



Item# 10

DATE: June 2, 2021

TO: Board of Directors

FROM: Dawn Perkins, Director of Finance

SUBJECT: Review and Discuss FY 2021-22 GCTD Operating Budget

I. SUMMARY

This DRAFT FY 2021-22 Operating Budget is a product of collaboration among Departments and is a representation of the priorities of the District for the coming year. The current Proposed Draft FY 2021-22 operating revenue budget is \$28,927,110.

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 significantly reduced. As a result of this unprecedented economic impact, the Federal government passed the CARES-Act as a one-time "life-line" for the public to continue to provide essential service. As our economy and communities reopen, we are planning for careful use of these funds in order to help us in the event the economic rebound lasts multiple years.

While the economic effects of COVID-19 on our traditional funding sources we rely upon annually have been upended, staff has developed a DRAFT FY 2021-22 budget that is balanced and prioritizes a strengthening of our ability to provide core services to the community and ensures we are able to sustainably service the community as we solve new challenges.

Staff requests feedback from the board, and approval to hold a public hearing on the FY 2021-22 Budget at the July 1st, meeting where the final budget will be brought back for Adoption.

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
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II. BUDGET OVERVIEW

Following is a discussion of the premises for each of the major components of GCTD's proposed FY 2021-22 Operating Budget Revenue and Expenses.

FY 21-22 REVENUE SOURCES

FEDERAL CARES-ACT FUNDS

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

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 .

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.

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 \$297,378 in VCTC College Rider Program fare revenue in FY 2021-22.

Local Transportation Funds (LTF)

GCTD receives the full amount of LTF allocated based on its members' population share.

For FY 2021-22, the most current estimate (from May 2021) is that GCTD's gross share will be \$14.66 million before allocation 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 FY 2021-22. 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 \$13.02 million in FY 2021-22 LTF for use in its Operating Budget.

State Funding

Based on the most recent State Controllers estimate, GCTD's State Transit Assistance (STA) budget for FY 2021-22 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 Allocation 5307/5339

GCTD's FY 2021-22 Federal transit funding is authorized by the Fixing America's Surface Transportation (FAST) Act 2015 legislation. The FY 2021-22 proposed Program of Projects (POP) from Ventura County's Federal Transit Administration (FTA) apportionment, as published in May 2021, showed GCTD's allocation for FY 2021-21 is \$5,250,892. Of that amount, \$4,614,858 is Section 5307 funding, \$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, or COP (bond) payments. The amount of \$1,118,034, a combination of Section 5339 and 5307 formula funding and 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 has a new contract with Clean Energy Renewable Fuels, LLC, tentatively to commence on July 1, 2021, 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)

credits (U.S. EPA) from its use of renewable natural gas to fuel the fleet. GCTD projects receiving over \$500,000 from credit sales in FY 2021-22.

ADVERTISING REVENUE

Requests for advertising are beginning to re-appear as more entities begin post pandemic recoveries. The proposed FY 2021-22 budget is \$243,000.

FY 21-22 EXPENSES

The FY 2020-21 Expenses are comprised of the following areas. The largest driver of the budget is Operating expenses directly associated with personnel involved in operating service and maintaining our fleet. GCTD continually looks for ways to streamline expenses to ensure we are able to function as 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 FY 21-22 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 FY 21-22.
- 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 FY 2021-22 includes 187,055 in planned Revenue Hours. This reflects an increase from FY 2020-21 budget. However, due to the unanticipated reduced service levels that took place due to the COVID-19 shutdowns, the estimated FY 2020-21 actual revenue hours are anticipated to only be 176,000. The FY 2021-22 Budget plan will require 130 bus operators.

ADA & Senior Paratransit/Demand Response

The 2020-21 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, since March 2020, has partnered to provide meal delivery service working with Area Agency on Aging to provide this using an exemption from the FTA, which has allowed us to provide this service under emergency authorization. GCTD's paratransit contract includes the flexibility to continue to provide this service as needed, as well as other services such as micro-transit service in the future.

Enhanced Cleaning

The COVID-19 public health emergency has 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 has hired five "Sanitizer/Janitor" positions in FY2020-21 but will reduce the number down to four in FY2021-22. These positions will continue to ensure continuation of enhanced cleaning and disinfecting of GCTD buses, in-route cleaning, and cleaning GCTD facilities.

