **CONSENT AGENDA**

1. [Consider Approval of Minutes of June 3, 2021 Board of Directors Meeting](#)
2. [Report of Contracts Awarded – Marlena Kohler, Purchasing and DBE Officer](#)
3. [Authorize the General Manager to Sign Amended Reimbursement Agreement with VCTC for College Ride Program – Vanessa Rauschenberger, Director of Planning and Marketing](#)

## **FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS**

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda at the time that agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes comment total on all agenda items. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

4. [Receive Presentation on Final COVID-19 Recovery Plan – Vanessa Rauschenberger, Director of Planning and Marketing](#)
5. [Receive Presentation on Planning & Outreach for July 2021 Service Changes - Matt Miller, Planning Manager](#)
6. [Receive and File Report on 2021 CA Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions – Dawn Perkins, Director of Finance](#)
7. [Conduct Public Hearing and Consider Adoption of FY 2021-2022 Operating Budget and Capital Plan – Dawn Perkins, Director of Finance](#)
8. [Consider Adoption of Resolution No. 2021-05 Authorizing Staff to File a Claim for Transportation Development Act \(TDA\) Funds – Dawn Perkins, Director of Finance](#)

9. [Consider Adoption of Disadvantaged Business Enterprise \(DBE\) Goal for Federal FYs 2022-2024 – Marlena Kohler, Purchasing Manager/DBE Officer](#)
10. [Consider Authorizing the General Manager to Execute a Contract for Zero Emissions Bus \(ZEB\) Analysis – Marlena Kohler, Purchasing Manager/DBE Officer](#)

## **INFORMATIONAL ITEMS**

11. [Operations and Maintenance Update for July – James Beck, Director of Operations and Maintenance](#)
12. [Provide Input to Staff of Requests for Future Agenda Items – Steven Brown, General Manager](#)

## **CLOSED SESSION**

13. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Section 54957.6  
Agency designated representatives: General manager and General Counsel or designees.  
Employee organization: SEIU Local 721
14. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). Case Number 56-2020-00539849-CU-PO-VTA
15. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION - Pursuant to section 65956.9 (d)(1). SEIU Local 721 v. Gold Coast Transit District (PERB Case No. LA-CE-1493-M)
16. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.

The next regular meeting of the GCTD Board of Directors will be held on **September 1, 2021, at 10:00 A.M. at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036-7966**. Copies of administrative reports relating to the Board agenda are available on-line at [www.GoldCoastTransit.org](http://www.GoldCoastTransit.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL <a href="mailto:adelgado@gctd.org">adelgado@gctd.org</a> OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.
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**Item #1**

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 2, 2021 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-ZOOM**

**Call to Order**

Chair Randy Haney called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:00 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California and via Zoom. Due to COVID-19 this meeting was also made Via-Zoom for the public.

**Roll Call Present– via Zoom**

Chair – Randy Haney – City of Ojai – Present in person  
Vice Chair – Bryan MacDonald – City of Oxnard  
Director – Mike Johnson – City of Ventura  
Director – Richard Rollins, City of Port Hueneme  
Director – Carmen Ramirez, County of Ventura (Alternate)

**Staff Present – via Zoom**

Steven Brown, General Manager  
Steven DeBaun, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
Alex Zaretsky, Acting Director of Human Resources  
Dawn Perkins, Director of Finance  
Michelle Pierret, Finance Manager  
James Beck, Director of Operations and Maintenance  
Marlena Kohler, Purchasing Manager/DBE Officer  
Angie Delgado, Clerk of the Board

**Employee Recognition**

**None**

**General Public Comment**

Email comment from passenger was read by the Clerk of the Board.

**Board of Directors Reports**

**None**

**GOLD COAST TRANSIT DISTRICT**

### **General Manager Reports**

Mr. Brown provided General Managers Report to Board Members and announced Ventura County reopening entering the yellow tier on June 2, 2021, at 1am. GCTD has officially opened its doors to the public, Monday through Friday, 8am – 5pm. GCTD is also eliminating at capacity to buses. Operators requested increase capacity levels to avoid leaving passengers behind. Mask requirement is still in place which is TSA Federal requirement through mid-September.

### **Consent Agenda**

1. Consider Approval of Minutes of May 6, 2020, Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of April 2021
3. Consider Approval of Treasurer's Report for April 2021
4. Consider Approval of Budget Income Statement for Month Ending April 2021
5. Consider Approval of Financial Statements & Schedule of Money Transfers for April 2021

Director Mike Johnson moved to approve Consent Agenda Items 1 through 5. Director Carmen Ramirez seconded the motion.

**The motion passed unanimously.**

### **FORMAL ITEMS**

6. [Consider Authorizing the General Manager to Sign Agreements with Ventura County Transportation Commissions \(VCTC\) for Reimbursement of Regional Fare Media – Vanessa Rauschenberger, Director of Planning and Marketing](#)

Ms. Rauschenberger stated for the past several years, GCTD has participated with VCTC, along with other transit operators, in various agreements to be reimbursed for VCTC's regional fare media accepted on local buses. In FY 19-20 about 11% of GCTD's boardings were reimbursed by VCTC. The most popular program was the College Ride Program was 8% by GCTD boardings.

In December 2020, VCTC awarded a contract for a new contactless regional fare media system which includes solutions for mobile tickets and reloadable smartcards. VCTC is in the process of training GCTD customer service and bus operators on using the pass.

Director Bryan MacDonald moved to approve Consider Authorizing the General Manager to Sign Agreements with Ventura County Transportation Commissions (VCTC) for Reimbursement of Regional Fare Media. Director Carmen Ramirez seconded the motion.

**The motion passed unanimously.**

7. [Consider Adopting a Transit Oriented Development \(TOD\) Policy – Vanessa Rauschenberger, Director of Planning and Marketing](#)

Ms. Rauschenberger stated GCTD is the steward of significant public investment which includes important real property assets. The real property assets can potentially be used to leverage the viability of the transit system and to add to its value to the community. Continuing expansion and maturation of the transit system, along with federal, regional, and local initiatives that direct

and concentrate transit-oriented development and infill around transit facilities, enhances the overall transit system and benefits the community.

Transit-Oriented Development (TOD) is an approach to development that focuses land uses around a transit station, or within a transit corridor, in order to maximize access to frequent, high-quality transit and the benefits it provides. TOD is characterized by dense, compact development with a mix of uses in a pedestrian-oriented environment. The design, configuration, and mix of uses reinforce the use of public transportation and enhance the vitality of the area.

Promoting quality transit-oriented development adjacent to, or near the GCTD transit system can elevate the quality of life, attract additional riders, generate new opportunities to create direct and indirect revenue for GCTD, and encourage/support environmentally sustainable livable communities that are focused on transit accessibility. To accomplish this vision, staff is recommending that the Board of Directors Consider Establishing a Transit Oriented Development (TOD) Policy to provide policy direction and goals that can guide the District in the redevelopment of current (or future) District-owned real property assets. GCTD's Legal Counsel has reviewed and concurred with staff recommendation.

Vice-Chair Bryan MacDonald moved to approve Consider Adopting a Transit Oriented Development (TOD) Policy. Director Mike Johnson seconded the motion.

**The motion passed unanimously.**

8. [Receive Update on 301 East Third Street Property Ad Hoc Committee – Vanessa Rauschenberger, Director of Planning and Marketing](#)

**The report was received and filed.**

9. [Consider Approval of Revised Position Description for Human Resources Generalist – Debbie Williams, Director of Human Resources](#)

Mr. Zaretsky presented item on behalf of Ms. Williams. Mr. Zaretsky requested approval for revised position description for Human Resources Generalist. In the past the position had two job duties: Administration and Human Resource Coordinator. Administration duties are now assigned to the Executive Assistant/Office Coordinator.

Director Mike Johnson moved to approve Consider Approval of Revised Position Description for Human Resources Generalist. Director Carmen Ramirez seconded the motion.

**The motion passed unanimously.**

10. [Receive Presentation on Draft Budget for FY 2021-2022 and Provide Input to Staff – Dawn Perkins, Director of Finance](#)

**The report was received and filed.**

## **INFORMATIONAL ITEMS**

11. [Receive and File Information on Paycom Payroll System and Implementation Plan – Dawn Perkins, Director of Finance](#)

The report was received and filed.

12. [Report of Contracts Awarded – Marlena Kohler, Purchasing Manager and DBE Officer](#)

The report was received and filed.

13. [Receive Presentation on 2021 Community Economic Impact of GCTD – Matt Miller, Planning Manager](#)

The report was received and filed.

14. [Receive Presentation on COVID-19 Recovery Plan - Draft Strategies Report and Provide Input to Staff – Vanessa Rauschenberger, Director of Planning & Marketing](#)

The report was received and filed.

15. [Operations and Maintenance Update for June – James Beck, Director of Operations and Maintenance](#)

The report was received and filed.

16. [Provide Input to Staff of Requests for Future Agenda Items – Steven Brown, General Manager](#)

The report was received and filed.

17. [Provide Input to Staff of Requests for Future Agenda Items – Steven Brown, General Manager](#)

The report was received and filed.

## **CLOSED SESSION**

None

Minutes recorded by: Angie Delgado, Clerk of the Board of Directors

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Steven P. Brown  
Secretary of the Board of Directors

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Chair Randy Haney  
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be on **July 7, 2021 at 10:00 A.M. Held via-ZOOM**. Copies of administrative reports relating to the Board agenda are available on-line at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.





July 7, 2021

Item #2

**TO** GCTD Board of Directors

**FROM** Marlena Kohler, Purchasing Manager *mk*

**SUBJECT** Report of Contracts Awarded.

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### **SUMMARY**

As requested by the Board of Directors on December 2, 2020 and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the June 2021 Board meeting.

### **RECOMMENDATION**

**It is recommended that the Board of Directors receive and file this report.**

### **GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager

### **GOLD COAST TRANSIT DISTRICT**

**MONTHLY CONTRACTS/PO AWARDED REPORT  
JUNE 2021**

Date Ordered	PO#	Name	Description	Cost
<b>Procurement</b>				
5/25/2021	P0030239	URBAN TRANSPORTATION	Administrative Support	\$4,050.00
6/1/2021	B0020095	MOBILE CREATE USA, INC.	2-way radio services	\$8,813.95
6/4/2021	P0030240	LYNETTE COVERLY	Media Placement - Late Night Safe Rides	\$9,412.00
6/7/2021	A0010236	GovInvest Inc.	Total Liability Calculator	\$30,750.00
6/16/2021	P0030241	4IMPRINT INC.	Clip N Go Hand Sanitizer 1oz	\$9,743.57
6/18/2021	D0090031	COMPUWAVE, INC.	Transcend 300S Flash Mem Card-512 GB	\$2,130.38
6/21/2021	P0030242	CASEY PRINTING INC.	Bus Book Printing	\$10,897.00
6/24/2021	A0010237	BRINK'S, INCORPORATED	armored truck services	\$5,000.00
			<b>Procurement Total</b>	<b>\$80,796.90</b>
<b>Parts</b>				
5/24/2021	M0048629	OLS SERVICE, INC.	Female 16 Pin Insert Plug Assy	\$2,017.36
5/24/2021	M0048625	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$1,805.03
5/24/2021	M0048627	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$1,373.51
5/24/2021	M0048626	AMERICAN MOVING PARTS	U-JOINT, KIT	\$148.19
5/24/2021	M0048628	CUMMINS PACIFIC LLC	O-RING, ACTUATOR	\$87.29
5/26/2021	M0048631	CUMMINS PACIFIC LLC	ECM	\$3,127.17
5/27/2021	M0048635	THE AFTERMARKET PARTS COMPANY, LLC	PIVOT PLATE ASSM. BIKE RACK	\$6,816.16
5/27/2021	M0048633	CUMMINS PACIFIC LLC	ECM	\$3,531.24
5/27/2021	M0048632	GENFARE	SHAFT NO 9	\$427.78
5/28/2021	M0048634	ANA LABORATORIES, INC.	OIL SAMPLE KITS	\$412.00
6/2/2021	M0048636	LOS ANGELES TRUCK CENTERS, LLC	FILTER OIL	\$1,452.17
6/7/2021	M0048640	GILLIG LLC	SWITCH, FAN	\$3,630.14
6/7/2021	M0048641	THE AFTERMARKET PARTS COMPANY, LLC	VALVE ASSM, SOLENOID 12 V	\$1,924.92
6/7/2021	M0048639	CUMMINS PACIFIC LLC	EGR COOLER	\$1,404.15
6/7/2021	M0048642	VALLEY POWER SYSTEMS, INC.	RETARDER VALVE ASM	\$910.85
6/10/2021	M0048643	CUMMINS PACIFIC LLC	SENSOR, EGR PRESSURE	\$1,186.66
6/11/2021	M0048645	GILLIG LLC	Fuse, 250 AMP	\$141.75
6/14/2021	M0048649	CUMMINS PACIFIC LLC	SUPPORT, ROCKER LEVER	\$5,406.91
6/14/2021	M0048646	CUMMINS PACIFIC LLC	EGR COOLER	\$4,212.44
6/14/2021	M0048652	THE AFTERMARKET PARTS COMPANY, LLC	GAUGE, 24V VOLTMETER	\$3,025.95
6/14/2021	M0048647	NATIONAL AUTO BODY&PAINT	Body Labor	\$1,848.85
6/14/2021	M0048650	GILLIG LLC	SWITCH, FAN	\$964.01
6/14/2021	M0048648	AMERICAN MOVING PARTS	LAMP ASSEMBLY, CURB, EXIT	\$269.27
6/14/2021	M0048651	MUNCIE RECLAMATION AND SUPPLY CO.	TENSIONER, W/P BELT	\$151.55
6/15/2021	M0048654	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$2,664.31
6/15/2021	M0048653	LOS ANGELES TRUCK CENTERS, LLC	FILTER, AIR	\$2,661.95
6/16/2021	M0048656	SOUTHERN COUNTIES FUELS	TRANSMISSION OIL SYNTHETIC	\$1,805.03
6/16/2021	M0048657	SOUTHERN COUNTIES FUELS	GEARLUBE 80W90 GL5	\$1,211.36
6/16/2021	M0048655	MOTION INDUSTRIES, INC.	Transducer, Nitra	\$1,176.51
6/21/2021	M0048663	AMERICAN MOVING PARTS	Rotor, Brake	\$2,199.50
6/21/2021	M0048662	CUMMINS PACIFIC LLC	ORING, BREATHER HOUSING	\$2,139.32
6/21/2021	M0048658	THE AFTERMARKET PARTS COMPANY, LLC	SHOCK ABSORBER, FRONT	\$544.75
6/21/2021	M0048661	AMERICAN PLASTICS CORP	GUARD, LOWER, #4, NF	\$454.48
6/21/2021	M0048664	GENFARE	ROLLER, ECCENTRIC	\$312.16
6/21/2021	M0048660	ALL-PHASE ELECTRIC	Fuse, 500 AMP	\$192.20
6/21/2021	M0048659	GRAINGER	Fuse, 500 AMP	\$130.16
6/23/2021	M0048665	CUMMINS PACIFIC LLC	Spark Plug	\$1,349.02
6/24/2021	M0048666	USA WASTE OF CALIFORNIA, INC.	Truck/Container Washout	\$3,787.07
6/24/2021	M0048669	GILLIG LLC	DASH FAN	\$2,712.08
6/24/2021	M0048667	USA WASTE OF CALIFORNIA, INC.	Non Haz Waste Mgmt Bulk Liquid	\$1,272.44
6/27/2021	M0048671	GREG'S PETROLEUM SERVICE, INC	VALVOLINE PREMIUM BLUE 9200 15W-40	\$1,935.84
			<b>Parts Total</b>	<b>\$72,823.53</b>
			<b>June Total</b>	<b>\$153,620.43</b>



Item #3

**DATE** July 7, 2021

**TO** GCTD Board of Directors

**FROM** Vanessa Rauschenberger, Director of Planning and Marketing

**SUBJECT** **Authorize the General Manager to Sign Amended Reimbursement Agreement with VCTC for College Ride Program**

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### SUMMARY

In July 2018, GCTD entered into an agreement with Ventura County Transportation Commission (VCTC) to participate in the “College Ride” Pilot Program which allows students from eligible schools to board GCTD buses using the passenger’s individual student identification card. The program enables VCTC to provide reimbursement for the use of GCTD services by students currently enrolled in eligible schools including: California State University Channel Islands, the Ventura County Community College District schools (Oxnard College, Ventura College and Moorpark College) and California Lutheran University.

The College Ride program is currently funded by the California Low Carbon Transit Operations Program (LCTOP) from funds generated by the state’s Cap-and-Trade program. Since the College Ride program started in 2018, ridership on routes serving local colleges increased and is anticipated to increase again as more service is restored and schools reopen. The college ride program has been a beneficial program for college students across the County. Staff have reviewed the amendment and no issues with the amended agreement as written.

The attached first amendment to the agreement increases the reimbursement rate from \$1.10 per ride, to match current transit providers current fares, which in GCTD’s case is \$1.50. In addition to updating the per trip reimbursement rate, the amendment also includes new methods by which VCTC and the AGENCIES may additionally validate, report and transmit data concerning usage and the associated revenues for disbursements.

### RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to sign amended agreement with VCTC to participate in College Ride program

### GENERAL MANAGERS CONCURRENCE

Steven P. Brown

### Attachments

- First Amendment to Reimbursement Agreement for Transit Providers VCTC College Ride Program

### GOLD COAST TRANSIT DISTRICT

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**FIRST AMENDMENT TO REIMBURSEMENT AGREEMENT FOR TRANSIT PROVIDERS  
VCTC COLLEGE RIDE PROGRAM**

**AGREEMENT BETWEEN VCTC AND VENTURA COUNTY TRANSIT OPERATORS**

This First Amendment to the Reimbursement Agreement for Transit Providers (First Amendment) between the Ventura County Transportation Commission ("VCTC") and Participating Transit Providers, (collectively referred to herein as "AGENCIES") is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_ 2021 and shall become effective July 1, 2021.

**WHEREAS**, VCTC and the AGENCIES entered into a Reimbursement Agreement with Transit Providers ("Agreement") for acceptance of College and University students identification as fare payment for general public transit services; and,

**WHEREAS**, the Transit Providers each charge a unique fare price set by their governing board, and the current Reimbursement Agreement provides fixed reimbursement rate of \$1.10 per passenger boarding, and VCTC and the AGENCIES desire to update the reimbursement rate to match Transit Providers' current fare prices; and,

**WHEREAS**, VCTC and the AGENCIES now desire to amend the Agreement to update the basis for per trip reimbursement, and the methods by which VCTC and the AGENCIES may additionally validate, report and transmit data concerning usage and the associated revenues for disbursements.

**NOW, THEREFORE**, VCTC and the AGENCIES agree as follows:

1. **Operation.** Section 3 of the Agreement, "Operation" is hereby amended, in part to modify the provision titled "Reimbursement" to read as follows:

**Reimbursement:** AGENCIES shall submit an accounting invoice listing the number of boardings by Enrolled College Students no more than once a month to the VCTC. As backup AGENCIES shall provide Tally Sheets OR original, unedited, and untampered data system reports that accurately reflect the number of times valid Enrolled College Students were provided a passenger trip. The VCTC will reimburse the transit provider agency at the rate per trip equal to the Transit Provider's fare, as approved by the Transit Partner's governing body for the trip taken. The VCTC will provide the reimbursement within thirty days following acceptance of a complete invoice packet (i.e. invoice and tickets). Reimbursement amounts per trip are subject to change if the Transit Partner's governing board (City Council, Board of Directors, etc.) approves adjustment to the value of the per trip fare charge. The AGENCIES shall provide sixty (60) days prior written notice to VCTC for changes to the reimbursement rate.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party hereto (VCTC and the Participating Transit Provider subject to the Agreement) has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to Parties.

IN WITNESS THEREOF, the Parties hereto have caused this First Amendment to be executed and attested by their respective duly authorized officers.

VENTURA COUNTY TRANSPORTATION COMMISSION

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Darren M. Kettle, Executive Director  
VCTC

APPROVED AS TO FORM

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Steve Mattas, General Counsel  
VCTC

Gold Coast Transit District

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Steven P. Brown, General Manager  
GCTD



Item #4

**DATE** July 7, 2021

**TO** Board of Directors

**FROM** Vanessa Rauschenberger, Director of Planning and Marketing

**SUBJECT** Receive Presentation on COVID-19 Recovery Plan – Final Report

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## **SUMMARY**

Over the past several months, staff have developed a COVID-19 Recovery Plan to help with the organization's response, recovery, and restoration of services to the community in the coming year. Planning for this has included an employee survey (completed in April), a public survey in 2020, and a review of peer agency best practices. GCTD presented the Draft Strategies to the Technical Advisory Committee Members at the May meeting and the Board of Directors in June. To finalize the plan, staff incorporated all input on the Recovery Strategies, and included updated information on priority and time-frame for achieving goal. Work anticipated to achieve goals was incorporated into the budget planning for the coming year. Many of the strategies are already in progress, or well on their way to being implemented.

It is recommended that the Board receive report and approve the final plan. When implementation of individual recommended strategies reaches a point that requires action by the Board of Directors, they will be brought to the board by staff, with opportunity for public comment. Progress on the plan strategies included in this report will be included in future project updates and quarterly reports.

## **BACKGROUND**

Last year, the California Transit Association issued recommendations for the “Future of Transit” which included a set of “best practices” for implementation by all of California's transit agencies as a result of the impact of the COVID-19 pandemic. Using the CTA's “Future of Transit” recommendations as a framework, along with input from GCTD's staff and the public, GCTD's Recovery Plan Strategies are aimed to help our organization's short-term and long-term recovery, improve the attractiveness of transit, bring back riders and support community wide recovery.

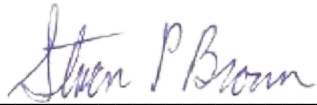
While the CTA's best practices have been used as a starting point for the development of GCTD's COVID-19 Recovery Plan, the major source of ideas for this plan came directly from feedback we have received from customers, employees, and transit agency personnel over the past year through public and internal surveys. Using this local feedback ensures that the plan is relevant to GCTD's service area and helps demonstrate our commitment to including public and employee input in GCTD's plans.

## **GOLD COAST TRANSIT DISTRICT**

## **RECOMMENDATION**

It is recommended that the Board receive report on Final Recovery Plan, and approve the final plan. When implementation of individual recommended strategies reaches a point that requires action by the Board of Directors, they will be brought to the board by staff, with opportunity for public comment. Progress on the plan strategies included in this report will be included in future project updates and quarterly reports.

### **General Manager's Concurrence**



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**Steven P. Brown**

**Attached - COVID-19 Recovery Plan – Final Plan and Strategies Report**





## COVID-19 RECOVERY PLAN

### *Final Report - July 2021*

#### GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

# COVID-19 Recovery Plan

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### APPENDIX

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- Employee Survey on Recovery and Resilience (April 2021)
- CTA "Future of Transit" Recommendations Report

### ACKNOWLEDGEMENTS

*GCTD is grateful and so proud of our dedicated team of frontline workers, and those behind the scenes making sure we provide the safest possible service during such challenging times. Thank you.*

## 1. SUMMARY

### PURPOSE

The purpose of this document is to detail Gold Coast Transit District's efforts to assist in the revitalization of the health, social and economic fabric of our community and to have GCTD emerge as a more resilient organization following the COVID-19 pandemic. Our intended audience is Gold Coast Transit District board members, and member jurisdiction staff, employees, customers, community stakeholders and members of the public.

By developing an understanding of public transit needs and vulnerabilities, identify recovery strategies that go beyond service to include community engagement, workforce development and capital improvements, the communities we serve, and our organization will be better positioned to face the future.

The recovery will no doubt require significant efforts within our communities to understand and acclimate to the new conditions and growth opportunities to emerge as sustainable and resilient partners. This recovery plan is intended to assist the community to situate itself to take the best advantage of available resources, increase local resiliency, accessibility, and social equity supported by a robust and responsive public transit system.

### WHAT'S IN THE REPORT?

The report is comprised of two major parts. First, it documents progress implementing recommendations developed by the California Transportation Association (CTA) Recovery Task Force during the summer of 2020. Then the report includes a summary of Action Strategies GCTD staff recommend to make our service and organization more effective. These action strategy recommendations can be grouped in five areas:

1. De Mobilization of Pandemic Activities
2. Operations, Planning & Customer Experience
3. Employee Services & Engagement
4. Capital Projects & Facilities
5. Finance & Future

The selected strategies include specific actions that:

- Fulfill the Mission and Goals of GCTD
- Are based on evidence of COVID-19 impacts
- Build on GCTD plans, programs and progress
- Reflect statewide and national transit industry best practices
- Are timely, feasible and fiscally responsible

## 2. COVID-19 IMPACT TO OUR OPERATIONS

### PLAN OVERVIEW

GCTD developed its recovery plan Fall 2020 while still fully engaged in its response to the ongoing COVID-19 crisis. This plan is based on many of the best practices and strategies that have been identified throughout the country by FEMA, APTA, CTA, and CDC. In addition, staff looked to other transit agencies including our peers at Monterey Salinas Transit and our neighbors at LA Metro. All of these agencies were reference points for this report.

Last year, the California Transit Association issued recommendations for the “Future of Transit” which included a set of “best practices” for possible implementation by all of California’s transit agencies in response to the impact of the COVID-19 pandemic on transit agencies. The recommendations sought to improve the safety, efficiency, and viability of transit operations during the COVID-19 pandemic and beyond, while establishing a more reliable and resilient public transportation network that expands access to mobility and economic opportunity as transit agencies and the communities they serve recover from the pandemic.

Using the CTA’s “Future of Transit” recommendations as a framework, along with input from GCTD staff and the public, GCTD’s Recovery Plan includes a set of recommended strategies to help our organization’s short-term and long-term recovery, improve the attractiveness of transit, bring back riders and support community-wide recovery.

This plan recognizes that a community is comprised of a variety of partners, including government and non-profit organizations, students, seniors, people with disabilities, business leaders, community and faith-based organizations; each has a significant part to play in the overall community recovery. Transit riders as well as, non-transit riders and GCTD employees are all considered key plan stakeholders.

### APTA HEALTH & SAFETY COMMITMENT

GCTD’s holistic view of a successful recovery goes beyond purely restoring public transit services. A successful recovery also encompasses re-establishing our commitment to meet the diverse needs of the community, including re-establishing trust in using public services.

GCTD submitted its official pledge to APTA and earned the Health & Safety Commitment (HSC) seal. It means we consistently meet the highest industry standards to keep transit safe throughout COVID-19. Transit industry leaders asked more than 2,200 transit users

what would make them feel safe riding public transportation. The responses identified four key areas that transit systems need to successfully address to earn riders' confidence. They are:

- Follow public health guidelines from official sources.
- Protect each other by cleaning and disinfecting transit vehicles and facilities frequently and requiring face coverings and other protection.
- Keep passengers informed and empowered to choose the safest times and routes to ride.
- Put health first by requiring riders and employees to avoid public transit if they have been exposed to COVID-19 or feel ill.

GCTD has met these commitments and earned the Health & Safety Commitment seal by adopting practices and policies that make sense for our transit system, riders and community. Every community is at a different phase in fighting this virus, and we know our community best. Our practices meet the industry's highest standards and addresses the safety needs of our community.

### **ECONOMIC IMPACT**

The World Health Organization declared the COVID-19 outbreak a worldwide pandemic on March 11, 2020. In the weeks that followed, GCTD experienced a dramatic loss in ridership on its fixed route and public ACCESS dial-a-ride services. Immediately following the Ventura County Shelter-in-Place order, weekly passenger boardings fell 50% or more systemwide. As the pandemic progressed, boarding's slowly increased over time on both the fixed route and demand responsive services.

GCTD suspended fare collections from passengers on March 28, 2020 minimizing close contact between GCTD Coach Operators and riders in an effort to prevent the spread of COVID-19. Suspending fares resulted in a steep decline in passenger fare revenue in FY 2020 and FY 2021.

On March 27, 2020, Congress passed, and the President signed the Coronavirus, Aid, Relief, and Economic Security (CARES) Act allocating billions to transit agencies across the nation. GCTD utilized CARES act funds stabilize itself financially in FY 2020 and FY2021. Next year, GCTD will use ARPA American Recovery Plan Act funds to stabilize the Operating budget in FY 21-22.

On the expenditure side, GCTD experienced increased costs on Health & Safety items including Personal Protective Equipment (PPE), HVAC improvements, driver protection barriers, increased sanitization and public information signage.

## WORKFORCE & OPERATIONAL IMPACT

**March 6, 2020:** GCTD provided a memo to all staff informing them of the steps being taken to address the possibility of COVID-19 transmission in Ventura County. At that time zero (0) reported cases were reported locally. Following guidance of the Centers for Disease Control (CDC), we established a multi-disciplinary committee that included staff from all departments and began weekly meetings to prepare and develop preventative measures included taking stock of all supplies and initiating additional cleaning of the Operator compartments within our buses each night. GCTD also reached out to regional counterparts at VCTC and SBMTD to coordinate and share information about what steps each agency was taking.

**March 12, 2020:** The Ventura County Public Health Department declared a local health emergency in response to

- 1) the increased spread of novel coronavirus (COVID-19) across the country
- 2) align with the Governor of California's Declared State of Emergency and mass gathering guidance
- 3) an increase of local cases.

At that time, there were currently three travel-related cases in Ventura County. That same day staff posted rider alert flyers and distributed 3,000+ on all revenue vehicles advising passengers to refrain from unnecessary travel, avoid crowds and specifically advising those with symptoms to avoid public areas including public transit.

**March 13, 2020:** GCTD began participating in weekly calls on COVID-19 responses with VCTC and all county transit operators to coordinate and share information.

**March 15, 2020:** Governor Newsom called for home isolation of all residents 65 and older GCTD Human Resources staff began researching options for employees in that category. GO ACCESS demand response dial-a-ride experienced an immediate 40% ridership while fixed-route ridership was down 20% at this point.

**March 16, 2020:** APTA established COVID-19 hotline and email to assist national transit industry coordination efforts. GCTD staff began social distancing within the office, using the Board room for group meetings. MV Transportation, GCTD contractor for GO ACCESS Paratransit services provided GCTD with a robust "Coronavirus Operations Response Plan" which was implemented immediately.

**March 19, 2020:** To minimize interaction and time spent near the front of the bus, GCTD along with all of the transit operators in the region suspended fare collection and moved to rear door boarding when possible. The Customer Service Center was closed to in-



## COVID-19 RECOVERY PLAN – FINAL REPORT

person transactions. Information was provided via email and phone. GCTD's main office reception area was also closed to the public except by appointment

**April 20, 2020:** GCTD had 21 employees on leave due to self-quarantine or child-care purposes. Hours at the Customer Service Center were reduced.



**Summer 2020:** Significantly reduced ridership, and the desire to enhance the health and safety of our employees as well as the communities we serve, service levels were reduced to Sunday-service level only 7-days a week. These schedule modifications were uploaded to the GOVCbus mobile app allowing passengers to track service in real time. Safety shields were also installed on all GCTD buses at this time.



**November/December 2020:** As cases continued to peak and GCTD experienced a significant impact on workforce availability. Staff also worked to reinforce the FTA's mask mandates that took effect nationwide.

**January 2021 – present:** As staff returned to work, and work force cases decreased. Service levels on GCTD's core Routes 1 and 6, our two busiest routes, was restored. Staff continued to provide bi-weekly updates to all employees. Passenger limits were relaxed slightly from 14 to 18 in April 2021. Staff launched a marketing campaign to encourage safe use of transit and reinforce GCTD's Safety Commitment.

## SUMMARY OF GCTD ACTIONS OVER THE PAST YEAR

- Increased cleaning and sanitation in facilities and on GCTD's fleet
- Implemented rear-door boarding and temporarily suspended fare enforcement
- Received FTA CARES Grant support operations
- Adapted service in response to Safer at Home orders
- Implemented COVID-19 safety customer messaging and signage
- Launched new features in mobile app which gives customers a safe and contactless way to pay
- Partnered with Area Agency on Aging to provide food delivery through ACCESS
- Offered free rides to vaccinations for anyone over age 16
- Provided employees with frequent updates and information on use of FFCRA leave, reporting of COVID-19 cases and provided return to work resources
- Instituted an emergency telecommuting policy to support low-risk workplaces
- Maintained communication with labor unions through weekly and monthly Joint Labor Meetings
- Completed Public COVID Service Impact survey
- Completed COVID Recovery Employee Survey
- Hosted virtual bi-lingual public input meetings using Facebook Live

## RECENT ACTIVITIES TO SUPPORT COMMUNITY RECOVERY

**May 2021** - GCTD launched its Late Night Safe Rides service in May 2021. The shared ride, demand respond service is available to anyone who requires transportation within the GCTD service area between the hours of 8pm-11pm. The new service is intended to provide passengers an affordable and safe option during late night hours, in particular workers in fields such as hospitality and health care, who may get off from work late at night.

**June 2** - As the County & State lifted COVID-19 restrictions and eliminated the tier system, GCTD has returned to boarding full capacity - something that has been heavily requested by passengers.



Additionally, the Administration Office located at 1901 Auto Center Drive in Oxnard has reopened to visitors and guests without an appointment. The office has returned to its normal business hours of 8am - 5pm.

**July 2021** - GCTD is planning to implement service changes on Sunday, July 25th (as part of bi-annual service changes) to restore and increase frequency when people need it most on many routes throughout our service area. Passengers using Routes 4B, 11, 16, 17, 21 and 23 will see an increase in service frequency on weekdays, as well as improved scheduling for ease of use. All other routes will maintain their current schedules.



### 3. RECOVERY PLAN – FINAL STRATEGIES

While the CTA's best practices (attached) have been used as a starting point for the development of GCTD's Recovery Plan, feedback from customers, employees, and transit agency personnel over the past year through public and internal surveys were the major source of ideas for this plan. The use of local feedback ensures the relevance of plan to GCTD's service area and demonstrates our commitment to including public and employee input in GCTD's plans.

