

VENTURA COUNTY TRANSPORTATION COMMISSION



Fiscal Year 2020/2021

BUDGET

Approved June 5, 2020

SERVING:

Camarillo, Fillmore, Moorpark, Ojai, Oxnard,
Port Hueneme, San Buenaventura, Santa Paula,
Simi Valley, Thousand Oaks and the County of Ventura.
In Ventura County, California

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VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2020/2021 BUDGET

Presented by:

Darren Kettle, Executive Director
Sally DeGeorge, Finance Director



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EXECUTIVE BUDGET SUMMARY

June 5, 2020

Honorable Commissioners
Ventura County Transportation Commission
Subject: Fiscal Year 2020/2021 Annual Budget

Dear Chair Bill de la Pena, Vice Chair Huber, and Commissioners:

On behalf of myself, Ms. Sally DeGeorge, Director of Finance and the entire VCTC staff, the Fiscal Year 2020/2021 Ventura County Transportation Commission Annual Budget is submitted to the Commission for your consideration and approval. This budget is both a fiscal document and policy directive that conveys the goals, programs and priorities VCTC has set to serve its community and fulfill its mission. As presented, the Fiscal Year 2020/2021 Budget is a balanced budget with no bond debt obligation. The total annual budget for this fiscal year is approximately \$78.5 million, a 17.9 percent decrease from the prior year.

Thanks in large part to a robust economy that led to increased sales tax revenues, and certainty of Senate Bill 1 transportation funds, VCTC's budgets for the last decade have experienced steady growth. That is going change. The COVID-19 global pandemic and the resulting economic fallout have delivered a shock to the system, the outcome of which is hard to predict other than to say we are in for some hard times. Thank goodness for the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act has provided a one-time funding infusion to help maintain transit operations for about a year and a half for VCTC operated transit operations. This will allow for informed and thoughtful decision-making when it comes to future budgets and related public transit impacts.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 25, 2020. The Commission reviewed the Draft Budget and held a public hearing on April 3, 2020. The Finance Committee reviewed the proposed Final Budget on May 28, 2020. As staff has prepared this final budget, we have done so with very conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures.

The Commission utilizes a comprehensive agency-wide task driven budget that emphasizes the Commission's commitment to greater transparency and accountability to the residents of Ventura County. The budget has two main sections: the Main Budget and the Program Task Budgets. The Main Budget includes an Executive Summary that provides an overview of the upcoming issues and priorities for the fiscal year. It contains information about the community served and economic factors that affect the agency, its services and ultimately its constituents. The Main Budget also contains the program overviews and projections to provide a general understanding of VCTC's budgeted activities that support the agency in fulfilling its mission, meeting its mandates and satisfying its constituents. The Program Task Budgets contain task level detail for each program including objectives, accomplishments, work elements, financial resources and costs. The Program Tasks include details how both staff and non-staff resources are utilized to implement and provide support activities to fulfill VCTC's mission. This task driven budget provides accountability, transparency and clarity of VCTC's programs and services to the region.



Before describing the tasks for the coming year, it is important to understand VCTC's revenues.

VCTC will continue to rely entirely on federal and state revenue sources to fund transportation projects and services. At the federal level in December 2015, Congress passed a five-year authorization, known as Fix America's Surface Transportation Act (or FAST Act) which authorizes federal transportation spending through September 30, 2020. So, we enter Fiscal Year 2020/2021 with only three months remaining in the current federal transportation authorization act. There are two schools of thought by transportation professionals on how reauthorization may proceed during these tumultuous times. One theory is the public health crisis may be the impetus to accomplish a large transportation infrastructure package as part of a larger economy recovery package and that could happen prior to the expiration of the FAST Act. The second theory is that the first theory is too big a lift given all the politics involved in an election year so we will end up operating under short-term extensions to the existing law. Time will tell.

As the Commission is aware, on March 27th, the President signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which among many other provisions makes a \$25 billion emergency appropriation for public transportation in the Country. The law specifies that these funds are distributed following the same formula as is used for the regular Federal Transit Administration (FTA) programs. Accordingly, FTA has notified VCTC that Ventura County will receive \$71 million in transit funds through the CARES Act. The CARES Act specifies that these funds can be used for expenditures related to the COVID-19 emergency and economic fallout, including lost transit operator revenues and paid administrative leave of workers due to reduced transit service. FTA has determined that this provision will allow the use of the money for any transit expense that occurred subsequent to January 20, 2020, with no end date, providing that the expense meets the normal federal eligibility requirements.

The Commission receives funding primarily from three State revenue sources, two principally for public transit purposes and a third for freeway improvement projects. Local Transportation Funds, or LTF, comes from statewide ¼ cent sales tax on retail sales and partially funds VCTC Administration and Planning, Metrolink operations, bicycle and pedestrian improvements, bus transit services, and local streets and roads projects. State Transit Assistance, or STA, are revenues derived from the sales tax on diesel fuel. STA funds regional transit programs including the VCTC Intercity bus service and Metrolink commuter rail.

SB 1, *Road Repair and Accountability Act* passed the California State Legislature and was signed by Governor Jerry Brown in April 2017. It permanently increased fuel taxes and vehicle registration charges to provide an estimated \$5.2 billion of new revenues annually for transportation. The principle of "fix it first" is fundamental to SB 1. Ventura County local governments will receive nearly \$26 million annually to fix streets, roads and bridges. There are also several other funding programs that will support Ventura County transportation needs including capital and operating funds for bus transit and Metrolink commuter rail and competitive grant programs for bicycle and pedestrian projects.



Additional State funds come to the VCTC as part of the State Transportation Improvement Program (STIP) for major freeway projects. The STIP is funded from both federal and state gas tax dollars. While STIP funds do not flow through the Commission budget, the Commission is responsible for programming these funds to priority projects. Unfortunately, this was the one program where SB 1 did not provide much funding.

Now a brief description of the tasks ahead for Fiscal Year 2020/2021:

Financial Management

VCTC takes great pride in its efficient and fiscally responsible Finance Department that produces timely and accurate reports to provide the Commission and the public financial information about the Commission's operations. Finance safeguards the Commission's assets while maintaining strong and prudent fiscal controls. The Finance Department is responsible for performing the day-to-day accounting functions consisting of cash management, accounts receivable, accounts payable, payroll, general ledger and financial and investment reports. VCTC maintains a general fund, a Service Authority for Freeway Emergencies (SAFE) fund, a Santa Paula Branch Line (SPBL) fund, a Local Transportation Fund (LTF), a State Transit Assistance (STA) fund, a State of Good Repair (SGR) fund, a VCTC Intercity Services fund and a Valley Express fund. The Finance Department prepares and monitors the agency's budget, provides budgetary assistance to project managers who monitor individual task budgets, and provides grant support as well as specific project support for many projects. The Finance Department is in charge of multiple state and federal audits throughout the year. The Finance Department is also tasked with overseeing the financial compliance with various state and federal regulations including the Government Accounting Standards Board (GASB) that implements new regulations each year.

Transportation Development Act Administration

VCTC is the State's designated Regional Transportation Planning Agency for Ventura County, VCTC is responsible for the administration of the Transportation Development Act (TDA) funds and associated programs which include Local Transportation Funds (LTF), State Transit Assistance (STA) funds, as well as, State of Good Repair (SGR) funds, Proposition 1B funds and Local Carbon Transit Operations Program (LCTOP) funds. As such, VCTC processes claims and allocates funds in compliance with State laws and regulations. VCTC monitors receipt of these funds throughout the year to make sure funds received are in line with apportionment estimates. When there are downturns in the economy, VCTC reviews the funds received and evaluates if a revision to the annual apportionment would be necessary. Local agencies are still new to the STA and SGR process; therefore, recipients require additional staff time to assist with the funding and compliance requirements. There were 48 TDA audits conducted last year, and staff anticipates a slightly higher number will be required in the upcoming fiscal year due to the new State Transit Assistance and State of Good Repair audits.