Debt Service

Two years ago marked a key milestone in the history of Gold Coast Transit District as the District relocated to the new Facility in early summer of 2019. The larger and more functional facility allows GCTD a basis 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 FY 2021-22, 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 FY 2021-22.

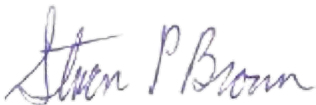
III. CAPITAL PLAN

GCTD's 10-Year Capital Plan will be included in the final budget report. The major funded capital plan items included in the Capital Budget include projects that have grant funding identified and are planned to be purchased in next year. See Attachment C for a listing of Draft Funded Capital Projects.

IV. RECOMMENDATION

Staff will continue to review and refine the operating budget in the coming weeks as more information is known. It is recommended that the Board of Directors receive and provide feedback on GCTD's Draft FY2021-22 Budget and authorize staff to Post a Notice of Public Hearing to be held at the July 7th Meeting.

General Manager's Concurrence



Steven P. Brown
General Manager

Attachments

- *Draft FY 2021-22 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 (FY21-22) 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 has helped us avoid a fiscal crisis requiring severe cutbacks. The CARES Act relief has allowed us to fully balance the District's Operating Budget in FY21-22. The \$8.15 million allocation of Federal ARPA funds will continue to help to balance the 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 FY 2021-22 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 has developed a DRAFT FY 2021-22 budget that is balanced and prioritizes a strengthening of our ability to provide core services to the community and ensures we are able to sustainably service the community as we solve new 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 and vans)

EXECUTIVE SUMMARY

Following is a discussion of the premises for each of the major components of GCTD's FY 2021-22 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. Meaningful 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 \$30.53 million, including \$13 million from LTF, \$8.3 million in Federal grant funds, \$2.8 million in passenger revenues, \$1.04 million in fare support programs and local revenues, and \$0.1 million in State funds. GCTD will make use of \$5.9 million in funds from prior year revenues and grants, including \$2.4 million in LTF carryover funds, \$5.2 million in federal grant funds and \$1.7 million in deferred local revenues.

The approximately \$30.53 million in total operating revenue will provide \$28.9 million for GCTD operating activities, and \$1.6 million for members' transit requirements. A total of \$5.2 million Section 5307 and 5339 Federal grant funds and a portion of 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 revenue and expense, categorized by both 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 is 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.

FY 21-22 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 \$297,378 in VCTC College Rider Program fare revenue in FY 2021-22.

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

Cash Fare One 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

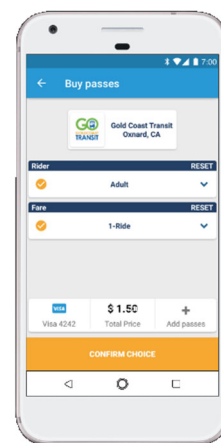
Senior Nutrition Site – Service Suspended until further notice. Free

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 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.

The LTF funds GCTD receives reflect the full amount of its 'members' population shares. For FY 2021-22, The most current estimate from May 2021 indicate GCTD's FY2021-22 gross share will be \$14.66 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.

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STATE FUNDING

Based on the most recent State Controllers estimate, GCTD's State Transit Assistance (STA) budget for FY 2021-22 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.

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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 to be 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.

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

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ADVERTISING REVENUE

Requests for advertising are beginning to re-appear as more entities begin post pandemic recoveries. The proposed FY 2021-22 budget is \$243,000.



FY 2021-22 EXPENSES

FY 2021-22 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 in order 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 FY 21-22 Budget.