I. DEMOBILIZATION OF PANDEMIC RELATED ACTIVITIES	Priority / Timeframe
<b>1. Reopening Offices</b>	
Reopen the Administration offices for in-person staff meetings starting in June 2021, as the County of Ventura reaches the Yellow Tier, no later than June 15. Resume in person Board Meetings September 2021. Maintain options for remote participation in public meetings to allow for greater public participation, such as online broadcast of meetings.	MEDIUM <b>Ongoing</b>  <b>Meetings Resuming Sept 2021</b>
<b>2. Reopening Bus Capacity &amp; Masks</b>	
Increase capacity allowed on buses as statewide/local conditions permit, no later than June 15. Continue to require masks as required by the FTA/TSA for public transit vehicles and facilities.	HIGH  <b>Completed June 2021</b>
<b>3. Remote Work</b>	
Update GCTD telework policy permitting staff to continue to telework where feasible. Consider efforts to promote implementing staggered work hours.	MEDIUM <b>Ongoing</b>
<b>4. Enhanced Cleaning In Route</b>	
Continue enhanced cleaning and provision of masks. Incorporate improved practices into long term processes.	HIGH <b>Ongoing</b>
<b>5. Keeping You Safe on the GO – Marketing Campaign</b>	
The public health literature finds that riding public transit can be relatively safe, with COVID-19 infection risks that are comparable to those for other public settings. Early fears of rampant coronavirus spread via surfaces like poles and bus seats proved exaggerated, as infectious disease experts identified respiration as the primary vector of transmission. Overwhelmingly, epidemiological investigations have found that major spreading events can be traced to venues where there is sustained conversation and/or physical exertion, such as gyms, family gatherings – not transit.	HIGH <b>Ongoing</b>
GCTD launched a marketing campaign called "Keeping You Safe on the GO" to reinforce and convey services are welcoming and safe to use.	

<p><b>6. Restore Service with a Focus on More Frequent Service</b></p> <p>The top requested service improvement requested in passenger surveys is for more frequent and faster service. Frequent and fast service will encourage more riders to return to using transit. Planning is focused on increasing frequency on core routes where ridership is highest. This includes restoring service on core routes 1, 6, 11, 17, 21, 23.</p>	<p>HIGH <i>Service Increases take effect July 25th</i></p>
<p><b>II. OPERATIONS &amp; PLANNING</b></p>	
<p><b>7. Future Service - Developing a Long Range Plan (Fixed Route)</b></p> <p>As funding allows, seek to explore options to add Express Services on most popular corridors between Oxnard and Ventura, including exploration of a Route 6 – Rapid.</p> <p>Update GCTD Planning &amp; Evaluation Guidelines to set a framework that balances frequency of service vs coverage by routes.</p> <p>Staff should also look to develop a Long Range (10-Year) Plan to help identify opportunities for efficiency and service improvement, along with funding sources such as grant opportunities.</p>	<p>MEDIUM</p> <p><i>Planning staff is working on a Long Range Plan RFP.</i></p> <p><i>Goal will be to complete plan by June 2022.</i></p>
<p><b>8. Demand Response Mobility Solutions (Flexible Services)</b></p> <p>Pilot and expand alternative mobility services such as Microtransit and Mobility on Demand. This effort may include partnerships with public, private and community operators for complimentary programming.</p> <p>Examples of innovative mobility solutions GCTD should continue to pilot and expand include Late Night Safe Rides and Heath Zones Rides. Continue to use Demand Response services to support communitywide vaccinations efforts.</p>	<p>HIGH</p> <p><i>Late Night service started May 2021</i></p> <p><i>Microtransit planned for early 2022</i></p>
<p><b>9. Community Awareness &amp; Education</b></p> <p>Increase ridership through education and community awareness efforts. Increase efforts to educate the community about how, what, where you can use the bus, including using transit to reach popular destinations and community events.</p> <p>Every interaction during our customers' journey needs to be seamless and reinforce a consistent message – through our words, our actions, our signage, our vehicles, our app, our website – everything should reinforce a high-quality and welcoming GCTD.</p> <p>In 2015, launched a new brand that included updated bus designs, bus stops signs and logo. Over the last year the re-branding effort has continued, staff has been working to update the GCTD website to offer a more responsive design providing users with information in an accessible format – on mobile or desktop.</p>	<p>HIGH</p> <p><i>In progress.</i></p> <p><i>Updated GCTD Website will be complete by mid July 2021, which is being updated to include new fare payment and trip planning options.</i></p>

Staff should utilize the launch of GCTD's new website to promote easier methods of trip planning such as using GOVCbus App and new contactless options for fare payment. Increase information on fare payment options, discounts and promotions.	
<b>10. Explore Future Alternative Mobility Partnerships</b>	
<p>Many cities in California, particularly Ventura County promote biking as an alternative to driving, both during and after the pandemic. An example of this is the closure of Downtown Main Street in order to provide a dedicated walking and biking space. A bike share system operated by/or in partnership with the Transit District could potentially encourage passengers to use bike share as a natural first-last mile connection.</p> <p>GCTD should consider seeking grant funding to study partnership options with local jurisdictions on bike share or other micro mobility programs. Two options GCTD should consider studying: Feasibility of GCTD becoming the "micro-mobility" operator / plan to develop a business partnership to manage the program for member jurisdictions which could provide a mutually beneficial revenue stream.</p>	<p>MEDIUM/LOW</p> <p><b>Ongoing.</b></p> <p><i>Staff will work with member jurisdictions as part of local active / bike transportation planning efforts in 2021-2022.</i></p>
<b>11. Partnership with Social Services to Address Homelessness</b>	
<p>Over the past year, GCTD has seen an increase in drug use and loitering at bus stops and transit centers. Research shows that enforcement alone is not effective in addressing homelessness or drug use in the community. Transit agencies cannot solve the problem these issues pose alone but deal daily with the impacts. The presence of an increasing number of unhoused riders taking nonessential trips on the bus limits the capacity for seating on buses and can pose an increased risk to the public health and comfort of riders. The right combination of policies, partnerships and programs can create a safer and more comfortable environment for all.</p> <p>Staff should seek to expand social service contacts and partnerships, to better connect unhoused riders on the GCTD system with services and housing, and/or addiction services. This effort would include, posting of information and eventually partnerships to help support local outreach to unhoused individuals at Transit Centers and bus stops.</p>	<p>HIGH</p> <p><b>Ongoing.</b></p> <p><i>Staff continue to work with local social service agencies.</i></p> <p><i>A report on efforts to address this will be brought back to the board in the Fall.</i></p>
<b>12. Building Transit-Supportive Communities</b>	
<p>To support connecting pedestrians with transit use staff should continue working with jurisdictions reviewing land use and development plans, providing input on street design and infrastructure to encourage pedestrian safety.</p> <p>The recently completed Building Transit Supportive Communities Plan contains recommendations that should be used as an educational tool to conduct outreach to member cities, community groups and committees. Staff should</p>	<p>MEDIUM</p> <p><b>Staff will continue to work on outreach related to building transit supportive communities.</b></p>

seek out opportunities to present these concepts and plans to community groups.	
<b>III. EMPLOYEE SERVICES &amp; ENGAGEMENT</b>	
<b>13. Professional Development / Enhancing Staff Capacity</b>	
<p>GCTD has a committed and talented workforce. Greater internal staff capacity can improve services and programs. Benefits include overall cost savings, additional internal capacity/ knowledge, improved reliability and consistent work. Professional development is a top request from employees. GCTD should seek to use in-house staff as much as possible, while maintaining the use of consultants for specialized tasks, handle surges in work or when a specific benefit or need is required.</p> <ul style="list-style-type: none"> <li>• Develop internal succession planning plan (build staff capacity)</li> <li>• Reassess departmental staffing needs as part of annual budget</li> <li>• Provide staff with ongoing consistent training, developmental reviews and coaching to increase capacity</li> </ul>	<p>HIGH</p> <p><i>Professional Training for Managers and Supervisors is scheduled for late Summer 2021.</i></p> <p><i>Ongoing training topics will be scheduled as appropriate.</i></p>
<b>14. Transit Ambassadors Program</b>	
<p>Consider utilizing GCTD bus operators and other employees to serve as periodic ambassadors to encourage safe riding and promotion of GCTD services. This program would build the brand of customer service and provide opportunities for bus operators and staff to engage with the public outside of the transit vehicle or office.</p>	<p>HIGH</p> <p><i>This will be incorporated into ongoing in-person outreach.</i></p>
<b>15. Increase Public &amp; Employee Engagement</b>	
<p>This recommendation seeks to enhance public engagement in all GCTD's programs, initiatives, and projects and to help GCTD prioritize feedback from our customers, employees and under-represented populations.</p> <p>Public engagement is a framework for guiding strategies and approaches that are tailored to each unique effort or community. This includes continuation surveys of customers, seeking input from community and stakeholders who may not traditionally interact with the public transit system, and employees.</p> <p>A whole community approach to engagement is critical for planning services that meet the community needs and gain communitywide support.</p>	<p>MEDIUM/HIGH</p> <p><i>On Board Passenger survey in progress.</i></p> <p><i>Staff will continue to engage with employees / implement surveys and report to staff on progress.</i></p>
<b>IV. CAPITAL PROJECTS &amp; FACILITIES</b>	
<b>16. Green Jobs and Infrastructure / Zero Emissions Transition</b>	

<p>Complete a Zero Emissions Strategic Transition Plan that provides a road map for the transition to meet the CARB requirement of having a 100% zero emissions fleet by 2040. Seek ways to incorporate zero emissions into purchases and provide job training in zero emissions maintenance. Continue membership with Zero Emission Bus Resource Alliance, or ZEBRA to stay updated on industry best practices and trends.</p> <p>Consider engaging with regional partners to host a Zero Emissions Summit at GCTD to provide education on Zero Emissions Technology to the community. In future budgets, GCTD may consider incorporating a Zero Emissions Capital Planning dedicated position to assist the District in developing the capacity to prepare for this transition, identify and apply for funding and lead project implementation.</p>	<p>MEDIUM</p> <p>Staff will bring back this item to the Board in the Fall, as part of Zero Emissions Transition Planning Effort.</p>
<p><b>17. Transit Center and Bus Stop Amenities</b></p>	
<p>To benefit essential riders, bring riders back to the transit system and encourage more people to use its services, GCTD must focus on improving the customer experience. One of the primary challenges to a better customer experience is the lack of amenities at bus stops and transit center. Basic amenities like lighting, shelters, trash cans and seating all contribute to an overall better passenger experience.</p> <p>GCTD does not own or maintain amenities, but it provides funding to member jurisdictions through the annual budget process. Staff can work with member jurisdictions to improve bus stops by developing a Bus Stop Improvement Plan to help identify where investments are needed.</p>	<p>MEDIUM/</p> <p>Staff will work with the TAC to complete a Bus Stop Improvement Plan. The plan will be brought to the Board early 2022.</p>
<p><b>V. FINANCE &amp; FUTURE</b></p>	
<p><b>18. Business Systems Upgrades</b></p>	
<p>Update payroll and financial systems to streamline manual processes and support improved business practices.</p>	<p>HIGH</p> <p>In progress</p>
<p><b>19. Property Development</b></p>	
<p>GCTD should continue efforts to utilize district owned real property (such as former facility site) for use as transit-oriented development.</p>	<p>HIGH</p> <p>In progress</p>
<p><b>20. Long Term Revenue Sources</b></p>	
<p>Explore other potential revenue sources that could fund needed transit operation improvements and explore potential incentives that encourage car-free or car-light households. Engage in the public in discussions of potential options and conduct polling to determine which options, if any, that are best positioned to move forward.</p>	<p>MEDIUM</p> <p>Staff will include this as part of Long Range Planning RFP.</p>
<p><b>21. Regional Coordination</b></p>	

<p>Continue coordination with regional and municipal operators, by participating in the use of the new regional fare payment system with VCTC and other operators. GCTD's schedules and trip information is already available on VCTC GOVCbus app as well as SoCal511. 511 is the federal standard for traveler information, and SoCal 511 provides multimodal transportation information across five counties (Los Angeles, Ventura, Orange, Riverside and San Bernardino).</p> <p>Looking to the future, VCTC is in the process of conducting a Countywide Transit Integration &amp; Efficiency Study (TIES). A strategic planning session with the Board on this topic would enable the Board to discuss shared goals of the District members and help provide direction to staff who are participating in this study.</p>	<p>HIGH</p> <p><b>Coordination is ongoing.</b></p> <p><b>Regional Fares will be accepted starting July 1st.</b></p> <p><b>Staff will report on TIES study progress later this year.</b></p>
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## 4. PLAN IMPLEMENTATION

As we prepared this report, Ventura County was approaching a year since COVID-19 triggered Safer at Home orders in March 2020. Staff have continuously monitored the impacts of COVID-19 on transportation and mobility in Ventura County to ensure that our recommendations are supported by data. As new evidence emerges, staff will continue to adjust its response to the pandemic and its approach to implementing the strategies in this report.

GCTD presented the Draft Strategies to the Technical Advisory Committee Members at the May meeting and the Board of Directors in June. To finalize the plan, staff incorporated all input on the Recovery Strategies, and included updated information on priority and time-frame for achieving each strategy goal. Work anticipated to achieve goals is incorporated into the budget planning for the coming year. Progress on the plan will be provided to the Board as part of quarterly staff reports.

Once approved, staff will focus on implementing recovery recommendations. When implementation of individual recommendation reaches a point that requires action by the Board of Directors, they will be brought to the board, with opportunity for public comment.

## APPENDIX

- COVID-19 Public Survey Results (Summer 2020)  
<https://www.goldcoasttransit.org/about-gct/programs-a-projects/planning>
- Employee Survey on Recovery (April 2021)  
[https://www.goldcoasttransit.org/images/2021\\_BOD\\_Reports/April/Item14\\_BODApril2021.pdf](https://www.goldcoasttransit.org/images/2021_BOD_Reports/April/Item14_BODApril2021.pdf)
- CTA Future of Transit Best Practices  
<https://caltransit.org/cta/assets/Image/Future%20of%20Transit/California%20Transit%20Association%20-%20Transit%20is%20Essential-Recommendations%20for%20the%20Future%20of%20Transit.pdf>



Item #5

**DATE** June 2, 2021

**TO** GCTD Board of Directors

**FROM** Matt Miller, Planning Manager *MM*

**SUBJECT** **Receive Presentation on Planning & Outreach for July Service Change**

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### SUMMARY

As we all begin to transition back to some sense of normality from the safety measures put into place to combat the COVID-19 outbreak, GCTD is also planning to gradually restore service as our state and county have lifted most safety restrictions. Staff is optimistic that economic activity and transit travel patterns will gradually return to pre-pandemic norms. As such, Staff has analyzed current and pre-pandemic ridership data by route and stop, on-time performance data and spoken to operators and the public to come up with a plan to both restore and increase service levels in a way that will retain current riders and attract new ones to our transit system.

Below is a summary of the service improvements that are planned to go into effect on Sunday, July 25, 2021 and included in the proposed FY 21-22 Operating Budget.

- Route 4B: Increase mid-day frequency to every 20 minutes weekdays
- Route 11: Restore frequency to every 30 minutes on the weekdays
- Route 16: Restore two early morning weekday trips at 5:15 am & 5:45 am
- Route 17: Restore 30-minute frequency on weekdays **(Doubling Service)**
- Route 21: Increase frequency to every 30 minutes on weekdays **(Doubling Service)**
- Route 23: Restore 30-minute frequency on weekdays **(Doubling Service)**

### Background

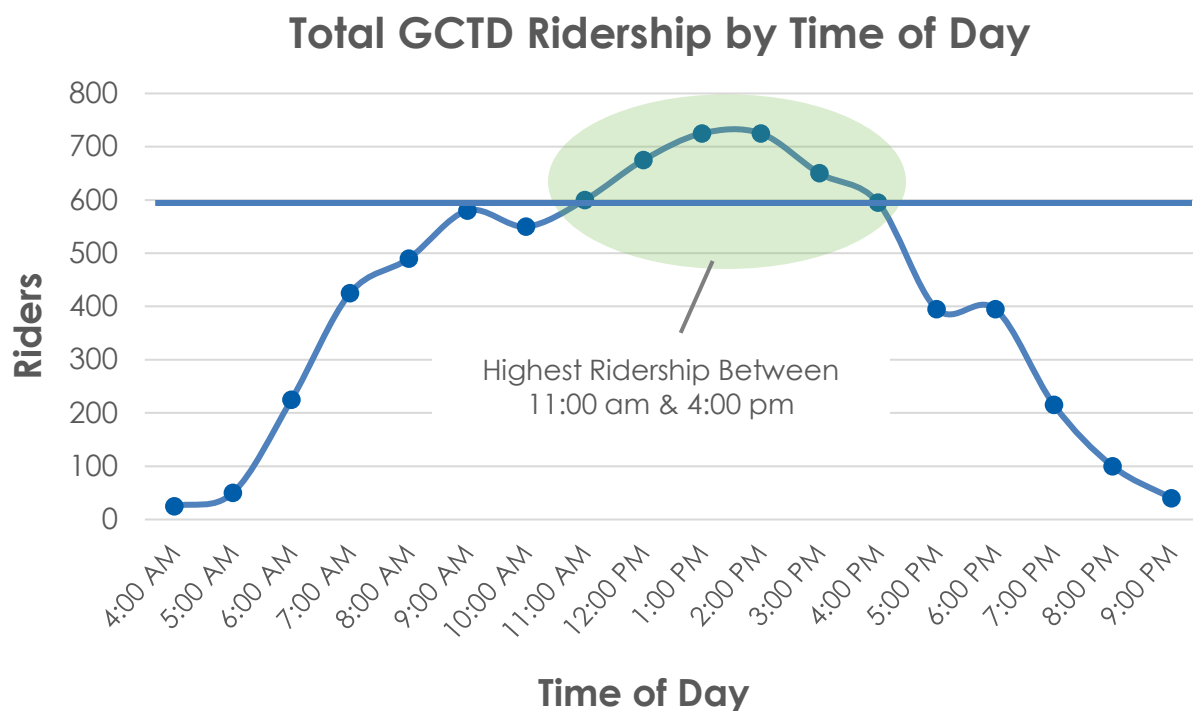
In March 2020, due to COVID related service reduction, some lower performing routes had service spans reduced slightly, along with the suspension of Route 20. Like many industries, GCTD needs to determine how best to restore services that were reduced or suspended. Is it best to simply reinstate service as it was before the pandemic or make needed changes that will better serve the community while responding to public requests that have long been made?

After considering all the data and information collected since 2015, this service plan targets the restoration and increase of service to when and where demand is the highest and lean on flexible services like GCTD's Late Night Safe Rides program to help serve the

### GOLD COAST TRANSIT DISTRICT

small number of passengers that may need service when demand is generally low. As a result of these changes GCTD will have the largest number of routes at 20-minute and 30-minute headways in its history.

GCTD Planning staff relies on a variety of different data sets to help guide planning decisions and perhaps one of the most visually illustrative graphs we use is total ridership by time of day which shows the number of riders riding on GCTD buses by hour. The following data and graph were used to help narrow our decision of what times to focus increasing service. Note that the following the graph used data collected during low ridership period due to COVID-19 but the demand curve is similar during pre-COVID times but showed much higher ridership.



As shown on the graph above, the demand for transit service is highest between 11am and 4 pm. When determining how to restore some service with the limited number of hours the budget would allow, staff decided to concentrate on finding opportunities during this time on routes that could support ridership growth due to destinations served and historical demand.

In 2015, 2018 and 2020, GCTD conducted rider surveys to collect riders' ideas what they wanted to see changed in their transit system. All three surveys asked some variation of the question what GCTD should do to improve transit service. In all three surveys, respondents indicated they would prefer increased frequency, faster service and expanded service spans.

This plan will increase frequency when demand is highest – middle of the day - and make service faster by reducing wait times at stops. Increased service span for those riders who



June 2, 2021

Receive Presentation on Planning & Outreach for July Service Change

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need late night rides is being delivered through the Late Night Safe Rides program which runs daily from 8 pm to 11 pm. In addition,

### **Public Outreach Efforts**

On June 17<sup>th</sup> GCTD Planning Manager and Marketing & Communications Manager held a bi-lingual Facebook Live event to present these changes to the public and collect comments and answer questions as they were posted on Facebook. A recording of the event was then posted so the public can watch the presentation as their schedule allows. Customer Service staff monitors the Facebook page to comments and questions which are then answered publicly.

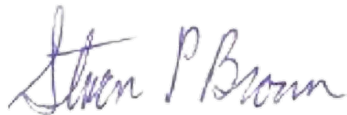
Additional planned outreach includes a Pop-up event at our busiest stop at 4<sup>th</sup> & B streets in Downtown Oxnard, posting information on our social media, website and onboard buses, partnering with our member jurisdictions to spread information and reaching out to Chambers of Commerce and other non-profits to spread the information.

The service levels planned for July 25, 2021 were also presented to GCTD's Technical Advisory Committee, and are included in the FY 21-22 Operating Budget.

### **RECOMMENDATION**

**It is recommended that the GCTD Board of Directors receive and file this report and presentation. This report is for information only.**

### **GENERAL MANAGER'S CONCURRENCE**

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style and is positioned above a horizontal line.

Steven P. Brown  
General Manager



Item #6

**DATE** July 7, 2021  
**TO** GCTD Board of Directors  
**FROM** Dawn Perkins, Director of Finance *dlp*

**SUBJECT** Receive and File Report on 2021 California Population Estimate and Updated Weighted Vote Formula for GCTD Member Jurisdictions

---

## I. EXECUTIVE SUMMARY

Gold Coast Transit District's enabling legislation provides that "all actions of the board shall be by majority vote on a one director, one vote formula with the exception of votes on the annual budget, midyear budget changes and amendments, and capital expenditures of five million dollars (\$5,000,000) or more." For those exceptions "a director appointed by a member whose population is under 100,000 shall have a vote whose value and effect is equal to 1.0 vote and a director appointed by a member whose population is 100,000 or more shall have a vote whose value and effect is equal to 2.0 votes."

In accordance with Division 10, Part 18, Section 107010 (e) of the Public Utilities Code, the California Department of Finance (DOF) population estimate as of January 1, 2021, released May 7, 2021, and updated weighted vote formula is presented to the Board.

<u>Jurisdiction</u>	<u>Total Population</u>	<u>Change From LY</u>	<u>Member Weighted Vote</u>
Ojai	7,436	-0.2%	1
Oxnard	204,675	-0.6%	2
Port Hueneme	23,374	-1.4%	1
San Buenaventura	105,415	-0.4%	2
Ventura County, Unincorporated	92,242	-2.6%	1

## II. RECOMMENDATION

It is recommended that the Board of Directors receive and file this report on the 2021 California DOF population estimate and updated weighted vote formula for GCTD Member Jurisdictions.

General Manager's Concurrence

Steven P. Brown, General Manager

**GOLD COAST TRANSIT DISTRICT**



**Item #7**

**DATE:** July 7, 2021

**TO:** Board of Directors

**FROM:** Dawn Perkins, Director of Finance

**SUBJECT:** Conduct Public Hearing on GCTD's FY2021-22 Budget and  
Consider Adoption of the FY2021-22 Budget and Capital Plan

---

## **SUMMARY**

This item presents the GCTD Fiscal Year 2021-22 Budget and Capital Plan for public hearing before the GCTD Board of Directors. After the public hearing, it is recommended the Board considers adoption of the Budget.

The proposed budget is divided into three main sections: I) Operating Budget, II) Capital Plan and III) Detailed Tables. The Operating Budget contains overviews of the organizational structure, budget assumptions, anticipated revenue sources, and operating expenses and intends to provide a general understanding of GCTD's priorities for the coming fiscal year. The Capital Plan contains details of the planned unfunded capital projects over the next ten years. The Budget Tables section provides fiscal transparency and includes a breakdown of expenses by department and functional category. The complete budget document is attached to this report.

GCTD's total budget for FY2021-22 is \$37,065,510. This consists of \$28,791,321 Operating Budget, \$1,350,000 Debt Service Budget, \$1,648,289 Member Agencies requirements, and \$5,275,900 Capital Budget. The agency plans to use the ARP Act Funding to help balance the budget. The carryover CARES Act allocation from the previous year will be used for essential Business Systems Upgrades within the District and any leftover will be carried over to FY2022-23.

The FY2021-22 budget is a result of collaboration across all departments in GCTD in consultation with the GCTD General Manager and Management Team. A preliminary budget report was presented to the Board of Directors on June 2, 2021, and a budget review was held with the GCTD Technical Advisory Committee (TAC) in May and June 2021. Public and member agency input was solicited during the annual development process.

Due to the unknowns of the recovery process from the pandemic and its effects on the economy, the budget and underlying assumptions may change. GCTD staff plans to bring back regular updates on the budget as economic situations evolve.

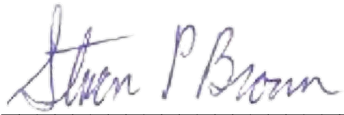
**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

## RECOMMENDATION

- It is recommended that the Board of Directors conduct the public hearing to receive public comments on the proposed FY2021-22 Budget and Capital Plan.
- After the public hearing is completed, it is recommended that the Board of Directors considers adoption of the FY2021-22 Budget and Capital Plan.

General Manager's Concurrence

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive, flowing style.

---

Steven P. Brown

*Attachment: GCTD's 2021-2022 Fiscal Year Operating Budget & Capital Plan*



## 2021-22 FISCAL YEAR BUDGET & CAPITAL PLAN



### MISSION STATEMENT

*Gold Coast Transit District's mission is to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community.*

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## MESSAGE FROM THE GENERAL MANAGER

To Members of the Gold Coast Transit District community,

The proposed budget for the Gold Coast Transit District (GCTD) for fiscal year 2021- 2022 (FY2021-22) reflects the slow economic recovery turnaround as the ongoing COVID-19 pandemic winds down. It is built around assumptions that are subject to potential significant change throughout the year as the financial outlook evolves.

As a result of the economic impact of COVID-19, GCTD's traditional funding sources, passenger fares, state grants from Gas Taxes, Local Transportation Funds (LTF) which typically comprise 80% of GCTD Operating Budget are anticipated to be reduced from previous years but will hopefully gain ground as the year progresses. As a result of the unprecedented economic impact felt from the COVID-19 pandemic, the Federal government passed both the CARES Act as well as the American Rescue Plan Act of 2021 (ARPA) as "life-lines" for the public to continue to receive essential services.

The \$13.8 million allocation of Federal CARES Act funding to the District helped us avoid a fiscal crisis requiring severe cutbacks. The CARES Act relief allowed us to fully balance the District's Operating Budget in FY2020-21. The \$8.15 million allocation of Federal ARPA funds will help balance the FY2021-22 budget and recover from the loss of fares since the start of COVID-19. Following are the key pandemic-related assumptions used in the development of the budget:

- The collection of fares in buses resumed May 3, 2021.
- Service levels will be 1.1% higher than FY20-21 forecasted levels.
- GCTD TDA revenue is down 3.26% compared to the prior year's budgeted amount.
- Support staffing and preservation of jobs will enable GCTD to maintain core services.

This FY2021-22 Operating Budget is a product of collaboration among Departments and represents the priorities of the District for the coming year. While the future economic effects of COVID-19 on our traditional funding sources relied upon annually are still yet unknown, staff developed a balanced FY2021-22 budget which prioritizes strengthening of our ability to provide core services to the community and ensures sustainable services to the community as we solve challenges.

*Steven P. Brown*

**General Manager**

## ORGANIZATION OVERVIEW

### BOARD OF DIRECTORS

Gold Coast Transit District (GCTD) is governed by a Board of Directors. Each of GCTD's five member agencies appoints one elected official from its governing body to serve on the Board of Directors and a second to serve as an alternate member.

**City of Ojai** - Councilmember Randy Haney, Chair

**City of Oxnard** - Councilman Bryan A. MacDonald, Vice Chair

**City of Port Hueneme** - Mayor Pro Tem Richard Rollins, Director

**City of Ventura** - Councilmember Mike Johnson, Director

**County of Ventura** - Supervisor Matt LaVere, Director

### GCTD's MANAGEMENT

GCTD's General Manager is appointed by, and reports to, the Board of Directors. The General Manager is charged with carrying out the Board's policies and directives and has full charge of the operation of GCTD's services, facilities, and administration of business affairs. GCTD's Management Team is comprised of:

Steven P. Brown, General Manager

*vacant*, Assistant General Manager

James Beck, Director of Operations and Maintenance

Dawn Perkins, CPA, Director of Finance

Vanessa Rauschenberger, Director of Planning and Marketing

Debbie Williams, Director of Human Resources

### EMPLOYEES

GCTD employs nearly 200 individuals, the majority of whom operate or maintain buses. Service Employees International Union Local 721 (SEIU) represents all bus operators, most maintenance employees and five administrative staff members. International Brotherhood of Teamsters Local 186 (Teamsters) represents supervisors. GCTD contracts with MV Transportation to operate the demand responsive services.

### DISTRICT STATISTICS

**Member Jurisdictions:** Ojai, Oxnard, Port Hueneme, Ventura & County of Ventura

**Population Served:** 375,000

**Average Daily Passengers:** (approx.) 12,000

**Fixed-Route Annual Passengers:** (approx.) 2.67 million

**Fixed-Route Annual Revenue Miles:** (approx.) 2 million

**ACCESS Paratransit Annual Passengers:** 90,000

**Revenue Vehicles:** 87 (61 - fixed-route buses / 26 - paratransit buses/demand response vehicles)



## EXECUTIVE SUMMARY

Following is a discussion of the premises for each of the major components of GCTD's FY2021-22 Operating Budget Revenue and Expenses.

### BUDGET DEVELOPMENT

The budget was developed by the Finance Department in consultation with GCTD's General Manager and Management Team. The draft budget report was presented to the Board of Directors on June 2, 2021 in addition to budget reviews conducted with GCTD's Technical Advisory Committee (TAC) in May and June of 2021. Public and member agency input is solicited during this process. Once approved, monthly updates comparing the approved budget versus actual financial information are provided.

### SOURCES AND USES OF REVENUE

Current fiscal year operating revenue sources total \$30.4 million, including \$14.6 million from LTF, \$8.4 million in Federal grant funds, \$2.9 million in passenger revenues, and \$0.2 million in State funds. GCTD will make use of \$5.3 million in funds from prior year revenues and grants, including \$1.6 million in LTF carryover funds, \$3.1 million in federal grant funds and \$1.7 million in deferred local revenues.

The approximately \$30.4 million in total operating revenue will provide \$28.8 million for GCTD operating activities, and \$1.6 million for members' transit requirements. A total of \$9.1 million Section 5307, 5339 Federal grant funds, and ARPA funds will carry over into FY 2022-23.

The budget summary is displayed in Table 1, Operating Budget Summary, and Table 2, Operating Budget – Functional Categories. Table 1 provides a summary of both revenues and expenses, categorized by expenditure type and department. Table 2 provides a major line-item breakout of the expenses by type.

### BUDGET ASSUMPTIONS

GCTD is committed to the protection of public investments through sound financial practices. This commitment is reflected throughout the budget development process to final adoption. The budget process takes into consideration several factors:

- A. Wage and benefit increases are subject to existing labor agreements approved by the GCTD Board of Directors. GCTD and SEIU are currently negotiating a new Memorandum of Understanding (MOU) to be effective July 1, 2021.
- B. GCTD supervisory personnel are governed by the GCTD/Teamsters MOU effective through June 30, 2023.
- C. To mitigate risk of material loss, appropriate insurance coverage is budgeted.
- D. Major capital items are specified in the Ten-Year Plan and anticipated in the capital reserve funding request to the extent feasible.

## FY2021-22 REVENUE SOURCES

### PASSENGER FARES

In March 2020, GCTD took several actions including enhanced cleaning, distribution of PPE, implementing rear door boarding and discontinuation of fare collection on all services to help prevent the spread of COVID-19. The enhanced cleaning, distribution of PPE and protective shields between the operators and the farebox continue to be in effect. Fare collection resumed May 3, 2021.

GCTD projects \$2,108,880 in fixed route fare sales, \$356,810 in demand response fare sales, and \$404,434 in VCTC College Rider Program fare revenue in FY2021-22.

### Passenger Fare Structure

#### FIXED-ROUTE Fares

Adult & Youth - \$1.50  
Seniors 65+, Disabled and Veterans- \$0.75  
Seniors 75+ - FREE  
Children under 45" - FREE  
Transfers FREE Transfers are valid for two hours.

#### ACCESS Demand Response Fares

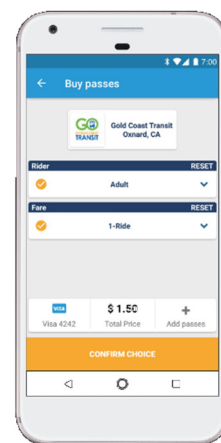
Fare each way - \$3.00 (ADA certified or Senior)  
Premium Direct Service to Camarillo - \$6.00 each way (ADA certified or Senior)  
LATE NIGHTS SAFE RIDES General Public Dial-A-Ride - \$2.00 each way

Senior Nutrition Site (Service Suspended until further notice) - Free

### LOCAL TRANSPORTATION FUNDS (LTF)

On October 3, 2013, Governor Brown signed into law Assembly Bill AB 664, which formed Gold Coast Transit District (GCTD). The District's legislation was initiated in response to Senate Bill SB 716, which required that all TDA funds in Ventura County be used solely for public transit purposes as of July 2014. Also in 2013, a Memorandum of Understanding (MOU) was established in eastern Ventura County for the operation and coordination of transportation services, fares, and hours of service. As of July 1, 2014, GCTD became a direct recipient of TDA funds to operate public transportation in western Ventura County.

Local Transportation Fund (LTF), is derived from a ¼ cent of the general sales tax collected statewide. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The LTF funds GCTD receives reflect the full amount of its members' population shares. For FY2021-22, The most current estimate from May 2021 indicate GCTD's FY2021-22 gross share will be \$14.60 million before allocations are distributed to member agencies.



Member agencies may use LTF to fund recurring transit-related activities and transit related capital items within their jurisdictions. Requests are submitted annually for review by GCTD's Technical Advisory Committee. GCTD member agencies may request funding for their recurring transit-related activities not to exceed 10% above the member's baseline based on funding for such activities starting in FY 2014-15, adjusted by the annual CPI.

GCTD member agencies have submitted requests for \$1,598,889 in LTF funding for their recurring transit-related activities and transit-related capital projects. GCTD received \$49,400 in net capital requests for FY2021-22. Each member will receive their request less amounts not expended from prior years (per audited financials). Funding these programs, net of carryover from members' prior year funding and returned capital funds leaves GCTD with \$12.96 million in FY2021-22 LTF for use in its Operating Budget. The FY2021-22 LTF Allocation is shown in Table 6.