Transit Grant Administration

VCTC will continue to administer transit grants including funds that are passed through to local transit agencies and non-profit organizations. Besides providing ongoing operations and maintenance, several grant-funded projects including a new Moorpark station entrance, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit systems are expected this year. This item also includes \$243,000 in FTA Section 5310 funds for the new One-Call / One-Click transportation information program to be operated by Interface Family Services / 211. VCTC will continue its ongoing work to submit the required federal and state grants, file required reports, and ensure compliance with requirements.

Transportation Programming

During the upcoming year, VCTC will continue work to advance local projects through various programs including calls-for-projects for CMAQ and TDA Article 3 Funds as well as Federal Transit Administration (FTA) Section 5310, Seniors and Individuals with Disabilities funds, and the Jobs Access and Reverse Commute (JARC) portion of the Section 5307 program. VCTC will also select projects for the MPO Component of Cycle V of the state's Active Transportation Program. Staff will submit annual requests for funding through the State Low Carbon Transit Operations Program and the State of Good Repair Program. Staff will also continue to monitor and facilitate the delivery of many smaller projects funded from various state and federal sources.

Highway Program Management

The Commission is focusing its efforts on the U.S. 101 HOV/Express Bus Lane Project PAED phase. For the first time, VCTC has assumed management over highway project development work. In partnership with Caltrans, the Commission has engaged a team of consultants to provide engineering and environmental services. VCTC is in the third year of a multi-year process of highly complex engineering, environmental studies, and robust public outreach that will define the ultimate project and pave the way for final project engineering prior to construction. The Commission's decision to prioritize the use of Surface Transportation Program (STP) funds to expedite the project development work, and eventual implementation of this project, will position the County to have a major "shovel ready" project should additional funding become available.

In addition, full project funding has been approved from Senate Bill 1 for the Rice Avenue Grade Separation. VCTC will continue to work with the multiple agencies that are moving forward with final design and right-of-way acquisition, to ensure that the project continues progressing towards eventually starting construction in 2023.



Service Authority for Freeway Emergencies (SAFE)

The callbox system will begin the fiscal year with a new 3-year maintenance and management support contracts in place. The first round of awards for the Incident Responder Grant Program (IRGP) of nearly \$1 million occurred in Fiscal Year 2019/2020; monitoring of expenditures and results in Fiscal Year 2020/2021 will inform consideration of a second IRGP round in a future Fiscal Year. The SpeedInfo budget has been combined into the Motorist Aid budget, and will continue to provide speed data for traffic management and analytical purposes.

Freeway Service Patrol (FSP) tow vendor selection and contracting, coordination with Caltrans and California Highway Patrol, and initial program implementation will be the primary focus areas for the Motorist Aid program. The Request for Proposals for tow vendors to operate this new service is to be released in June 2020 with a contract award expected in Fall 2020. VCTC staff will assess the impact of the COVID-19 global pandemic on traffic volumes and communicate with Caltrans and other SAFEs around the State and nation to set appropriate safety protocols to ensure health and safety of both tow operators and motorists during the pandemic. While it remains to be seen whether there may be reduced annual revenues associated with vehicle registrations in Ventura County related to COVID-19, the SAFE Fund includes a sizeable reserve balance that helps to insulate revenues from this program area from fluctuations in the economy.

Regional Transportation Planning

VCTC's Regional Transportation Planning staff will continue to work closely with local jurisdictions, neighboring counties, and the Southern California Association of Governments (SCAG) to provide a regional perspective on Ventura County's regional transportation planning needs through review and comment on plans, projects, and environmental documents and participation in local, regional, and statewide planning efforts. Staff will continue to use and update the Ventura County Traffic Model (VCTM) to support the aforementioned studies and plans, and to expand model capabilities, which will assist VCTC and member agencies with the transition to use of Vehicle Miles Traveled (VMT) in accordance with Senate Bill 743. Staff will continue to support two ongoing planning studies (101 Communities Connected multimodal corridor study and Freight Corridor Study) and undertake a coordinated effort to update the Comprehensive Transportation Plan (CTP, 2013) and Congestion Management Plan (CMP, 2009). If VCTC does not receive the Caltrans Sustainable Communities grant award to update the CTP, staff will re-evaluate the availability of Local Transportation Funding and other resources to complete an update at this time.

All studies and plans will consider the impact of the COVID-19 global pandemic and associated economic downturn on transportation systems, operations, demand, modes, and mobility in Ventura County. Each of the studies will inform the Commission on the types of transportation investments that help reduce congestion, improve mobility, and support economic recovery while encouraging robust linkages between transportation, housing, and land use.



Airport Land Use Commission

The Airport Land Use Commission (ALUC) will continue to review development projects within defined Airport Comprehensive Land Use Plan (CLUP) boundaries for four airports in Ventura County (Camarillo Airport, Oxnard Airport, Santa Paula Airport, and Naval Base Ventura Count-Point Mugu). ALUC staff will continue to review airport-related applications submitted to the ALUC, such as heliport expansions. ALUC staff will also continue to work with the County Department of Airports and local jurisdictions to ensure appropriate development around the County's airports. Should Caltrans funding become available to update to the CLUP and the associated Environmental Impact Report (EIR), staff will work with Caltrans, the County Department of Airports, and the Department of Defense to apply for project funding and move the update forward.

Rideshare Programs

The Rideshare Program for commuter services was recently incorporated into the transit department to allow a more concerted focus on overall mobility options for Ventura County residents, and build upon the growing consensus that *Mobility as a Service* (MAAS) is the vantage point that transportation agencies will need to craft mobility solutions. Data sharing from commuter services with transit user data has already provided an enhanced mobility database (which will be important as the COVID-19 pandemic affects commute patterns). Strategic outreach is being emphasized in the upcoming year with focused efforts on both public and employer outreach to provide Transportation Demand Management information (including a renewed focus on "telecommuting" as a response to COVID-19). It is hoped that through more specific outreach VCTC can reach a greater audience about the benefits derived from reduced congestion and the reduction of single occupant vehicle commute trips in Ventura County.

Senior and Disabled Transportation

The Commission administers the countywide certification process for persons with disabilities, as required by the Americans with Disabilities Act (ADA), with the evaluation service performed through a contract. In 2020, shortly before the COVID-19 pandemic, VCTC solicited an RFP for the countywide certification process for persons with disabilities and awarded a new contract to the incumbent contractor. At VCTC's direction, and working with all the of the county's transit operators, the contractor successfully continued ADA certifications remotely (on-line or by phone) to vulnerable individuals in the community who still required ADA services during the pandemic. The importance of this regional service (which VCTC provides for all the operators in the county) is highlighted during unprecedented events like the COVID-19 pandemic.



Regional Transit

While the COVID-19 pandemic will affect all aspects of VCTC's transit activities, staff will continue regional transit planning activities and coordination with other transit providers in the county. Traditional planning activities in this task include completing or updating required federal and state planning documents (including managing the state Unmet Transit Needs process), engagement with all Ventura County public transit operators, continued implementation of the five-year short-range transit plan, and also staffing the Transcom committee.