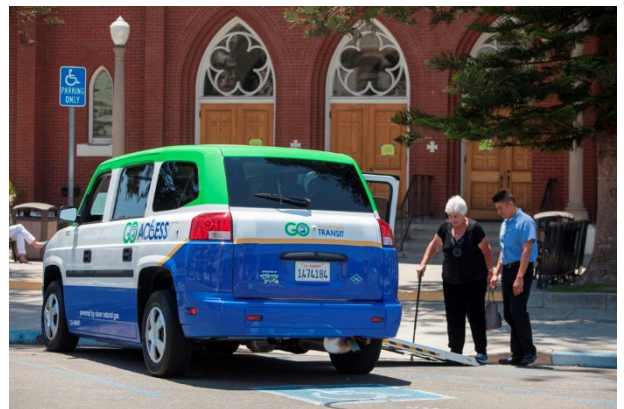
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ADA & SENIOR PARATRANSIT/DEMAND RESPONSE

The 2020-21 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, since March, has partnered to provide meal delivery service working with Area Agency on Aging to provide this using an exemption from the FTA, which has allowed us to provide this service under emergency authorization. GCTD's paratransit contract includes the flexibility to continue to provide this service as needed, as well as other services such as microtransit service in the future.



CLEANER/JANITORIAL & SUPPORT STAFF ADDITIONS

The COVID-19 public health emergency has highlighted the need for enhancing and ensuring a higher standard of cleaning and disinfecting.

GCTD has hired five “Sanitizer/Janitor” positions in FY2020-21 but will reduce the number down to four in FY2021-22. These positions would ensure continuation of enhanced cleaning and disinfecting of GCTD buses, in-route cleaning, and cleaning GCTD facilities. By bringing these positions in-house, it provides GCTD greater ability to provide 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 and ARPA funding.



DEBT SERVICE

Two years ago marked a key milestone in the history of Gold Coast Transit District as the District relocated to the new Facility in early summer of 2019. The larger and more functional facility allows GCTD a basis 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 FY 2021-22, 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 FY 2021-22.



Employees – Support

The proposed budget for employee support shows an increase of \$1,321,464 (6.9%).

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 FY 2021-22. 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% FY 2021-22. 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 FY 2021-22. 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 increase over 93.8% in the past four years, and CalPERS projects continued increases.

GCTD's workers compensation insurance (WCI) budget line item will decrease \$96,000 (7.4%) in FY 2021-22, due lower WCI rates.

Service/Supplies – Operational

The proposed FY 2021-22 budget for Service/Supplies - Operational shows an 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 Servicemostly offset by an increase in the budget for legal and audit services and supplies.

The FY 2021-22 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 FY 2021-22 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 rates. Ridership did increase but at a lower rate than anticipated, and the new contract did not result in materially higher rates, resulting in lower-than-expected costs.

Service/Supplies – Support

The proposed budget for service/supplies support in FY 2021-22 shows an increase of \$15,030 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

<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>
<u>FARES</u>				
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	\$297,378	\$230,000	\$ 67,378	+29.3%
<u>FEDERAL FUNDS</u>				
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	\$0	\$6,545,047	\$ (6,545,047)	(100.0%)
CARES Act Preventative Maintenance-Federal	\$0	\$1,000,000	\$ (1,000,000)	(100.0%)
CARES Act ADA Assistance-Federal	\$0	\$1,500,000	\$ (1,500,000)	(100.0%)
ARP Act Operating Assistance-Federal	\$1,231,597	\$0	\$ 1,231,597	
ARP Act Preventative Maintenance-Federal	\$675,750	\$0	\$ 675,750	
ARP Act ADA Assistance-Federal	\$1,012,955	\$0	\$ 1,012,955	
Camarillo Direct Service	\$70,000	\$80,000	\$ (10,000)	(12.5%)
Ecolane	\$34,995	\$0	\$ 34,995	
JARC Funding for Late Night Safe Rides	\$67,200	\$0	\$ 67,200	
Demo Project - Ventura Road Route 23	\$783,154	\$1,112,400	\$ (329,246)	(29.6%)
<u>STATE FUNDS</u>			\$ -	
Operating Assistance-State	\$0	\$300,000	\$ (300,000)	(100.0%)
FY2019-20 LCTOP Token Transit	\$76,290	\$0	\$ 76,290	
LCTOP Support for Route 23	\$30,697	\$58,800	\$ (28,103)	(47.8%)
<u>LOCAL FUNDS</u>				
Operating Assistance-Local (LTF)	\$13,015,216	\$9,903,967	\$ 3,111,249	+31.4%
Operating Assistance-Local (LTF Carryover from Prior Years)	\$4,000,000	\$0	\$ 4,000,000	
<u>OTHER REVENUE</u>				
Advertising Income	\$243,000	\$140,000	\$ 103,000	+73.6%
Energy Credit Revenue	\$500,000	\$525,100	\$ (25,100)	(4.8%)
Other	\$0	\$45,000	\$ (45,000)	(100.0%)
TOTAL	\$28,927,110	\$28,201,603	\$ 725,507	+2.6%