## **STATE FUNDING**

Based on the most recent State Controllers estimate, GCTD's State Transit Assistance (STA) budget for FY2021-22 is \$250,065. The Operating budget also includes \$106,987 in LCTOP funds to provide matching funds for the Ventura Road Route 23 service and funds for the Token Transit program.

## **FEDERAL CARES ACT FUNDS**

The CARES Act provides a one-time allocation of \$14.12 million to GCTD in response to economic and other conditions caused by COVID-19. To use CARES Act funds, FTA considers all expenses normally eligible under the Section 5307 and 5311 programs incurred on or after January 20, 2020.

To cover anticipated funding shortfalls caused by the economic impacts of COVID-19, GCTD used \$12,986,456 CARES Act Funds in FY 2020-21. The remaining CARES ACT funds allocated for Business Systems Upgrades would be carried over to FY2021-22 and FY2022-23.

## **FEDERAL ARPA FUNDS**

The American Rescue Plan Act of 2021 (ARPA) provides a one-time allocation of \$8.15 million to GCTD. The FTA considers all expenses normally eligible under the Section 5307 and 5311 programs incurred on or after January 20, 2020 in response to economic or other conditions caused by COVID-19 and eligible under ARPA. GCTD will use these funds to support operating expenses in FY2021-22 and any leftover will be carried over to FY2022-23.

## **FEMA FUNDING**

GCTD will continue to seek FEMA funding for the costs of PPE, Cleaning Supplies, and other eligible costs directly associated with the Emergency Response. GCTD received

\$5,800 in FEMA reimbursement funding in FY 2020-21. Because these potential reimbursement authorization amounts are unknown, no dollar amount is included in the FY2021-22 revenue assumptions.

### **FEDERAL ALLOCATION 5307/5339**

GCTD's FY2021-22 Federal transit funding is authorized by the Fixing America's Surface Transportation (FAST) Act 2015 legislation. The FY2021-22 proposed Program of Projects (POP) from Ventura County's Federal Transit Administration (FTA) apportionment, as published in May 2021, showed GCTD's allocation for FY2021-22 is \$5,250,892. Of that amount, \$4,614,858 is Section 5307 funding and, \$636,034 is Section 5339 funding. These funds, currently planned to be carried over to FY2022-23, are eligible for use for Operating Assistance, Preventive Maintenance, Paratransit Service, or COP (bond) payments. The amount of \$1,118,034, a combination of Section 5339 and 5307 formula funding may be used for GCTD's COP (bond) payments. Additionally, \$956,332 in Federal funds may be programmed for ADA services.

### **FEDERAL GRANTS CMAQ**

GCTD will be allocating its FY2021-22 Operating Budget \$783,154 in route-specific Federal CMAQ grant funds to continue the Ventura Road Route (Route 23) pilot.

### **FUEL CREDITS**

GCTD recently awarded a contract to Clean Energy Renewable Fuels, LLC, scheduled to start in early FY2021-22, whereby the District receives a discount on its natural gas and generates and sells both Low Carbon Fuel Standard (LCFS) credits (State of California) and Renewable Identification Number (RIN). GCTD projects receiving over \$500,000 from credit sales in FY2021-22.

### **ADVERTISING REVENUE**

Requests for advertising are beginning to re-appear as more entities begin post pandemic recoveries. The budget for FY2021-22 Advertising Revenue is \$243,000.



## FY2021-22 EXPENSES

FY2021-22 expenses cover many activities as described in this section. Operator and Maintenance wage and benefit expenses account for the largest portion of the operating budget. GCTD continues to look for ways to streamline expenses to ensure a more efficient organization.

### WAGES & BENEFITS

Supervisors' wage and benefit increases reflect contractual obligations with the Teamsters. There are tentative dates for negotiations with SEIU set as their current Memorandum of Understanding (MOU) is set to expire on June 30, 2021. As the terms of the new contract are made available, the Board will be updated accordingly.

### FIXED-ROUTE SERVICE LEVELS

Since the start of the pandemic, ridership has decreased significantly as travel patterns changed. As the county reopens and ridership increases, GCTD will utilize two additional operators to restore and increase service levels. Restoration of service levels to pre-COVID-19 levels will take place gradually over several years as ridership returns, new traffic patterns are discerned, and current service levels are evaluated for productivity. Below is the proposed service plan for the FY2021-22 Budget.

- Routes 1 & 6 – January 2021: Peak mid-day service levels were restored on Routes 1 & 6 in January 2021. Those service levels will continue into FY2021-22.
- Route 4B – July 2021: restore **and increase** mid-day service to every 20 minutes. This is an increase in service from pre-COVID levels.
- Route 11 – July 2021: restore mid-day service to every 30 minutes.
- Route 16 – July 2021: restore two early morning weekday trips.
- Route 17 – July 2021: restore weekday 30-min frequency (use extra bus)
- Route 21 – July 2021: restore and increase service levels to 30-min frequency all day.
- Route 23 – July 2021: restore weekday 30-min frequency (use extra bus)
- Trippers are planned for entire year.
- Route 1A/B – January 2022: **Increase** mid-day service to every 15 minutes during midday peak periods. This is an increase in service from pre-COVID levels.

Service levels planned for FY2021-22 includes 187,055 Revenue Hours. This reflects an increase from FY 2020-21 budget. However, the unanticipated reduced service levels that took place in response to the COVID-19 shutdowns resulted in fewer Revenue Hours used. Actual FY 2020-21 Revenue Hours are anticipated to only be 176,000. The FY2021-22 Budget plan will require 130 bus operators.





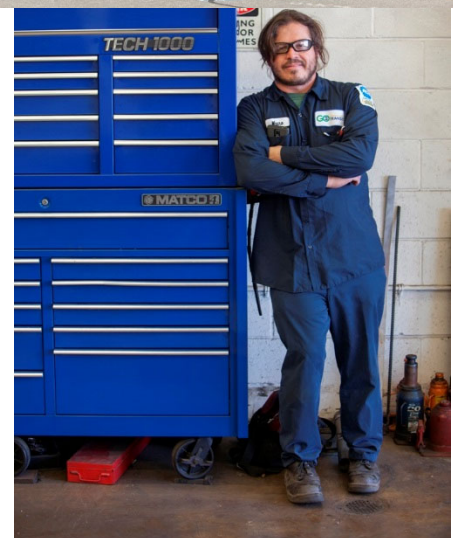
### **ADA & SENIOR PARATRANSIT/DEMAND RESPONSE**

The FY2020-21 actual GCTD Paratransit Services contract is projected to be approximately \$550,000 lower than the FY 2020-21 budget, primarily due to lower ridership. GCTD's paratransit contract includes the flexibility to continue to provide this service and add demonstration projects as needed.

### **CLEANER/JANITORIAL & SUPPORT STAFF ADDITIONS**

The COVID-19 public health emergency highlighted the need for enhancing and ensuring a higher standard of cleaning and disinfecting. They also highlighted a need to ensure core functional areas have some depth in order to ensure continuity of operations.

GCTD hired five "Sanitizer/Janitor" positions in FY2020-21 and will reduce the number down to four in FY2021-22. These positions ensure continuation of enhanced cleaning and disinfecting of GCTD buses, in-route cleaning, and cleaning GCTD facilities. Creating these positions in-house, has provided GCTD greater oversight as well as creates a pathway for entry level jobs in our Operations and Maintenance Department. Grant funding will be used to partially offset the costs of Janitorial and cleaning costs and will be covered with ARPA funding.

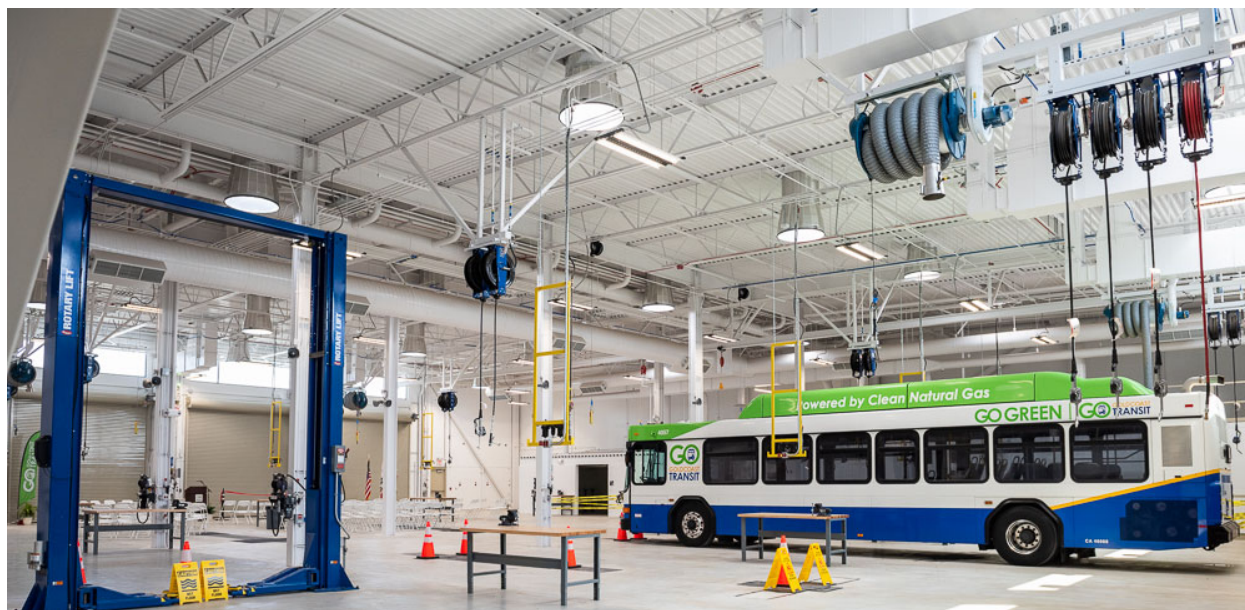


## DEBT SERVICE

A key milestone in GCTD history occurred two years ago when the District relocated to the new Facility in July 2019. The larger and more functional facility allows GCTD a base of operations to support public transit in the county. To fund the facility, the District secured commitments for over 50% of the total project cost in Federal and State grants, with the remainder coming from a \$22 million Certificates of Participation (COPs) issue and GCTD's Capital Reserve. GCTD approached this undertaking in a strong financial position for an agency of its size in a county without a dedicated transit tax.

In March 2017, GCTD issued 30-year Certificates of Participation (COPs) to raise \$22,000,000 required to complete construction of the new GCTD Operations and Administration Facility in North Oxnard. The District realized capital funding in the amount of \$22,012,934 for the Project Fund and \$1,385,750 for the Reserve Fund. GCTD has been making debt obligation payments since 2017. In FY2021-22, GCTD will require interest and principal payments totaling to approximately \$1.3 million.

The District anticipates having adequate dedicated Federal funding and matching local funds to meet its debt obligation in June 2021 and through the end of FY2021-22.



## Employees – Support

The proposed budget for employee support shows an increase of \$1,318,675 (6.8%).

GCTD represented personnel are estimated to increase approximate 8.5% overall due to salary progressions and/or potential negotiations increases in accordance with the District's MOUs; these agreements cover approximately 80% of GCTD employees. Non-

represented personnel have historically received adjustments commensurate with SEIU's contractual increases. GCTD current MOUs with SEIU Local 721 are due to expire in June 2021.

GCTD's supervisory personnel are represented by the International Brotherhood of Teamsters Local 186. The MOU between Teamsters and GCTD was approved by the Board in April 2019 and provides represented employees with a five-step salary progression. This contract runs through June 2023.

GCTD estimates that premised service levels will require approximately 130 bus operators for FY2021-22. Operator headcount is driven by service planning and other variables, and actual headcount will typically vary throughout the year. Non-operator headcount is projected to be 75.5 with no increase from the FY 2020-21 budget level of 75.5. GCTD's headcount budget is shown in Table 3.

The health benefit contribution budget increased 13.5% in FY2021-22. Contributions could potentially increase in January 2022 in accordance with the MOUs and increased utilization. GCTD's CalPERS employer pension contribution will increase substantially for FY2021-22. GCTD's Employer Normal Cost Rate will decrease from 10.84% to 10.69% of applicable earnings, however GCTD's fixed charge for Unfunded Accrued Liability will increase from \$1,115,514 to \$1,307,847, an increase of 17.2%. This fixed contribution has increased over 93.8% in the past four years, and CalPERS projects continued increases.

GCTD's workers compensation insurance (WCI) budget line item will decrease \$183,389 (14.0%) in FY2021-22, due to lower WCI rates.

### **Service/Supplies – Operational**

The proposed FY2021-22 budget for Service/Supplies - Operational shows a decrease of \$610,987 (9.3%) from the FY 2020-21 budget. Line items showing material decreases are contract services including GCTD's Paratransit Service Contract and Security Service, mostly offset by an increase in the budget for legal and audit services and supplies.

The FY2021-22 budget for legal services is \$161,000, a 98.8% increase from the FY 2020-21 budget of \$81,000, which was based on a low need for employment legal expenses. Actual costs for legal in FY 2020-21 are trending much higher than budgeted. Also, audit services were renegotiated in FY2020-21 due to the increase in help that our auditors, Brown Armstrong Corporation has provided the past two years. The budget was increased by 85.7% from \$35,000 to \$65,000.

The FY2021-22 budget for the Paratransit Service Contract is 21.6% lower than the FY 2020-21 budget. The 2021-22 budget anticipates increased ridership demand over FY2020-21 and a 21.6% decrease in contract invoices. Ridership continues to slowly recover from pandemic levels, but a lower rate than anticipated. The contract for the Late Night Safe Rides demonstration services did not result in materially higher rates.



### **Service/Supplies – Support**

The proposed budget for service/supplies support in FY2021-22 shows an increase of \$117,970 (5.1%) from the FY 2020-21 budget. Last year's budget showed a 13.8% increase from the prior year, with the additional costs primarily associated with operating a newer and much larger Operations and Administration Facility. However, some line items have proved to be much less than anticipated from FY 2020-21 budget.

**TABLE 1**  
**Gold Coast Transit District - Operating Budget Summary**  
**July 1, 2021 to June 30, 2022**

Gold Coast Transit District  
Operating Budget (Proposed)  
July 1, 2021 to June 30, 2022

<u>Operating Revenues</u>	<u>FY21-22</u> <u>Budget</u>	<u>FY20-21</u> <u>Budget</u>	<u>Difference +/-</u> <u>FY22 vs. FY21</u>	<u>% +/-</u> <u>FY22 vs. FY21</u>
<b><u>FARES</u></b>				
Passenger Fares-Fixed Route	\$ 2,108,880	\$ 2,085,400	\$ 23,480	+1.1%
Passenger Fares-Paratransit	\$ 356,810	\$ 252,700	\$ 104,110	+41.2%
VCTC College Pass Program	\$ 404,434	\$ 230,000	\$ 174,434	+75.8%
<b><u>FEDERAL FUNDS</u></b>				
Operating Assistance-Federal	\$ 1,600,000	\$ 1,600,000	\$ -	+0.0%
Preventive Maintenance-Federal	\$ 1,600,000	\$ 1,600,000	\$ -	+0.0%
Paratransit Assistance-Federal	\$ 954,685	\$ 954,685	\$ -	+0.0%
Planning Assistance-Federal	\$ 268,504	\$ 268,504	\$ -	+0.0%
CARES Act Operating Assistance-Federal	\$ -	\$ 6,545,047	\$ (6,545,047)	(100.0%)
CARES Act Preventative Maintenance-Federal	\$ -	\$ 1,000,000	\$ (1,000,000)	(100.0%)
CARES Act ADA Assistance-Federal	\$ -	\$ 1,500,000	\$ (1,500,000)	(100.0%)
FEMA Operating Assistance-Federal			\$ -	
ARP Act Operating Assistance-Federal	\$ 999,110	\$ -	\$ 999,110	
ARP Act Preventative Maintenance-Federal	\$ 1,175,130	\$ -	\$ 1,175,130	
ARP Act ADA Assistance-Federal	\$ 783,938	\$ -	\$ 783,938	
Camarillo Direct Service	\$ 70,000	\$ 80,000	\$ (10,000)	(12.5%)
Ecolane	\$ 34,995	\$ -	\$ 34,995	
JARC Funding for Late Night Safe Rides	\$ 67,200	\$ -	\$ 67,200	
SO Microtransit - JARC	\$ 85,094	\$ -	\$ 85,094	
Demo Project - Ventura Road Route 23	\$ 783,154	\$ 1,112,400	\$ (329,246)	(29.6%)
<b><u>STATE FUNDS</u></b>				
Operating Assistance-State	\$ -	\$ 300,000	\$ (300,000)	(100.0%)
FY2019-20 LCTOP Token Transit	\$ 76,290	\$ -	\$ 76,290	
LCTOP Support for Route 23	\$ 30,697	\$ 58,800	\$ (28,103)	(47.8%)
SO Microtransit-Clean Energy	\$ 137,735	\$ -		
<b><u>LOCAL FUNDS</u></b>				
Operating Assistance-Local (LTF)	\$ 12,959,175	\$ 9,903,967	\$ 3,055,208	+30.8%
Operating Assistance-Local (LTF Carryover from Prior Years)	\$ 3,247,193	\$ -	\$ 3,247,193	
Member Agencies Refund	\$ 260,298	\$ -	\$ 260,298	
<b><u>OTHER REVENUE</u></b>				
Advertising Income	\$ 243,000	\$ 140,000	\$ 103,000	+73.6%
Energy Credit Revenue	\$ 500,000	\$ 525,100	\$ (25,100)	(4.8%)
Other	\$ 45,000	\$ 45,000	\$ -	+0.0%
<b>TOTAL</b>	<b>\$ 28,791,321</b>	<b>\$ 28,201,603</b>	<b>\$ 589,718</b>	<b>+2.1%</b>

<u>Operating Expenses</u>	<u>FY21-22</u> <u>Budget</u>	<u>FY20-21</u> <u>Budget</u>	<u>Difference +/-</u> <u>FY22 vs. FY21</u>	<u>% +/-</u> <u>FY22 vs. FY21</u>
<b><u>FUNCTIONAL CATEGORIES</u></b>				
Employee Support	\$ 20,606,491	\$ 19,287,816	\$ 1,318,675	+6.8%
Service/Supplies - Operational	\$ 5,988,703	\$ 6,599,690	\$ (610,987)	(9.3%)
Service/Supplies - Support	\$ 2,196,127	\$ 2,314,097	\$ (117,970)	(5.1%)
<b>TOTAL</b>	<b><u>\$28,791,321</u></b>	<b><u>\$28,201,603</u></b>	<b><u>\$ 589,718</u></b>	<b>+2.1%</b>
<b><u>DEPARTMENT CATEGORIES</u></b>				
Fixed Route	\$ 14,722,461	\$ 13,930,100	\$ 792,361	+5.7%
Paratransit	\$ 3,264,685	\$ 4,043,800	\$ (779,115)	(19.3%)
Maintenance	\$ 4,844,311	\$ 4,864,968	\$ (20,657)	(0.4%)
Administration	\$ 4,472,776	\$ 4,088,615	\$ 384,161	+9.4%
Planning and Marketing	\$ 1,487,088	\$ 1,274,120	\$ 212,968	+16.7%
<b>TOTAL</b>	<b><u>\$28,791,321</u></b>	<b><u>\$28,201,603</u></b>	<b><u>\$ 589,718</u></b>	<b>+2.1%</b>
<b>Total Fixed Route</b>	<b>\$25,526,636</b>	<b>\$24,157,803</b>	<b>\$ 1,368,833</b>	<b>+5.7%</b>
<b>Total Paratransit</b>	<b>\$3,264,685</b>	<b>\$4,043,800</b>	<b>\$ (779,115)</b>	<b>(19.3%)</b>

**TABLE 2**  
**Gold Coast Transit District - Operating Budget – Functional Categories**  
**July 1, 2021 to June 30, 2022**

	<u>FY21-22</u>	<u>FY20-21</u>	<u>Difference +/-</u>	<u>% +/-</u>
<u>Employee Support</u>	<u>Budget</u>	<u>Budget</u>	<u>FY22 vs. FY21</u>	<u>FY22 vs. FY21</u>
Salaries	\$ 13,992,000	\$ 12,779,800	\$ 1,212,200	+9.5%
Health Benefits	\$ 2,468,700	\$ 2,175,400	\$ 293,300	+13.5%
WCI	\$ 1,122,611	\$ 1,306,000	\$ (183,389)	(14.0%)
Retirement	\$ 2,571,300	\$ 2,462,300	\$ 109,000	+4.4%
Other Benefits	\$ 103,627	\$ 287,300	\$ (183,673)	(63.9%)
Uniforms	\$ 73,135	\$ 67,324	\$ 5,811	+8.6%
Medical Exams	\$ 47,688	\$ 55,192	\$ (7,504)	(13.6%)
Safety & Training	\$ 151,930	\$ 88,000	\$ 63,930	+72.6%
Employee Events	\$ 32,000	\$ 25,000	\$ 7,000	+28.0%
Contract Support	\$ 43,500	\$ 41,500	\$ 2,000	+4.8%
<b>TOTAL</b>	<b>\$20,606,491</b>	<b>\$19,287,816</b>	<b>\$ 1,318,675</b>	<b>+6.8%</b>
	<u>FY21-22</u>	<u>FY20-21</u>	<u>Difference +/-</u>	<u>% +/-</u>
<u>Service/Supplies - Operational</u>	<u>Budget</u>	<u>Budget</u>	<u>FY22 vs. FY21</u>	<u>FY22 vs. FY21</u>
Fuel/Lubricants	\$ 743,000	\$ 795,800	\$ (52,800)	(6.6%)
Tires	\$ 130,000	\$ 125,000	\$ 5,000	+4.0%
Repair Parts	\$ 510,000	\$ 510,000	\$ -	+0.0%
CNG Fuel Station	\$ 75,000	\$ 75,000	\$ -	+0.0%
Paratransit Service Contract	\$ 2,804,369	\$ 3,577,000	\$ (772,631)	(21.6%)
Contract Repair	\$ 640,000	\$ 595,000	\$ 45,000	+7.6%
Contract Services	\$ 408,190	\$ 388,190	\$ 20,000	+5.2%
Supplies	\$ 370,656	\$ 244,500	\$ 126,156	+51.6%
Tickets/Schedules	\$ 50,000	\$ 60,000	\$ (10,000)	(16.7%)
Marketing	\$ 168,000	\$ 122,500	\$ 45,500	+37.1%
OTC Facilities	\$ 14,000	\$ 14,000	\$ -	+0.0%
Maintenance Agreements	\$ 75,488	\$ 92,700	\$ (17,212)	(18.6%)
<b>TOTAL</b>	<b>\$5,988,703</b>	<b>\$6,599,690</b>	<b>\$ (610,987)</b>	<b>(9.3%)</b>
	<u>FY21-22</u>	<u>FY20-21</u>	<u>Difference +/-</u>	<u>% +/-</u>
<u>Service/Supplies - Support</u>	<u>Budget</u>	<u>Budget</u>	<u>FY22 vs. FY21</u>	<u>FY22 vs. FY21</u>
Telephones/Utilities	\$ 312,252	\$ 423,252	\$ (111,000)	(26.2%)
Insurance	\$ 1,112,530	\$ 1,129,800	\$ (17,270)	(1.5%)
Contract Services	\$ 276,000	\$ 368,200	\$ (92,200)	(25.0%)
Supplies	\$ 194,345	\$ 201,845	\$ (7,500)	(3.7%)
Legal	\$ 161,000	\$ 81,000	\$ 80,000	+98.8%
Audit	\$ 65,000	\$ 35,000	\$ 30,000	+85.7%
Officers & Directors	\$ 20,000	\$ 20,000	\$ -	+0.0%
Dues	\$ 55,000	\$ 55,000	\$ -	+0.0%
<b>TOTAL</b>	<b>\$2,196,127</b>	<b>\$2,314,097</b>	<b>\$ (117,970)</b>	<b>(5.1%)</b>
<b>GRAND TOTAL</b>	<b>\$28,791,321</b>	<b>\$28,201,603</b>	<b>\$ 589,718</b>	<b>+2.1%</b>

**TABLE 3**  
**Personnel Levels**  
**July 1, 2021 to June 30, 2022**

Position	FY20-21 Approved Budget	FY21-22 Proposed Budget Changes	FY21-22 Proposed Budget
<b><u>Operations</u></b>			
Bus Operator	128.0	2.0	130.0
<b>Operations Total</b>	<b>128.0</b>	<b>2.0</b>	<b>130.0</b>
<b><u>Operations Mgmt.</u></b>			
Director of Operations & Maintenance	1.0	0.0	1.0
Operations Manager	1.0	0.0	1.0
Operations Safety & Training Supervisor	2.0	0.0	2.0
Operations Supervisors	9.0	0.0	9.0
<b>Operations Mgmt. Total</b>	<b>13.0</b>	<b>0.0</b>	<b>13.0</b>
<b><u>Paratransit</u></b>			
Paratransit & Special Projects Mgr.	1.0	0.0	1.0
Mobility Management Coordinator	1.0	0.0	1.0
<b>Paratransit Total</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
<b><u>Fleet &amp; Facilities</u></b>			
Facilities Intern	0.5	0.0	0.5
Fleet Manager	1.0	0.0	1.0
Maintenance Supervisor	2.0	0.0	2.0
Maintenance Supervisor (Administration)	1.0	0.0	1.0
Facility & Equipment Mechanics I	1.0	0.0	1.0
Facility & Equipment Mechanic II	1.0	0.0	1.0
Maintenance Material Specialist	2.0	0.0	2.0
Mechanics	10.0	0.0	10.0
Bldg. Maintenance Worker	2.0	0.0	2.0
Service Worker	8.0	0.0	8.0
Facilities & Vehicle Cleaner-Sanitizer	5.0	-1.0	4.0
<b>Maintenance Total</b>	<b>33.5</b>	<b>-1.0</b>	<b>32.5</b>
<b><u>Administration</u></b>			
General Manager	1.0	0.0	1.0
Assistant General Manager	1.0	0.0	1.0
Office Coordinator/Executive Assistant	1.0	0.0	1.0
Director of Finance	1.0	0.0	1.0
Accounting Manager	1.0	0.0	1.0
Finance Manager	1.0	0.0	1.0
Payroll Analyst	1.0	0.0	1.0
Administrative Specialist	1.0	0.0	1.0
Finance Intern	0.5	0.0	0.5
Accounting Analyst	1.0	0.0	1.0
Finance Analyst	1.0	0.0	1.0
Payroll Specialist	1.0	0.0	1.0
I.T. Manager	1.0	0.0	1.0
I.T. Technician	1.0	0.0	1.0
Purchasing Manager/DBE Officer	1.0	0.0	1.0
Buyer	1.0	0.0	1.0
<b>Administration Total</b>	<b>15.5</b>	<b>0.0</b>	<b>15.5</b>
<b><u>Human Resources</u></b>			
Director of Human Resources	1.0	0.0	1.0
Human Resources & Risk Manager	1.0	0.0	1.0
Human Resources Generalist	1.0	0.0	1.0
Human Resources Coordinator	1.0	0.0	1.0
<b>Human Resources Total</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>
<b><u>Planning &amp; Marketing</u></b>			
Director of Planning & Marketing	1.0	0.0	1.0
Communications & Marketing Manager	1.0	0.0	1.0
Customer Service Supervisor	1.0	0.0	1.0
Customer Service Asst	3.0	0.0	3.0
Transit Planning Manager	1.0	0.0	1.0
Transit Planner	2.0	0.0	2.0
P&M Intern	0.0	0.5	0.5
<b>Planning &amp; Marketing Total</b>	<b>9.0</b>	<b>0.5</b>	<b>9.5</b>
<b>TOTAL</b>	<b>205.0</b>	<b>1.5</b>	<b>206.5</b>
<b>Operators</b>	<b>128</b>	<b>2</b>	<b>130</b>
<b>Non-Operators</b>	<b>77</b>	<b>-0.5</b>	<b>76.5</b>
<b>Total</b>	<b>205</b>	<b>1.5</b>	<b>206.5</b>

## OPERATING REVENUE

Funding for GCTD operating activities is derived from several sources, including passenger fares; local, state and federal funds; energy credit sales, bus advertising sales, other local revenues and interest income. Table 4 reflects the revenue for operating activities in FY2021-22.

**TABLE 4**  
**Gold Coast Transit District - Operating Budget Revenue**  
**July 1, 2021 to June 30, 2022**

Gold Coast Transit District Operating Budget (Proposed) July 1, 2021 to June 30, 2022					
<u>Operating Revenues</u>	<u>FY21-22</u> <u>Budget</u>	<u>FY20-21</u> <u>Budget</u>	<u>Difference +/-</u> <u>FY22 vs. FY21</u>	<u>% +/-</u> <u>FY22 vs. FY21</u>	
<b><u>FARES</u></b>					
Passenger Fares-Fixed Route	\$ 2,108,880	\$ 2,085,400	\$ 23,480	+1.1%	
Passenger Fares-Paratransit	\$ 356,810	\$ 252,700	\$ 104,110	+41.2%	
VCTC College Pass Program	\$ 404,434	\$ 230,000	\$ 174,434	+75.8%	
<b><u>FEDERAL FUNDS</u></b>					
Operating Assistance-Federal	\$ 1,600,000	\$ 1,600,000	\$ -	+0.0%	
Preventive Maintenance-Federal	\$ 1,600,000	\$ 1,600,000	\$ -	+0.0%	
Paratransit Assistance-Federal	\$ 954,685	\$ 954,685	\$ -	+0.0%	
Planning Assistance-Federal	\$ 268,504	\$ 268,504	\$ -	+0.0%	
CARES Act Operating Assistance-Federal	\$ -	\$ 6,545,047	\$ (6,545,047)	(100.0%)	
CARES Act Preventative Maintenance-Federal	\$ -	\$ 1,000,000	\$ (1,000,000)	(100.0%)	
CARES Act ADA Assistance-Federal	\$ -	\$ 1,500,000	\$ (1,500,000)	(100.0%)	
FEMA Operating Assistance-Federal		\$ -	\$ -		
ARP Act Operating Assistance-Federal	\$ 999,110	\$ -	\$ 999,110		
ARP Act Preventative Maintenance-Federal	\$ 1,175,130	\$ -	\$ 1,175,130		
ARP Act ADA Assistance-Federal	\$ 783,938	\$ -	\$ 783,938		
Camarillo Direct Service	\$ 70,000	\$ 80,000	\$ (10,000)	(12.5%)	
Ecolane	\$ 34,995	\$ -	\$ 34,995		
JARC Funding for Late Night Safe Rides	\$ 67,200	\$ -	\$ 67,200		
SO Microtransit - JARC	\$ 85,094	\$ -	\$ 85,094		
Demo Project - Ventura Road Route 23	\$ 783,154	\$ 1,112,400	\$ (329,246)	(29.6%)	
<b><u>STATE FUNDS</u></b>					
Operating Assistance-State	\$ -	\$ 300,000	\$ (300,000)	(100.0%)	
FY2019-20 LCTOP Token Transit	\$ 76,290	\$ -	\$ 76,290		
LCTOP Support for Route 23	\$ 30,697	\$ 58,800	\$ (28,103)	(47.8%)	
SO Microtransit-Clean Energy	\$ 137,735	\$ -			
<b><u>LOCAL FUNDS</u></b>					
Operating Assistance-Local (LTF)	\$ 12,959,175	\$ 9,903,967	\$ 3,055,208	+30.8%	
Operating Assistance-Local (LTF Carryover from Prior Years)	\$ 3,247,193	\$ -	\$ 3,247,193		
Member Agencies Refund	\$ 260,298	\$ -	\$ 260,298		
<b><u>OTHER REVENUE</u></b>					
Advertising Income	\$ 243,000	\$ 140,000	\$ 103,000	+73.6%	
Energy Credit Revenue	\$ 500,000	\$ 525,100	\$ (25,100)	(4.8%)	
Other	\$ 45,000	\$ 45,000	\$ -	+0.0%	
<b>TOTAL</b>	<b>\$ 28,791,321</b>	<b>\$ 28,201,603</b>	<b>\$ 589,718</b>	<b>+2.1%</b>	

### **Fixed Route Ridership**

Boardings in FY2020-21 are trending to be 65% of what the ridership was for FY2019-20 and is projected to be 1.93 million by the end of FY2021. For FY2021-22, the budget premise is that ridership will be 2.67 million boardings.

### **Flex Services Ridership**

GCTD introduced the Late Night Safe Rides General Public DAR in May 2021, and plans to introduce a demonstration micro-transit project in FY2021-22. The reporting of these services fall under the Demand Response category along with ADA/Senior paratransit services. Ridership on the ADA/Senior services dropped precipitously in March 2020, and the unanticipated impact and length of the pandemic has introduced permanent changes to how members of the community conduct business. Ridership for the current fiscal year is anticipated to be approximately 62,000 trips provided on all demand response services. With the introduction of the two new flex services, the premise for the FY2021-22 Budget is 82,000 boardings.

### **Farebox Recovery**

California TDA regulations require that a transit service claimant for TDA funds achieve a system wide farebox recovery ratio (FBRR). The requirements state that the ratio of fares plus local revenues to operating cost, of at least 20%; or that the claimant realize a FBRR of 20% for fixed route service and 10% for paratransit/demand response services. However, since the onset of the pandemic, CA legislators moved to suspend this requirement and it is expected to continue through FY2021-22. GCTD has consistently met this benchmark in the past and expects to meet it again when the requirement resumes.