In this fiscal year, staff will continue working with our consultant to complete the Transportation Emergency Preparedness Plan, which as an "all hazard" plan will place an enhanced emphasis on pandemic viruses. New federal regulations now require transit operators to develop and implement a Public Transit Agency Safety Plan (PTASP), which will be prepared this fiscal year. Staff will also begin the updates of the short-range transit plan and the coordinated public transit-human services transportation plan. Once local public health orders are lifted and college students return to school, staff will continue the College Ride Pilot Program which will allow students from Moorpark, Oxnard and Ventura Colleges, Cal State University Channel Islands and Cal Lutheran University to ride the bus for free.

Valley Express

The Valley Express bus service, now headed into its fifth year of operation, serves the Santa Clara River Valley community, including the cities of Fillmore and Santa Paula, as well as the neighboring unincorporated areas of the County, such as Piru and Bardsdale. The service is managed by a policy advisory committee, which is made up of the VCTC Commissioners representing the two cities and the County. As the administrator and manager of the service, Commission staff works with the committee and local staff to ensure the service meets the needs of the community. The Valley Express has provided essential transit service to residents during the COVID-19 pandemic, and doing so while following social distancing protocols (which include increased cleanings/disinfecting, operators wearing masks, suspending fare collection to reduce touch point contact, and implementing rear door boardings when possible). Anticipated service analysis shall include review of feasibility of new service delivery models, particularly in response to the impact of COVID-19 on ridership and transit delivery. Additionally, the Valley Express contract operator will assist VCTC as we implement updates to scheduling software and technologies used by operations staff.



VCTC Intercity Transit Service

VCTC has operated its popular intercity commuter bus service for twenty-five years. Two years ago, VCTC embarked on a “right sizing” first-ever system-wide schedule reduction. Shortly before the COVID-19 pandemic, VCTC Intercity implemented the second and final phase of its fare increase (which marked the first time fares increased in nearly a decade). Overall, due largely to effective fiscal management, VCTC Intercity ridership was holding fairly steady before COVID-19 indelibly altered the transit landscape. In response to the pandemic, VCTC Intercity led the county operators in modifying boarding procedures to enhance social distancing and limit touch points, such as fare boxes, to reduce risk of spread of the virus. This meant a loss of fare revenues but that has been small price to pay so that our riders know that first and foremost on our minds is their safety. It will come as little surprise that during the public health emergency VCTC Intercity ridership did drop precipitously. In response to the ridership losses and in effort to control expenses, VCTC Intercity went to a reduced schedule but continued to provide a mobility option for residents needing to make an essential trip during the COVID-19 pandemic. Fortunately, federal funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act will assist VCTC Intercity and the other county operators for this fiscal year. The future of VCTC Intercity (and arguably public transit throughout the country) is uncertain at best. Will ridership levels return what they were pre-COVID-19? Will there be a second wave of the pandemic and if so how does the public respond? How significant will the economic downturn affect sales tax revenue necessary to fund public transit?

Just two years ago the region faced the tragic Thomas Fire and Montecito debris flow events, and subsequent repeated service interruptions caused by fire/smoke and inclement weather and ultimately the closure of U.S. Highway 101. VCTC Intercity responded to those local crises effectively, and it will do so again as we collectively face the daunting challenges presented by the COVID-19 pandemic.

Regional Transit Information Center

The Regional Transit Information Center (RTIC) provides trip planning assistance and mobility management information for the residents and travelers in the greater Ventura County region. This includes wrap-around information for people new to the set of services offered by the many providers and programs offered in the region, such as new-rider “orientation materials”, customized “end-to-end” itineraries using public transit, as well as general information and materials for services offered by social service agencies and agency-sponsored or eligibility-based transportation programs. Offering a centralized clearinghouse for transportation, patrons need only to make one call to the RTIC for information (1-800-438-1112).

After the initial aftermath of COVID-19 saw transit ridership fall up to 80% or more, the RTIC continued to provide general information to riders even after the public facing ticketing office was temporarily closed, thereby serving as the single countywide transit information source during the pandemic. The RTIC is the primary point of contact for customer service matters related to the VCTC Intercity, and manages the federally required formal complaint process for the VCTC Intercity, ADA Certification and Valley Express programs.



Regional Transit Technology

This past year, VCTC completed an innovative Automatic Vehicle Location (AVL) technology project, *GOVCBus* that provides real-time information at bus stops. This project also included the provision and implementation of Automatic Passenger Counters (APC's) for the smaller transit operators, as well as options for Automatic Voice Annunciator technology. Importantly, it also offered an app that allowed alerts to be sent to users during the COVID-19 pandemic about transit service updates. In this way, the new AVL system served as a unifying link among Ventura County's transit operators during the pandemic. With the advent of COVID-19 and its impact on mobility patterns, an unanticipated benefit of the new AVL system is its applicability to *Mobility as a Service* (MAAS) options in addition to transit, whether they are rideshare, biking/walking, or even telecommuting. In addition, the new AVL project agreement contains options for a dedicated smartcard/mobile ticketing platform, as well as options for planning software to streamline routing and scheduling. The Regional Transit Technology program will oversee implementation and management of the new AVL system as well as management of the regional fare media program, including the exploration, testing and implementation of the next phase of VCTC's countywide fare media.

Passenger Rail (Metrolink and LOSSAN/Pacific Surfliner)

In the upcoming Fiscal Year, VCTC will contribute all of its revenue-mile generated federal funding to Metrolink. In addition, VCTC is using a portion of its Transportation Development Act LTF, STA and State of Good Repair SB 1 funds. VCTC will work with Metrolink and the member agencies on ways to rebuild ridership while meeting passenger needs on an ongoing basis in a post COVID-19 world. Seasonal Saturday service will also be implemented on the Ventura County line, which was delayed due to COVID-19, and staff will work with Metrolink to promote the service and ensure its success.

The Amtrak Pacific Surfliner service is fully funded by the State and locally governed by way of the LOSSAN joint powers authority and the LOSSAN managing agency, of which VCTC is a member. The Coast Rail Coordinating Committee, which was recently formalized by a Memorandum of Understanding, focuses on the longer distance intercity trips (such as the Amtrak Coast Starlight) and Amtrak Coast Route service between Los Angeles and San Francisco.

Santa Paula Branch Line

VCTC will continue to follow the good neighbor policy through proactive management of the Santa Paula Branch Line (SPBL) right-of-way, including weed abatement, debris cleanup, lease management, right of entry permitting, and trespass removal. VCTC will continue to administer the Federal Railroad Administration (FRA) mandated Bridge Management Plan, which requires annual inspection and evaluation of all bridges along the Branch Line, and results in an annual report presented to the SPBL Advisory Committee for informational purposes. VCTC staff will continue to assess leases, update rate schedules, and address encroachment issues within the right-of-way to ensure fairness, meet insurance requirements, bring fees up to date, and protect the right-of-way.



With expiration of the current 20-year lease with the rail operator on June 30, 2021, VCTC will need to evaluate options and determine the future of the SPBL during Fiscal Year 2020/2021. With declining revenue projections for public transit assistance associated with the COVID-19 global pandemic, it will become even more important to achieve self-sustaining rail operations and management without investments of State Transit Assistance funds. In addition, the public and government response to the pandemic has demonstrated additional demand for outdoor recreational opportunities and active transportation options that allow for appropriate physical distance. As such, VCTC staff will continue to support local partner efforts to implement the Santa Paula Branch Line Recreational Trail Master Plan to complete the SPBL bike path from Ventura to Piru, informed by the Santa Paula Branch Line Recreational Trail Compatibility Survey.