<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>
<u>FUNCTIONAL CATEGORIES</u>				
Employee Support	\$ 20,609,280	\$ 19,287,816	\$ 1,321,464	+6.9%
Service/Supplies - Operational	\$ 5,988,703	\$ 6,599,690	\$ (610,987)	(9.3%)
Service/Supplies - Support	\$ 2,329,127	\$ 2,314,097	\$ 15,030	+0.6%
TOTAL	<u>\$28,927,110</u>	<u>\$28,201,603</u>	<u>\$ 725,507</u>	<u>+2.6%</u>
<u>DEPARTMENT CATEGORIES</u>				
Fixed Route	\$ 14,813,550	\$ 13,930,100	\$ 883,450	+6.3%
Paratransit	\$ 3,264,785	\$ 4,043,800	\$ (779,015)	(19.3%)
Maintenance	\$ 4,845,111	\$ 4,864,968	\$ (19,857)	(0.4%)
Administration	\$ 4,516,276	\$ 4,088,615	\$ 427,661	+10.5%
Planning and Marketing	\$ 1,487,388	\$ 1,274,120	\$ 213,268	+16.7%
TOTAL	<u>\$28,927,110</u>	<u>\$28,201,603</u>	<u>\$ 725,507</u>	<u>+2.6%</u>
Total Fixed Route	\$25,662,325	\$24,157,803	\$ 1,504,522	+6.2%
Total Paratransit	\$3,264,785	\$4,043,800	\$ (779,015)	(19.3%)

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	\$ 13,915,800	\$ 12,779,800	\$ 1,136,000	+8.9%
Health Benefits	\$ 2,468,700	\$ 2,175,400	\$ 293,300	+13.5%
WCI	\$ 1,210,000	\$ 1,306,000	\$ (96,000)	(7.4%)
Retirement	\$ 2,563,200	\$ 2,462,300	\$ 100,900	+4.1%
Other Benefits	\$ 103,327	\$ 287,300	\$ (183,973)	(64.0%)
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%
TOTAL	\$20,609,280	\$19,287,816	\$ 1,321,464	+6.9%
	<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%)
TOTAL	\$5,988,703	\$6,599,690	\$ (610,987)	(9.3%)
	<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	\$ 1,245,530	\$ 1,129,800	\$ 115,730	+10.2%
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%
TOTAL	\$2,329,127	\$2,314,097	\$ 15,030	+0.6%
GRAND TOTAL	\$28,927,110	\$28,201,603	\$ 725,507	+2.6%

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
<u>Operations</u>			
Bus Operator	128.0	2.0	130.0
Operations Total	128.0	2.0	130.0
<u>Operations Mgmt.</u>			
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
Operations Mgmt. Total	13.0	0.0	13.0
<u>Paratransit</u>			
Paratransit & Special Projects Mgr.	1.0	0.0	1.0
Mobility Management Coordinator	1.0	0.0	1.0
Paratransit Total	2.0	0.0	2.0
<u>Fleet & Facilities</u>			
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
Maintenance Total	33.5	-1.0	32.5
<u>Administration</u>			
General Manager	1.0	0.0	1.0
Assistant General Manager	0.0	1.0	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	-1.0	0.0
Administrative Specialist	1.0	0.0	1.0
Finance Intern	0.0	0.5	0.5
Accounting Analyst	1.0	0.0	1.0
Finance Analyst	1.0	-1.0	0.0
Payroll Specialist	1.0	1.0	2.0
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
Administration Total	14.0	0.5	14.5
<u>Human Resources</u>			
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
Human Resources Total	4.0	0.0	4.0
<u>Planning & Marketing</u>			
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
Planning & Marketing Total	9.0	0.5	9.5
TOTAL	203.5	2.0	205.5
Operators	128	2	130
Non-Operators	75.5	0	75.5
Total	203.5	2	205.5

OPERATING REVENUE

Funding for GCTD operating activities is derived from several sources, including passengerfares; 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 FY 2021-22.