**TABLE 5**  
**Gold Coast Transit District**  
**Federal Grant Funds Included in FY2021-22 POP**

**GCTD FY21-22 POP**

OXNARD/VENTURA URBANIZED AREA

Gold Coast Transit - 5307/5339

Operating Assistance

Operating Assistance

Micro-Transit (JARC Funds)

ADA Paratransit Service

Paratransit Service

Capital Assistance

Preventive Maintenance

Operations and Maintenance Facility - COP *Debt Service (5307 Funds)*

Operations and Maintenance Facility - COP *Debt Service (5339 Funds)*

	Total Cost	Federal Share	Local Share & Other	Match Required
	\$ 3,000,000	\$ 1,500,000	\$ 1,500,000	50%
	\$ 341,750	\$ 273,400	\$ 68,350	20%
	\$ 1,195,415	\$ 956,332	\$ 239,083	20%
	\$ 2,095,658	\$ 1,676,526	\$ 419,132	20%
	\$ 602,500	\$ 482,000	\$ 120,500	20%
	\$ 636,034	\$ 636,034	\$ -	0%
Total Gold Coast	\$ 7,871,357	\$ 5,524,292	\$ 2,347,065	

Gold Coast Transit - ARPA

Operating Assistance

Operating Assistance

Late Night Safe Rides

ADA Paratransit Service

ADA Paratransit Service

Capital Assistance

Preventative Maintenance (Fixed Route)

	\$ 3,201,369	\$ -	0%
	\$ 236,456	\$ -	0%
	\$ 1,886,258	\$ -	0%
	\$ 2,827,518	\$ -	0%
Total Gold Coast	\$ 8,151,600	\$ -	

**Local Transportation Funding (LTF)**

Local Transportation Funding (LTF) is typically single largest source of GCTD funding for operating costs. The funds are generated through a state quarter-cent sales tax authorized by the state Transportation Development Act (TDA). LTF funds are allocated by VCTC to each local jurisdiction through a population-based formula.

As a transit district, the District claims all of the LTF allocated to its member jurisdictions. In accordance with GCTD's enabling legislation, GCTD members may claim from GCTD a portion of those funds for transit services or the operation and maintenance of locally supported transit facilities. The district's by-laws provide for this process, by which each member may submit to GCTD its LTF funding requests. Requests for non-recurring expenses will be assessed and either funded in the current year or incorporated into the capital planning process.

For FY2021-22, the full LTF allocation to GCTD is \$14,607,464. Members' claims for recurring transit services costs total \$1,648,289, less \$354,223 in funds allocated to members but not expended in FY 2019-20 per audited financials; these funds are to be returned to GCTD as a credit to the respective members in FY2021-22. The FY2021-22 budget allocates an additional net \$49,400 in LTF to members for transit capital projects, less \$10,215 in capital funds not expended, was approved to be used for TDA qualified operating expenses, and returned to GCTD as a credit. Net LTF funding available to GCTD is \$12,959,175. Additionally, GCTD will receive from the City of Port Hueneme \$2,423 and the County of



Ventura \$87,844 plus corresponding interests earned by direct payments as a refund for a project funded but later cancelled by mutual agreement.

A summary of FY2021-22 LTF Revenue and funding detail for members' recurring and non-recurring transit services items is shown in Table 6.

**TABLE 6**  
**Gold Coast Transit District**  
**LTF Revenue and Members' Transit Services Funding – FY2021-22**

<b>TDA - LTF REVENUE PROJECTIONS</b>		<b>TOTAL</b>	<b>OJAI</b>	<b>OXNARD</b>	<b>PORT HUENEME</b>	<b>VENTURA</b>	<b>VENTURA COUNTY</b>
June 2021 LTF Allocation		\$14,607,464	\$250,775	\$6,902,546	\$788,275	\$3,555,060	\$3,110,808
<b>FUNDING REQUESTS FOR RECURRING TRANSIT REQUIREMENTS</b>							
Ojai Trolley Operations & Maintenance	Ojai	\$89,870	\$89,870				
OTC Operation & Maintenance / Transit Services	Oxnard	\$495,000		\$495,000			
OTC Operation & Maintenance / Transit Services: Assistant Public Works Director & Administration	Oxnard	\$65,000		\$65,000			
Recurring Bus Stop Maintenance	Oxnard	\$80,110		\$80,110			
Operation & Maintenance at VTC /AMTRAK/ Metrolink Station/ Bus Stops	Ventura	\$299,176				\$299,176	
Recurring Bus Stop Maintenance	County	\$20,000					\$20,000
County Transit Services Management & Oversight	County	\$230,000					\$230,000
Transit Service - Heritage Valley	County	\$165,000					\$165,000
Transit Service - Ojai Trolley	County	\$210,000					\$210,000
Transit Service - T.O. D-A-R / Unincorporated Area	County	\$45,000					\$45,000
Transit Service - ECTA D-A-R	County	\$4,300					\$4,300
Transit Service - Kanan Road Shuttle	County	\$423,000					\$423,000
<b>TOTAL - RECURRING TRANSIT REQUIREMENTS</b>		<b>\$2,126,456</b>	<b>\$89,870</b>	<b>\$640,110</b>	<b>\$0</b>	<b>\$299,176</b>	<b>\$1,097,300</b>
Credit for FY 2019-20 Operating Carryover		(\$697,598)	\$0	\$0	\$0	(\$47,724)	(\$649,874)
FY2019-20 Operating Carryover to return to GCTD via Check Direct Payment		\$170,031	\$0	\$0	\$0	\$0	\$170,031
<b>Net LTF Funding for FY 2021-22 Recurring Transit Requirements</b>		<b>\$1,598,889</b>	<b>\$89,870</b>	<b>\$640,110</b>	<b>\$0</b>	<b>\$251,452</b>	<b>\$617,457</b>
<b>REQUESTED MEMBER CAPITAL IMPROVEMENT PROJECTS</b>							
Ojai Bus Shelter Improvements	Ojai	\$49,400	\$49,400				
Oxnard Bus Stops Construction and Improvements	Oxnard	\$205,550		\$205,550			
Bus Stop Enhancement Projects	Port Hueneme	\$146,250			\$146,250		
Truck Purchase	Ventura	\$7,219				\$7,219	
VTC Bathroom Remodel	Ventura	\$2,996				\$2,996	
<b>TOTAL CAPITAL IMPROVEMENTS</b>		<b>\$411,415</b>	<b>\$49,400</b>	<b>\$205,550</b>	<b>\$146,250</b>	<b>\$10,215</b>	<b>\$0</b>
Credit for FY 2019-20 Capital Carryover		(\$354,223)	\$0	(\$205,550)	(\$148,673)	\$0	\$0
FY2019-20 Capital Carryover to return to GCTD via Check Direct Payment		\$90,267	\$0	\$0	\$2,423	\$0	\$87,844
FY2019-20 Capital Carryover, GCTD-Approved Funds Transfer to Operating Activities		(\$10,215)				(\$10,215)	
<b>Net LTF Funding for FY 2021-22 Capital Improvement Projects</b>		<b>\$49,400</b>	<b>\$49,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL NET MEMBER FUNDING REQUIREMENTS</b>		<b>\$1,648,289</b>	<b>\$139,270</b>	<b>\$640,110</b>	<b>\$0</b>	<b>\$251,452</b>	<b>\$617,457</b>
<b>TOTAL NET MEMBER FUNDING REQUIREMENTS</b>		<b>\$1,648,289</b>	<b>\$139,270</b>	<b>\$640,110</b>	<b>\$0</b>	<b>\$251,452</b>	<b>\$617,457</b>
<b>Available FY 2021-22 LTF Funding for GCTD</b>		<b>\$12,959,175</b>					

<b>PRIOR YEAR OPERATING ACTIVITIES - CARRYOVER FUNDS</b>							
<i>Funds to be Returned to GCTD by Credit</i>		<b>TOTAL</b>	<b>OJAI</b>	<b>OXNARD</b>	<b>PORT HUENEME</b>	<b>VENTURA</b>	<b>VENTURA COUNTY</b>
Transit Service - Heritage Valley	County	(\$56,999)					(\$56,999)
Transit Service - Ojai Trolley	County	(\$81,181)					(\$81,181)
Transit Service - T.O. D-A-R / Unincorporated Area	County	(\$45,000)					(\$45,000)
Transit Service - ECTA D-A-R	County	(\$4,300)					(\$4,300)
Transit Service - Kanan Road Shuttle	County	(\$288,925)					(\$288,925)
Operation & Maintenance at VTC /AMTRAK/ MetrolinkStation/ Bus Stops	County	(\$3,438)					(\$3,438)
Ventura Transportation Center (VTC)	Ventura	\$0				(\$47,724)	
<b>Total - Funds to be Returned to GCTD by Credit</b>		<b>(\$527,567)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$47,724)</b>	<b>(\$479,843)</b>
<i>Funds to be Returned to GCTD by Direct Payment (via Check)</i>							
Transit Service - T.O. D-A-R / Unincorporated Area	County	(\$134,556)					(\$134,556)
Transit Service - ECTA D-A-R	County	(\$35,475)					(\$35,475)
<b>Total - Funds to be Returned to GCTD by Direct Payment (via Check)</b>		<b>(\$170,031)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$170,031)</b>
<b>TOTAL - Operating Funds to be Returned by Credit or Direct Payment (via Check)</b>		<b>(\$649,874)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$649,874)</b>
<b>PRIOR YEAR CAPITAL IMPROVEMENT PROJECTS - PROJECT CANCELLATIONS / REDUCTIONS</b>							
<i>Funds to be Returned to GCTD by Credit</i>		<b>TOTAL</b>	<b>OJAI</b>	<b>OXNARD</b>	<b>PORT HUENEME</b>	<b>VENTURA</b>	<b>VENTURA COUNTY</b>
Oxnard Bus Stops Construction and Improvements	Oxnard	(\$205,550)		(\$205,550)			
Bus Stop Enhancement Projects	Port Hueneme	(\$146,250)			(\$146,250)		
<b>Total - Funds to be Returned to GCTD by Credit</b>		<b>(\$351,800)</b>	<b>\$0</b>	<b>(\$205,550)</b>	<b>(\$146,250)</b>	<b>\$0</b>	<b>\$0</b>
<i>Funds to be Returned to GCTD by Direct Payment (via Check)</i>							
Bus Stop Enhancement Projects (FY 2019-20 and earlier)	Port Hueneme	(\$2,423)			(\$2,423)		
Install/Upgrade Bus Stops	County	(\$62,956)					(\$62,956)
Route 22 Bus Stops	County	(\$14,390)					(\$14,390)
AVA System - Kanan Shuttle	County	(\$10,499)					(\$10,499)
<b>Total - Funds to be Returned to GCTD by Direct Payment (via Check)</b>		<b>(\$90,267)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$2,423)</b>	<b>\$0</b>	<b>(\$87,844)</b>
<b>TOTAL - Capital Funds to be Returned by Credit or Direct Payment (via Check)</b>		<b>(\$442,067)</b>	<b>\$0</b>	<b>(\$205,550)</b>	<b>(\$148,673)</b>	<b>\$0</b>	<b>(\$87,844)</b>
<b>PRIOR YEAR CAPITAL IMPROVEMENT PROJECTS - TIME EXTENSION REQUESTS</b>							
		<b>TOTAL</b>	<b>OJAI</b>	<b>OXNARD</b>	<b>PORT HUENEME</b>	<b>VENTURA</b>	<b>VENTURA COUNTY</b>
Oxnard Bus Stops Construction and Improvements (FY2019-20 and earlier)	Oxnard	\$205,550		\$205,550			
Bus Stop Enhancement Projects (FY 2019-20 and earlier)	Port Hueneme	\$146,250			\$146,250		

## CAPITAL PLAN

### CAPITAL PROJECT FUNDING

GCTD capital projects are typically funded by a combination of Federal, State, and local matching funds. FTA Section 5307 funds are provided on a formula basis and may be programmed for capital projects, typically at 80% of the cost, with a 20% required local match. For certain qualifying projects, Congestion Mitigation and Air Quality (CMAQ) funds or Section 5339 funds may also be programmed. CMAQ funding may be programmed for funding new bus service or the purchase of alternative fuel buses (such as ZEB); GCTD's CMAQ grants cover 88.53% of the project cost with the remainder made up from local matching funds.

Section 5339 funds may be programmed to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities, typically at 80% of the cost, with a 20% required local match. GCTD is specifically authorized by FTA to use 5307 or 5339 formula funds to make its COP payments.

GCTD received numerous grant awards for State funds for capital projects under the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. This was a ten-year program that has completed its final funding phase; GCTD is still expending the last of its PTMISEA grants funds. PTMISEA-funded projects do not require a matching funds component.

More recently the State has introduced grant programs such as The Transit and Intercity Rail Capital Program (TIRCP) and The Low Carbon Transit Operations Program (LCTOP) funded by the Greenhouse Gas Reduction Fund (SB862 – 2014 and SB9 – 2015). In 2017 the State passed SB1, which in addition to providing funds for State Transit Assistance (STA) provided additional funds for TIRCP. GCTD currently receives LCTOP formula funds for eligible programs and anticipates competing for TIRCP program funding.

Local matching funds for Federal grants are provided through the GCTD Capital Reserve and STA funds, historically funded from GCTD's LTF allocation. The capital reserve allows funding for major capital projects to be planned and funded in advance without placing sudden or excessive demands on local funding sources. The District has historically contributed to the Capital Reserve as part of the budgeting process as circumstances and funding allow. With the District's resources presently allocated to operations and debt service for its COP issue, the FY2021-22 budget does not include a capital reserve contribution. GCTD anticipates finishing FY 2020-21 with just under \$6.0 million in capital reserves, with a recent \$2 million replenishment from additional TDA Article 4 funds received in May and June 2021.

## TEN-YEAR CAPITAL PROJECT PLAN

A capital project plan has been developed to ensure that:

- GCTD plans for the necessary fleet, facilities, and equipment to provide service in a safe and cost-efficient manner;
- Capital costs are identified and programmed in advance and distributed throughout several fiscal cycles to avoid sudden or excessive demand on local funding source;
- A capital reserve is established to allow for major procurements without sudden or excessive demand on funding sources. Although most of GCTD's major capital investments are made using grant funding, many grants (including most Federal grants) require the agency to provide matching funds; and
- Long lead times required for certain tasks are understood and accommodated. The development of specifications and the required competitive procurement process for selecting a bus manufacturer can easily take six to twelve months, and it may take the manufacturer another one to two years to build and deliver a transit bus.

The capital project plan incorporates information from other GCTD planning documents, including the Short-Range Transit Plan and the Fleet Management Plan.

### Proposed Capital Projects

Significant items on the ten-year capital project plan include provision of expansion buses for anticipated service growth, major bus fleet refurbishment to extend the useful life of largest fleet, periodic replacement of our current bus, paratransit and service vehicle fleets, and additions to the District's technology in support of more efficient transit service and a more productive workforce.

Historically most of GCTD's capital funding has come from federal transit grants, which generally cover 80% of cost and require a 20% local match component, however the past few years have seen substantial support and activity for increased transit funding at the State level. California's TIRCP and LCTOP programs may provide increasing support for transit projects in future years.

SB1 funds provide transit State of Good Repair funds, additional STA funds and additional funding for the discretionary TIRCP grant program, all of which could benefit GCTD. As a result, for future programmed projects for which funding has not yet been identified, the plan makes no assumption of Federal-State-local split.

The total projected cost for all items on the ten-year capital project plan is \$75.2 million; of which \$6.33 million of funding for programmed projects has been identified and \$68.8 million of funding for these programmed projects has not yet been identified. Table 7 below shows funded projects and estimated completion year. A matrix showing all programmed projects (funded and unfunded) is shown in Table 8.

TABLE 7

**Gold Coast Transit District**  
**FY 2020-2022 Capital Project Plan – Funded Projects**

Description	Funding Type	Federal	State	Local Match	Total	Completion Year
Nine (9) Replacement Fixed Route Bus (CNG)	Federal CMAQ	\$4,185,552		\$ 542,283	\$ 4,727,835	2022-2023
Business Systems Upgrades (ERP & Planning)	Federal CARES	\$1,133,352		\$ -	\$ 1,133,352	2022-2024
Expansion Demand Response - Zero Emissions Vehicle	PTMISEA		\$ 80,000		\$ 80,000	2022-2023
<b>TOTAL</b>		<b>\$5,318,904</b>	<b>\$ 80,000</b>	<b>\$ 542,283</b>	<b>\$ 5,941,187</b>	

**TABLE 8**  
**Ten-Year Capital Project Plan – Programmed Projects**  
**(Funded and Unfunded)**

Project / Item	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Replacement Fixed Route Bus (CNG)	\$ 5,400,000	\$ 4,925,000	\$ -	\$ -	\$ -
Replacement Fixed Route Bus (ZEB)	\$ -	\$ 2,850,000	\$ 14,000,000	\$ -	\$ -
Expansion Fixed Route Bus (CNG)	\$ -	\$ -	\$ -	\$ -	\$ -
Expansion Fixed Route Bus (ZEB)	\$ -	\$ -	\$ -	\$ -	\$ 7,203,000
Replacement Demand Response (CNG/GAS/ZEB)	\$ -	\$ 539,000	\$ 474,000	\$ -	\$ 416,000
Replacement Demand Response (ZEB)	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Demand Response (CNG/GAS) Cutaway	\$ -	\$ -	\$ -	\$ 1,080,000	\$ -
Expansion Demand Response (ZEB)	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Expansion Demand Response (CNG/GAS/ZEB)	\$ -	\$ 31,000	\$ -	\$ 65,000	\$ 34,000
Relief Car - Sedan	\$ 60,000	\$ -	\$ 64,000	\$ -	\$ 100,000
Supervisor Van	\$ 40,000	\$ -	\$ 43,000	\$ -	\$ 45,000
Maintenance Truck	\$ -	\$ -	\$ -	\$ -	\$ 39,000
Admin Van	\$ 40,000	\$ -	\$ -	\$ -	\$ -
SBCAG Electric Bus Charging at New Facility	\$ -	\$ -	\$ 843,000	\$ -	\$ -
Solar Panels / Battery Storage	\$ -	\$ -	\$ 1,053,000	\$ -	\$ -
Business Systems Upgrades (ERP, Payroll, Planning)	\$ 848,000	\$ 290,000	\$ -	\$ -	\$ -
Computers & Server Replacements	\$ 18,000	\$ 19,000	\$ 19,000	\$ 20,000	\$ 20,000
Fuel Station Upgrades (Hydrogen)	\$ -	\$ -	\$ -	\$ -	\$ 8,865,000
Electric Vehicle Charging Infrastructure	\$ -	\$ 400,000	\$ 421,000	\$ -	\$ -
UTA-APC System Overhaul	\$ -	\$ 68,000	\$ 65,000	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<i>*highlights indicate funded projects</i>	\$ 6,486,000	\$ 9,122,000	\$ 16,982,000	\$ 1,165,000	\$ 16,722,000

Project / Item	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31
Replacement Fixed Route Bus (CNG)	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Fixed Route Bus (ZEB)	\$ 8,641,000	\$ 5,541,000	\$ -	\$ -	\$ -
Expansion Fixed Route Bus (CNG)	\$ -	\$ -	\$ -	\$ -	\$ -
Expansion Fixed Route Bus (ZEB)	\$ -	\$ -	\$ -	\$ 9,578,000	\$ -
Replacement Demand Response (CNG/GAS/ZEB)	\$ -	\$ -	\$ 90,000	\$ 645,000	\$ -
Replacement Demand Response (ZEB)	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Demand Response (CNG/GAS) Cutaway	\$ -	\$ -	\$ -	\$ -	\$ -
Expansion Demand Response (ZEB)	\$ -	\$ -	\$ -	\$ -	\$ -
Expansion Demand Response (CNG/GAS/ZEB)	\$ -	\$ -	\$ -	\$ -	\$ -
Relief Car - Sedan	\$ -	\$ 315,000	\$ -	\$ -	\$ -
Supervisor Van	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Truck	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Van	\$ -	\$ -	\$ -	\$ -	\$ -
SBCAG Electric Bus Charging at New Facility	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Panels / Battery Storage	\$ -	\$ -	\$ -	\$ -	\$ -
Business Systems Upgrades (ERP, Payroll, Planning)	\$ -	\$ -	\$ -	\$ -	\$ -
Computers & Server Replacements	\$ 21,000	\$ 21,000	\$ 22,000	\$ 23,000	\$ 23,000
Fuel Station Upgrades (Hydrogen)	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Vehicle Charging Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -
UTA-APC System Overhaul	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<i>*highlights indicate funded projects</i>	\$ 8,662,000	\$ 5,877,000	\$ 112,000	\$ 10,246,000	\$ 23,000

**TABLE 9**  
**Ten-Year Capital Project Plan – Programmed Capital Procurements**

<b>Budget Name</b>	<b>FY2021-22</b>	<b>FY2022-23</b>	<b>FY2023-24</b>	<b>FY2024-25</b>	<b>FY2025-26</b>
Replacement Fixed Route Bus (CNG)	9	8	-	-	-
Replacement Fixed Route Bus (ZEB)	-	3	14	-	-
Expansion Fixed Route Bus (CNG)	-	-	-	-	-
Expansion Fixed Route Bus (ZEB)	-	-	-	-	5
Replacement Demand Response (CNG/GAS/ZEB)	-	7	6	-	5
Replacement Demand Response (ZEB)	-	-	-	-	-
Replacement Demand Response (CNG/GAS) Cut	-	-	-	8	-
Expansion Demand Response (ZEB)	1	-	-	-	-
Expansion Demand Response (CNG/GAS/ZEB)	-	1	-	2	1
Relief Car - Sedan	2	-	2	-	3
Supervisor Van	1	-	1	-	1
Maintenance Truck	-	-	-	-	1
Admin Van	1	-	-	-	-
SBCAG Electric Bus Charging at New Facility	-	-	1	-	-
Solar Panels / Battery Storage	-	-	1	-	-
On Demand Software (Microtransit)	1	-	-	-	-
Business Systems Upgrades (ERP, Payroll, Plann	1	-	-	-	-
Computers & Server Replacements	1	1	1	1	1
Fuel Station Upgrades (Hydrogen)	-	-	-	-	1
Electric Vehicle Charging Infrastructure	-	10	10	-	-
UTA-APC System Overhaul	-	27	26	-	-
<b>Budget Name</b>	<b>FY2026-27</b>	<b>FY2027-28</b>	<b>FY2028-29</b>	<b>FY2029-30</b>	<b>FY2030-31</b>
Replacement Fixed Route Bus (CNG)	-	-	-	-	-
Replacement Fixed Route Bus (ZEB)	8	5	-	-	-
Expansion Fixed Route Bus (CNG)	-	-	-	-	-
Expansion Fixed Route Bus (ZEB)	-	-	-	6	-
Replacement Demand Response (CNG/GAS/ZEB)	-	-	1	7	-
Replacement Demand Response (ZEB)	-	-	-	-	-
Replacement Demand Response (CNG/GAS) Cut	-	-	-	-	-
Expansion Demand Response (ZEB)	-	-	-	-	-
Expansion Demand Response (CNG/GAS/ZEB)	-	-	-	-	-
Relief Car - Sedan	-	9	-	-	-
Supervisor Van	-	-	-	-	-
Maintenance Truck	-	-	-	-	-
Admin Van	-	-	-	-	-
SBCAG Electric Bus Charging at New Facility	-	-	-	-	-
Solar Panels / Battery Storage	-	-	-	-	-
On Demand Software (Microtransit)	-	-	-	-	-
Business Systems Upgrades (ERP, Payroll, Plann	-	-	-	-	-
Computers & Server Replacements	1	1	1	1	1
Fuel Station Upgrades (Hydrogen)	-	-	-	-	-
Electric Vehicle Charging Infrastructure	-	-	-	-	-
UTA-APC System Overhaul	-	-	-	-	-

## APPENDIX A

### OPERATIONAL BUDGETS BY DEPARTMENT

**TABLE 10**  
**Gold Coast Transit District**  
**Fixed Route Operating Budget**  
**July 1, 2021 to June 30, 2022**

<b><u>FIXED ROUTE</u></b>	<b><u>FY21-22</u></b> <b><u>Budget</u></b>	<b><u>FY20-21</u></b> <b><u>Budget</u></b>	<b><u>Difference +/-</u></b> <b><u>FY22 vs. FY21</u></b>	<b><u>% +/-</u></b> <b><u>FY22 vs. FY21</u></b>
<b><u>Employees</u></b>				
Salaries	\$ 9,123,000	\$ 8,232,200	\$ 890,800	+10.8%
Health Benefits	\$ 1,675,800	\$ 1,482,100	\$ 193,700	+13.1%
WCI	\$ 1,053,111	\$ 1,231,700	\$ (178,589)	(14.5%)
Retirement	\$ 1,657,200	\$ 1,621,100	\$ 36,100	+2.2%
Other Benefits	\$ 54,332	\$ 172,300	\$ (117,968)	(68.5%)
Uniforms	\$ 49,000	\$ 51,500	\$ (2,500)	(4.9%)
Medical Exams	\$ 38,500	\$ 48,000	\$ (9,500)	(19.8%)
Safety & Training	\$ 46,430	\$ 17,500	\$ 28,930	+165.3%
<b><u>Service/Supplies - Operational</u></b>				
Fuel/Lube	\$ 584,400	\$ 626,000	\$ (41,600)	(6.6%)
Tires	\$ 130,000	\$ 125,000	\$ 5,000	+4.0%
Supplies	\$ 26,748	\$ 13,000	\$ 13,748	+105.8%
Maintenance Agreements	\$ 75,488	\$ 92,700	\$ (17,212)	(18.6%)
<b><u>Service/Supplies - Support</u></b>				
Telephones/Utilities	\$ 208,452	\$ 217,000	\$ (8,548)	(3.9%)
<b>TOTAL</b>	<b><u>\$14,722,461</u></b>	<b><u>\$13,930,100</u></b>	<b><u>\$ 792,361</u></b>	<b><u>+5.7%</u></b>



**TABLE 11**  
**Gold Coast Transit District**  
**Fleet & Facilities Operating Budget**  
**July 1, 2021 to June 30, 2022**

<b><u>FLEET &amp; FACILITIES</u></b>	<b><u>FY21-22</u></b> <b><u>Budget</u></b>	<b><u>FY20-21</u></b> <b><u>Budget</u></b>	<b><u>Difference +/-</u></b> <b><u>FY22 vs. FY21</u></b>	<b><u>% +/-</u></b> <b><u>FY22 vs. FY21</u></b>
<b><u>Employees</u></b>				
Salaries	\$ 2,003,800	\$ 2,006,200	\$ (2,400)	(0.1%)
Health Benefits	\$ 352,800	\$ 329,500	\$ 23,300	+7.1%
WCI	\$ 58,600	\$ 60,500	\$ (1,900)	(3.1%)
Retirement	\$ 367,100	\$ 364,000	\$ 3,100	+0.9%
Other Benefits	\$ 12,203	\$ 45,300	\$ (33,097)	(73.1%)
Uniforms	\$ 22,000	\$ 15,824	\$ 6,176	+39.0%
Medical Exams	\$ 7,700	\$ 5,992	\$ 1,708	+28.5%
Safety & Training	\$ 40,000	\$ 22,000	\$ 18,000	+81.8%
Contract Support	\$ 22,000	\$ 20,000	\$ 2,000	+10.0%
<b><u>Service/Supplies - Operational</u></b>				
Fuel/Lubricants	\$ 32,500	\$ 32,500	\$ -	+0.0%
Repair Parts	\$ 510,000	\$ 510,000	\$ -	+0.0%
CNG Fuel Station	\$ 75,000	\$ 75,000	\$ -	+0.0%
Contract Repair	\$ 640,000	\$ 595,000	\$ 45,000	+7.6%
Supplies	\$ 343,908	\$ 231,500	\$ 112,408	+48.6%
<b><u>Service/Supplies - Support</u></b>				
Telephones/Utilities	\$ 80,700	\$ 183,452	\$ (102,752)	(56.0%)
Contract Services	\$ 276,000	\$ 368,200	\$ (92,200)	(25.0%)
<b>TOTAL</b>	<b><u>\$4,844,311</u></b>	<b><u>\$4,864,968</u></b>	<b><u>\$ (20,657)</u></b>	<b><u>(0.4%)</u></b>

**TABLE 12**  
**Gold Coast Transit District**  
**Administration Operating Budget**  
**July 1, 2021 to June 30, 2022**

<b><u>ADMINISTRATION</u></b>	<b><u>FY21-22</u></b> <b><u>Budget</u></b>	<b><u>FY20-21</u></b> <b><u>Budget</u></b>	<b><u>Difference +/-</u></b> <b><u>FY22 vs. FY21</u></b>	<b><u>% +/-</u></b> <b><u>FY22 vs. FY21</u></b>
<b><u>Employees</u></b>				
Salaries	\$ 1,900,400	\$ 1,648,800	\$ 251,600	+15.3%
Health Benefits	\$ 277,300	\$ 227,100	\$ 50,200	+22.1%
WCI	\$ 7,400	\$ 9,000	\$ (1,600)	(17.8%)
Retirement	\$ 365,300	\$ 309,400	\$ 55,900	+18.1%
Other Benefits	\$ 33,631	\$ 54,000	\$ (20,369)	(37.7%)
Uniforms	\$ 700	\$ -	\$ 700	
Medical Exams	\$ 1,200	\$ 1,200	\$ -	+0.0%
Safety & Training	\$ 43,000	\$ 35,000	\$ 8,000	+22.9%
Employee Events	\$ 32,000	\$ 25,000	\$ 7,000	+28.0%
Contract Support	\$ 21,500	\$ 21,500	\$ -	+0.0%
<b><u>Service/Supplies - Support</u></b>				
Telephones/Utilities	\$ 18,600	\$ 18,600	\$ -	+0.0%
Insurance	\$ 1,112,530	\$ 1,129,800	\$ (17,270)	(1.5%)
Contract Services	\$ 184,870	\$ 244,870	\$ (60,000)	(24.5%)
Supplies	\$ 173,345	\$ 173,345	\$ -	+0.0%
Legal	\$ 161,000	\$ 81,000	\$ 80,000	+98.8%
Audit	\$ 65,000	\$ 35,000	\$ 30,000	+85.7%
Officers & Directors	\$ 20,000	\$ 20,000	\$ -	+0.0%
Dues	\$ 55,000	\$ 55,000	\$ -	+0.0%
<b>Total</b>	<b><u>\$4,472,776</u></b>	<b><u>\$4,088,615</u></b>	<b><u>\$ 384,161</u></b>	<b><u>+9.4%</u></b>

**TABLE 13**  
**Gold Coast Transit District**  
**Paratransit/Planning and Marketing Operating Budget**  
**July 1, 2021 to June 30, 2022**

<b><u>PARATRANSIT / PLANNING AND MARKETING</u></b>	<b><u>FY21-22 Budget</u></b>	<b><u>FY20-21 Budget</u></b>	<b><u>Difference +/- FY22 vs. FY21</u></b>	<b><u>% +/- FY22 vs. FY21</u></b>
<b><u>Employees</u></b>				
Salaries	964,800	892,600 \$	72,200	+8.1%
Health Benefits	162,800	136,700 \$	26,100	+19.1%
WCI	3,500	4,800 \$	(1,300)	(27.1%)
Retirement	181,700	167,800 \$	13,900	+8.3%
Other Benefits	3,460	15,700 \$	(12,240)	(78.0%)
Uniforms	1,435	0 \$	1,435	
Medical Exams	288	0 \$	288	
Safety & Training	22,500	13,500 \$	9,000	+66.7%
<b><u>Service/Supplies - Operational</u></b>				
Paratransit Service Contract	2,804,369	3,577,000 \$	(772,631)	(21.6%)
Fuel/Lubricants	126,100	137,300 \$	(11,200)	(8.2%)
Tickets/Schedules	50,000	60,000 \$	(10,000)	(16.7%)
Marketing	168,000	103,000 \$	65,000	+63.1%
Contracts	54,900	54,900		+0.0%
OTC Facilities	14,000	14,000		+0.0%
<b><u>Service/Supplies - Support</u></b>				
Telephones/Utilities	4,500	4,200 \$	300	+7.1%
Supplies	21,000	28,500 \$	(7,500)	(26.3%)
Contract Services	<u>168,420</u>	<u>88,420</u> \$	80,000	+90.5%
<b>TOTAL</b>	<b><u>\$4,751,773</u></b>	<b><u>\$5,298,420</u> \$</b>	<b>(546,647)</b>	<b>(10.3%)</b>
<b>PARATRANSIT</b>	<b>\$3,264,685</b>	<b>\$4,043,800 \$</b>	<b>(779,115)</b>	<b>(19.3%)</b>
<b>PLANNING AND MARKETING</b>	<b>\$1,487,088</b>	<b>\$1,274,120 \$</b>	<b>212,968</b>	<b>+16.7%</b>

## APPENDIX B – GLOSSARY

**Audit** – GCTD's annual financial record audit performed by an independent CPA firm.

**CNG Fuel Station** – Maintenance and upgrade expenses related to GCTD's onsite CNG fueling station.

**Contracted Paratransit Service** – Contract for the GCTD ACCESS paratransit service. This service is presently provided by MV Transportation.

**Contract Repair** – Expenses incurred to repair vehicles, equipment and facilities through outside vendors. Major overhauls of engines, transmissions, parts, painting, oil/fuel testing and other repairs are charged to this line item.

**Contract Services** – Expenses include computer hardware/software maintenance; office equipment maintenance, temporary help, janitorial, security, landscape and other services.

**Dues** – Fees associated with professional memberships or subscriptions, such as the American Public Transit Association, California Transit Association, National Safety Council and local Chambers of Commerce.

**Employee Events** – Includes the costs incurred by GCTD staff employees while attending approved meetings and conferences, as well as official employee events and functions sanctioned by the General Manager.

**Employee Support** – Includes: salaries, health benefits, worker's compensation insurance, retirement, life insurance, uniforms, medical exams and safety programs.

**Fuels/Lubricants** – CNG and lubricant products for GCTD revenue and non-revenue vehicles. Also included are fuel taxes - GCTD is required to pay State Excise taxes of \$.01/therms of CNG.

**Health Benefits** – GCTD portion of the health, dental and vision insurance premiums for employees.

**Insurance** – Liability insurance for vehicles, errors & omissions, bonding, property, crime, employer liability, etc.

**Legal** – Costs associated with legal services required by GCTD, including but not limited general counsel and labor/employment counsel services.

**Maintenance Agreements** – Maintenance agreements include the two-way radio, radio repeater, and coin counting machine.

**Medical Exams** – The MOU's provide for bi-annual physical examinations for all represented employees. Management and non-represented employees are provided an exam annually. New employees are given pre-employment exams and employees absent from work for significant periods of time are examined prior to their return to work. Pre-employment physicals and exams of safety-sensitive personnel include a drug/alcohol screen, which is required by FTA regulations and GCTD policy.

**Officers & Directors** – Expenses related to Board of Directors attendance at board and committee meetings, conferences and travel/per diem while attending conferences or

meetings. Included are the costs incurred by senior management employees while attending approved meetings and conferences.