Community Outreach

The 2019/2020 Fiscal Year was filled with innovative campaigns designed to educate and engage with Ventura County. VCTC made meaningful connections with local youth through the Boys & Girls Club Art Contest, a partnership with local clubs resulting in beautiful art displayed on the VCTC Intercity bus fleet. The agency fostered positive relationships with both the public and local organizations via the popular “Destinations” campaign, featuring county-wide destinations accessible by VCTC or regional transit partners, and “Community Impact” campaign, showcasing testimonials from local bus riders and cyclists. VCTC also provided vital real-time updates and rapid responses to questions during emergencies such as the Easy and Maria Fires. VCTC continues this round-the-clock emergency communication during the COVID-19 pandemic.

As the Commission looks ahead to the next fiscal year and to the task of rebuilding ridership in the wake of COVID-19, a strong-yet-nimble campaign is needed to connect with the community. VCTC is developing a phased approach to encourage new and former riders to avoid single occupancy vehicles - by riding the bus, carpooling, walking, biking, or teleworking. The campaign aims to build trust, promote safety, and connect with our community’s shared experience of returning to a new normal in the wake of a life on pause. As VCTC has done in the past, the agency continues to position itself as a proactive leader bringing its regional partners together under common messaging during times of uncertainty.

State and Federal Relations

The passage of the Coronavirus Aid, Relief, and Economic Security (CARES) Act has provided a one-time funding infusion to help maintain transit operations for possibly one and one-half years. Significant infrastructure investment has not yet been addressed, but there is now significant discussion regarding economic stimulus spending which will very likely include infrastructure work. It appears that such a stimulus package could include addressing reauthorization of the federal transportation program currently set to expire this coming September. Given the tremendous uncertainty involving the length of the COVID-19 emergency, the resulting economic impact, and even the upcoming election, it remains to be seen whether the eventual transportation action will simply extend the existing status quo, provide a one-time funding infusion, or make a more long-term decision to increase investment. It is also of course possible that future economic contraction could lead to funding cuts.



The COVID-19 situation has also significantly altered the likely priorities of the state legislative session. For transportation, a significant focus is likely to be on regulatory relief measures such as suspending the transit farebox recovery and cost penalties currently contained in the state funding programs. Given the likely loss of statewide revenues, VCTC can expect to experience a significant loss in existing state funding, and the state government will likely be hard-pressed to provide any kind of financial relief for transportation.

Looking Ahead

It is hard to imagine anything that could be more disruptive in all facets of our lives than COVID-19. Transportation and public transit will not be spared. Public transit ridership has plummeted. The bus transit systems in our county have experienced a drop in ridership of 80-85% and, to be frank, countywide ridership was not great in the first place. The Ventura County Line on the Metrolink commuter rail system had already seen a steady drop in ridership as employment centers started shifting from downtown Los Angeles to LA's Westside and western San Fernando Valley. Through COVID-19, Metrolink ridership for the five county system has dropped by 90%, and monthly pass sales, Metrolink's steadiest fare revenue stream, is virtually non-existent. Is it reasonable to assume that transit ridership will recover to levels pre-pandemic? Until the public can be confident that their public transit ride will be safe and free from public health risk, the answer is probably no except for the most transit dependent in our communities. This will translate to a loss of fare box revenues for our transit systems, many of which already had difficulty making the state law required 20% fare box recovery ratio.

The loss of fare box revenues will likely pale in comparison to other transportation revenue streams, primarily gas tax revenues and sales tax revenues. As described earlier in this letter, the two major funding sources for public transit in Ventura County are Local Transportation Funds (LTF) and State Transit Assistance (STA). LTF comes from a statewide ¼ cent sales tax approved by the California Legislature in 1971. As part of this budget, based on a revenue forecast provided by the County Auditor-Controller, the total revenue from this funding source to be passed through to Ventura County transit operators will be down approximately 1/4th from the prior year. STA funds come from the State sales tax on diesel fuel and pays for VCTC's regional public transit programs, Metrolink and VCTC Intercity bus. As of the writing of this message, diesel consumption has not declined anywhere near the levels of regular gasoline. However, with the drop in diesel fuel price we will likely see a reduction in the percentage based diesel fuel sales tax.

The CARES Act provides a short reprieve, approximately 18 months, and time to evaluate future transit service needs post-COVID 19. The allocation of a total of \$71 million from the Federal Transit Administration for Ventura County transit operations will backfill the loss of both fare box revenues and the decline of LTF sales tax dollars.



Federal and State gas tax revenues pay for a significant share of our transportation system. In the case of the federal government, it has become quite adept at “finding” funding to make up for the shortfall in federal gas tax revenues to ensure that the authorized funding in federal law is maintained. Such is not the case at the State level and with the forecasted economic recession. There is a high probability that State gas tax revenues will drop which will have an impact on the State Transportation Improvement Plan (STIP) that VCTC uses for projects such as the US 101 improvements. State gas taxes also are a funding source for local street and road improvements in our cities and the County. While those funds do not pass through VCTC, they are nonetheless critical to the region’s transportation system.

The State Gas Tax situation could be worse. Senate Bill 1, approved by the California Legislature and signed by Governor Jerry Brown in 2017 has provided a lifeline. While the funding from SB 1 is primarily a “fix it first” or “state of good repair” funding stream for Ventura County cities, the County of Ventura and the state highway system, it also includes funding to preserve public transit services. It provides modest funding to new transportation improvement projects for moving freight, expanding the passenger rail system and bicycle and pedestrian projects. We have worked hard and have been effective with our lobbying and grant application work that has led to over \$140 million in SB 1 grants allocated to critically important Ventura County transportation projects. Funding made available by SB 1 will help us maintain public transit services, such as VCTC Intercity Bus and Metrolink commuter rail, repair railroad bridges and tracks and passenger rail cars, construct a new double-track project on the Coast mainline in Simi Valley and a pedestrian undercrossing at the Camarillo Train Station that will lead to improved passenger rail service through Ventura County.

While maintaining transportation infrastructure is important, so too is fixing bumper-to-bumper traffic on our freeways (granted COVID-19 and the forecasted recession may relieve some pressure) transit services and options, and safer and accessible bicycle and pedestrian facilities. VCTC does receive Federal and State formula funds that pays for a share of these projects and services. However, those two funding streams are insufficient long term. Unlike 25 counties in California, Ventura County has not yet passed a local transportation sales tax measure. Besides not being able to leverage the Federal and State funds with local transportation funds, VCTC is also not eligible for taxpayer-funded programs specifically created to reward transportation sales tax measure counties or be competitive for grant programs that reward project sponsors that include a substantial local match. It will likely take such a measure, where the revenues generated remain in Ventura County, to pay for our most critical transportation projects and public transit services. Until then, and in this budget for Fiscal Year 2020/2021, VCTC will continue its role as the region’s recognized leader in transportation and capable steward of taxpayer dollars dedicated to transportation.

Respectfully Submitted,



Darren M. Kettle
Executive Director



VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District #7 Director. Below are the current members of the Commission:

Commissioner	Area Representation
Claudia Bill-de la Peña	City of Thousand Oaks, Chair
Robert Huber	County of Ventura, Vice-Chair
Steve Bennett	County of Ventura
Will Berg	City of Port Hueneme
Jenny Crosswhite	City of Santa Paula
Randy Haney	City of Ojai
Cheryl Heitmann	City of San Buenaventura
Brian Humphrey	Citizen Representative (Cities)
Mike Judge	City of Simi Valley
Kelly Long	County of Ventura
Bryan MacDonald	City of Oxnard
Manuel Minjares	City of Fillmore, Past Chair
Linda Parks	County of Ventura
Ken Simons	City of Moorpark
Tony Trembley	City of Camarillo
Jim White	Citizen Representative (County)
John Zaragoza	County of Ventura
John Bulinski	Caltrans (Ex-Officio)

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects. Our mission is the foundation for all we do, the time we invest and the resources we allocate as can be seen in the budget program summaries and detailed budget tasks.