TABLE 4
Gold Coast Transit District - Operating Budget Revenue
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>
<u>FARES</u>				
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 Progrma	\$297,378	\$230,000	\$ 67,378	+29.3%
<u>FEDERAL FUNDS</u>				
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	\$0	\$6,545,047	\$ (6,545,047)	(100.0%)
CARES Act Preventative Maintenance-Federal	\$0	\$1,000,000	\$ (1,000,000)	(100.0%)
CARES Act ADA Assistance-Federal	\$0	\$1,500,000	\$ (1,500,000)	(100.0%)
ARP Act Operating Assistance-Federal	\$1,231,597	\$0	\$ 1,231,597	
ARP Act Preventative Maintenance-Federal	\$675,750	\$0	\$ 675,750	
ARP Act ADA Assistance-Federal	\$1,012,955	\$0	\$ 1,012,955	
Camarillo Direct Service	\$70,000	\$80,000	\$ (10,000)	(12.5%)
Ecolane	\$34,995	\$0	\$ 34,995	
JARC Funding for Late Night Safe Rides	\$67,200	\$0	\$ 67,200	
Demo Project - Ventura Road Route 23	\$783,154	\$1,112,400	\$ (329,246)	(29.6%)
<u>STATE FUNDS</u>				
Operating Assistance-State	\$0	\$300,000	\$ (300,000)	(100.0%)
FY2019-20 LCTOP Token Transit	\$76,290	\$0	\$ 76,290	
LCTOP Support for Route 23	\$30,697	\$58,800	\$ (28,103)	(47.8%)
<u>LOCAL FUNDS</u>				
Operating Assistance-Local (LTF)	\$13,015,216	\$9,903,967	\$ 3,111,249	+31.4%
Operating Assistance-Local (LTF Carryover from Prior Years)	\$4,000,000	\$0	\$ 4,000,000	
<u>OTHER REVENUE</u>				
Advertising Income	\$243,000	\$140,000	\$ 103,000	+73.6%
Energy Credit Revenue	\$500,000	\$525,100	\$ (25,100)	(4.8%)
Other	\$0	\$45,000	\$ (45,000)	(100.0%)
TOTAL	\$28,927,110	\$28,201,603	\$ 725,507	+2.6%

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. The current fiscal year is anticipated to report approximately 62,000 trips provided on all demand response services. With the introduction of the two new flex services, the premise for FY2021-22 is 82,000 trips.

Farebox Recovery

California TDA regulations have required that a transit service claimant for TDA funds realize a system wide farebox recovery ratio (FBRR), 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 service. However, since the onset of the pandemic, this requirement has been suspended and is expected to continue through FY2021-22. In the past, GCTD has consistently met this benchmark and expects to meet it again when the requirement resumes.

TABLE 5
Gold Coast Transit District
Federal Grant Funds Included in FY 21-22 POP

GCTD FY21-22 POP	Total Cost	Federal Share	Local Share & Other	Match Required
OXNARD/VENTURA URBANIZED AREA				
Gold Coast Transit - 5307/5339				
<u>Operating Assistance</u>				
Operating Assistance	\$ 3,000,000	\$ 1,500,000	\$ 1,500,000	50%
<u>ADA Paratransit Service</u>				
Paratransit Service	\$ 1,195,415	\$ 956,332	\$ 239,083	20%
<u>Capital Assistance</u>				
Preventive Maintenance	\$ 2,095,658	\$ 1,676,526	\$ 419,132	20%
Operations and Maintenance Facility - COP <i>Debt Service (5307 Funds)</i>	\$ 602,500	\$ 482,000	\$ 120,500	20%
Operations and Maintenance Facility - COP <i>Debt Service (5339 Funds)</i>	\$ 636,034	\$ 636,034	\$ -	0%
Total Gold Coast	\$ 7,529,607	\$ 5,250,892	\$ 2,278,715	
Gold Coast Transit - ARPA				
<u>Operating Assistance</u>				
Operating Assistance		\$ 3,437,825	\$ -	0%
<u>ADA Paratransit Service</u>				
ADA Paratransit Service		\$ 1,886,258	\$ -	0%
<u>Capital Assistance</u>				
Preventative Maintenance (Fixed Route)		\$ 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 FY 2021-22, the full LTF allocation to GCTD is \$14,663,505. 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 FY 2021-22. The FY 2021-22 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 \$13,015,216. Additionally, GCTD will receive from the City of Port Hueneme \$2,423 and the County of Ventura \$87,844 by direct payments as a refund for a project funded but later cancelled by mutual agreement.