**OTC Facilities** – The Customer Service Center (CSC) at the Oxnard Transportation Center (OTC), which provides route and schedule information and other services for transit passengers.

**Other Benefits** – GCTD's contribution for unemployment insurance, FICA/Medicare, Employee Assistance Program (EAP), life insurance for represented and non-represented employees and deferred compensation for the General Manager. The EAP is required as a part of GCTD's Drug and Alcohol Program and the represented employee MOUs.

**Repair Parts** – Repair parts are the materials, parts and components used in repairing vehicles and equipment.

**Retirement** – GCTD's contribution for its employees to the California Public Employee Retirement System (CalPERS).

**Risk Management** – Program to manage and reduce risk, especially industrial injuries.

**Safety Programs** – Annual safety awards function, safety awareness activities, incentive awards, training videos and similar activities.

**Salaries** – Salary and wages of all employees. For represented positions this includes current salary, agreed upon step increases, agreed upon longevity and bilingual pay. For non-represented positions this includes current wages, pay increases in accordance with the personnel policy, longevity and bilingual pay, and projected salary range increases, if any, as determined by the Board of Directors.

**Schedules/Marketing** – This includes the GCTD Bus Book, maps, tickets, passes and artwork for public information and promotional products. Also included are media advertising, printing of promotional brochures, participation in fairs, parades, promotions, Chamber of Commerce functions and other community outreach activities.

**Service/Supplies – Operational** – Items related to operations, including fuels/lubricants, tires, repair parts, CNG fuel station maintenance and upgrades, contracted paratransit service, contract repair, supplies, schedules/marketing, OTC facilities and maintenance agreements.

**Service/Supplies – Support** – Items related to the support of GCTD services, but which are not direct operational expenses. Includes telephones/utilities, insurance, contract services, supplies, legal, audit, officers and directors and dues.

**Supplies** – For Fixed Route, expenses includes cash handling supplies, repair of locks, gate openers, etc. For Maintenance, expenses includes miscellaneous repair parts, industrial gases, repair of farebox counting equipment, non-stock parts and other miscellaneous parts, printing materials, freight, mail/delivery services, non-vehicle maintenance, and janitorial supplies. Also included is the mechanics' tool allowance as per union contract. For administrative departments, expenses include office supplies, computer supplies, computer software/hardware, copier costs, postage, office printing, office furniture and other associated expenses.

**Telephones/Utilities** – Costs associated with communications services, as well as electric, gas, water and refuse charges for the facility.

**Tires** –New tires are required for the front axles of all buses. Recapped tires are typically purchased for the rear axles of the buses.

**Uniforms** – Uniforms are provided by contract to the maintenance and operation employees. Bus Operators are provided three pairs of pants, five shirts and a cap annually. Every other year jackets/sweaters are provided. Operations supervisors are provided three pairs of pants, five shirts, a vest, a tie and a cap. Maintenance employees are provided rental uniforms cleaned and delivered by a vendor.

**Urbanized Area (UZA)** – The FTA has designated areas over 200,000 population as specific urbanized areas. GCTD's service area is part of the Oxnard UZA.

**Workers' Compensation Insurance** – Premium for the required workers' compensation insurance provided to GCTD by the California State Association of Counties-Excess Insurance Authority (CSAC-EIA).



Item #8

**DATE:** July 7, 2021

**TO:** GCTD Board of Directors

**FROM:** Dawn Perkins, Director of Finance *dp*

**SUBJECT:** Consider Adoption of Resolution No. 2021-05 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds

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### SUMMARY

The Gold Coast Transit District (GCTD) FY 2021-22 budget is funded from numerous sources, including local, state and federal funds, CARES-Act, passenger fares, advertising revenue, interest income and gain on disposed property. The local share of funding is provided through the use of Transportation Development Act (TDA) funds. Within the GCTD budget there are typically two components which are included in the TDA Claim—(1) Local Transportation Funds (LTF) and (2) State Transit Assistance funds (STA). STA now also includes funds generated by SB1, including State of Good Repair (SGR) funds.

As a transit district, GCTD is entitled to claim all LTF funds allocated by VCTC to its member agencies based on population. As part of GCTD's budget process, District members may, in turn, claim from GCTD a portion of the funds for recurring expenses associated with transit services for the operation and maintenance of locally supported transit facilities. LTF funds in the claim are typically used by GCTD to support operations and capital projects.

GCTD's Local Transportation Fund (LTF) funding, approved by the Ventura County Transportation Commission (VCTC) on June 4, 2021, to be \$14,607,464. Of that amount, a net amount of \$1.6 million is allocated to member transit requirements and capital projects, and the remainder of \$13 million is allocated to GCTD.

At this time the State Controller's Office has not provided a definitive allocation amount for GCTD's FY 2021-22 State Transit Assistance. The resolution authorizes filing of a claim for 100% of available STA funds, including STA and SGR funds generated by SB1.

### RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors adopt Resolution No. 2021-05, authorizing the filing of a TDA claim for the appropriate amount.

General Manager's Concurrence

Steven P. Brown

### GOLD COAST TRANSIT DISTRICT





**RESOLUTION No. 2021-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLD COAST TRANSIT DISTRICT  
AUTHORIZING THE FILING OF A CLAIM WITH THE VENTURA COUNTY  
TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION  
DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2021-22**

WHEREAS, the Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund (LTF) and the State Transit Assistance Fund for use by eligible claimants for various transportation and transit purposes as allowed by TDA; and,

WHEREAS, pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations hereunder (California Code of Regulations Sections 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund and the State Transit Assistance fund shall file its claim with the Ventura County Transportation Commission (VCTC).

NOW, THEREFORE LET IT BE RESOLVED, that Gold Coast Transit District Is authorized to execute and file an appropriate claim pursuant to the applicable rules and regulations promulgated hereunder, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of TDA funds in Fiscal Year FY 2021-22.

BE IT FURTHER RESOLVED that the authorized claim includes \$14,607,464 for Article 4 for transportation purposes for public transit expenditures. (PUC 99260).

BE IT FURTHER RESOLVED that the authorized claim includes 100% of available State Transit Assistance (STA) funds according to the allocations published by the State Controller's Office for local transportation planning and mass transportation purposes (PUC 99301).

BE IT FURTHER RESOLVED that the authorized claim includes 100% of available State of Good Repair funds according to the amounts published by the State Controller's Office (PUC 99313 and PUC 99314).

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Ventura County Transportation Commission in conjunction with the filing of the claim.

PASSED AND ADOPTED THIS 7th DAY OF JULY 2021.

\_\_\_\_\_  
Randy Haney  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Directors of Gold Coast Transit District at a regular meeting thereof held on the 7<sup>th</sup> day of July 2021.

\_\_\_\_\_  
Steven P. Brown  
Secretary of the Board



Item #8

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**  
**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA)**  
**LOCAL TRANSPORTATION FUND (LTF)**  
**FINAL APPORTIONMENT FOR FISCAL YEAR 2021/2022**

**RECOMMENDATION:**

- Approve the Local Transportation Fund Final Apportionment for Fiscal Year 2021/2022, apportioning \$35.25 million as shown in Attachment 1.

**BACKGROUND:**

Each year the Ventura County Transportation Commission (Commission or VCTC) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects in cities with populations under 100,000 if eligible. The City of Thousand Oaks is exempt from the 100,000-population rule and is eligible to spend funds on Article 8 or 4 per Senate Bill (SB) 848 June 2018. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

In recognition of the volatility of sales tax revenue, in 2011, the Commission adopted a policy to maintain a reserve of roughly 10% of funds to be apportioned for Articles 4 (public transportation) and 8 (other allocations, currently transit and local streets and roads). Should LTF revenues received be lower than estimated, VCTC would be able to draw from the reserves to keep local jurisdictions whole for the fiscal year to smooth out sales tax fluctuations.

In 2013, the Commission established a funding policy to support Rail Passenger Service/Commuter Rail (Metrolink). The Commission established a policy that each time there is an increase in estimated LTF sales tax receipts, the increase would be split one-third to Passenger Commuter Rail and two-thirds to bus transit.

## **DISCUSSION:**

Each year the Ventura County Auditor-Controller provides a Local Transportation Fund estimate to VCTC for the upcoming fiscal year and notifies VCTC if the previous projection for the current Fiscal Year needs revision (either up or down). This year, when the County-Auditor Controller provided the new estimate (see Attachment 2) for Fiscal Year 2021/2022, there was a significant increase in the revised estimate for Fiscal Year 2020/2021. This resulted in staff revising the Fiscal Year 2020/2021 apportionment which was approved at the February 2021 Commission meeting.

For Fiscal Year 2021/2022, the County Auditor-Controller estimates that the LTF sales tax receipts will be \$35.2 million. After accounting for the estimated beginning cash balance of \$2.87 million (contingency for Fiscal Year 2020/2021), plus the \$35.2 million estimated sales tax receipts less the \$2.82 million contingency reserve, it is estimated that there will be \$35.25 million to apportion in Fiscal Year 2021/2022. This apportionment amount is approximately \$480,000 less than the previous fiscal year.

*The Fiscal Year 2021/2022 Final apportionment is very similar to the Draft apportionment. The only difference is the allocation amount to each agency as the new Department of Finance Population numbers were received changing the local distribution amounts. The Fiscal Year 2021/2022 Final LTF Apportionment as shown in Attachment 1 includes the following:*

- \$6,402,476 Article 3 funds for Commission activities including:
  - \$4,447,476 for Metrolink commuter passenger rail purposes. In Fiscal Year 2020/2021 the Passenger Rail line did not include the one-third increase from sales tax receipts for that fiscal year only as Metrolink received a substantial amount of CARES funding. Since the one-third increase of \$1.9 million was for one year only, it is added back into the calculation less the one-third reduction for Fiscal Year 2021/2022 sales tax receipt of \$133,000 bringing this year's passenger rail total to approximately \$4.4 million in keeping with the policy discussed above.
  - \$705,000 (or 2%) for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Programing and Reporting. This is \$9,600 less than the previous fiscal year.
  - \$1,250,000 for administration of Commission activities including ADA and Senior projects, Regional Transit Technologies, Grant Administration, Transit Information Center, TDA Administration, Transportation Programming and Reporting as well as supporting the Commission's office administration and management. This is \$731,940 less than the previous fiscal year.
- \$14,500 Article 3 funds for the County Auditor-Controller's administrative costs.
- \$665,610 Article 3 funds for Bicycle and Pedestrian projects which is \$25,231 less than the previous fiscal year.
- \$28,167,414 for apportionment to local jurisdictions as allowed by TDA. This is a decrease of approximately \$0.5 million for all agencies. The Commission apportions these funds based on the California Department of Finance population estimates which were released in May 2021.

Staff's recommendation is to approve the Local Transportation Fund Final Apportionment for Fiscal Year 2021/2022, apportioning \$35.25 million as shown in Attachment 1.

Attachment 1  
**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2021/2022**

			FINAL FY 2021/2022	REVISED FY 2020/2021	Change vs. FY 2020/2021	DRAFT FY 2021/2022	Change vs. Draft FY 2021/2022
Estimated Unapportioned Cash Balance			2,870,000	3,000,000	-130,000	2,870,000	0
Contingency Reserve			-2,820,000	-2,870,000	50,000	-2,820,000	0
Estimated Annual LTF Receipts			35,200,000	35,600,000	-400,000	35,200,000	0
Total Funds Available			35,250,000	35,730,000	-480,000	35,250,000	0
Auditor's Administration			14,500	14,500	0	14,500	0
VCTC Administration			1,250,000	1,981,940	-731,940	1,250,000	0
VCTC Administration one-time			0	1,000,000	-1,000,000	0	0
VCTC Planning and Programming			705,000	714,600	-9,600	705,000	0
Subtotal			33,280,500	32,018,960	1,261,540	33,280,500	0
Article 3 Pedestrian and Bicycle Facilities			665,610	640,379	-25,231	665,610	0
Subtotal			32,614,890	31,378,581	1,236,309	32,614,890	0
Article 3 Rail Passenger Service Operations/Capital			4,447,476	2,647,463	-1,800,013	4,447,476	0
Total to be Apportioned			28,167,414	28,731,118	-563,704	28,167,414	0
Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2021/2022	REVISED FY 2020/2021	Change vs. FY 2020/2021	DRAFT FY 2021/2022	Change vs. Draft FY 2021/2022
Camarillo	69,708	8.35%	2,350,862	2,394,959	-44,097	2,347,970	2,892
Fillmore	15,807	1.89%	533,082	530,592	2,490	520,182	12,900
Moorpark	35,981	4.31%	1,213,438	1,236,594	-23,156	1,212,332	1,106
Santa Paula	30,691	3.67%	1,035,036	1,035,858	-822	1,015,534	19,502
Simi Valley	124,468	14.90%	4,197,612	4,264,745	-67,133	4,181,071	16,541
Thousand Oaks	125,426	15.02%	4,229,920	4,311,409	-81,489	4,226,820	3,100
<b>Gold Coast Transit District:</b>							
Ojai	7,436	0.89%	250,775	257,592	-6,817	252,538	-1,763
Oxnard	204,675	24.51%	6,902,546	7,033,838	-131,292	6,895,834	6,712
Port Hueneme	23,374	2.80%	788,275	804,682	-16,407	788,895	-620
San Buenaventura	105,415	12.62%	3,555,060	3,622,588	-67,528	3,551,512	3,548
Ventura County - Unincorporated	92,242	11.04%	3,110,808	3,238,261	-127,453	3,174,726	-63,918
Total	835,223	100.00%	28,167,414	28,731,118	-563,704	28,167,414	0



Item #9

**DATE** July 7, 2021  
**TO** GCTD Board of Directors  
**FROM** Marlena Kohler, Purchasing Manager/DBE Officer *MK*  
**SUBJECT** **CONSIDER ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FEDERAL FYs 2022-24**

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#### EXECUTIVE SUMMARY

In 1983 the Board of Directors adopted a Disadvantaged Business Enterprise (DBE) Program. Federal changes in program requirements have been implemented by the Board maintain compliance. In 1999, the U.S. Department of Transportation (DOT) issued major changes to 49 CFR 26 pertaining to the DBE Program. That regulation expanded the level of attention agencies must provide to meet requirements related to their DBE Programs to continue to be eligible receipt of FTA funds. In 2010, DOT changed the submission of the overall goal from annual to a three-year goal.

The attached "Overall DBE Goal for FYs 2022-24" explains the process by which the proposed DBE goal of 0.4% for Federal FYs 2022-24 was developed. It required analyzing census bureau data, California Department of Transportation's DBE database and GCTD's projected projects. Public participation, and input from DBE related groups and community organizations will also be sought.

As part of the goal setting process, GCTD is required to consult with persons and groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effect of discrimination on opportunities for DBEs and GCTD's efforts to establish a level playing field for the participation of DBEs. The consultation process will be described in this section after the public consultation process has been completed. Staff will review any comments and send them, if any, with the final submission of our overall goal to FTA upon approval.

**IT IS RECOMMENDED that the Board of Directors approve the attached DBE Participation report and adopt the DBE goal of 0.4% for Federal FYs 2022-24, to be submitted to FTA.**

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Steven P. Brown  
General Manager Concurrence

#### GOLD COAST TRANSIT DISTRICT

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**Fiscal Years 2022-24**

**Overall Goal for  
Disadvantaged Business Enterprise  
Participation in Federal Transit Administration  
Assisted Programs  
(Including Goal Setting Methodology)**

*Prepared by*  
Gold Coast Transit District  
1901 Auto Center Drive, Oxnard, CA 93036  
(805) 483-3959, [www.goldcoasttransit.org](http://www.goldcoasttransit.org)



*Adopted by*  
GCTD Board of Directors  
July 7, 2021

*Submitted to*  
U.S. Department of Transportation  
Federal Transit Administration  
San Francisco, California

# **GOLD COAST TRANSIT DISTRICT**

## **OVERALL DBE GOAL FOR FYs 2022-24**

### **I. SUMMARY**

On July 11, 2018, the Board of Directors adopted an Overall Goal for Disadvantage Business Enterprise (DBE) of 0.5% for federally funded transit project contracts awarded in federal fiscal years (FFYs) 2019-2021. The 0.05% DBE goal was to be met entirely through race/gender-neutral measures (i.e. no contract goals). Because the current program expires on September 30, 2021, GCTD has developed a proposed new Overall DBE Goal for the next three-year period that begins October 1, 2021 and ends September 30, 2024. DBE firms received 0.3% of federal funds awarded in FFY 2019 and 0.2% in FFY 2020, well below the adopted 0.5% DBE Goal.

Based on information described in this report, GCTD should consider the following:

- Adopt an Overall DBE Goal of 0.4% for FFYs 2022-2024

This goal is based on demonstrable evidence of the availability of *ready, willing and able* DBEs relative to all businesses *ready, willing and able* to participate in our FTA-assisted contracts. The overall goal reflects GCTD's determination of the level of DBE participation expected to be achieved absent the effects of discrimination. GCTD intends to meet this goal to the maximum extent feasible through race-neutral measures and does not intend to establish specific goals for any contracts unless needed.

### **II. BACKGROUND**

The United States Department of Transportation (USDOT) requires recipients of USDOT funds to establish DBE goals to ensure that small, disadvantaged business enterprises (DBE) can compete fairly for federally funded transportation-related projects. FTA requires the development of an overall triennial DBE goal when FTA funding recipients anticipate awarding more than \$250,000 in FTA funds in prime contracts (excluding transit vehicle purchases) in a federal fiscal year. Because GCTD serves as the designated recipient of federal transit funds for GCTD and the cities of Ojai, Oxnard, Port Hueneme, Ventura and the County of Ventura, GCTD is required to adopt a triennial DBE Goal.

USDOT has established a two-step process to assist funding recipients to calculate the DBE goal<sup>1</sup>. *Step 1* of the goal setting process is to determine a measurement of the actual relative availability of DBEs to perform the types of contracts that GCTD and its sub-recipients intend to let. In other words, the analysis is an attempt to determine what percentage of DBEs represent all firms that are ready, willing and able to compete for DOT-assisted contracting. *Step 2* of the goal setting calculation process is intended to adjust the base figure calculated in Step 1 to make it as precise as possible. Under the rule, all evidence available should be used to determine whether such an adjustment is necessary. If the evidence does not suggest such an adjustment is necessary, then no adjustment should be made.

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<sup>1</sup> US Department of Transportation, Tips for Goal Setting in the Disadvantaged Business Enterprise (DBE) Program,



### III. DBE GOAL SETTING METHODOLOGY

As noted in above, the DBE goal was calculated using the two-step process described in the “Tips for Goal Setting” guidance provided by USDOT. In Step One, a Base Figure was calculated that shows the relative availability of DBEs by dividing the number of DBE firms that are *ready, willing, and able* to compete for project contracts by the number of all firms (DBEs and non-DBEs) *ready, willing and able* to compete for project contracts. The calculation is summarized in the equation below:

	<i>Ready, Willing and Able DBEs</i>
<i>Step One Base Figure=</i>	<hr/>
	<i>All Ready, Willing and Able Businesses</i>
	<i>(including DBEs and Non-DBEs)</i>

In Step Two, the Base Figure was analyzed to determine if it requires adjustment upward or downward or left as is. Step One is described in more detail in section IV, and Step Two is described in section V.

### IV. STEP ONE: CALCULATING THE BASE (DBE GOAL) FIGURE

Six separate activities were conducted to complete Step One:

- a) Determine the Local Market Area.
- b) Develop a list of federal transit projects scheduled to be awarded in FFYs 2022 – 24.
- c) Assign North American Industry Classification System (NAICS) codes to projects.
- d) Obtain the number of DBE firms ready, willing and able to compete for projects contracts in FFYs 2022 – 24.
- e) Obtain the number of all firms (DBEs and non-DBEs) ready, willing and able to compete for project contracts in FFYs 2022 – 24.
- f) Calculate the relative availability of DBEs and the Weighted Base Figure which represents the final calculation for Step One.

#### IV(a) Determination of Local Market Area

The boundaries of the local market area were determined by examining the area in which the substantial majority of the contractors and subcontractors that submitted bids and were awarded contracts in past years are located. The location of bidders and firms awarded competitive contracts for the three-year period between FFYs 2018 through 2021 was used to determine the local market area (see Bidder’s List Attachment 1). The local market area was once again determined to be Ventura and Los Angeles counties because 56% of the bidders and 41% of firms awarded contracts were geographically located in the two counties. A summary of the location of bidders is provided below in Table 1, and the location of firms awarded contracts is provided below in Table 2.

**Table 1**  
Locations of Bidders  
FFY 18-21

Business Location	Total Businesses	Percent of Total
Ventura County	46	31%
Los Angeles County	37	25%
Other CA Counties*	38	26%
Other States**	25	18%
<b>Total</b>	<b>146</b>	<b>100%</b>

\*Alameda (2), Kern (2), Orange (9), Riverside (7), Sac (2), San Bern (2), San Diego (2), SB (2), Sonoma (1), Tuolumne (1)

\*\* AZ (5), CO (1), FL (3), IL (1), IN (1), KY (1), MD (1), MN (1), NC (2), NJ (1), OH (3), PA (2), Canada (1), WA (2)

**Table 2**  
Locations of Firms Awarded Contracts  
FFY 18-21

Business Location	Total Businesses	Percent of Total
Ventura County	28	30%
Los Angeles County	10	11%
Other CA Counties*	30	32%
Other States**	25	27%
<b>Total</b>		<b>100%</b>

\*Butte (1), Contra Costa (2) Kern (6) Orange (7), Placer (1), SB (2), SD (2), SF (4), SB (4)

\*\*GA (1), MD (5), NJ (5) NV (2), OH (3), PA (4), TX (1), VA (4)

#### **IV(b) Projects Scheduled for Award in FFYs 2022-2024**

Table 3 lists the federal transit projects scheduled to be awarded in FFYs 2021/22 through 2023/24. The total amount of funds assigned to these projects is \$11,328,082. Dollar amounts listed in the table represent federal funds only. Other project funds are excluded as per federal guidelines. In addition, the anticipated purchases of transit vehicles (fixed route and paratransit) are also excluded. Transit vehicle manufacturers will include applicable information in their goals reported to FTA.

**Table 3**  
Project Contracts Scheduled  
FFYs 22-24

Project Name	Anticipated Contract Amount
Replacement Demand Response (CNG/GAS/ZEB)	\$1,013,000
Expansion Demand Response (CNG/GAS/ZEB)	\$31,000
Relief Car - Sedan	\$64,000
Supervisor Van	\$43,000
SBCAG Electric Bus Charging at Facility	\$843,000
Solar Panels/Battery Storage	\$1,053,000
Computers & Server Replacement	\$38,000
Electric Vehicle Charging Infrastructure	\$385,000
<b>CAPITALIZED MAINTENANCE GRANTS</b>	
Shop Fuel & Lubricants	\$389,762
Tires	\$401,817

Repair Parts	\$1,576,359
CNG Station Operation Services	\$231,818
Contract Repairs	\$1,978,176
Supplies	\$1,062,985
Contract Services	\$853,088
<b>PLANNING GRANTS</b>	
Tickets/Schedules	\$154,545
Marketing	\$519,271
Professional Services	\$169,690
Contract Services	\$520,569
<b>TOTAL</b>	<b>\$11,328,082</b>

#### IV(c) NAIC Codes Assigned to Projects

NAICS Codes<sup>2</sup> were assigned to projects to help identify businesses that are “ready, willing and able” compete for the future contracts. Table 4 shows the NAICS Code assigned to projects.

**Table 4**  
NAICS Codes Assigned to Anticipated Contracts

Project Name	Anticipated Contract Amount	NAICS Codes	NAICS Code Description
Replacement Demand Response (CNG/GAS/ZEB)	\$1,013,000	221210	Natural Gas Distribution
Expansion Demand Response (CNG/GAS/ZEB)	\$31,000	221210	Natural Gas Distribution
Relief Car - Sedan	\$64,000	441110	New Car Dealers
Supervisor Van	\$43,000	441110	New Car Dealers
SBCAG Electric Bus Charging at Facility	\$843,000	237130	Power and Communication Line and Related Structures Construction
Solar Panels/Battery Storage	\$1,053,000	221114	Solar Electric Power Generation
Computers & Server Replacement	\$38,000	334111	Electric Computer Manufacturing
Electric Vehicle Charging Infrastructure	\$385,000	221122	Electric Power Distribution
<b>CAPITALIZED MAINTENANCE GRANTS</b>			
Shop Fuel & Lubricants	\$389,762	324191	Petroleum Lubricating oil and Grease Manufacturing
Tires	\$401,817	326212	All Other Automotive Repair and Maintenance
Repair Parts	\$1,576,359	336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing
CNG Station Operation Services	\$231,818	561210	Facilities Support Services
Contract Repairs	\$1,978,176	811118	Other Automotive Mechanical and Electrical Repair and Maintenance
Supplies	\$1,062,985	423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers
Contract Services	\$853,088	561612	Security Guards and Patrol Services
<b>PLANNING GRANTS</b>			
Tickets/Schedules	\$154,545	323111	Commercial Printing
Marketing	\$519,271	541613	Marketing Consulting Services
Professional Services	\$169,690	541611	Administrative Management and General Management Consulting Services
Contract Services	\$520,569	925120	Administration of Urban Planning and Community and Rural Development
<b>TOTAL</b>	<b>\$11,328,082</b>		

<sup>2</sup>NAICS is an industry classification system that groups establishments into industries based on the similarity of their production processes. It is a comprehensive system covering all economic activities. There are 20 sectors and 1,057 industries in 2017 NAICS United States.

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#### **IV(d) DBE Firms Ready, Willing and Able to Compete for Contracts**

DBE firms ready, willing and able to perform the anticipated work were identified using the California Unified Certification Program (CUCP) Statewide DBE Directory. NAICS Codes were used to identify DBE firms that indicated their willingness to work in the Local Market Area (Ventura and Los Angeles counties) and able to perform the proposed work. A total of 627 DBE firms were identified and shown in Table 5 by NAICS code. Names and addresses of the 627 DBE firms is provided in Attachment 2 titled "DBE Directory."

**Table 5**  
**DBE Firms Ready, Willing and Able to Perform Anticipated Contracts**

Geographic Area	2017 NAICS Code	NAICS Code Description	Total DBEs
Ventura and Los Angeles Counties	221210	Natural Gas Distribution	1
Ventura and Los Angeles Counties	221114	Solar Electric Power Generation	0
Ventura and Los Angeles Counties	221122	Electric Power Distribution	3
Ventura and Los Angeles Counties	237130	Power and Communication Line and Related Structures Construction	39
Ventura and Los Angeles Counties	323111	Commercial Printing	20
Ventura and Los Angeles Counties	324191	Petroleum Lubricating oil and Grease Manufacturing	1
Ventura and Los Angeles Counties	326212	Tire Retreading	3
Ventura and Los Angeles Counties	334111	Electric Computer Manufacturing	2
Ventura and Los Angeles Counties	336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	0
Ventura and Los Angeles Counties	423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	10
Ventura and Los Angeles Counties	441110	New Car Dealers	2
Ventura and Los Angeles Counties	541613	Marketing Consulting Services	273
Ventura and Los Angeles Counties	541990	Administrative Management and General Management Consulting Services	167
Ventura and Los Angeles Counties	561210	Facilities Support Services	41
Ventura and Los Angeles Counties	561612	Security Guards and Patrol Services	49
Ventura and Los Angeles Counties	811118	Other Automotive Mechanical and Electrical Repair and Maintenance	7
Ventura and Los Angeles Counties	925120	Administration of Urban Planning and Community and Rural Development	9
<b>TOTAL</b>			<b>627</b>

#### **IV(e) All Firms (Non-DBEs and DBEs Ready, Willing and Able to Compete for Contracts**

The total number of all firms (including DBEs) ready, willing and able to perform the anticipated contracts by NAICS Code was obtained from the U.S. Census Bureau and shown in Table 6. A total of 171,442 firms located within the Local Market Area were identified as shown in Table 6 by NAICS Code.

**Table 6**  
**All Firms Ready, Willing and Able to Perform Anticipated Contracts**

Geographic Area	2017 NAICS Code	NAICS Code Description	Total Establishment
Ventura and Los Angeles Counties	221210	Natural Gas Distribution	772
Ventura and Los Angeles Counties	221114	Solar Electric Power Generation	237
Ventura and Los Angeles Counties	221122	Electric Power Distribution	1,080
Ventura and Los Angeles Counties	237130	Power and Communication Line and Related Structures Construction	1,853
Ventura and Los Angeles Counties	323111	Commercial Printing	8,389
Ventura and Los Angeles Counties	324191	Petroleum Lubricating oil and Grease Manufacturing	83
Ventura and Los Angeles Counties	326212	Tire Retreading	94
Ventura and Los Angeles Counties	334111	Electric Computer Manufacturing	289
Ventura and Los Angeles Counties	336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	336
Ventura and Los Angeles Counties	423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	7,719
Ventura and Los Angeles Counties	441110	New Car Dealers	7,619

Ventura and Los Angeles Counties	541613	Marketing Consulting Services	28,994
Ventura and Los Angeles Counties	541990	Administrative Management and General Management Consulting Services	51,020
Ventura and Los Angeles Counties	561210	Facilities Support Services	2,991
Ventura and Los Angeles Counties	561612	Security Guards and Patrol Services	7,462
Ventura and Los Angeles Counties	811118	Other Automotive Mechanical and Electrical Repair and Maintenance	1,484
Ventura and Los Angeles Counties	925120	Administration of Urban Planning and Community and Rural Development	51,020
<b>TOTAL</b>			<b>171,442</b>

#### **IV(f) Relative Availability of DBE Firms and weighted Base Figure**

Calculating the Base Figure involves determining the:

1. Weight of each type of work by NAICS Code.
2. Relative availability of DBEs by NAICS Code.
3. Weighted availability Base Figure.

Table 7 shows the weight of each type of work by NAICS code based on the amount of U.S. Department of Transportation (DOT) federal funds assigned to projects.

**Table 7**  
Weight by NAICS Code Work Type

<b>NAICS Code</b>	<b>Project</b>	<b>Amount of DOT Funds on Project</b>	<b>% of Total DOT Funds (weight)</b>
221210	Natural Gas Distribution	\$1,044,000	9.22%
221114	Solar Electric Power Generation	\$1,053,000	9.30%
221122	Electric Power Distribution	\$385,000	3.40%
237130	Power and Communication Line and Related Structures Construction	\$843,000	7.44%
323111	Commercial Printing	\$154,545	1.36%
324191	Petroleum Lubricating oil and Grease Manufacturing	\$389,762	3.44%
326212	Tire Retreading	\$401,817	3.55%
334111	Electric Computer Manufacturing	\$38,000	0.34%
336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	\$1,576,359	13.92%
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	\$1,062,985	9.38%
441110	New Car Dealers	\$107,000	0.94%
541613	Marketing Consulting Services	\$519,271	4.58%
541990	Administrative Management and General Management Consulting Services	\$169,690	1.50%
561210	Facilities Support Services	\$231,818	2.05%
561612	Security Guards and Patrol Services	\$853,088	7.53%
811118	Other Automotive Mechanical and Electrical Repair and Maintenance	\$1,978,176	17.46%
925120	Administration of Urban Planning and Community and Rural Development	\$520,569	4.60%
<b>Total FTA-Assisted Contract Funds</b>		<b>\$11,328,082</b>	<b>100.00%</b>

As shown in Table 8, the unweighted relative availability of DBEs is 0.37%.

**Table 8**  
Unweighted Relative Availability of DBEs

NAICS Code	Project	# of DBEs Available to Perform This Work	# of All Firms Available (inc. DBEs)	Relative Availability
221210	Natural Gas Distribution	1	772	0.13%
221114	Solar Electric Power Generation	0	237	0.00%
221122	Electric Power Distribution	3	1,080	0.28%
237130	Power and Communication Line and Related Structures Construction	39	1,853	2.10%
323111	Commercial Printing	20	8,389	0.24%
324191	Petroleum Lubricating oil and Grease Manufacturing	1	83	1.20%
326212	Tire Retreading	3	94	3.19%
334111	Electric Computer Manufacturing	2	289	0.69%
336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	0	336	0.00%
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	10	7,719	0.13%
441110	New Car Dealers	2	7,619	0.03%
541613	Marketing Consulting Services	273	28,994	0.94%
541990	Administrative Management and General Management Consulting Services	167	51,020	0.33%
561210	Facilities Support Services	41	2,991	1.37%
561612	Security Guards and Patrol Services	49	7,462	0.66%
811118	Other Automotive Mechanical and Electrical Repair and Maintenance	7	1,484	0.47%
925120	Administration of Urban Planning and Community and Rural Development	9	51,020	0.02%
<b>Combined Totals</b>		<b>627</b>	<b>171,442</b>	<b>0.37%</b>

U.S. DOT recommends that DBE availability be weighted by the amount of federal funds assigned to projects to improve the accuracy of the Base Figure calculation. Table 9 shows that weighting reduces availability of DBEs to 0.6%. This weighted base figure is slightly above the existing DBE Goal weighted base figure of 0.5%.

**Table 9**  
Weighted Availability of DBEs

NAICS Code	Project	Weight	X	Availability	Weighted Base Figure
221210	Natural Gas Distribution	9.22%	X	0.13%	0.01%
221114	Solar Electric Power Generation	9.30%	X	0.00%	0.00%
221122	Electric Power Distribution	3.40%	X	0.28%	0.01%
237130	Power and Communication Line and Related Structures Construction	7.44%	X	2.10%	0.16%
323111	Commercial Printing	1.36%	X	0.24%	0.00%
324191	Petroleum Lubricating oil and Grease Manufacturing	3.44%	X	1.20%	0.04%
326212	Tire Retreading	3.55%	X	3.19%	0.11%
334111	Electric Computer Manufacturing	0.34%	X	0.69%	0.00%
336310	Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	13.92%	X	0.00%	0.00%
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers	9.38%	X	0.13%	0.01%
441110	New Car Dealers	0.94%	X	0.03%	0.00%
541613	Marketing Consulting Services	4.58%	X	0.94%	0.03%
541990	Administrative Management and General Management Consulting Services	1.50%	X	0.33%	0.00%

561210	Facilities Support Services	2.05%	X	1.37%	0.03%
561612	Security Guards and Patrol Services	7.53%	X	0.66%	0.05%
811118	Other Automotive Mechanical and Electrical Repair and Maintenance	17.46%	X	0.47%	0.08%
925120	Administration of Urban Planning and Community and Rural Development	4.60%	X	0.02%	0.00%
<b>Weighted Base Figure</b>					<b>0.6%</b>

## **V. Step Two – Adjusting the Base Figure if Needed**

The purpose of Step Two in the DBE goal setting process is to evaluate the Base Figure calculated in Step One to determine if it requires further refinement. The following factors were considered as part of the Step Two evaluation process:

- Past participation of DBEs in contract awards including the median participation of DBEs in the previous five years.
- Comparing proposed projects to previously awarded contracts, Bidder's List and the DBE Directory to estimate DBE participation in the following three-year period based on race/ gender-neutral measures.
- LA Metro Disparity Study conducted in the Local Market Area including marketplace conditions.
- Data on employment, self-employment education and training, and union apprenticeship programs in the Local Market Area.