Further adding to VCTC's regional responsibilities, the Commission was also designated to administer and act as:

- Airport Land Use Commission (ALUC)
- Congestion Management Agency (CMA)
- Consolidated Transportation Service Agency (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Local Transportation Authority



To invite regional participation in defining VCTC's policies and priorities, VCTC staffs a number of standing regional committees listed below and has the option to create special purpose committees as the need arises. The standing committees are:

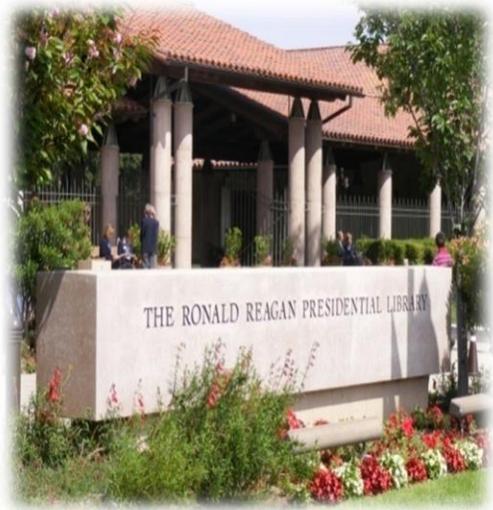
- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC)
- Heritage Valley Policy Advisory Committee (HVPAC)
- Managers Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)
- Transportation Technical Advisory Committee (TTAC) – Public Works/City Engineer Staff



THE COMMUNITY WE SERVE

Ventura County was established in 1873 and encompasses just under 2,000 square miles. It is located about 65 miles northwest of Los Angeles and 35 miles southeast of Santa Barbara on California's "Gold Coast." The landscape ranges from rugged national forests, to fertile alluvial plains topped with lemon orchards and rows of strawberries flowing down to its shoreline along the Pacific. Ventura County's beaches are a natural destination, but the County offers a wide diversity of attractions ranging from the beauty of the Channel Islands National Park to the historical displays of the Ronald Reagan Library and the San Buenaventura Mission making Ventura County a desirable place to live and visit.

The California Department of Finance (DOF) now estimates that Ventura County's population is just under 843,000 (a 0.4% decline since 2019 estimates) but remains the thirteenth largest county in the State. Ventura County's population is largely concentrated in its ten cities, with four cities having a population in excess of 100,000: Oxnard (206,352), Thousand Oaks (126,484), Simi Valley (125,115) and San Buenaventura (106,276).



Ventura County's modest growth rate is less than one percent (1%) per year. With thoughtful growth controls in place Ventura County's residents continue to enjoy a variety of lifestyle options from metropolitan to rural and the cities within Ventura County are consistently ranked among some of the safest in the nation.

According to the 2018 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 45.8% and Hispanic at 42.4%. The median age of County residents is 37.9 which is slightly higher than the State's median age of 36.3. The senior population (over 65) at 14.6% continues to slowly grow while the population under 18 years at 23.5% continues to slowly decline. Over the next decade, it is estimated that the 55 and over population will continue to grow faster, bringing significant changes to Ventura's economy, social structure and workforce composition.

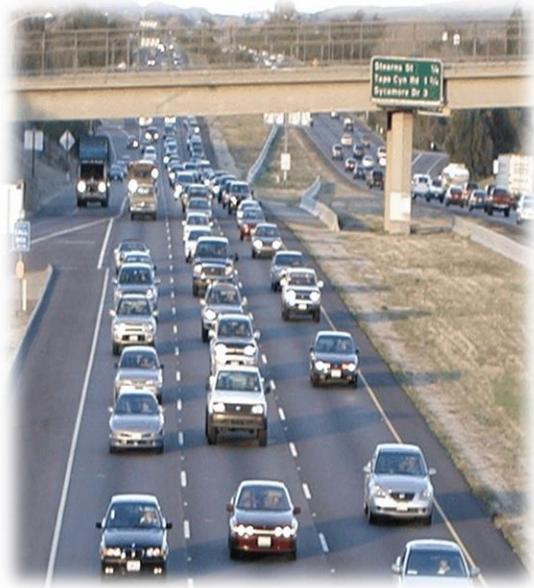
Ventura County residents enjoy a favorable comparison to the State as a whole in median household income and education levels. The United States Census ACS states the County's median household income increased slightly to \$84,017 in 2018 (\$81,972 in 2017) and remains higher than the State's median household income of \$71,228. The percentage of people below the poverty level in Ventura County improved slightly to 9.6% in 2018 (10.3% in 2017), and the County is better off than the State as a whole at 14.3%. The percentage of Ventura County residents holding a bachelor's degree or higher has increased from 32.6% in 2017 to 33.1% in 2018 while the State is slightly higher at 33.3%.

The 2014-2018 United States Census American Community Survey identifies Ventura County's workforce of 412,228 workers, sixteen years old and above, in a wide variety of industries. More than half of Ventura County workers are found within four employment categories:

- Educational, health care and social assistance workers – 80,852
- Professional, scientific, management, administrative and waste management workers – 49,253
- Retail trade – 43,604
- Manufacturing workers – 41,599

Considering VCTC's mission of improving mobility, it is especially important to note how the County's workers travel to their jobs. With a mean travel time to work of 26.8 minutes (up from 26.6 minutes in 2017), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2018 in Ventura County was:

- Drove alone – 78.5%
- Carpooled – 11.3%
- Worked at home – 5.9%
- Walked – 1.7%
- Other means – 1.5%
- Public Transportation – 1.2%



Transportation touches every area of our lives on a daily basis and we often overlook its importance. We expect roads to carry us safely and efficiently to where we want to go whether we choose to drive, bike, walk or take a bus. Business owners need and should have easy access to their locations for their workers, customers and goods so that Ventura County's economy thrives. Mobility is an essential ingredient in the quality of life that we've come to expect in Ventura County. Unfortunately, VCTC is faced with a significant challenge in achieving its mission of improving mobility in Ventura County considering that resources available to invest in improvements are rapidly diminishing for all modes.

THE LOCAL ECONOMY

Within a few months, the COVID-19 pandemic dramatically changed the world economy. As the global pandemic hit the United States and spread throughout the nation, the severe economic impacts were felt at every level. In hopes of slowing the spread of the new virus, schools, bars, restaurants and entertainment venues were closed and shelter in place orders were issued by States, Counties and Cities. The results were record levels of rapidly increasing unemployment rates only surpassed by the Great Depression and a stock market plunge with volatile swings similar to the Great Recession. The impacts on the economy were unprecedented. Although 2020 started solidly, the question, very quickly, went from, when will the economy enter a recession to how bad a recession will this be or could it even be a depression?