A summary of FY 2021-22 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 – FY 2021-22

TDA - LTF REVENUE PROJECTIONS		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
June 2021 LTF Allocation		\$14,663,505	\$252,538	\$6,895,834	\$788,895	\$3,551,512	\$3,174,726
FUNDING REQUESTS FOR RECURRING TRANSIT REQUIREMENTS							
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
TOTAL - RECURRING TRANSIT REQUIREMENTS		\$2,126,456	\$89,870	\$640,110	\$0	\$299,176	\$1,097,300
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
Net LTF Funding for FY 2021-22 Recurring Transit Requirements		\$1,598,889	\$89,870	\$640,110	\$0	\$251,452	\$617,457
REQUESTED MEMBER CAPITAL IMPROVEMENT PROJECTS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
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 Huene	\$146,250			\$146,250		
Truck Purchase	Ventura	\$7,219				\$7,219	
VTC Bathroom Remodel	Ventura	\$2,996				\$2,996	
TOTAL CAPITAL IMPROVEMENTS		\$411,415	\$49,400	\$205,550	\$146,250	\$10,215	\$0
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)	
Net LTF Funding for FY 2021-22 Capital Improvement Projects		\$49,400	\$49,400	\$0	\$0	\$0	\$0
TOTAL NET MEMBER FUNDING REQUIREMENTS		\$1,648,289	\$139,270	\$640,110	\$0	\$251,452	\$617,457
TOTAL NET MEMBER FUNDING REQUIREMENTS		\$1,648,289	\$139,270	\$640,110	\$0	\$251,452	\$617,457
Available FY 2021-22 LTF Funding for GCTD		\$13,015,216					

PRIOR YEAR CAPITAL IMPROVEMENT PROJECTS - TIME EXTENSION REQUESTS							
		TOTAL	OJAI	OXNARD	PORT HUENEME	VENTURA	VENTURA COUNTY
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 Huene	\$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); most of 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 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 FY 2021-2022 budget does not include a capital reserve contribution. GCTD anticipates finishing FY 2020- with just under \$6.0 million in capital reserves, with a \$2 million recently replenished from the additional TDA Article 4 funds received in May and June 2021.

Due to the COVID-19 outbreak in early 2020, GCTD expects to fund projects that aim to protect the health of its passengers and employees. The Federal Emergency Management Agency (FEMA), through CalOES, began reimbursing the cost of eligible projects started or completed after January 20, 2020 until the COVID-19 emergency

declaration will be closed. Although not guaranteed, this may provide relief for costs inquired as part of the response. Reimbursement of costs is contingent on approval of FEMA Project Reimbursement Request. GCTD has had one project approved and has two more under FEMA review.

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 a number of fiscal cycles to avoid sudden or excessive demand on local funding sources;
- 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.

Additionally, the recently enacted SB1 legislation that primarily provided funding for street and highway repair also provides for 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 \$82.7 million, of which \$5.47 million is for programmed projects for which funding has been identified and \$76.7 million is for programmed projects over the next ten years for which funding has not yet been identified. A matrix showing programmed vehicles (funded and not yet funded) 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
TOTAL		\$5,318,904	\$ 80,000	\$ 542,283	\$ 5,941,187	

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)	\$ 4,727,835	\$ 4,925,000	\$ -	\$ -	\$ -
Replacement Fixed Route Bus (ZEB)	\$ -	\$ -	\$ 19,159,000	\$ -	\$ -
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)	\$ 1,133,352	\$ -	\$ -	\$ -	\$ -
Computers & Server Replacements	\$ 18,000	\$ 19,000	\$ 19,000	\$ 20,000	\$ 20,000
Fuel Station Upgrades (Hydrogen)	\$ -	\$ -	\$ -	\$ -	\$ 8,865,000
Electric Vehicle Charging Infrastructure	\$ -	\$ -	\$ 385,000	\$ -	\$ -
TOTAL	\$ 6,099,187	\$ 5,514,000	\$ 22,040,000	\$ 1,165,000	\$ 16,722,000