The proposed DBE Goal for FFYs 2022 – 2024 is described in section VI.

### **V(a). Past Participation of DBEs**

The percentage of federal transit funds awarded to DBEs in the past five years (FFY 2015/16 – FFY 2019/20) are listed in Table 10. The table shows that past participation of DBEs ranges from 0.02% to 3.49%, with a median of 0.03%. DBE participation was entirely achieved through race/gender-neutral measures.

**Table 10**  
**DBE Median Past Participation in Federal Transit Contracts**

<b>Federal Fiscal Year</b>	<b>DBE Participation</b>
2016	3.49%
2017	0.03%
2018	1.18%
2019	0.03%
2020	0.02%
<b>Median</b>	<b>0.03%</b>

The high DBE participation in FFYs 2016 is attributed to the award of a contract to Becnal Uniforms, a Woman-owned DBE firm that provides uniform services to GCTD's Operators. Becnal was awarded a one-year base period with four (4) one-year options at that time. In May 2021, Becnal once again was awarded a five (5) year contract.

## V(b). Comparing Proposed Projects with Projects Awards in Past Years

Projects proposed for funding in the next three years (Table 3) were compared to project contracts awarded in recent years of similar work type to estimate DBE participation based on race/gender-neutral measures. Data for the analysis was obtained from agency contract awards, Bidder's List (Attachment 1), and the DBE Directory (Attachment 2) for similar projects. Table 11 summarizes the results of the analysis which estimates DBE participation at 0.04% based on race/gender-neutral measures (no contract goals).

**Table 11**  
**Estimated FFYs 2022-2024 DBE Participation**  
**through Race/Gender-Neutral Measures**

NAICS Codes	NAICS Code Industry	NAICS Code Description	Estimated Neutral DBE Participation	Estimated Non-DBE Participation	Total	Est. % Neutral DBE
221210	Utilities	Natural Gas Distribution	\$104	\$1,044,000	\$1,044,104.40	0.01%
221114		Solar Electric Power Generation	\$0	\$1,053,000	\$1,053,000.00	0.00%
221122		Electric Power Distribution	\$0	\$385,000	\$385,000.00	0.00%
237130	Construction	Power and Communication Line and Related Structures Construction	\$1,349	\$843,000	\$844,348.80	0.16%
323111	Manufacturer	Commercial Printing	\$0	\$154,545	\$154,545.00	0.00%
324191		Petroleum Lubricating oil and Grease Manufacturing	\$156	\$389,762	\$389,917.90	0.04%
326212		Tire Retreading	\$442	\$401,817	\$402,259.00	0.11%
334111		Electric Computer Manufacturing	\$0	\$38,000	\$38,000.00	0.00%
336310		Motor Vehicle Gasoline Engine and Engine Parts and Manufacturing	\$0	\$1,576,359	\$1,576,359.00	0.00%
423120	Wholesale Trade	Motor Vehicle Supplies and New Parts Merchant Wholesalers	\$106	\$1,062,985	\$1,063,091.30	0.01%
441110	Retail Trade	New Car Dealers	\$0	\$107,000	\$107,000.00	0.00%
541613	Professional, Scientific, and Technical Services	Marketing Consulting Services	\$156	\$519,271	\$519,426.78	0.03%
541990		Administrative Management and General Management Consulting Services	\$0	\$169,690	\$169,690.00	0.00%
561210	Administrative and Support and Waste Management and Remediation Services	Facilities Support Services	\$70	\$231,818	\$231,898.55	0.03%
561612		Security Guards and Patrol Services	\$427	\$853,088	\$853,514.54	0.05%
811118	Other Services (except Public Administration)	Other Automotive Mechanical and Electrical Repair and Maintenance	\$1,583	\$1,978,176	\$1,979,758.54	0.08%
925120	Public Administration	Administration of Urban Planning and Community	\$0	\$520,569	\$520,569.00	0.00%



		and Rural Development				
<b>TOTAL</b>			<b>\$4,392</b>	<b>\$11,328,080</b>	<b>\$1,1332,483</b>	<b>0.04%</b>

### **V(c). LA Metro Disparity Study**

The Los Angeles County Metropolitan Transportation Authority (Metro) conducted a disparity study in 2017 known as the 2017 Disparity Study LA Metro. The study documented a substantially below disparity for White Woman, Black Americans, and Hispanic Americans. It also stated, overall, most groups experienced greater disparities on contracts awarded without goals than on those where DBE goals were applied. All groups, with exception of Subcontinent Asian American-owned businesses, exhibited disparity indices substantially below parity on contracts without DBE goals.

Based on the factors listed above to consider whether to adjust the Base Figure, it is determined that no adjustment should be made. Therefore, the overall goal for FY 22-24 is proposed at 0.4% to be achieved through race and gender-neutral measures.

### **V(d) Data on employment, self-employment education and training, and union apprenticeship Programs**

#### **Employment**

According to data from the Southern California Association of Governments presented in Table 12, the number of jobs in Ventura and Los Angeles counties increased by 1.4% and 6.5% respectively from 2007 to 2017. Retail jobs in Ventura County increased by 16.3% whereas construction jobs decreased by 32% and manufacturing jobs by 6.6% during the same 11-year period.

Coronavirus shelter-in-place orders and related business closures has had a significant effect on employment in 2020. Between early March 2020 and mid-September 2020, the weekly unemployment rate in California increased from about 5% to 15.3%<sup>3</sup>. There were 1.73 million fewer workers employed in California in July 2020 compared to July 2019<sup>4</sup>. As of March 2021, the percent of Jobs restored was estimated at 44% in Ventura County and 32% in Los Angeles County<sup>5</sup>.

Caltrans reports that employment of Black Americans Hispanic Americans, and women in the professional services industry is significantly lower than all industries as a whole. Employment of Black Americans in the construction industry is relatively low compared to other industries in California even within entry-level jobs. The employment of women in the California construction industry as a whole is relatively low, with the majority (94 percent) working in secretarial positions. Employment of Hispanic Americans in the California construction industry is considerably higher than all industries as a whole<sup>6</sup>.

<sup>3</sup> California Economic Forecast, Mark Schniepp, Covid 19 Economic Analysis, September 18, 2020

<sup>4</sup> Ibid., August 21, 2020 report

<sup>5</sup> Ibid., May 5, 2021 report

<sup>6</sup> Caltrans, Overall Disadvantaged Business Enterprise Goal and Methodology FFYs 2012 – 2021

**Table 12**  
**Jobs in Ventura and Los Angeles Counties: 2007 – 2017**

	Ventura County					Los Angeles County			
	Year 2007	Year 2017	Inc/Dec	% Change		Year 2007	Year 2017	Inc/Dec	% Change
Total Jobs	353,206	358,229	5,023	1.4%		4,478,032	4,767,204	289,172	6.5%
Manufacturing Jobs	39,000	36,444	(2,556)	-6.6%		461,197	394,754	(66,443)	-14.4%
Construction Jobs	23,301	15,860	(7,441)	-31.9%		194,097	152,083	(42,014)	-21.6%
Retail Jobs	41,101	47,820	6,719	16.3%		466,001	486,132	20,131	4.3%
Professional & Management Jobs	46,300	45,389	(911)	-2.0%		720,296	728,820	8,524	1.2%

Source: Southern California Association of Governments (SCAG) Local Profiles Report 2019 for Ventura County and Los Angeles County.

### Self-Employment Education and Training

There are several self-employment education and training course programs available in Ventura and Los Angeles Counties. Listed below are just a few of the available options obtained by searching online.

- **Small Business Administration** offers a series of free self-paced online courses that cover a variety of business basics. Website: <https://www.sba.gov/learning-center> •
- **California Small Business Development Center (SBDC) Network** provides small businesses and entrepreneurs with confidential, no-cost, one-on-one advising, expert training and a wide business network. The Los Angeles Regional SBDC network assists small business owners in Los Angeles, Santa Barbara, and Ventura counties. Website: <https://smallbizla.org/about/>
- **Business Forward Ventura County** hosts a network of support and direct technical assistance providers designed to help businesses start, grow and prosper. Website: <https://businessforwardvc.com/business-resource-providers/>
- **Women's Economic Ventures** programs combine classroom training, capital and individual technical assistance to support the small business entrepreneur through startup, stabilization and growth phases. Website: <https://www.wevonline.org/womensbusiness-center-wbc/>
- **SCORE** is a nonprofit dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. Website: <https://www.score.org/>
- **My Own Business, Inc.** is a nonprofit organization that provides free online businesses courses including training for established small businesses to grow and expand their businesses. Website: <https://www.scu.edu/mobi/>

### Union Apprenticeship Programs

There are several unions and affiliated organizations that sponsor paid on-the-job training and, in some cases, classroom instruction. Listed below are just a few of the available options obtained by searching online.

- **International Brotherhood of Electrical Workers (IBEW) Local 952** of Ventura County sponsors a paid apprenticeship program that combines on-the-job training with classroom instruction. Website:

[https://www.ibewlu952.org/?zone=/unionactive/view\\_article.cfm&HomeID=673504&page=Apprenticeship](https://www.ibewlu952.org/?zone=/unionactive/view_article.cfm&HomeID=673504&page=Apprenticeship)

- **Los Angeles/Orange County Building Trades Council** sponsors “MC3” training programs throughout the Los Angeles and Orange counties that serve as a pathway to an apprenticeship with one of their affiliated union trades. Website: <http://laocbuildingtrades.org/apprenticeship-building-trades/>
- **Reinforcing Ironworkers Local 416** of Los Angeles offers a registered apprenticeship program and operates a training center. Website: <https://ironworkers416.org/apprenticeship/>

## **VI. Proposed DBE Goal for FFYs 2022-2024**

The proposed overall DBE Goal for FFY 22-24 is 0.4%. The goal applies to FTA-funded contracts awarded by GCTD and its sub-recipients from October 1, 2021 through September 30, 2024. The analysis described herein indicates the proposed goal of 0.4% can be achieved entirely through race/gender-neutral measures. In accordance with the decision by the US Court of Appeals for the Ninth Circuit in *Western States Paving Company v. United States and Washington State Department of Transportation*, USDOT recipients in the Ninth Circuit, which includes California, cannot consider the use of a race- or gender-conscious goal unless a finding of statistically significant disparity (disparity study) has been made for the ethnic and gender groups to be included in the race- or gender-conscious goal. GCTD has not conducted a disparity study and, therefore, did not consider the use of a race- or gender-conscious goal as part of the overall goal. However, based on the results of the analysis described in sections IV and V of this report, GCTD believes it can achieve the base goal figure calculated in Step One entirely through race- and gender-neutral measures. A summary of disparity studies conducted Los Angeles County Metropolitan Transportation Authority is provided in section V of this report.

## **VII. Public Notice and Consultation Process**

As part of the DBE goal setting process, VCTC is required to consult with persons and groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and VCTC efforts to establish a level playing field for the participation of DBEs. The consultation process will be described in this section after the public consultation process has been completed.

## Attachment 1 Bidder's List

Bid #	Business Name	County	State	Zip	DBE?
17-05	Copy Court	Ventura	CA	93030	no
17-05	Standard Printing Company	Maricopa	AZ	85009	no
18-01	Standard Printing Company	Maricopa	AZ	85009	no
18-01	Copy Court	Ventura	CA	93030	no
18-02	Brown Armstrong Accountancy	Kern	CA	93309	no
18-02	Nigro & Nigro PC	Riverside3	CA	92562	no
18-04	Valley Business Printers	Los Angeles	CA	91342	no
18-04	Casey Printing, INC	Monterey	CA	93930	no
18-04	Dual Graphics	Orange County	CA	92821	no
18-04	The P.A. Group	Lackawanna	PA	18433	no
18-04	Taylor Communications	Nicollet	MN	56003	no
18-06	First Transit, Inc.	Hamilton	OH	45202	no
18-06	MV Transportation	Dallas	TX	75204	no
18-07	Complete Coach Works	Riverside	CA	92557	no
18-09	AMF	San Luis Obispo	CA	93401	no
18-09	Celtis Ventures, Inc.	Los Angeles	CA	90504	no
18-09	Computer Consultants International	Snohomish	WA	98275	yes
18-09	Coverly Professional Services	Ventura	CA	93006	no
18-09	GB Productions	King	WA	98027	no
18-09	Rethought Reborn Media	Calaveras	CA	95223	yes
18-09	Excellence Zone Marketing Strategies, Inc	Twinsburg	OH	44087	no
18-09	RG Pacific LLC	Los Angeles	CA	90640	yes
18-09	Sunlight Media LLC	Los Angeles	CA	90017	no
18-11	Sardo Bus & Coach Upholstery	Los Angeles	CA	90248	no
18-11	Upholstery Molina Manufacturing	Los Angeles	CA	90502	yes
18-11	Ideal Upholstery	Ventura	CA	93001	no
19-02	360 BC Group, Inc. dba 360Civic	Orange	CA	92867	yes
19-02	Celtis Ventures, Inc.	Los Angeles	CA	90277	no
19-02	Chikosolutions	Los Angeles	CA	91325	yes
19-02	Conservatech International Inc	Miami-Dade	FL	33138	no
19-02	Crusade	Sacramento	CA	95670	no
19-02	DeHart Consulting LLC dba SOHO Prospecting	Ventura	CA	93010	no
19-02	Futran Solutions Inc	Middlesex	NJ	8817	no
19-02	IGEEKTEAM LLC	Orange	CA	92780	no
19-02	Infojini Inc	Howard	MD	21046	no
19-02	Intellectyx, Inc.	Denver	CO	80202	no
19-02	Law Enforcement Social	San Bernardino	CA	91701	no
19-02	Level One Web Design	Tuolumne	CA	95370	no
19-02	NVISH SOLUTIONS INC	ALAMEDA	CA	94560	no
19-02	Planeteria Media	Sonoma	CA	95401	yes
19-02	Searle Creative Group LLC	Ventura	CA	93003	no
19-02	Simpatico Studios, LLC	Bucks	PA	18901	no
19-02	South American Jets LLC	Miami-Dade	FL	33166	no
19-02	Moneybrag Inc	Los Angeles	CA	90069	no
19-02	Sudhi Infomatics Inc	Delaware	OH	43082	no
19-02	Tepia Co	Orange	CA	92626	no
19-02	Albert R. Renteria Corporation	Riverside	CA	92570	yes
19-04	A.G. Coast	Los Angeles	CA	90045	no
19-05	Natural Green Landscaping	Ventura	CA	93033	no
19-05	Trades United Construction	Ventura	CA	93003	no
19-05	Wildscape Restoration, Inc	Ventura	CA	93003	yes
19-05	Mariposa Landscapes Inc	Los Angeles	CA	91702	no
19-05	Alltech	Los Angeles	CA	90640	no

Bid #	Business Name	County	State	Zip	DBE?
19-05	American Guard Service	Los Angeles	CA	90248	no
19-05	DSI	Los Angeles	CA	91765	no
19-05	Power Security Group	Riverside	CA	92882	yes
19-05	JJ&B Group Inc. DBA TST Security	Los Angeles	CA	91301	no
19-05	Servexo	Gardena	CA	90248	no
19-05	Securitas Security	Los Angeles	CA	91343	no
20-01	Coastal Occupational Medical Group	Ventura	CA	93030	yes
20-02	BBI	Ventura	CA	93003	no
20-08	Valley Business Printers	Los Angeles	CA	91342	no
20-08	Advantage Mailing	Orange	CA	92806	no
21-03	Becnel	Los Angeles	CA	90014	yes
21-03	Ace	San Diego	CA	92101	no
21-03	Gall	Fayette	KY	40505	no
21-04	Channel Islands Pressure Washing	Ventura	CA	93030	yes
21-04	A.M.C. Services	Ventura	CA	93006	no
21-05	Superior Sanitary Supplies	Oxnard	CA	93033	no
21-05	House Sanitary Supply	Ventura	CA	93003	no
21-05	Sinclair Janitorial Supply	Ventura	CA	93003	no
21-06	Clean Energy Renewable Fuels, LLC	Orange County	CA	92660	no
21-06	GHI Energy, LLC	Berks	PA	19610	no
21-09	AECOM Technical Services, Inc.	Los Angeles	CA	90071	no
21-09	STV Incorporated	Los Angeles	CA	90017	no
21-09	Center for Transportation and the Environment	Fulton County	GA	30308	no
21-09	Sam Schwartz Engineering, DPC	Los Angeles	CA	90014	no
21-09	Stantec Consulting	Los Angeles	CA	90017	no
21-09	Texas A&M Transportation Institute	Brazos	TX	77845	no
21-09	Virginkar & Associates	Orange County	CA	92831	yes
21-09	Wood Environment and Infrastructure Solutions, Inc	Los Angeles	CA	90040	no
21-09	The Leflore Group LLC	Los Angeles	CA	90602	yes
21-09	Zen and the Art of Clean Energy Solutions	Canada	BC	V5V3L9	no
21-11	Kelly Cleaning and Supplies	Ventura	CA	93003	no
21-12	Advantage Mailing	Orange County	CA	92806	no
21-12	Casey Printing, Inc.	Monterey	CA	93930	no

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
<b>NAICS CODE 221210</b>					
47553	MONDRE ENERGY INC.	1800 JOHN F. KENNEDY	PHILADELPHIA	PA	19103
<b>NAICS CODE 221114</b>					
NONE					
<b>NAICS CODE 221122</b>					
46599	ALPHA ENERGY LLC	409 CHESTER AVENUE SUITE B	ANNAPOLIS	MD	21403
47553	MONDRE ENERGY INC.	1800 JOHN F. KENNEDY	PHILADELPHIA	PA	19103
42783	WEST PACIFIC ELECTRIC COMPANY	20071 W GLENDALE AVENUE	LEMOORE	CA	93245
<b>NAICS CODE 237130</b>					
33166	ABA	22 WAWONA STREET	SAN FRANCISCO	CA	94127
42023	AHTNA DESIGN-BUILD, INC.	3200 EL CAMINO REAL, SUITE 240	IRVINE	CA	92602
48013	ALFARO COMMUNICATIONS CONSTRUCTION INC. DBA ACCI	15614 S. ATLANTIC AVE.	COMPTON	CA	90221
46599	ALPHA ENERGY LLC	409 CHESTER AVENUE SUITE B	ANNAPOLIS	MD	21403
2768	ANIL VERMA ASSOCIATES, INC	444 S. FLOWER STREET	LOS ANGELES	CA	90071
14639	AUTOMATED SWITCHING & CONTROLS, INC - A S C I	1191 HUNTINGTON DRIVE #227	DUARTE	CA	91010
42810	AYCE CONSULTING ENGINEERS, INC.	765 THE CITY CENTER DRIVE SOUTH	ORANGE	CA	92868
32903	C2PM	1120 SOUTH GRAND AVE., SUITE 1111	LOS ANGELES	CA	90014
48703	CITY LIGHTS, LTD.	9993 VIRGINIA AVE.	CHICAGO RIDGE	IL	60415
38867	COMMDEX CONSULTING, LLC	2400 HERODIAN WAY #360	SMYRNA	GA	30080
49672	CONSULT CONSTRUCTION CORPORATION	4623 MAYTIME LANE	CULVER CITY	CA	90230
34801	DEENSGROUP CONSTRUCTION	2175 THE ALAMEDA, SUITE 100	SAN JOSE	CA	95126
39120	EVERETT C. THOMPSON CONSTRUCTION	66856 8TH STREET	DESERT HOT SPRINGS	CA	92336
45356	FAST TRACK ENGINEERING	5835 W VINE AVE	VISALIA	CA	93291
45859	GOLD'S ENGINEERING PROFESSIONAL CORPORATION	12831 OAKFIELD WAY	POWAY	CA	92064
45791	GRAND BRIDGE INC	2208 W BEECHWOOD AVE	FRESNO	CA	93711
36281	HER-CON CONSTRUCTION SERVICES, INC.	489 FAIRLANE WAY	COVINA	CA	91723
39391	HERCA TELECOMM SERVICES, INC.	18610 BECK STREET	PERRIS	CA	92570
28842	HIGH LIGHT ELECTRIC, INC.	1460 COOLEY DRIVE	COLTON	CA	92324
45371	HOLLINS CONSULTING	870 MARKET ST, SUITE 700	SAN FRANCISCO	CA	94102
37128	HRV CONFORMANCE VERIFICATION ASSOCIATES, INC	420 ROUSER RD. SUITE 400	MOON TWP.	PA	15108
44395	KPA CONSTRUCTORS, INC.	40 N. ALTADENA DR. #206	PASADENA	CA	91107
44288	LOTUS ENGINEERING, INC.	34827 WABASH RIVER PLACE	FREMONT	CA	94555
37435	MARINSHIP DEVELOPMENT INTEREST, LLC	1485 BAYSHORE BLVD., STE. 200 MB 135	SAN FRANCISCO	CA	94124
36979	MONTGOMERY CONSTRUCTION SERVICES, INC.	7084 SPRINGFORD	SAN DIEGO	CA	92114
38491	MORAS EQUIPMENT AND CONSTRUCTION, INC.	9245 NAN ST.	PICO RIVERA	CA	90660
46792	NAVJOY CONSULTING SERVICES, INC.	301 COMMERCIAL ROAD, SUITE B	GOLDEN	CO	80401
35955	NEWLAND ENTITIES, INC	500 OLIVE STREET	MARYSVILLE	CA	95901
36743	PACRIM ENGINEERING, INC	312 E. 1ST STREET	LOS ANGELES	CA	90012

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
34538	PEACHTREE TELECOMMUNICATIONS INTERNATIONAL LLC	11465 JOHNS CREEK PKWY, SUITE 100	JOHNS CREEK	GA	30097
49125	PRECEDO MANAGEMENT INC.	9124 W. 24TH STREET	LOS ANGELES	CA	90034
44705	PROJECTSPAN SERVICES	254 HURON ST	BROOKLYN	NY	11222
37326	RBT ELECTRIC, INC	187 W. ORANGETHORPE AVE #101	PLACENTIA	CA	92870
41565	SAN JOAQUIN VALLEY CONSTRUCTION GROUP, LLC	P.O. BOX 2506	BAKERSFIELD	CA	93303
41936	SOLAR ENERGY FIELDS INC.	8659 RED OAK ST. SUITE E	RANCHO CUCAMONGA	CA	91730
43575	TECHNICO TV INC.	9826-B ARTESIA BLVD.	BELLFLOWER	CA	90706
35664	TECTOWELD, INC.	1450 W. 228TH STREET, UNIT #1	TORRANCE	CA	90501
40216	UNITED COM	14750 BRIERWOOD DRIVE	CHINO HILLS	CA	91709
46991	WESTERN ELECTRICAL CONTRACTING, INC.	29916 CIRCINUS STREET	MURRIETA	CA	92563
<b>NAICS CODE 323111</b>					
44867	A. ESTEBAN & COMPANY INC	132 WEST 36TH STREET	NEW YORK	NY	10018
39780	ACE MAILING CORPORATION	2736 16TH STREET	SAN FRANCISCO	CA	94103
41636	CORPORATE IMPRESSIONSLA INC.	10742 BURBANK BLVD.	NORTH HOLLYWOOD	CA	91601
39305	CR&A CUSTOM, INC.	312 W. PICO BLVD.	LOS ANGELES	CA	90015
43231	CYBERCOPY, INC.	3517 SCHAEFER STREET	CULVER CITY	CA	90232
40014	DAVIS BLUE PRINT CO., INC.	3205 N. MAIN ST.	LOS ANGELES	CA	90031
39292	DEAN HESKETH CO., INC. DBA MPRESSIONS	2551 W. LA PALMA AVENUE	ANAHEIM	CA	92801
44748	DIVERSITY FULFILLMENT SERVICES LLC	5315 W. 102ND ST.	LOS ANGELES	CA	90045
43043	DOCUMENT MANAGERS	510 FLORIDA AVE NW	WASHINGTON	DC	20001
44733	FASTSIGNS 68001	403 S. LA BREA	INGLEWOOD	CA	90301
44930	HOTSPOT PRINTING & PACKAGING, INC.	19401 S. VERMONT AVE.	TORRANCE	CA	90502
42523	IMAGE QUEST PLUS LLC	215 N. MARENGO AVE.	PASADENA	CA	91101
47493	KIDD INTERNATIONAL HOME CARE INC.	6930 CARROLL AVENUE	TAKOMA PARK	MD	20912
36036	KM PRINTING PRODUCTION, INC.	218 E. LONGDON AVE.	IRWINDALE	CA	91706
46357	NA MEDIA	4109 N. MORADA AVE	COVINA	CA	91722
49425	NTS COMMUNICATIONS INC.	3301 S. BROADWAY	LOS ANGELES	CA	90007
38206	PAPER JUNGLE PRINTING, INC.	245 FISCHER AVENUE, SUITE C-6	COSTA MESA	CA	92626
43628	SSS HOT OFF THE PRESS	13551 PATA RANCH RD	LAKE SIDE	CA	92040
42704	WELDON WORKS, INC.	1650 MABURY ROAD	SAN JOSE	CA	95133
41071	WENDT PRODUCTIONS, INC	17301 SOLIE RD	ODESSA	FL	33556
<b>NAICS CODE 324191</b>					
42768	INTERNATIONAL ENERGIES & COMMODITIES CORP	6145 WEDGWOOD DRIVE, SUITE 102	FORT WORTH	TX	76133
<b>NAICS CODE 326212</b>					
47972	DEISY AVILEZ TINEO DBA PRECISION TTS	12155 MAGNOLIA AVENUE	RIVERSIDE	CA	92503
42397	ISLAS TIRES, INC.	12328 CARMENITA ROAD	WHITTIER	CA	90605
43491	TYACK'S TIRE INC	211 SUMNER ST	BAKERSFIELD	CA	93305
<b>NAICS CODE 334111</b>					

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
43043	DOCUMENT MANAGERS	510 FLORIDA AVE NW	WASHINGTON	DC	20001
44883	SHAX ENGINEERING AND SYSTEMS, INC.	44777 S GRIMMER BLVD, STE C	FREMONT	CA	94538
<b>NAICS CODE 336310</b>					
NONE					
<b>NAICS CODE 423120</b>					
45346	A. P. FISCHER, INC.	1601 CASPIAN AVENUE	LONG BEACH	CA	90813
40566	AUTO PARTS SOLUTIONS, INC	700 N. PEARL ST, SUITE N202	DALLAS	TX	75201
36478	DLR DISTRIBUTORS, INC.	1785 E PARK PLACE BLVD. #870146	STONE MOUNTAIN	GA	30087
34548	DURABRAKE COMPANY	2311 CALLE DEL MUNDO	SANTA CLARA	CA	95054
23671	GLOBE ELECTRIC SUPPLY CO., INC.	10902 ROARK ROAD	HOUSTON	TX	77099
42968	JAMISON PROFESSIONAL SERVICES, LLC	2821 S. PARKER ROAD #505	AURORA	CO	80014
35517	KFM INTERNATIONAL INDUSTRIES, INC.	20277 VALLEY BLVD., SUITE H	WALNUT	CA	91789
33327	MATRIX RAILWAY CORPORATION	69 NANCY STREET	WEST BABYLON	NY	11704
46013	US SAFETY SOLUTIONS, LLC	38 BEAUFORT HARBOR LANDING	ALAMEDA	CA	94502
46835	VALDES LLC DBA VALDES ENTERPRISES	667 CHADDICK DRIVE	WHEELING	IL	60090
<b>NAICS CODE 441110</b>					
43748	ELITE AUTO NETWORK CORP.	8383 WILSHIRE BLVD. #215	BEVERLY HILLS	CA	90211
46274	HEART DRIVEN	18375 US HWY 18 SOUTH	APPLE VALLEY	CA	92307
<b>NAICS CODE 541613</b>					
39712	360 BC GROUP, INC.	25562 GLORIOSA DRIVE	MISSION VIEJO	CA	92691
40746	360 TOTAL CONCEPT CONSULTING, INC.	7677 OAKPORT ST, STE 230	OAKLAND	CA	94621
45409	A CUSTOMER'S POINT OF VIEW, INC.	922 HIGHWAY 81 EAST #164	MCDONOUGH	GA	30252
42981	A3K CONSULTING LLC	177 E COLORADO BLVD #200	PASADENA	CA	91105
40145	ACTION RESEARCH	3630 OCEAN RANCH BLVD.	OCEANSIDE	CA	92056
37191	ACTNOW STRATEGIES	936 S. OLIVE STREET, #408	LOS ANGELES	CA	90015
38821	ADDISON BURNET GROUP	6809 IRIS CIRCLE	LOS ANGELES	CA	90068
39504	ADR CONTINENTAL GROUP	198 JERROLD AVENUE	SAN FRANCISCO	CA	94124
36060	ADVANCED AVANT-GARDE CORPORATION	3670 W TEMPLE AVE, STE. 278	POMONA	CA	91768
43170	ADVOQT LLC	10 GUEST ST, SUITE 290	BOSTON	MA	2135
44449	AEA GROUP LLC	2 RAILROAD AVE. #171	GLYNDON	MD	21071
36145	AGCEL	9 SHORECLIFF COURT	SACRAMENTO	CA	95831
43750	ALAS MEDIA INC.	451 S. BRAND BLVD.	SAN FERNANDO	CA	91340
39924	ALASKA ENTERPRISES INC.	315 N. ASSOCIATED RD, #704	BREA	CA	92821



## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
42809	ALBERT R. RENTERIA CORPORATION	11 S D STREET	PERRIS	CA	92570
46355	ALK MANAGEMENT	4315 DON TOMASO DRIVE #17	LOS ANGELES	CA	90008
39577	ALL PETRO RESOURCES	18149 LULL STREET,	RESEDA	CA	91335
38240	ALLEGRA CONSULTING INC	129A NORTH MARENGO AVENUE	PASADENA	CA	91101
42113	ALLIANCE INFORMATION TECHNOLOGY & COMPUTER SOFTWARE SOLUTION	2694 BISHOP DRIVE STE. 110	SAN RAMON	CA	94583
45239	ALLIANCE OUTREACH, LLC	1940 N. TUSTIN STREET, SUITE 111	ORANGE	CA	92865
37154	AMBIENT SOLUTIONS, INC.	310 JUANITA AVENUE	OCEANO	CA	93445
45188	AMHEART SOLUTIONS	511 S. HARBOR BLVD. UNIT R	LA HABRA	CA	90631
50245	AQUA COMMUNITY RELATIONS GROUP	4452 PARK BLVD #208	SAN DIEGO	CA	92116
41398	ARAS ENTERPRISES, INC.	6001 FRIENDS AVENUE	WHITTIER	CA	90601
41199	ARELLANO ASSOCIATES, LLC	5851 PINE AVENUE	CHINO	CA	91709
38708	ARMAND RESOURCE GROUP, INC	ONE UNIVERSITY PLAZA, SUITE 314	HACKENSACK	NJ	7601
48802	ATHENIAN GROUP LLC	2500 BROADWAY	SANTA MONICA	CA	90404
50166	ATTAIN DESIGN AND MARKETING COMMUNICATIONS	550 W. LINDEN	OXNARD	CA	93033
48988	AVENIDA PRODUCTIONS LLC	12634 HART STREET	NO. HOLLYWOOD	CA	91605
44926	AVID PROMOTIONS	555 W. LAMBERT RD., SUITE C	BREA	CA	92821
44699	B3 MEDIA SOLUTIONS INC.	5965 WILBUR AVENUE	TARZANA	CA	91356
41984	BAG YOUR MARKETING	896 E. WILLOW AVENUE	MANTECA	CA	95337
40485	BARBARA KHOZAM, INC	1445 NAVEL PLACE	ESCONDIDO	CA	92027
48031	BLADES & ASSOCIATES	2020 DELAWARE AVENUE	SANTA MONICA	CA	90404
40441	BLUEPOINT PLANNING	1950 MOUNTAIN BLVD., #3	OAKLAND	CA	94611
34905	BOWEN AND ASSOCIATES	1070 N MENTOR AVENUE	PASADENA	CA	91104
41607	BRANDGOV	2507 SPRINGS ROAD	VALLEJO	CA	94591
41855	BRASFIELD & ASSOCIATES MARKETING	1997 E. CANOVA LANE	COMPTON	CA	90221
40121	BROWN MARKETING STRATEGIES, INC	3687 VOLTAIRE STREET, SUITE C	SAN DIEGO	CA	92106
41349	BUCHANAN & ASSOCIATES	313 S. ALMANSOR ST. #5	ALHAMBRA	CA	91801
35513	BURGOS COMMUNICATIONS LLC DBA ANCON	253 CONWAY AVENUE	LOS ANGELES	CA	90024
32903	C2PM	1120 SOUTH GRAND AVE., SUITE 1111	LOS ANGELES	CA	90014
41841	CAMS CONSULTING SERVICES	625 LYNWOOD DR	ENCINITAS	CA	92024