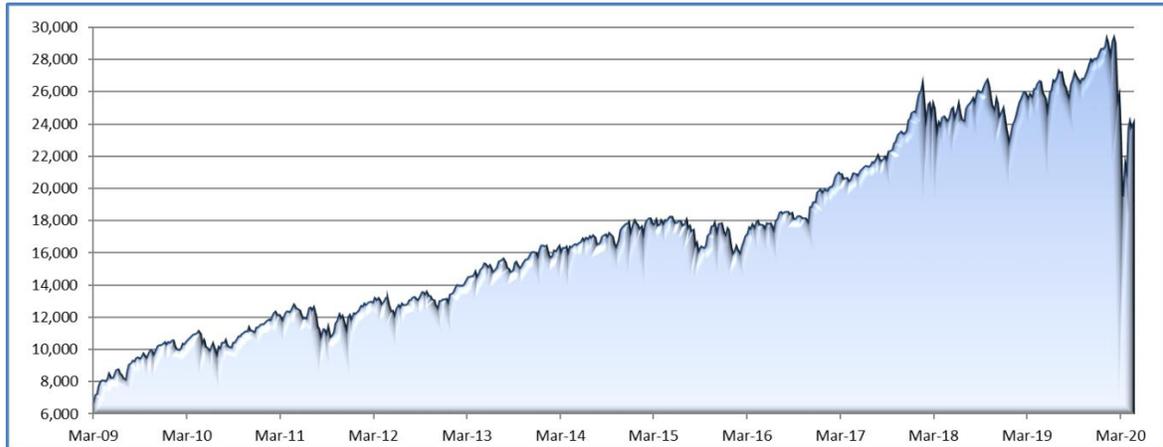
October 2010 began the longest employment boom in U.S. history, but that ended rather suddenly in March 2020. After a long period of low unemployment both nationally and locally, workers, almost overnight, found themselves out of work as many businesses closed due to shelter in place orders. In the middle of March 2020, California unemployment claims increased almost 5 times the amount of the previous week. In Ventura County, more than 56,000 unemployment claims were filed in a little over a month. If unemployment benefits in Ventura County are relaxed to include the self-employed due to additional federal aid, more than 40,000 additional workers could qualify according to the Economic Development Collaborative. This severe decline in employment removed, for many, the necessary finances for day-to-day living and for most, severely reduced discretionary spending.

With millions of workers unemployed or furloughed, State and local communities have lost needed funding to not only fund the day-to-day activities but provide the additional relief necessary in these unprecedented times. By mid-March the Legislative Analyst's Office (LAO) estimated that the State would lose billions of dollars of lost income and capital gains taxes from the impacts of COVID-19. Additionally, the State and local agencies have lost millions of dollars in sales tax revenues as unemployment increased and businesses remained closed.

At the same time, the stock market went from "the longest bull market in U.S. History" where the Dow Jones Industrial Average (DJIA) Index reached a high of over 29,500 in February 2020 to a ferocious bear in March. As the stock market increased in volatility similar to the Great Recession, the market entered a 33 percent freefall decline in just 19 days. Neither an automatic trigger nor the \$1.5 trillion Federal Reserve pledge for the bond market could stem the selloff. Fears related to the spreading COVID-19, high unemployment rates, and low oil prices plagued the markets. Although the market rebounded slightly, uncertainty remains as investors remain unconvinced and the economy struggles. In March 2020, the markets long ascent from a low of 6,547 on March 9, 2009 to a high of 29,551 in February 2020 ended (see Chart 1 - *Dow Jones Industrial Average Eleven Year History*).



Chart 1 - Dow Jones Industrial Average Eleven Year History

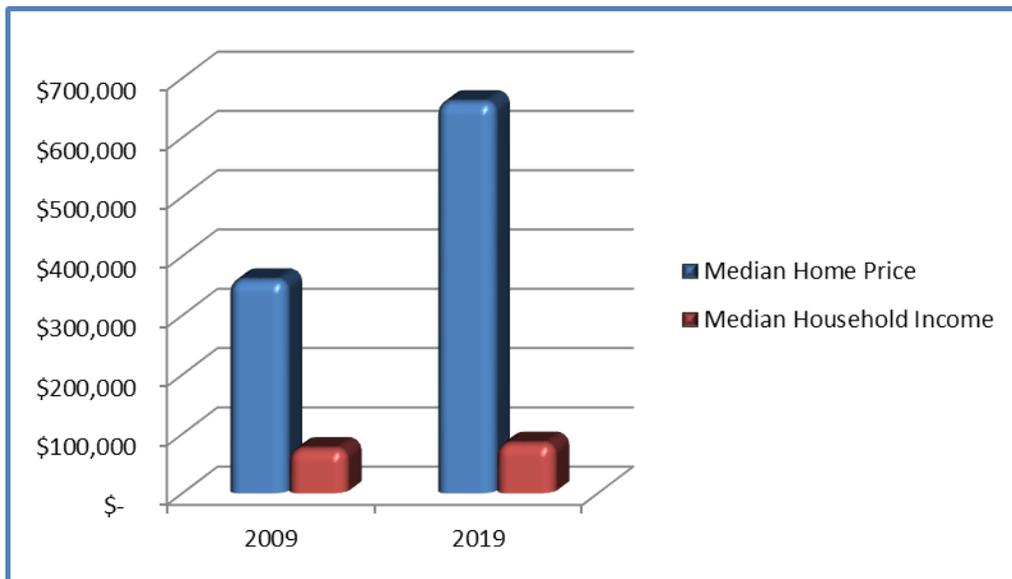


Consumer confidence also plunged as the spread of the COVID-19 prompted widespread business shutdowns resulting in high unemployment and a bear stock market. In April 2020, the index fell to its lowest since June 2014. The Consumer confidence index for April 2020 was 86.9 as opposed to 118.2 in April 2019. According to the Urban Institute, more than 4 in 10 Americans whose work was affected by the pandemic said they were not able to pay for basic needs such as rent. However, the Consumer Confidence Board reports that consumer expectation index has risen from 86.8 in March 2020 to 93.8 in April 2020 indicating that the consumer outlook for the next several months may not be good but is expected to improve.

The COVID-19 pandemic hit as the house selling season was set to begin. By the end of March 2020, housing listings in California and much of Ventura County were down 33 percent or more since the same time last year. House listings began to increase slightly in April. Sales through March remained stable, but that is likely due to sold homes that were already in escrow before the recession became apparent. Economist with the California Forecast are anticipating home sales in April to decline. Housing prices were still rising through March, but again it was likely due to homes already in escrow and the shutdown occurring mid-month. The National Association of Realtors indicated that rising home prices appeared to stop by mid-April. Although foreclosures in Ventura County were down in March 2020 to 1 in 3,198 as opposed to 1 in 2,363 in the prior year, the number may worsen as unemployment rises and the economy continues to falter. Over 3.5 million, or seven percent of, mortgage borrowers in the United States requested forbearance (skipping or making a reduced monthly mortgage payment for up to one year) from March through April. The number for Ventura County is unknown, but it can reasonably be assumed that Ventura County has forbearance claims as well. The uncertainty of the COVID-19 pandemic, high unemployment and the faltering economy could delay home buying and affect not only property values but also, related property taxes.

California has the 10th highest median income in the U.S., but the high costs of housing and living erode the consumers buying power. The same problem is amplified in Ventura County as housing costs remain high compared to household income (see Chart 2 - *Median Home Price to Median Household Income*.) As housing prices continue to rise faster than incomes, the affordability index (percentage of households that can afford to purchase the median priced home) continues to decline. In Ventura the affordability index at the end of 2019 and 2018 was 31% and 29% respectively as opposed to 55% in 2009. This imbalance of housing costs to income continues to force young families to look outside Ventura County to raise their families resulting in a loss of sales tax revenue and property tax revenue that pay for government services and allow for improvements within the County.