* highlights indicate funded projects

Project / Item	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31
Replacement Fixed Route Bus (CNG)	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Fixed Route Bus (ZEB)	\$ 11,824,000	\$ 7,582,000	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
On Demand Software (Microtransit)	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 11,845,000	\$ 7,918,000	\$ 112,000	\$ 10,246,000	\$ 23,000

* highlights indicate funded projects

TABLE 9
Ten-Year Capital Project Plan – Programmed Vehicles

Budget Name	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Replacement Fixed Route Bus (CNG)	9	8	-	-	-
Replacement Fixed Route Bus (ZEB)	-	-	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	-	-	1	-	-

Budget Name	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31
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	-	-	-	-	-

APPENDIX A

OPERATIONAL BUDGETS BY DEPARTMENT

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

<u>FIXED ROUTE</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>
<u>Employees</u>				
Salaries	\$ 9,123,000	\$ 8,232,200	\$ 890,800	+10.8%
Health Benefits	\$ 1,675,800	\$ 1,482,100	\$ 193,700	+13.1%
WCI	\$ 1,140,500	\$ 1,231,700	\$ (91,200)	(7.4%)
Retirement	\$ 1,660,900	\$ 1,621,100	\$ 39,800	+2.5%
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%
<u>Service/Supplies - Operational</u>				
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%)
<u>Service/Supplies - Support</u>				
Telephones/Utilities	\$ 208,452	\$ 217,000	\$ (8,548)	(3.9%)
TOTAL	<u>\$14,813,550</u>	<u>\$13,930,100</u>	<u>\$ 883,450</u>	+6.3%

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

<u>FLEET & FACILITIES</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>
<u>Employees</u>				
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	\$ 367,900	\$ 364,000	\$ 3,900	+1.1%
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%
<u>Service/Supplies - Operational</u>				
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%
<u>Service/Supplies - Support</u>				
Telephones/Utilities	\$ 80,700	\$ 183,452	\$ (102,752)	(56.0%)
Contract Services	\$ 276,000	\$ 368,200	\$ (92,200)	(25.0%)
TOTAL	<u>\$4,845,111</u>	<u>\$4,864,968</u>	<u>\$ (19,857)</u>	

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

<u>ADMINISTRATION</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>
<u>Employees</u>				
Salaries	\$ 1,824,200	\$ 1,648,800	\$ 175,400	+10.6%
Health Benefits	\$ 277,300	\$ 227,100	\$ 50,200	+22.1%
WCI	\$ 7,400	\$ 9,000	\$ (1,600)	(17.8%)
Retirement	\$ 352,300	\$ 309,400	\$ 42,900	+13.9%
Other Benefits	\$ 33,331	\$ 54,000	\$ (20,669)	(38.3%)
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%
<u>Service/Supplies - Support</u>				
Telephones/Utilities	\$ 18,600	\$ 18,600	\$ -	+0.0%
Insurance	\$ 1,245,530	\$ 1,129,800	\$ 115,730	+10.2%
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%
Total	<u>\$4,516,276</u>	<u>\$4,088,615</u>	<u>\$ 427,661</u>	+10.5%

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

<u>PARATRANSIT / PLANNING AND MARKETING</u>	<u>FY21-22 Budget</u>	<u>FY20-21 Budget</u>	<u>Difference +/- FY22 vs. FY21</u>	<u>% +/- FY22 vs. FY21</u>
<u>Employees</u>				
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	182,100	167,800 \$	14,300	+8.5%
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%
<u>Service/Supplies - Operational</u>				
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%
<u>Service/Supplies - Support</u>				
Telephones/Utilities	4,500	4,200 \$	300	+7.1%
Supplies	21,000	28,500 \$	(7,500)	(26.3%)
Contract Services	168,420	88,420 \$	80,000	+90.5%
		\$	-	
TOTAL	<u>\$4,752,173</u>	<u>\$5,298,420</u> \$	(546,247)	(10.3%)
		\$	-	
PARATRANSIT	\$3,264,785	\$4,043,800 \$	(779,015)	(19.3%)
PLANNING AND MARKETING	\$1,487,388	\$1,274,120 \$	213,268	+16.7%

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).