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
33725	CARDENAS STRATEGY GROUP	451 PROSPECT CIRCLE	SOUTH PASADENA	CA	91030
41619	CARIBOU PUBLIC RELATIONS	510 HAVEN STREET	MARTINEZ	CA	94553
38725	CASAMAR GROUP, LLC	23335 ALAMOS LANE	NEWHALL	CA	91321
44729	CAUSEIMPACTS LLC	5301 W. 119TH PLACE	INGLEWOOD	CA	90304
46117	CF DESIGNS	4537 MORRO BAY ST.	OCEANSIDE	CA	92057
42052	CGR STRATEGIC COMMUNICATIONS	736 PAYETTE DRIVE	CORONA	CA	92881
40560	CHANDLER CAMPBELLE & DASCHLE	310 VIZCAYA DRIVE	PALM BEACH GARDENS	FL	33418
3138	CIC RESEARCH, INC	8361 VICKERS STREET	SAN DIEGO	CA	92111
42549	CITYWORKS PEOPLE & PLACES, INC.	1526 INDIA STREET, UNIT E	SAN DIEGO	CA	92101
41771	CLC PUBLICIDAD, INC.	4528 STERN AVENUE	SHERMAN OAKS	CA	91423
44597	COLDBREW CREATIVE LLC	875 CINNABAR STREET # 3101	SAN JOSE	CA	95126
36644	COLLCOMM	1082 CORDOVA ST #5	PASADENA	CA	91106
44274	COMMUNITY CONNECTIONS LLC	315 S. CATALINA AVENUE	PASADENA	CA	91106
43233	CONSTANT & ASSOCIATES INC	3655 TORRANCE BLVD, SUITE 430	TORRANCE	CA	90503
45724	CONTIGO COMMUNICATIONS	2176 PALOU AVENUE	SAN FRANCISCO	CA	94124
38411	CONVEY	1250 45TH STREET, SUITE 320	EMERYVILLE	CA	94608
41736	COOK & SCHMID, LLC	740 13TH STREET, SUITE 502	SAN DIEGO	CA	92101
48639	COSTIN PUBLIC OUTREACH GROUP, INC.	20331 DEERVALE LANE	HUNTINGTON BEACH	CA	92646
42299	COURTNEY TORRES CONSULTING INC	4422 STERN AVENUE	SHERMAN OAKS	CA	91423
44293	CREATIVE PRODUCTIONS	5030 E. 2ND ST. SUITE 205	LONG BEACH	CA	90803
38995	CREATIVE STREAMLINE/DLP PRODUCTIONS	2245 E. COLORADO BLVD., #115-390	PASADENA	CA	91107
39277	CUSTOMER SERVICE EXPERTS, INC	2901 RIVA TRACE PARKWAY, SUITE 100	ANNAPOLIS	MD	21401
42757	CYNTHIA M. RUIZ & ASSOCIATES	4216 COLLIS AVENUE	LOS ANGELES	CA	90032
31469	DAKOTA COMMUNICATIONS	800 WILSHIRE BOULEVARD,	LOS ANGELES	CA	90017
41062	DBE CONSULTANTS	805 MARINA ESTATES CIRCLE	HENDERSON	NV	89015
49193	DEGRAVE COMMUNICATIONS INC	40575 CAL OAKS ROAD	MURRIETA	CA	92562
22915	DEVINNY GROUP, THE	3760 MOTOR AVE. #309	LOS ANGELES	CA	90034
40805	DIANA PRICE & ASSOCIATES	4514 DON ZAREMBO DR	LOS ANGELES	CA	90008
47417	DIPLOMATICA LLC	5141 BUCHANAN STREET	LOS ANGELES	CA	90042

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
46971	DISIGN STUDIOS INC. DBA READY ARTWORK	434 W. FOOTHILL	MONROVIA	CA	91016
40761	DOMAIN EXPERTS CORPORATION	2530 BERRYESA ROAD #273	SAN JOSE	CA	95132
40583	DOUGLAS MATHESON & CO	905 F CAMINITO MADRIGA	CARLSBAD	CA	92011
45400	DQP ENTERPRISES, INC.	4885 SOUTH QUEBEC STREET, #109	DENVER	CO	80237
39561	DRA & ASSOCIATES	3029 EVA TERRACE	LOS ANGELES	CA	90081
48743	DUCKPUNK PRODUCTIONS INC.	10728 WESTMINSTER AVENUE	LOS ANGELES	CA	90034
43583	EBONY MARKETING SYSTEMS INC	79 ALEXANDER AVENUE, SUITE 31-A	BRONX	NY	10454
43616	EDK	10631 LINDLEY AVE #157	NORTHRIDGE	CA	91326
46031	ELEVATE DIGITAL MEDIA INC.	21200 KITTRIDGE STREET	WOODLAND HILLS	CA	91303
46419	ELIZABETH J. HARTWELL DBA HART COMMUNICATIONS	11010 W. OCEAN AIR DRIVE #360	SAN DIEGO	CA	92130
36265	EMA CONSULTANTS	149 ST. JOSEPH AVE.	LONG BEACH	CA	90803
40311	ETA AGENCY	444 W OCEAN BLVD #150	LONG BEACH	CA	90802
44872	ETR CONSULTANTS LLC	19416 S. KEMP AVENUE	CARSON	CA	90746
40149	EVERFIELD CONSULTING, LLC	2075 W. 235TH PLACE	TORRANCE	CA	90501
48741	FINE POINT CONSULTING LLC	4620 KESTER AVENUE	SHERMAN OAKS	CA	91403
48672	FRANKLIN LEE ENTERPRISES, LLC DBA CONVEYOR GROUP	2419 IMPERIAL BUSINESS PARK DRIVE	IMPERIAL	CA	92251
48903	FUSION E* CST HOLDINGS LLC	14500 ROSCOE BLVD.	PANORAMA CITY	CA	91402
49230	FWD CONSULTING LLC	1235 SINALOA AVENUE	PASADENA	CA	91104
43987	G2B CONSULTING	11504 ALCLAD AVENUE	WHITTIER	CA	90605
39800	GEARBOX PARTNERS LLC	250 WEST M STREET	BENICIA	CA	94510
39778	GENESIS CONSULTING GROUP, LLC	4304 E CAMPBELL AVE, SUITE 2042	PHOENIX	AZ	85018
36652	GOMEZ RESEARCH INC.	225 SOUTH LAKE AVE, STE 300	PASADENA	CA	91101
41319	GOOD DAY MEDIA	737 MARCOS VISTA LANE	SAN MARCOS	CA	92078
44437	GUSDORF MARKETING GROUP, LLC	10999 RIVERSIDE DRIVE	NORTH HOLLYWOOD	CA	91602
47665	HICKORY RIDGE GROUP LLC	2400 NORTH TENAYA WAY	LAS VEGAS	NV	89128
43615	HOUSE 47 LLC	849 SOUTH BROADWAY STE 608	LOS ANGELES	CA	90014
39903	HSW SERVICES	2724 ALBATROSS DRIVE	COSTA MESA	CA	92626
36922	IGUS SIMON & ASSOCIATES, INC.	4721 COOLIDGE AVENUE	CULVER CITY	CA	90230

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Firm ID	DBA Name	Address	City	State	Zip
43127	INGAGE LLC	1723 OYSTER POINT WAY	PALM HARBOR	FL	34683
42839	INNOVATIVE LOGICS, LLC	7 HOME PLACE CT	DALWORTHINGTON GRDNS	TX	76016
40856	INTEGRIS MANAGEMENT GROUP, INC.	6107 JACKSON ROAD	ROUGEMONT	NC	27572
47232	INTEGRITY PUBLIC RELATIONS INC.	27785 SANTA MARGARITA PARKWAY	MISSION VIEJO	CA	92692
44405	INVESTED TRAVELER AND BUYIT/BOXIT	3077-B CLAIREMONT DRIVE #394	SAN DIEGO	CA	92117
38535	J MAJORS & ASSOCIATES PR AND EVENT MANAGEMENT, LLC	15501 SAN PABLOE AVENUE, # G268	RICHMOND	CA	94806
42992	J WALCHER COMMUNICATIONS INC.	2986 IVY STREET	SAN DIEGO	CA	92104
41808	J'S DESIGNS	2021 W. 35TH PLACE	LOS ANGELES	CA	90018
37532	J-U CARTER, INC	555 N EL CAMINO REAL A-462	SAN CLEMENTE	CA	92672
50147	JAQUITH CONSULTING GROUP	3006 YOUNG	TUSTIN	CA	92782
40542	JESUS SEGOVIA IV DBA ADA GURU	19433 GRAHAM LANE	SANTA CLARITA	CA	91350
43861	JKH CONSULTING LLC	321 36TH PLACE	MANHATTAN BEACH	CA	90266
39975	JLM STRATEGIC TALENT PARTNERS	111 W. OCEAN BLVD. SUITE 1580	LONG BEACH	CA	90802
43080	JOLENE POLYACK MARKETING	2221 CAROLYN	KINGSBURG	CA	93631
36528	JONES WORLEY DESIGN, INC.	723 PIEDMONT AVENUE, NE	ATLANTA	GA	30308
42183	JOENVILLE, LLC DBA WE THE CREATIVE	27132 PASEO ESPADA, SUITE B1225	SAN JUAN CAPISTRANO	CA	92675
43241	JPROJECT SOLUTIONS, INC.	14140 W. DEER CREEK LN.	WADSWORTH	IL	60083
47655	JUAN CARLOS LACEY DBA JC LACEY CONSULTING	93 WAPELLO ST	ALTADENA	CA	91101
22552	KANDI REYES & ASSOCIATES	1227 10TH ST. UNIT 4	SANTA MONICA	CA	90401
36110	KAREN MINIUTTI	1406 N. GARDNER STREET, STE. 4	LOS ANGELES	CA	90046
44374	KARLA V GONZALEZ ENTERPRISES	25252 PHILLIPS STREET	PERRIS	CA	92570
31053	KATHERINE PADILLA & ASSOCIATES	787 MERRETT DRIVE	PASADENA	CA	91104
46100	KAZOO STUDIOS EAST	1065 54TH STREET	OAKLAND	CA	94608
9846	KEILANI TOM DESIGN ASSOCIATES	456 MONTGOMERY STREET, STE. 200	SAN FRANCISCO	CA	94104
46764	KEOUGH CONSULTING	809 HOPKINS WAY	PLEASANTON	CA	94566
41939	KIM FLUM CONSULTING DBA CRAFT COMMUNICATIONS	1117 HICREST ROAD	GLENDORA	CA	91741
36036	KM PRINTING PRODUCTION, INC.	218 E. LONGDON AVE.	IRWINDALE	CA	91706
42371	KRAMER ASSOCIATES INC	580 UTICA AVENUE	BOULDER	CO	80304

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
49232	KRB CONSULTING PROS	412 I AVE.	CORONADO	CA	92118
39923	KRM BUSINESS ENTERPRISES LLC	2701 DEL PASO RD #130-287	SACRAMENTO	CA	95835
38771	LA SALLE CONSTRUCTION ENGINEERING	900 F STREET, SUITE 128	SAN DIEGO	CA	92101
42823	LAVAILLE LAVETTE COMPANY, THE	5318 WESLAYAN,	HOUSTON	TX	77005
35655	LAW OFFICES OF JOHN W. HARRIS & ASSOCIATES	865 S. FIGUEROA ST. #2750	LOS ANGELES	CA	90017
42903	LEBLANC AND ASSOCIATES	305 HARKNESS AVENUE	SAN FRANCISCO	CA	94134
27837	LEE ANDREWS GROUP INC	818 W. 7TH ST. #880	LOS ANGELES	CA	90071
46834	LEJEUNE AND ASSOCIATES, LLC	1515 MARKET ST, SUITE 1200	PHILADELPHIA	PA	19102
50226	LENS CONSULTING FIRM, LLC	2108 STAR SAPPHIRE DR.	RALEIGH	NC	27610
29452	LESLIE SAUNDERS INSURANCE, INC	1535 DALE MABRY HWY, SUITE 101	LUTZ	FL	33548
43489	LOCAL LEADS LEADER, LLC	1511 SYCAMORE AVE	HERCULES	CA	94547
42192	LRS PROGRAM DELIVERY, INC.	2734 CALLE AVENTURA	SAN PEDRO	CA	90275
35851	LUCA, INC.	60 GREEN ST.	SAN FRANCISCO	CA	94111
40309	LUMENOR CONSULTING GROUP	2111 COMMERCE STREET	ALPHARETTA	GA	30009
39624	LVR INTERNATIONAL	1601 N. SEPULVEDA BLVD. #789	MANHATTAN BEACH	CA	90266
37179	M. STRINE CONSULTING	18250 HARLEY JOHN	RIVERSIDE	CA	92504
47758	MARGENA WADE SP	8338 IRIS STREET	OAKLAND	CA	94605
45218	MARIPOSA COMMUNITY OUTREACH & PUBLIC AFFAIRS	706 AMADOR ST.	LOS ANGELES	CA	90012
47250	MARIPOSA ECO CONSULTING, INC.	350 E. CALIFORNIA AVE.	PASADENA	CA	91106
41677	MARKETING MAVEN PUBLIC RELATIONS, INC.	1297 FLYNN ROAD #150	CAMARILLO	CA	93012
44187	MARKETING SOLUTIONS, LLC	9426 INDIAN SCHOOL ROAD NE, SUITE 2	ALBUQUERQUE	NM	87112
37022	MAROON SOCIETY, INC.	1615 GREENFIELD AVENUE	LOS ANGELES	CA	90025
44120	MAVEN INNOVATIVE CONSULTANCY	1620 NORTH CENTINELA AVENUE	LOS ANGELES	CA	90027
45352	MBI, LLC	644 MERCHANT STREET	COATESVILLE	PA	19320
33074	MCGRAPHICS DESIGN	1810 HARDISON PLACE, SUITE 7	SOUTH PASADENA	CA	91030
34632	MCS BURBANK LLC	2627 HOLLYWOOD WAY	BURBANK	CA	91505
45731	MEC INTERNATIONAL	1515 TESSA AVENUE	SACRAMENTO	CA	95815
49155	MEDIA RELATIONS GROUP, LLC	14707 SOUTH DIXIE HWY, SUITE 404	MIAMI	FL	33176

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Firm ID	DBA Name	Address	City	State	Zip
41521	MEDICIS COMMUNICATIONS, INC	310 3RD AVENUE, SUITE A1	CHULA VISTA	CA	91910
40025	MICHELLE KIRKHOFF CONSULTING	1357 EAST BIG BEAR BLVD.	BIG BEAR	CA	92314
42304	MINDBOARD, INC	43676 TRADE CENTER PLAZA, SUITE 235	STERLING	VA	20166
31717	MINDY F BERMAN COMMUNICATIONS	21901 LASSEN ST. UNIT 151	CHATSWORTH	CA	91311
42588	MJACH DESIGNS, LTD	5100 BUCKEYSTOWN PIKE, SUITE 250	FREDERICK	MD	21704
41775	MODERN TIMES, INC	1892 E ALTADENA DR	ALTADENA	CA	91001
41375	MORA DOW CONSULTING	12406 POMERADO PLACE	SAN DIEGO	CA	92128
42460	MSH VENTURES CORP DBA GARUDA PROMO & BRANDING SOLUTIONS	793 SCRIPPS DRIVE	CLAREMONT	CA	91711
49031	MSS TRANSIT CONSULTANTS LLC	4845 SHELTON AVENUE	ORANGE	CA	92867
41733	NEXT STEPS MARKETING, INC	1390 MARKETSTREET, STE. 200	SAN FRANCISCO	CA	94102
47874	NITI SYSTEMS CONSULTANTS INC.	4521 BASTION DRIVE	ROSWELL	GA	30075
40002	NOBLE INSIGHT, INC	2831 LAURELGATE DRIVE	DECATUR	GA	30033
43224	OGX CONSULTING	17317 E. CALEY LN	AURORA	CO	80016
46190	ONE THOUSAND SUNS	11652 CHENAULT STREET	LOS ANGELES	CA	90049
43145	ONEWORLD COMMUNICATIONS, INC.	1874 FELL STREET	SAN FRANCISCO	CA	94117
35228	OSCHIN PARTNERS, INC.	16060 VENTURA BLVD. #105-329	ENCINO	CA	91436
38458	PARTNERS FOR ECONOMIC SOLUTIONS	349 CEDAR STREET, NW	WASHINGTON	DC	20012
45624	PEACOCK SINNING PUBLIC RELATIONS	22 CALLE MANDARINA	SAN CLEMENTE	CA	92673
48783	PH COLLECTIVE	2355 WESTWOOD BLVD.	LOS ANGELES	CA	90064
48783	PH COLLECTIVE	2355 WESTWOOD BLVD.	LOS ANGELES	CA	90064
45413	PLACE AND PAGE	453 S. SPRING ST.	LOS ANGELES	CA	90013
42939	PLAN C AGENCY	120 E. 8TH STREET	LOS ANGELES	CA	90014
41328	PLATFORMCONSULTANTS.COM	2647 GATEWAY ROAD, SUITE 105-136	CARLSBAD	CA	92009
43111	PORTAVOCE INC	2888 LOKER AVE. EAST SUITE 107	CARLSBAD	CA	92010
36682	PREMIS COMMUNICATIONS	3766 CRESTWAY PLACE	LOS ANGELES	CA	90043
42773	PRIME FOCUS LLC	918 FOX RIVER DRIVE	DE PERE	WI	54115
41532	PRM CONSULTING, INC.	1010 SECOND AVENUE, SUITE 2370	SAN DIEGO	CA	92101
24081	PROFESSIONAL SYNERGY GROUP	1400 PINE STREET #640134	SAN FRANCISCO	CA	94164
42975	PROSIO COMMUNICATIONS, INC.	1544 EUREKA ROAD, SUITE 210	ROSEVILLE	CA	95661

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Firm ID	DBA Name	Address	City	State	Zip
32373	PRX, INC.	991 W. HEDDING STREET, #201	SAN JOSE	CA	95126
43047	PUBLIC CONNECTIONS ORGANIZATION	504 CHERITON DRIVE	CARSON	CA	90746
42885	PURPLE GROUP	714 S. DEARBORN ST., FLOOR 3	CHICAGO	IL	60605
41882	R MO LLC	2303 CAMINO RAMON, SUITE 131	SAN RAMON	CA	94583
39103	RADIOWAVE MARKETING & PROMOTIONS LLC	3749 MOORE STREET	LOS ANGELES	CA	90066
50030	RAFABRUNO ENTERPRISES, LLC	826 ALGONA BLVD	N ALGONA	WA	98001
43553	RAMBO HOUSE MEDIA LLC	13100 YUKON AVENUE	HAWTHORNE	CA	90250
35099	REDFERN & ASSOCIATES	2325 TEASLEY STREET	LA CRESCENTA	CA	91214
48271	REFAI INTERNATIONAL GROUP	1827 CLEVELAND AVE	NATIONAL CITY	CA	91950
43794	RESOURCE SOLUTIONS OF CALIFORNIA	6425 GREEN VALLEY CIR. UNIT 306	CULVER CITY	CA	90230
45024	RL CONSULTING LLC	6045 W. CHANDLER B.VD	CHANDLER	AZ	85226
32574	RL PUBLIC RELATIONS & MARKETING, INC.	1900 AVENUE OF THE STARS, SUITE 288	CENTURY CITY	CA	90067
48678	ROCKET SCIENCE BRANDING LLC	12100 MONTECITO DRIVE	LOS ALAMITOS	CA	90720
40711	ROSALES BUSINESS PARTNERS LLC	2132 24TH STREET	SAN FRANCISCO	CA	94110
38588	ROSALES LAW PARTNERS LLP	3132 24TH STREET	SAN FRANCISCO	CA	94110
39386	RYLO MANAGEMENT	12 BLACKSTONE LANE	SAN RAFAEL	CA	94903
42412	SATCHELL MEDIA CORPORATION	655 40TH STREET, APT. 205	OAKLAND	CA	94609
43641	SAX PRODUCTIONS INC.	1055 W. 7TH ST.	LOS ANGELES	CA	90017
49353	SCENTSATIONAL SOAPS	1342 W 41ST PL	LOS ANGELES	CA	90037
44299	SILVY GROUP	567 WISTERIA ST	CHULA VISTA	CA	91911
49010	SNAP PRODUCTIONS	1244 S. ORANGE DRIVE	LOS ANGELES	CA	90019
43732	SOCIALQUEST, INC.	5657 ST. CLAIR AVENUE	VALLEY VILLAGE	CA	91607
46733	SPEAR PUBLIC RELATIONS	1365 HARDIN DRIVE	EL CAJON	CA	92020
44551	SR CONSULTING	9217 SAMANTHA COURT	SAN DIEGO	CA	92129
49206	SRL ENTERPRISES LLC	111 TOWN SQUARE PLACE	JERSEY CITY	NJ	7310
39814	STRATEGIC MEDIA SOLUTIONS	1000 S HOPE STREET, #429	LOS ANGELES	CA	90015
41988	STRATEGY DRIVER, INC	7015 ELVERTON DRIVE	OAKLAND	CA	94611
46745	STYLE & SOCIETY GROUP	123 S. FIGUEROA ST. #642	LOS ANGELES	CA	90012
45509	SUMIRE GANT CONSULTING	2234 N. BELLFLOWER BLVD. #15021	LONG BEACH	CA	90815

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Firm ID	DBA Name	Address	City	State	Zip
47153	SUNNIE HOUSE STRATEGIES	17947 TOLTEC CT.	SAN DIEGO	CA	92127
40282	SUSAN HAFNER, MULTIMODAL SOLUTIONS	7304 EADS AVENUE	LA JOLLA	CA	92037
46910	SUSGROW CONSULTING GROUP	820 AMARYLLIS AVENUE	SIMI VALLEY	CA	93065
40496	SYSTEMS CONSULTING, LLC	515 S FLOWER STREET, 36TH FLOOR	LOS ANGELES	CA	90071
41233	T & T PUBLIC RELATIONS, INC.	24325 CRENSHAW BLVD.	TORRANCE	CA	90505
43630	T. A. GROUP	550 S. HOPE STREET	LOS ANGELES	CA	90071
44432	TEN THIRTY MEDIA, LLC	420 BEIRUT AVENUE	PACIFIC PALISADES	CA	90272
44068	TERA CONSULTING, INC	29 ELVES LN	LEVITTOWN	NY	11756
45369	THE AARON GROUP, INC.	1266 SPRING PARK DRIVE	ATLANTA	GA	30311
45026	THE CHAMPION SERVICES GROUP, INC.	12231 SW 129TH CT	MIAMI	FL	33186
36256	THE FIERRO GROUP	461 W. 6TH ST., #200	SAN PEDRO	CA	90731
43820	THE FORREST GROUP	1422 N. CURSON AVENUE, SUITE 9	LOS ANGELES	CA	90046
36188	THE GEERE GROUP	25704 LEWIS WAY	STEVENSON RANCH	CA	91381
42867	THE GLUE, LLC	306 W. AVENUE 45	LOS ANGELES	CA	90065
42310	THE MAXIMA GROUP, LLC	444 S. FLOWER ST. #3700	LOS ANGELES	CA	90071
46101	THE PIERRE FIRM	5330 GRIGGS RD. SUITE F105	HOUSTON	TX	77021
37498	THE ROBERT GROUP, INC.	3108 LOS FELIZ BLVD.	LOS ANGELES	CA	90039
42300	THE VAN STRATTEN GROUP, INC.	16202 SALAZAR DR.	HACIENDA HEIGHTS	CA	91745
43159	THE WATHEN GROUP, LLC	7 TWOMBLY COURT	MORRISTOWN	NJ	7960
24703	THE WILSON GROUP	11713 CORINO WAY	RANCHO CORDOVA	CA	95742
45930	THINKNOW RESEARCH	2100 W. MAGNOLIA BLVD.	BURBANK	CA	91506
41895	THOMSON CONSULTING	8002 WINSTON ROAD - SUITE 300	PHILADELPHIA	PA	19118
34746	THORNHILL & ASSOCIATES	962 THIRD ST	HERMOSA BEACH	CA	90254
39013	TIERRA WEST ADVISORS, INC.	2616 E. 3RD ST.	LOS ANGELES	CA	90033
32099	TMD GROUP, INC.	1783-D TRIBUTE RD	SACRAMENTO	CA	95815
46230	TMK ADMINISTRATIVE CONSULTANT, LLC	27305 W. LIVE OAK ROAD	CASTAIC	CA	91384
41395	TRANSCAL SERVICES LLC	6109 SOUTH WESTERN AVENUE	LOS ANGELES	CA	90047
44747	TRUE SYNERGY, INC.	2325 1/2 WEST 25TH STREET	LOS ANGELES	CA	90018
40013	TYLER COMMUNICATIONS, INC.	780 MOROSGO DRIVE STE 14366	ATLANTA	GA	30324



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Firm ID	DBA Name	Address	City	State	Zip
43638	UGADI INC.	11142 IVY HILL DRIVE	SAN DIEGO	CA	92131
46352	ULTRA PROFESSIONAL SERVICES	17536 YELLOWWOOD WAY	CARSON	CA	90746
43034	UNDER CONSTRUCTION	776-179 EASTSHORE TERRACE	CHULA VISTA	CA	91913
40279	URBAN ANALYTICS, INC.	5727 AMY DRIVE	OAKLAND	CA	94618
34947	URBAN SOLUTIONS, LLC	11857 DARBY AVENUE	NORTHRIDGE	CA	91326
41108	URBAN TRANS CONSULTANTS INC	1543 CHAMPA STREET, SUITE 201	DENVER	CO	80202
40870	VALLEY SMALL BUSINESS CONSTRUCTION	5824 GREENHORN MT. COURT	BAKERSFIELD	CA	93313
49346	VELADA CONSULTING LLC	611 WILSHIRE BLVD	LOS ANGELES	CA	90017
41673	VERONICA PEREZ & ASSOCIATES	1904 W. LIBERTY COURT	LOS ANGELES	CA	90026
31905	VESTA REA & ASSOCIATES, LLC	5700 CYPRESSWOOD DR.	SPRING	TX	77379
38595	VIC SALAZAR ENTERPRISES LLC	1021 SCOTT ST #145	SAN DIEGO	CA	92106
49269	VISIONARY GENIUS MARKETING & PRODUCTIONS	200 S. BARRINGTON AVENUE	LOS ANGELES	CA	90049
39962	VMA COMMUNICATIONS, INC	243 OBERLIN AVE	CLAREMONT	CA	91711
46170	VPE PUBLIC RELATIONS	316 W. 2ND STREET	LOS ANGELES	CA	90012
36464	WAKING STATE DESIGN	4023 ALLA ROAD	LOS ANGELES	CA	90066
45143	WBA RESEARCH	4200 PARLIAMENT PLACE SUITE 200	LANHAM	MD	20706
44730	WEBSITTER   BEYOND EXTENSIONS TOO	8939 S. SEPULVEDA BLVD. SUITE 110 #273	LOS ANGELES	CA	90045
41071	WENDT PRODUCTIONS, INC	17301 SOLIE RD	ODESSA	FL	33556
44768	WETO CONSTRUCTION SERVICES, INC.	506 S SPRING STREET, #13623	LOS ANGELES	CA	90013
33561	WHITE SAND CONSULTANTS, INC.	30491 HUNKEY DORY LANE	TRABUCO CANYON	CA	92679
41791	WHITFIELD BARRETT INC	2009 TALON WAY	SAN DIEGO	CA	92123
39359	WINNING STRATEGIES, LLC	3871 PIEDMONT AVENUE #71	OAKLAND	CA	94611
38779	WORKING IMAGES	3045 REVERE AVENUE	OAKLAND	CA	94605
49401	YOEWB DESIGN INC.	12040 PARAMOUNT BLVD.	DOWNEY	CA	90242
42187	YOUNG COMMUNICATIONS GROUP, INC.	672 LA FAYETTE PARK PLACE #29	LOS ANGELES	CA	90057
42970	YUME CONSULTS LLC	12726 PACIFIC AVENUE	LOS ANGELES	CA	90066
41271	ZELDESIGN	5733 MONTE VISTA	LOS ANGELES	CA	90040
48517	ZERO1 AGENCY, LLC	840 S. HOBART BLVD.	LOS ANGELES	CA	90005
40314	ZETLIN STRATEGIC COMMUNICATIONS, INC	314 WEST 71ST STREET	NEW YORK	NY	10023

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Firm ID	DBA Name	Address	City	State	Zip
39202	ZUMA ENGINEERING AND RESEARCH DBA ZEAR	2236 HILLSBORO AVENUE	LOS ANGELES	CA	90034
<b>NAICS CODE 541990</b>					
37749	2ND NATURE LLC	500 SEABRIGHT AVE, SUITE 205	SANTA CRUZ	CA	95062
43611	A3C SOLUTIONS	2444 CAMINO RAMON, SUITE 350	SAN RAMON	CA	94583
49150	ADS CONCEPTS INC.	25037 HIGHSRING AVENUE	NEWHALL	CA	91321
47411	AEI CONSTRUCTION ENGINEER CONSULTANTS, INC.	2019 DAVID DRIVE	ESCONDIDO	CA	92026
38344	AFSHA CONSULTING, INC.	101 SANCTUARY	IRVINE	CA	92620
40713	AGATHOS LABORATORIES, INC	900 LAFAYETTE ST., SUITE 704	SANTA CLARA	CA	95050
46957	AGI INTERNATIONAL, INC	2525 N. SHADELAND AVE. BLDG 30 DOOR 5	INDIANAPOLIS	IN	46219
43713	AIR QUEST ENVIRONMENTAL INC	6851 SW 45TH STREET	FORT LAUDERDALE	FL	33314
41538	AL NAIF CONSULTING AND ENGINEERING, LLC	2712 COTTAGE LOOP	PARK CITY	UT	84098
47695	ALMEGA ANALYTIX LLC	27513 MARTA LANE	SANTA CLARITA	CA	91387
36747	AMBIENT ENERGY, INC.	580 CALIFORNIA ST, 12TH FLOOR	SAN FRANCISCO	CA	94103
35907	AMS CONSULTING, LLC	5627 STONERIDGE DRIVE, SUITE 320	PLEASANTON	CA	94588
37739	ANALYZER INTERNATIONAL, INC.	277 DOWNS ROAD	TUSTIN	CA	92782
49272	AOH CONSULTING LLC	5048 CAHUENGA BLVD	LOS ANGELES	CA	91601
45740	APS CONSTRUCTION SERVICES	25350 MAGIC MOUNTAIN PARKWAY	VALENCIA	CA	91355
44290	AQUALITY ENGINEERING, INC	145 BONITA STREET, UNIT E	ARCADIA	CA	91006
35813	ARCHAEOPALEO RESOURCES MANAGEMENT, INC.	1531 PONTIUS AVENUE #200	LOS ANGELES	CA	90025
38708	ARMAND RESOURCE GROUP, INC	ONE UNIVERSITY PLAZA, SUITE 314	HACKENSACK	NJ	7601
35126	BA, INC.	555 W 5TH ST	LOS ANGELES	CA	90013
41401	BAINBRIDGE ENVIRONMENTAL CONSULTANTS, INC	1322 BELL AVE. SUITE 1N	TUSTIN	CA	92780
44925	BARBARA GOLDSTEIN & ASSOCIATE	241 S. 12TH STREET	SAN JOSE	CA	95112
44889	BENETELLUS	13700 MARINA POINTE DR. UNIT 918	MARINA DEL REY	CA	90292
41751	BEYAZ & PATEL, INC	10920 VIA FRONTERA, SUITE 210	SAN DIEGO	CA	92127
41607	BRANDGOV	2507 SPRINGS ROAD	VALLEJO	CA	94591
46571	BRIAN ANSARI & ASSOCIATES INC	140 HEPBURN ROAD. APT 8L	CLIFTON	NJ	7012
48372	BROWN'S FINANCIAL SERVICES INC.	6 CENTERPOINTE DRIVE	LA PALMA	CA	90623
45422	CHARISTECH ENGINEERS AND CONSULTANTS, LLC	11764 CASTLE CT.	DUBLIN	CA	94568
38315	CHARLES H. STRAWTER DESIGN, INC	566 W LANCASTER BLVD., SUITE 20	LANCASTER	CA	93534
41348	CIVILEARTH	17390 DRAKE ST	YORBA LINDA	CA	92886
37523	CORNER CUBE, INC.	89 OAKMONT AVE.	PIEDMONT	CA	94610
49827	CPM PARTNERS, INC.	535 ENCINITAS BLVD SUITE 114	ENCINITAS	CA	92024
48293	CRYSTALLOGY CONSULTING INC.	225 S. SHAMROCK AVENUE	MONROVIA	CA	91016
45192	CSI COMPLIANCE LLC	1000 HERITAGE CENTER CIRCLE	ROUND ROCK	TX	78664
38396	CTI ENVIRONMENTAL, INC.	711 E. WARDLOW RD, SUITE 203	LONG BEACH	CA	90807
37898	CURALIUM CONSULTING	14194 NORTHWOODS BLVD.	TRUCKEE	CA	96161
36614	DALY & ASSOCIATES	2242 EL CAPITAN DRIVE	RIVERSIDE	CA	92506