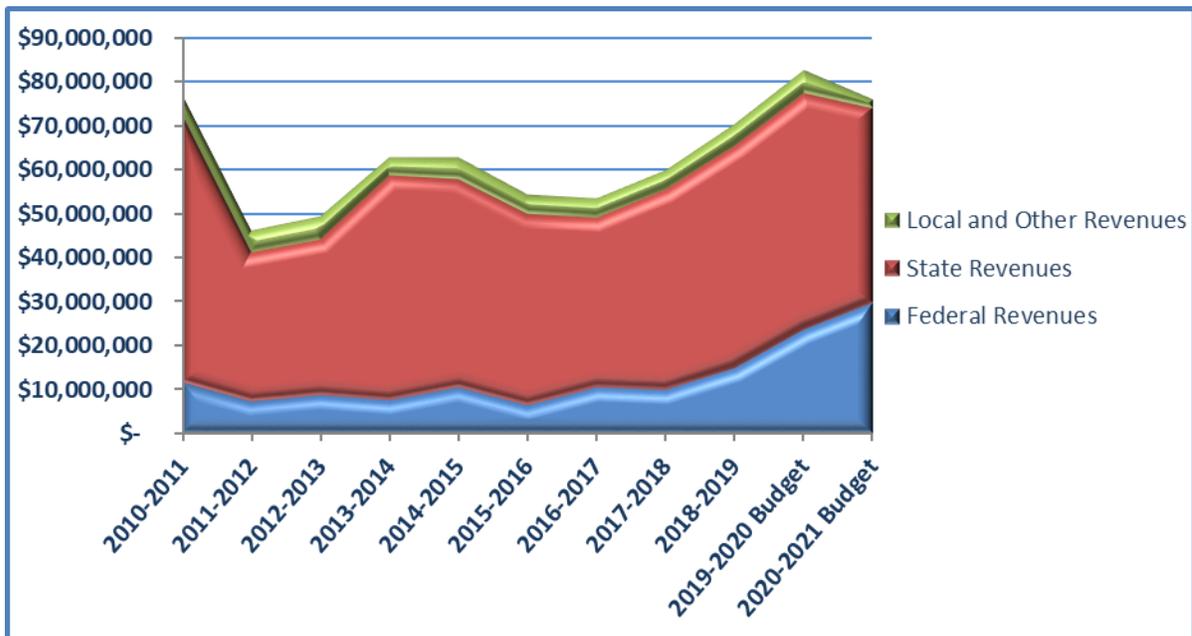
Chart 2 – Median Home Price to Median Household Income



As property values stall or decline and unemployment rises, local, state and federal governments that are dependent on revenues generated by property, income and sales taxes will have reduced resources. State and local government agencies that already struggle to meet the demand for services they provide will also need to provide additional “relief” to their constituents due to the COVID-19 recession – all while resources are dwindling. VCTC is in similar circumstances and is entirely reliant on federal and state funds. Even a small cut to federal or state funds has a large impact on the services and projects VCTC provides to the County’s residents.

Federal funds comprise 39% of the budget. Usually, the majority of the funds require a State or local match, but this year VCTC is receiving one-time federal aid funding via the Coronavirus Aid, Relief and Economic Securities (CARES) Act that does not require a local match. However, looking past Fiscal Year 2020/2021, if the State or local funds are unavailable or not eligible to be used on specific projects, VCTC may be unable to utilize federal funds that might be available causing those funds to go to other counties with the ability to provide local matching funds. Of the federal funds received this fiscal year, 57% of the funds are passed through to local agencies. Ventura County will receive \$71.4 million in CARES funding of which \$15.5 million will flow through VCTC's budgets during Fiscal Years 2019/2020 and 2020/2021. Chart 3 - *Federal, State and Local Revenues Ten Year History*, reflects the historical funding mix of VCTC.

Chart 3 - Federal, State and Local Revenues Ten Year History

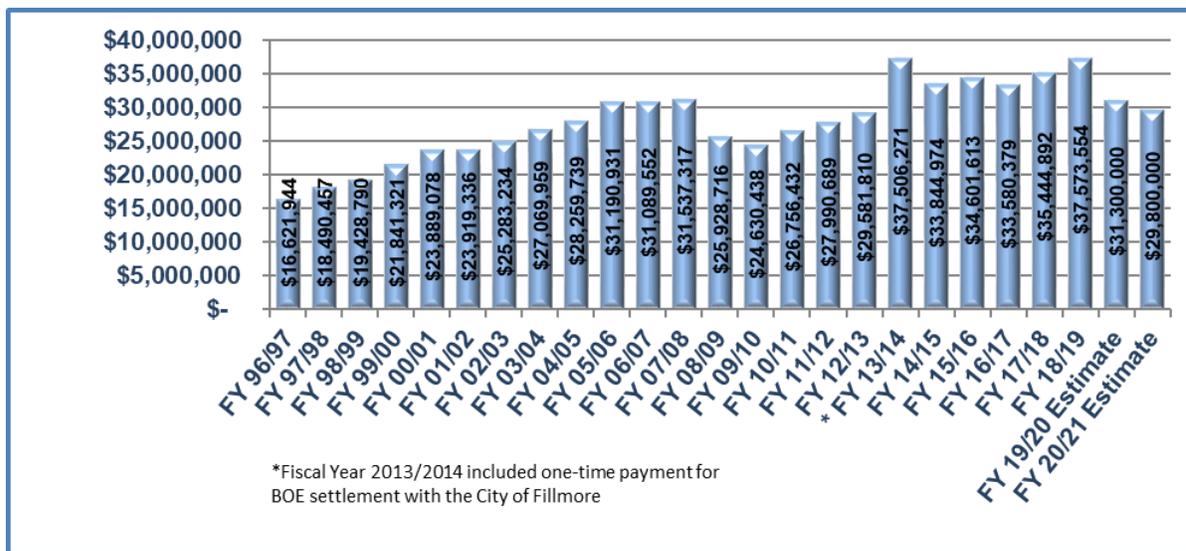


The federal budget and transportation programs continue to be highly unstable and difficult to forecast. Congress passed multiple short-term extensions of the previous Transportation Act continuing to make transportation funding unpredictable. In December 2015, President Obama signed the five year Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first law enacted in many years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects bringing some stability back to local governments. Unfortunately, the FAST Act was actually a slight reduction in revenues after adjusting for inflation and is set to expire in September 2020. With the chaos caused by the global pandemic and subsequent economic downturn and the inability of congress to function due to partisanship politics, it is even more uncertain what will happen.

This year VCTC will receive 39% of its revenue from the statewide one-quarter cent Local Transportation Fund (LTF) sales tax. VCTC passes through the majority (82.6% in Fiscal Year 2020/2021) of the LTF funds to local agencies. With the passage of SB 716, SB 203, SB 508 and AB 664 a larger portion of LTF funds are used for transit. A small portion will still be used for bicycles and pedestrian projects and cities with a population under 100,000 receiving TDA allocations can use these funds for streets and roads purposes after transit needs are met. With a legislative exemption from SB 848, the City of Thousand Oaks is now allowed to claim streets and roads funds even though its population is over 100,000. VCTC uses the majority of its LTF funds for passenger rail with a smaller portion used for planning and administrative purposes.

The County's LTF receipts are subject to the economy (see Chart 4 - *Local Transportation Fund Revenues Twenty-five Year History*). Although the County has enjoyed periods of LTF receipt growth, sharp downturns in the economy cause disruption in the transit revenue stream. This occurred in 2008/2009 during the Great Recession when it took almost five years for LTF funding to return to previous levels. Now with the COVID-19 pandemic, the economy has plummeted once again and LTF receipts have taken a dramatic plunge. The Fiscal Year 2019/2020 apportionment was revised for an estimated \$6.2 million loss in LTF receipts with further reductions in Fiscal Year 2020/2021.