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Firm ID	DBA Name	Address	City	State	Zip
45831	DATTELL, LLC	12366 CARMEL COUNTRY RD.	SAN DIEGO	CA	92130
22118	DEL RICHARDSON & ASSOCIATES, INC.	510 S. LA BREA AVE.	INGLEWOOD	CA	90301
47434	DELTA COMPUTER SOLUTIONS, INC	275 FIFTH STREET	SAN FRANCISCO	CA	94103
31021	DELTECH ENGINEERING, INC	4913 E. GERDA DRIVE	ANAHEIM	CA	92807
40931	DESTINATION ENTERPRISES, INC.	11940 HAMMACK STREET	CULVER CITY	CA	90230
42674	DIRECTIONAL LOGIC	71 STEVENSON STREET SUITE 400	SAN FRANCISCO	CA	94105
43390	DISCOVERY PROMOTIONS & MERCHANDISING	2863 WEST 95TH STREET, STE # 143 - 153	NAPERVILLE	IL	60564
12806	DIVERSIFIED BUSINESS SERVICES	5615 KELTON PLACE	SAN DIEGO	CA	92114
43043	DOCUMENT MANAGERS	510 FLORIDA AVE NW	WASHINGTON	DC	20001
39212	DONNA DESMOND ASSOCIATES	265 S. BEVERLY GLEN BLVD.	LOS ANGELES	CA	90024
40480	DRM INTERNATIONAL, INC.	1510 W CECIL B. MOORE AVE, SUITE 304	PHILADELPHIA	PA	19121
39638	DYNAMIC ENGINEERING SERVICES, INC.	27395 ECHO CANYON COURT	CORONA	CA	92883
34955	ECOBRIDGES ENVIRONMENTAL CONSULTING	14145 TUMBLING CREEK ROAD	NEVADA CITY	CA	95959
42979	EFE CONSULTING, INC	18014 GIMLEY COURT	LAKE OSWEGO	OR	97034
33629	ELHAM SHIRAZI	8818 HARRATT ST.	WEST HOLLYWOOD	CA	90069
43869	ELLE CONSULTANTS	1536 BARCELONA DRIVE	EL DORADO HILLS	CA	95762
46698	ENDEMIC ENVIRONMENTAL SERVICES, INC.	530 LADERA VISTA	FULLERTON	CA	92831
34603	ENVIRO-TOX SERVICES INC	20 CORPORATE PARK, SUITE 220	IRVINE	CA	92606
33265	ENVIROCOM	13804 BANCROFT AVENUE	SAN LEANDRO	CA	94578
39603	ENVISION CONSULTANTS, LTD.	3 WHEATLEY BLVD,	MULLICA HILL	NJ	8062
40102	EQS CONSULTANTS, INC.	373 AVIATOR LANE	TUSTIN	CA	92782
43246	FILTRATION ENERGY SOLUTIONS INC.	7920 SILVERTON AVE., SUITE J & K	SAN DIEGO	CA	92126
37846	FIRST ON COMPLIANCE, INC.	29193 SANTA CRUZ DRIVE	SANTA NELLA	CA	95322
44522	GARLAND CONSULTING	1423 ADA STREET	BERKELEY	CA	94702
34803	GARNIER GROUP & ASSOCIATES, LLC	10679 WESTVIEW PARKWAY 2ND FLOOR	SAN DIEGO	CA	92126
45318	GEODE ENVIRONMENTAL, INC.	684 AUTUMN LEAVES CIRCLE	BISHOP	CA	93514
34555	GEOMORPH INFORMATION SYSTEMS, LLC	1 EAST LIBERTY STREET, SUITE 600	RENO	NV	89501
39944	GEOSPATIAL PROFESSIONAL SOLUTIONS, INC.	3151 AIRWAY AVENUE G2	COSTA MESA	CA	92626
42752	GLOBAL ENERGY SERVICES, INC	23341 GOLDEN SPRINGS DRIVE, SUITE #208	DIAMOND BAR	CA	91765
35384	GOLDEN STATE NATURAL GAS SYSTEMS	1000 LINCOLN RD., STE H	YUBA CITY	CA	95991
36278	GPA CONSULTING	231 CALIFORNIA STREET	EL SEGUNDO	CA	90245
40277	GRAPHICS, ARTS & PRESENTATIONS	665 42ND STREET	OAKLAND	CA	94609
42976	HARRIS MILLER MILLER & HANSON INC	77 SOUTH BEDFORD STREET	BURLINGTON	MA	1803
39189	HARRIS TAX FINANCIAL SOLUTIONS	8939 S. SEPULVEDA BLVD., SUITE 102	LOS ANGELES	CA	90045
43576	HUDSON HR SERVICES LLC	5514 DEANE AVE	WINDSOR HILLS	CA	90043
36922	IGUS SIMON & ASSOCIATES, INC.	4721 COOLIDGE AVENUE	CULVER CITY	CA	90230
50008	INFINITE CONSTRUCTION	117 BROADWAY SUITE B-1	HICKSVILLE	NY	11801
41898	INNOVATIVE CONSTRUCTION CONSULTING SERVICES (ICCS)	12740 CARNATION STREET	CORONA	CA	92880

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Firm ID	DBA Name	Address	City	State	Zip
32109	INSPECTION SERVICES, INC (ISI)	1798 UNIVERSITY AVENUE	BERKELEY	CA	94703
39894	INTEGRATED STRATEGIC RESOURCES, LLC	505 8TH AVE, SUITE 2503	NEW YORK	NY	10018
45367	INTERACTIVE ELEMENTS, INC.	60 W. 55TH STREET	NEW YORK	NY	10019
38497	IOSM	520 6TH STREET	RODEO	CA	94572
42676	IRON HORSE ARCHITECTS, INC	475 17TH ST, SUITE 720	DENVER	CO	80202
9268	JOSEPHINE'S PROFESSIONAL STAFFING, INC.	2158 RINGWOOD AVENUE	SAN JOSE	CA	95131
48516	JUPITER UNMANNED	4859 COLDWATER CANYON AVE	SHERMAN OAKS	CA	91423
40595	KAIZENERGY LLC	1435 26TH STREET UNIT 10	SANTA MONICA	CA	90404
20660	KANDA PROJECT SERVICES, INC.	7827 EAST TEAL LANE	ORANGE	CA	92869
34649	KFH GROUP INCORPORATED	4920 ELM ST, STE 350	BETHESDA	MD	20814
44791	KIZH NATION RESOURCES MANAGEMENT	910 N. CITRUS AVENUE	COVINA	CA	91722
35969	KNL SUPPORT SERVICES	8947 S. HOBART BLVD.	LOS ANGELES	CA	90047
47381	KOMPLI	28 STATEN DRIVE	HOCKESSIN	DE	19707
15539	L S GALLEGOS & ASSOCIATES INC	116 NVERNESS DRIVE EAST #207	ENGLEWOOD	CO	80112
35194	LAGUNA GEOSCIENCES, INC	31655 SOUTH COAST HIGHWAY, STE A	LAGUNA BEACH	CA	92651
35565	LEOTHACUE ENTERPRISES, INC.	301 SOUTH GLENDORA AVENUE UNIT 2125	WEST COVINA	CA	91790
46852	LK PLANNING LLC	411 CUMULUS AVENUE	SUNNYVALE	CA	94087
23841	LOPEZ ENGINEERING INC	4295 GESNER STREET, SUITE 2C	SAN DIEGO	CA	92117
36152	M2 RESOURCE CONSULTING, INC.	6910 84TH ST CT NW	GIG HARBOR	WA	98332
44517	MACK5	1900 POWELL STREET, SUITE 470	EMERYVILLE	CA	94608
44514	MAGEE LEADERSHIP SOLUTIONS	2325 E. EL CHORRO WAY	PALM SPRINGS	CA	92264
45794	MARINA CONSTRUCTION KNOWLEDGE, LLC	3338 64TH AVENUE	OAKLAND	CA	94605
42505	MATSUMOTO CONSULTING LLC	3381 MANNING COURT	LOS ANGELES	CA	90064
45247	METROPIA, INC.	1790 E. RIVER ROAD, SUITE 140	TUCSON	AZ	85718
39553	MICELI INFRASTRUCTURE CONSULTING, LLC	11539 NATIONAL BLVD.	LOS ANGELES	CA	90064
41775	MODERN TIMES, INC	1892 E ALTADENA DR	ALTADENA	CA	91001
8718	MORAES/PHAM & ASSOCIATES	2131 PALOMAR AIRPORT ROAD, SUITE 120	CARLSBAD	CA	92011
43755	MORI CONSULTING LLC	7472 W. SAHARA AVE., SUITE 100	LAS VEGAS	NV	89117
42908	NEIL HOOSIER & ASSOCIATES, INC	1 ORMIAN DRIVE	POMONA	NY	10970
42606	NEWHOUSE AND ASSOCIATES LLC	14152 JAMIE DRIVE	CARMEL	IN	46033
49369	NIKIA JOHNSON-ALLEN DBA THE ALLEN PROJECT	13606 STANBRIDGE AVENUE	BELLFLOWER	CA	90706
42829	NORTH BAY COMPANY	34 CHAMBERLAIN ST	HOPKINTON	MA	1748
44383	NORTH GROVE ENGINEERING	2372 BACK NINE STREET	OCEANSIDE	CA	92056
36913	OLH, INC.	3081 HOLCOMB BRIDGE ROAD SUITE F1	NORCROSS	GA	30071
47694	ON TRACK RAILROAD CONTRACTING, LLC	9025 SOUTH PAXTON AVE.	CHICAGO	IL	60617
14241	OPAC CONSULTING ENGINEERS, INC.	315 BAY STREET, 2ND FLOOR	SAN FRANCISCO	CA	94133
45562	OYS - ORCHESTRATING YOUR SUCCESS, LLC	6814 SOUTH JENTILLY LANE	TEMPE	AZ	85283
40375	PANORAMA ENVIRONMENTAL INC	717 MARKET STREET, SUITE 400	SAN FRANCISCO	CA	94103

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
40576	PETERSON SCHEDULING	32605 WOMSI ROAD	PAUMA VALLEY	CA	92061
42856	PM2CM, INC.	3455 SPENCER ST.	TORRANCE	CA	90503
37720	PRECISION ENGINEERING SURVEYORS, INC	7231 BOULDER AVE., #531	HIGHLAND	CA	92346
41380	PROJECT COST SOLUTIONS INC	449 MORELAND AVENUE N.E. SUITE 218	ATLANTA	GA	30307
39121	RAMOS CONSULTING SERVICES, INC.	155 N. LAKE AVE. 8TH FLOOR	PASADENA	CA	91101
38631	RANI ENGINEERING, LLC	2912 ANTHONY LANE	MINNEAPOLIS	MN	55418
41665	REDDY ANTHROPOLOGY CONSULTING	1529 PASTAL WAY	DAVIS	CA	95618
46636	REGEN CONSULTING, LLC	1637 LEMOYNE ST.	LOS ANGELES	CA	90026
46068	RKG TECHNOLOGIES INC	11 ANTIETAM	IRVINE	CA	92620
46050	SAFETY HEALTH & ENVIRONMENTAL CONSULTANTS, INC.	1625 PATRIDGE DRIVE	HERCULES	CA	94547
14248	SAYLOR CONSULTING GROUP	505 MONTGOMERY ST., 11TH FLOOR	SAN FRANCISCO	CA	94111
49686	SDMANAGED LLC	3371 GLENDALE BLVD.	LOS ANGELES	CA	90039
45273	SEAJAY ENVIRONMENTAL LLC	33 EMBARCADERO COVE	OAKLAND	CA	94606
8068	SIMPLEX CONSTRUCTION MANAGEMENT, INC.	3920 E CORONADO STREET	ANAHEIM	CA	92807
45914	SPARKSOFT CORPORATION	6350 STEVENS FOREST ROAD, SUITE 200	COLUMBIA	MD	21046
42597	SRK ENGINEERING, INC.	4010 MORENA BLVD. #105	SAN DIEGO	CA	92117
49206	SRL ENTERPRISES LLC	111 TOWN SQUARE PLACE	JERSEY CITY	NJ	7310
45603	STATISTICAL RESEARCH, INC.	6099 E. SPEEDWAY BLVD.	TUCSON	AZ	85712
41988	STRATEGY DRIVER, INC	7015 ELVERTON DRIVE	OAKLAND	CA	94611
5541	STRUCTUS, INC.	160 PINE ST., STE. 300	SAN FRANCISCO	CA	94111
46303	SUENRAM & ASSOCIATES, INC.	5100 WILLOWCREST AVE.	NORTH HOLLYWOOD	CA	91601
45509	SUMIRE GANT CONSULTING	2234 N. BELLFLOWER BLVD. #15021	LONG BEACH	CA	90815
48210	SURVEYCOUNT	134 FIELDWOOD	IRVINE	CA	92618
42163	SUTRA RESEARCH	2801 B STREET #180	SAN DIEGO	CA	92102
48974	SXM STRATEGIES LLC	121 W. 19TH STREET	NEW YORK	NY	10011
40772	T J K M	4305 HACIENDA DRIVE, SUITE 550	PLEASANTON	CA	94588
42816	TALSON SOLUTIONS, LLC	44 N. 3RD STREET	PHILADELPHIA	PA	19106
43790	TECH ENGINEERING GROUP PLLC	12232 BEESTONE LANE	RALEIGH	NC	27614
13388	THE G CREW	225 EAST BROADWAY, SUITE 202	GLENDALE	CA	91206
37498	THE ROBERT GROUP, INC.	3108 LOS FELIZ BLVD.	LOS ANGELES	CA	90039
36914	THEURACARE INC	4444 GEARY BLVD SUITE 213	SAN FRANCISCO	CA	94118
45930	THINKNOW RESEARCH	2100 W. MAGNOLIA BLVD.	BURBANK	CA	91506
41895	THOMSON CONSULTING	8002 WINSTON ROAD - SUITE 300	PHILADELPHIA	PA	19118
42554	TITAN ENVIRONMENTAL SOLUTIONS, INC.	1521 E. ORANGETHORPE AVE. SUITE B	FULLERTON	CA	92831
49023	TOPPING OUT LLC	1531 S. RIMHURST AVENUE	GLENDDORA	CA	91740
36620	TRANSPORTATION SYSTEMS ENGINEERING	169 LAUREL GROVE LANE	SAN JOSE	CA	95126
34062	TRANSOLUTIONS, LLC	14600 TRINITY BLVD., SUITE 200	FORT WORTH	TX	76155
31037	TREMAINE & ASSOCIATES INC	3380 INDUSTRIAL BLVD, SUITE #100	WEST SACRAMENTO	CA	95691

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
44392	TRIFILETTI CONSULTING, INC.	1541 WILSHIRE BLVD. #560	LOS ANGELES	CA	90017
35763	TRIUNITY ENGINEERING & MANAGEMENT, INC.	515 S FLOWER ST, 36TH FL, STE 3629	LOS ANGELES	CA	90071
40013	TYLER COMMUNICATIONS, INC.	780 MOROSGO DRIVE STE 14366	ATLANTA	GA	30324
43638	UGADI INC.	11142 IVY HILL DRIVE	SAN DIEGO	CA	92131
41720	URBAN DESIGN INNOVATIONS	604 SAN CARLOS AVENUE	ALBANY	CA	94706
39685	URBAN PLANNING PARTNERS, INC.	505 17TH STREET, 2ND FLOOR	OAKLAND	CA	94612
35330	URBANA PRESERVATION & PLANNING, LLC	7705 EL CAJON BLVD. SUITE 1	LA MESA	CA	91942
49171	V-1 CONSULTING, LLC	3222 E 1ST AVE #223	DENVER	CO	80206
43815	VALUE SUSTAINABILITY	421 BERNARD ST.	COSTA MESA	CA	92627
49563	VDCO TECH, INC.	648 CASCADE FALLS DRIVE	WESTON	FL	33327
41698	VIRTEK COMPANY	903 SILVER FOX DRIVE	INNSBROOK	MO	63390
46531	VOLANNO	3416 9TH STREET NE	WASHINGTON	DC	20017
34787	VSCE INC	1610 HARRISON STREET, SUITE E-WEST	OAKLAND	CA	94612
42282	WARD & ASSOCIATES	870 MARKET STREET, SUITE 1044	SAN FRANCISCO	CA	94102
8440	WILTEC	596 N. LAKE AVE. SUITE 301	PASADENA	CA	91105
41394	YDG ENGINEERS INC	2930 W IMPERIAL HWY STE 516	INGLEWOOD	CA	90303
41235	Z & K CONSULTANTS, INC.	16891 SUTTLES DRIVE	RIVERSIDE	CA	92504
<b>NAICS CODE 561210</b>					
40746	360 TOTAL CONCEPT CONSULTING, INC.	7677 OAKPORT ST, STE 230	OAKLAND	CA	94621
44867	A. ESTEBAN & COMPANY INC	132 WEST 36TH STREET	NEW YORK	NY	10018
42046	ABRAXAS ENERGY CONSULTING, LLC	811 PALM STREET	SAN LUIS OBISPO	CA	93401
46474	ACTION CLEANUP ENVIRONMENTAL SERVICES, INC.	9144 ROSE STREET	BELLFLOWER	CA	90706
26422	ACUMEN BUILDING ENTERPRISE, INC.	7770 PARDEE LANE, SUITE 200	OAKLAND	CA	94621
46957	AGI INTERNATIONAL, INC	2525 N. SHADELAND AVE. BLDG 30 DOOR 5	INDIANAPOLIS	IN	46219
33195	ALTECH SERVICES, INC.	695 US HIGHWAY 46 WEST #301B	FAIRFIELD	NJ	7004
40912	AQUAS, INC	10400 CONNECTICUT AVE., SUITE 310	KENSINGTON	MD	20895
15216	BLACK GOLD INDUSTRIES	527 N. RICE AVENUE	OXNARD	CA	93030
40560	CHANDLER CAMPBELLE & DASCHLE	310 VIZCAYA DRIVE	PALM BEACH GARDENS	FL	33418
44549	CHARLES MANN ENTERPRISES	20603 HOLYOKE DR	ASHBURN	VA	20147
43736	CLEAR CLOUD SOLUTIONS INC.	1221 E. 8TH STREET	UPLAND	CA	91786
47594	CM SIMPLE JANITORIAL LLC	2120 W. 93RD STREET	LOS ANGELES	CA	90047
36378	DAV-LEAR SYSTEMS, INC	556 N. DIAMOND BAR BLVD., #302	DIAMOND BAR	CA	91765
43521	DESTINY GROUP VENTURES, LLC	404 LA PURISMA WAY	OCEANSIDE	CA	92057
44633	DYSEDC LLC	108 MANSIONES DE BAIROA	CAGUAS	PR	727
46067	ENCORE DEVELOPMENT COMPANY	20620 S. LEAPWOOD AVE. SUITE G	CARSON	CA	90746
42477	FAITH COM INC. DBA FCI MANAGEMENT	13850 CERRITOS CORPORATE DRIVE	CERRITOS	CA	90703
41555	FEDERAL TECHNOLOGY SOLUTIONS, INC.	1828 RAILROAD ST.	CORONA	CA	92880
33723	FRANK'S DISPOSAL CO	10128 MCBROOM ST.	SUNLAND	CA	91040

## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
39750	GC GREEN, INC.	837 TIGER TAIL RD	VISTA	CA	92084
36194	HUMAN POTENTIAL CONSULTANTS, LLC	373 VAN NESS AVENUE #160	TORRANCE	CA	90501
31592	J. TORRES COMPANY	P.O. BOX 41105	BAKERSFIELD	CA	93384
43122	JC MAX CONSULTING & COUNSELING	6841 CAMINO DE AMIGOS	CARLSBAD	CA	92009
49851	KIM GARDNER INC. DBA MJM FACILITY SUPPORT SERVICES	620 W. 16TH ST.	LONG BEACH	CA	90810
43396	KOR CONSTRUCTION, INC.	11130 DANBURY STREET	ARCADIA	CA	91006
46834	LEJEUNE AND ASSOCIATES, LLC	1515 MARKET ST, SUITE 1200	PHILADELPHIA	PA	19102
44288	LOTUS ENGINEERING, INC.	34827 WABASH RIVER PLACE	FREMONT	CA	94555
24098	O.C. VACUUM, INC.	5900 CHERRY AVE.	LONG BEACH	CA	90805
40756	OLIVIER INCORPORATED	1601 VALLEY VIEW LANE, BLDG 2	DALLAS	TX	75234
36386	ONIX, INC.	238 SHAFER ROAD	CORAOPOLIS	PA	15108
25399	PANACEA, INC.	14905 PARAMOUNT BLVD., SUITE H	PARAMOUNT	CA	90723
45351	QUINTESSENTIAL CONSTRUCTION MANAGERS & CONSULTANTS, LLC	2828 NOBLE FIR COURT	WOODBIDGE	VA	22192
43320	SILVEIRA CONSULTING INC	908 C STREET, SUITE F	GALT	CA	95632
45007	STRIVE WELL-BEING INC.	5920 FRIARS ROAD	SAN DIEGO	CA	92108
46148	TARJUNA SYSTEMS, INC.	156 LOMBARD STREET, UNIT 20	SAN FRANCISCO	CA	94111
45369	THE AARON GROUP, INC.	1266 SPRING PARK DRIVE	ATLANTA	GA	30311
45672	UNIFIED INDUSTRIES INC.	5680 KING CENTER DRIVE SUITE 800	KINGS TOWNE	VA	22315
40619	URBAN GRAFFITI ENTERPRISES, INC.	1280 MOUNTAIN VIEW CIRCLE	AZUSA	CA	91702
36684	VOBECKY ENTERPRISES, INC.	134 NORTH VERMONT AVE.	GLENDORA	CA	91741
35893	WHAYNE & SONS ENTERPRISES, INC.	10515 EAST 40TH AVENUE, STE 103	DENVER	CO	80239
<b>NAICS CODE 561612</b>					
40746	360 TOTAL CONCEPT CONSULTING, INC.	7677 OAKPORT ST, STE 230	OAKLAND	CA	94621
44867	A. ESTEBAN & COMPANY INC	132 WEST 36TH STREET	NEW YORK	NY	10018
42046	ABRAXAS ENERGY CONSULTING, LLC	811 PALM STREET	SAN LUIS OBISPO	CA	93401
46474	ACTION CLEANUP ENVIRONMENTAL SERVICES, INC.	9144 ROSE STREET	BELLFLOWER	CA	90706
26422	ACUMEN BUILDING ENTERPRISE, INC.	7770 PARDEE LANE, SUITE 200	OAKLAND	CA	94621
46957	AGI INTERNATIONAL, INC	2525 N. SHADELAND AVE. BLDG 30 DOOR 5	INDIANAPOLIS	IN	46219
33195	ALTECH SERVICES, INC.	695 US HIGHWAY 46 WEST #301B	FAIRFIELD	NJ	7004
40912	AQUAS, INC	10400 CONNECTICUT AVE., SUITE 310	KENSINGTON	MD	20895
15216	BLACK GOLD INDUSTRIES	527 N. RICE AVENUE	OXNARD	CA	93030
40560	CHANDLER CAMPBELLE & DASCHLE	310 VIZCAYA DRIVE	PALM BEACH GARDENS	FL	33418
44549	CHARLES MANN ENTERPRISES	20603 HOLYOKE DR	ASHBURN	VA	20147
43736	CLEAR CLOUD SOLUTIONS INC.	1221 E. 8TH STREET	UPLAND	CA	91786
47594	CM SIMPLE JANITORIAL LLC	2120 W. 93RD STREET	LOS ANGELES	CA	90047
36378	DAV-LEAR SYSTEMS, INC	556 N. DIAMOND BAR BLVD., #302	DIAMOND BAR	CA	91765
43521	DESTINY GROUP VENTURES, LLC	404 LA PURISMA WAY	OCEANSIDE	CA	92057
44633	DYSEDC LLC	108 MANSIONES DE BAIROA	CAGUAS	PR	727



## ATTACHMENT 2 DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
46067	ENCORE DEVELOPMENT COMPANY	20620 S. LEAPWOOD AVE. SUITE G	CARSON	CA	90746
42477	FAITH COM INC. DBA FCI MANAGEMENT	13850 CERRITOS CORPORATE DRIVE	CERRITOS	CA	90703
41555	FEDERAL TECHNOLOGY SOLUTIONS, INC.	1828 RAILROAD ST.	CORONA	CA	92880
33723	FRANK'S DISPOSAL CO	10128 MCBROOM ST.	SUNLAND	CA	91040
39750	GC GREEN, INC.	837 TIGER TAIL RD	VISTA	CA	92084
36194	HUMAN POTENTIAL CONSULTANTS, LLC	373 VAN NESS AVENUE #160	TORRANCE	CA	90501
31592	J. TORRES COMPANY	P.O. BOX 41105	BAKERSFIELD	CA	93384
43122	JC MAX CONSULTING & COUNSELING	6841 CAMINO DE AMIGOS	CARLSBAD	CA	92009
49851	KIM GARDNER INC. DBA MJM FACILITY SUPPORT SERVICES	620 W. 16TH ST.	LONG BEACH	CA	90810
43396	KOR CONSTRUCTION, INC.	11130 DANBURY STREET	ARCADIA	CA	91006
46834	LEJEUNE AND ASSOCIATES, LLC	1515 MARKET ST, SUITE 1200	PHILADELPHIA	PA	19102
44288	LOTUS ENGINEERING, INC.	34827 WABASH RIVER PLACE	FREMONT	CA	94555
24098	O.C. VACUUM, INC.	5900 CHERRY AVE.	LONG BEACH	CA	90805
40756	OLIVIER INCORPORATED	1601 VALLEY VIEW LANE, BLDG 2	DALLAS	TX	75234
36386	ONIX, INC.	238 SHAFER ROAD	CORAOPOLIS	PA	15108
25399	PANACEA, INC.	14905 PARAMOUNT BLVD., SUITE H	PARAMOUNT	CA	90723
45351	QUINTESSENTIAL CONSTRUCTION MANAGERS & CONSULTANTS, LLC	2828 NOBLE FIR COURT	WOODBIDGE	VA	22192
43320	SILVEIRA CONSULTING INC	908 C STREET, SUITE F	GALT	CA	95632
45007	STRIVE WELL-BEING INC.	5920 FRIARS ROAD	SAN DIEGO	CA	92108
46148	TARJUNA SYSTEMS, INC.	156 LOMBARD STREET, UNIT 20	SAN FRANCISCO	CA	94111
45369	THE AARON GROUP, INC.	1266 SPRING PARK DRIVE	ATLANTA	GA	30311
45672	UNIFIED INDUSTRIES INC.	5680 KING CENTER DRIVE SUITE 800	KINGS TOWNE	VA	22315
40619	URBAN GRAFFITI ENTERPRISES, INC.	1280 MOUNTAIN VIEW CIRCLE	AZUSA	CA	91702
36684	VOBECKY ENTERPRISES, INC.	134 NORTH VERMONT AVE.	GLENDORA	CA	91741
35893	WHAYNE & SONS ENTERPRISES, INC.	10515 EAST 40TH AVENUE, STE 103	DENVER	CO	80239
<b>NAICS CODE 811118</b>					
49363	4TRANSIT INC.	333 S GRAND AVE SUITE 3310	LOS ANGELES	CA	90071
36209	A & A FLEET PAINTING, INC	13565 12TH STREET	CHINO	CA	91710
47610	FREEWAY AUTO, INC.	1500 MONTEREY PASS ROAD	MONTEREY PARK	CA	91754
42397	ISLAS TIRES, INC.	12328 CARMENITA ROAD	WHITTIER	CA	90605
44271	PROFESSIONAL FLEET SERVICE, INC.	5260 W. 104TH STREET	LOS ANGELES	CA	90045
47171	TRI-STAR SAFETY SERVICES INC.	1611 W. SAN BERNARDINO RD. UNIT A	COVINA	CA	91722
43491	TYACK'S TIRE INC	211 SUMNER ST	BAKERSFIELD	CA	93305
<b>NAICS CODE 925120</b>					
29364	AURORA INDUSTRIAL HYGIENE	9666 BUSINESSPARK AVENUE	SAN DIEGO	CA	92131
42056	C. BOWNS CONSULTING	2343 WORSHAM AVENUE	SACRAMENTO	CA	95822
42549	CITYWORKS PEOPLE & PLACES, INC.	1526 INDIA STREET, UNIT E	SAN DIEGO	CA	92101
48943	LAGOMARSINO PLANNING + MANAGEMENT LLC	2617 K STREET, SUITE 225	SACRAMENTO	CA	95816



ATTACHMENT 2  
DBE DIRECTORY

Firm ID	DBA Name	Address	City	State	Zip
12389	RMM ENVIRONMENTAL PLANNING INC	3010 BEACON BOULEVARD	WEST SACRAMENTO	CA	95691
46737	SUSAN JACKSON HARDEN INC	3 DANFORTH AVE	LAGUNA NIGUEL	CA	92677
42566	URBAN FIELD STUDIO	2169 FOLSOM STREET, M304	SAN FRANCISCO	CA	94110
41108	URBAN TRANS CONSULTANTS INC	1543 CHAMPA STREET, SUITE 201	DENVER	CO	80202
43621	ZW&A PLANNING AND ARCHITECTURE	110 E. AVENIDA RAMONA	SAN CLEMENTE	CA	92672



July 7, 2021

Item #10

**TO** GCTD Board of Directors

**FROM** Marlena Kohler, Purchasing Manager *MLK*

**SUBJECT** Consider Authorizing the General Manager to Execute a Contract for Zero Emission Bus (ZEB) Analysis

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### SUMMARY

Staff is currently in the process of interviewing the top four (4) consultants who responded to our Request for Proposal for Zero Emission Bus (ZEB) Analysis which was issued on January 22, 2021. Once the interviews are concluded, negotiations will begin with the selected consultant. The procurement process should be fully completed by the middle of July. It is anticipated that the amount of the contract will exceed the General Manager's current contract authority and with no meeting of the Board of Directors in August, staff is requesting that the Board authorize the General Manager to execute the contract that will result from these negotiations.

### BACKGROUND

Staff issued a Request for Proposal for Zero Emission Bus (ZEB) Analysis on January 22, 2021 to locate a qualified consultant to conduct a system-wide analysis comparing GCTD's current fleet of CNG buses operating fixed-route transit to zero-emission buses (ZEBs) in response to the California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulation, which mandates the full conversion of bus fleets to zero-emission by 2040. The study will develop a recommended ZEB mode and provide a Zero Emission Bus Rollout Plan for fixed-route revenue fleet conversion by 2040 (with associated infrastructure and operating plan), as mandated by CARB. This plan is required to be adopted by GCTD's Board of Directors and submitted to CARB by July 1, 2023. The study findings will support this plan by identifying a comprehensive and sustainable plan for GCTD that complies with the regulation. This study will include GCTD's demand response and paratransit fleet but does not include other vehicles not currently included in the regulation criteria.

The analysis will consider the operational and financial impacts of a full fleet conversion; examine the difference in the capital and operating costs of new battery-electric and hydrogen fuel cell bus technology versus a CNG powered bus, the capital cost of associated ZEB infrastructure, the capital cost of rehabilitation or purchase of interim non-ZEB vehicles and infrastructure, and the overall operating cost impacts. Operating cost impacts should consider an exhaustive list of affected items including labor, employee training, fuel and maintenance costs, and the impacts on revenue streams and farebox recovery ratio. Of special significance is the need for a rigorous analysis of fleet scheduling/operations with the various range limitations of ZEB buses. Additionally, the financial analysis will consider lifetime/lifecycle costs, payback periods, net present values (NPV), and time sensitivity.

GCTD received nine (9) responses to the RFP by the bid closing date of March 12, 2021. All nine (9) proposals were evaluated and considered to be responsive. An Evaluation Committee consisting of James Beck, Director of Fleet and Facilities, Margaret Heath-Schoep, Paratransit Manager, Matt Miller, Transit Manager and Robert Keys, IT Manager independently evaluated all nine (9) proposals to determine the competitive range and narrow the selection down to the four (4) highest rated submissions based on the evaluation criteria set forth in the RFP, they are as follows listed in relative order of importance:

### GOLD COAST TRANSIT DISTRICT

- Technical Qualifications and Experience
- Record of Past Performance
- Qualifications and Experience of Key Personnel
- Cost

Forms which listed the criteria and provided for scoring each firm's submittal were completed. A committee meeting was held, and submittals and scoring were discussed. Maximum score possible was 4000 Overall scoring was as follows:

Firm	Score	Firm	Score
AECOM	2500	Texas A&M	2280
Black & Veatch	2300	Virginkar & Associates	1995
Center for Transportation	3365	Wood	2245
Sam Schwartz	2615	Zen Clean	3060
Stantec	2835		

As a result of the evaluation, the firms within the competitive range were:

- Center for Transportation
- Sam Schwartz
- Stantec
- Zen Clean

Interviews are to take place the week of June 21, 2021. Once the interviews are concluded and the committee has selected the firm rated the highest overall, a Best and Final Offer (BAFO) will be issued before finalizing award.

A price analysis will be conducted to determine if their costs are fair and reasonable. This includes but not limited to, contacting knowledgeable persons and agencies to determine if labor rates, including overhead and profit, expenses and other reimbursables, are in line with those generally charged in this area for personnel and expenses similar to the firm's proposal. Staff will also compare the labor categories with those listed on the Bureau of Labor Statistics (BLS) website which lists the median and mean (average) hourly rates.

A responsibility check will also be conducted consisting of reference checks, search on System of Award Management for any exclusions to ensure the firm selected is a responsible firm capable of meeting GCTD's requirements.

Staff would like to award the contract for the analysis as soon as feasible. The analysis itself is such a long process and GCTD requires the results of the analysis as soon as possible in order to meet the required mandated timeline. Also, with the popularity of this type of service needed throughout the transit community, because of the mandate, GCTD will be in a more advantageous position with the firm awarded this contract if the analysis is underway, ahead of the rest of the transit community. In addition, GCTD is more likely to be awarded grant funding for ZEB buses if GCTD can show proof of a ZEB plan.

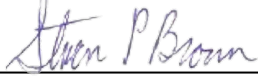
Based on the price proposal submitted by those firms within the competitive range, the estimated cost of the award should not exceed \$195,000.

For these reasons, staff is requesting the Board of Directors authorize the General Manager to award a contract, which will exceed his current authorized limit. Staff will update the Board of Directors of the final award at the September board meeting.

## **RECOMMENDATION**

It is recommended that the Board of Directors authorize the General Manager to execute a contract for Zero Emission Bus (ZEB) Analysis with the successful firm at the conclusion of the RFP process in an amount not-to-exceed \$195,000.

## **GENERAL MANAGER'S CONCURRENCE**



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Steven P. Brown  
General Manager



Item # 11

**DATE** July 7, 2021  
**TO** GCTD Board of Directors  
**FROM** James Beck, Director Operations and Maintenance  
**SUBJECT** GCTD Operations and Maintenance Report

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### SUMMARY

This report provides an update on GCTD's Operations and Maintenance Departments.

This report will be given monthly and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

### RECOMMENDATION

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on the material presented.

General Manager's Concurrence

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Steven P. Brown

### GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
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Item #12

**DATE** July 7, 2021  
**TO** GCTD Board of Directors  
**FROM** Steven Brown, General Manager  
**SUBJECT** Future Agenda Items

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## SUMMARY

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

## FUTURE AGENDA ITEMS PLANNED FOR 2021

Below are some of the future agenda items planned for 2021. To help staff prioritize timing of reports, staff seeks input on these items or other items that the Board is interested in discussing.

### Future Regular Agenda Items

- Negotiations with SEIU Local 721 on a successor agreement to the current MOUs for Bus Operator, Mechanical, & Administrative Support Units
- Zero Emissions Strategic Planning
- Regional Transit Coordination Study
- Redevelopment of 301 Property
- *Other Items?*

### Future Routine Items

- Monthly Financial Statements & Procurement Reports
- Monthly Operations & Maintenance Update
- Quarterly Fixed-Route & Paratransit Performance Reports
- Bi-Annual Service Plan & Outreach Updates
- Annual Fleet Management Plan Update
- Annual Personnel Rules Updates & Staffing Updates

## CONCLUSION

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

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Steven P. Brown

## GOLD COAST TRANSIT DISTRICT