Chart 4 - Local Transportation Fund Revenues Twenty-five Year History



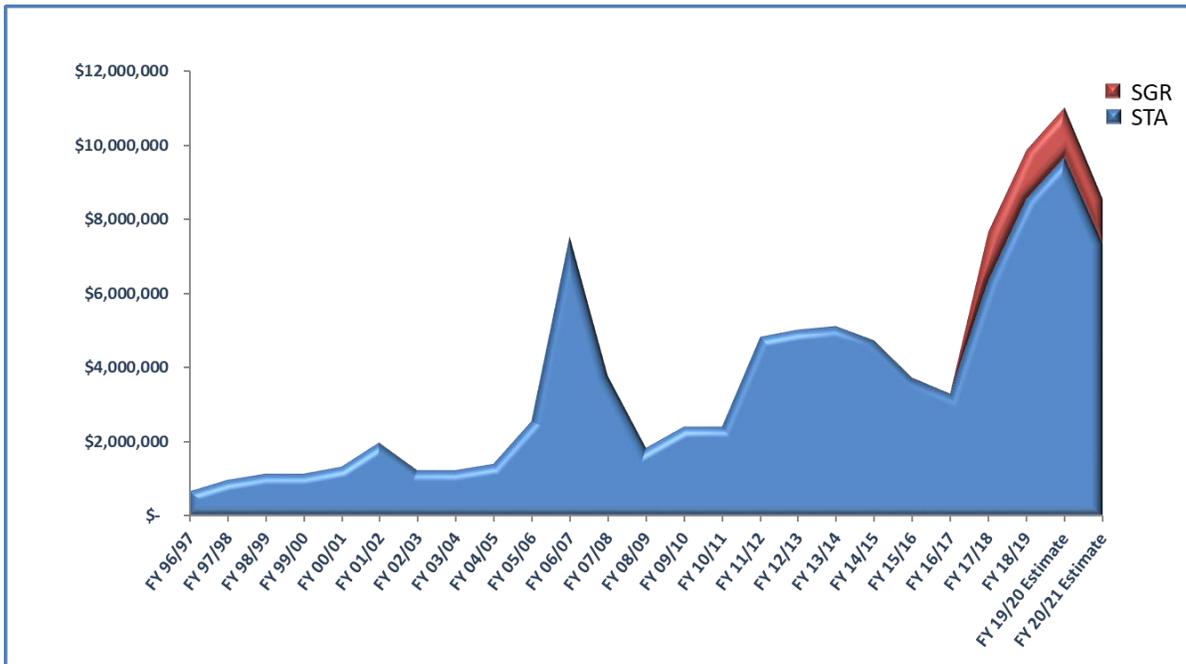
Although VCTC had instituted a 10% contingency to account for potential economic fluctuations, it was not enough in Fiscal Year 2019/2020. VCTC was forced late in Fiscal Year 2019/2020 to revise apportionments to local agencies and reduce the funding they would receive on short notice due to the steep and severe downturn in the economy. Receipts for Fiscal Year 2020/2021 are expected to be slightly lower than 2019/2020 and similar to levels in 2005. With an even sharper loss than the Great Recession, VCTC and local agencies wonder how long it will take for receipts to return to previous levels? How will VCTC and local agencies provide needed transit services for their constituents while funding levels remain depressed?



The second largest source of State TDA revenues is the State Transit Assistance (STA) funding. STA revenues are 9.7% of the budget. These funds are used to fund VCTC Intercity Bus Service, Metrolink Commuter rail services within the County, LOSSAN, the Santa Paula Branch Line, as well as, other transit projects. Due to the economic downturn caused by the COVID-19 pandemic, VCTC is estimating a 15% drop in STA funds for Fiscal Year 2020/2021.

STA funding was not always secure. In prior years, when the State’s revenues fell short, the State Transit Assistance (STA) funds were raided by the State but this was legislatively addressed in Fiscal Year 2006/2007 and the funds now safely flow to the Regional Transportation Planning Agencies. Later, STA revenues declined due to the reduction in the price-based portion of the diesel fuel tax as diesel prices remained low and consumption was offset by more efficient vehicles and/or vehicles that use alternative fuels. However, with the passage of Senate Bill 1 (Beal), *The Road Repair and Accountability Act of 2017*, STA revenues increased and new funding was added with the State of Good Repair program (see Chart 5 -, *State Transit Assistance and State of Good Repair Revenues Twenty-five Year History*). SB 1 raised gas taxes and vehicle registration fees to generate funds for transit and road repairs as well as provide funding for transit improvements. These funds go to State and local governments with some funds automatically allocated and some funds allocated by a competitive grants process.

**Chart 5 - State Transit Assistance and State of Good Repair Revenues
Twenty-five Year History**



These are unprecedented and unpredictable times. In the face of the global pandemic, it is easy to overlook the impacts on a micro scale. VCTC's budget is largely funded with sales tax revenues. A decline in consumer spending in tourism, retail sales, restaurants, etc. (all hard hit areas during the pandemic), has short and long term impacts. In the short term, VCTC and local transit agencies will receive a one-year, partial reprieve due to CARES funding, but the VCTC portion of the CARES money, for the most part, will be consumed by the end of Fiscal Year 2020/2021. Even with the CARES funding, local transit agencies may have to reduce transit operations, delay capital expenditures and postpone needed studies until discretionary money is once again available. Long-term, funding shortages will likely continue and put needed services at risk.

As mentioned earlier, while maintenance and capital costs are significantly increasing, State and Federal funding for transportation is diminishing, is in question and/or typically requires a commitment (sometimes dollar for dollar) for a local investment before funds are allocated. Absent local funding, these federal and state funds will go to other counties that can provide the local match. All this contributes to a transportation system which cannot meet our current or future needs. Local investment in our transportation system would enable Ventura County to compete for federal and state funds and keeps the tax dollars in the County.

VCTC continues to aggressively seek new revenues to support the County's transportation needs. Whether residents use public transit or not, public transit benefits all Ventura County residents by reducing congestion and improving air quality. Innovative strategic plans need to be developed now. These plans need to recognize the issues of an aging population that place increased demands on transit and paratransit service and a diminishing revenue streams from taxes while educating the public on the significance of transportation in the County's overall economic health.



**RESOLUTION NO. 2020-04
A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY AND THE
ADOPTING THE FISCAL YEAR 2020/2021 BUDGET**

The VENTURA COUNTY TRANSPORTATION COMMISSION, the VENTURA COUNTY AIRPORT LAND USE COMMISSION, the VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY and the VENTURA INTERCITY SERVICE TRANSIT AUTHORITY, (hereinafter collectively referred to as "VCTC" or the "Commission") hereby finds and determines:

WHEREAS, the VCTC budget for Fiscal Year 2020/2021 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

WHEREAS, the budget was made available to the public and a public hearing was held by VCTC prior to this adoption as required by section 12, subsection f, of the VCTC Administrative Code;

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2020/2021 Budget and authorizes expenditures of \$78,556,244. Included in the budget adoption is the approval for all identified estimated revenues, expenditures and transfers between funds as well as the schedule of salary ranges for the fiscal year.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2020 in the manner and to the extent authorized by the VCTC Administrative Code.

Section 3. The Chair of VCTC is hereby authorized to execute this Resolution on behalf of VCTC and the Clerk of the Commission is hereby authorized to attest to the signature of the Chair and to certify the adoption of this resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

Adopted this 5th day of June 2020.



Claudia Bill-de la Peña, Chair

ATTEST:


Roxanna Ibarra, Clerk of the Commission

APPROVED AS TO FORM:


Steven T. Mattas, General Counsel



FINANCIAL SECTION

BUDGET PROCESS

The budget is an important tool used to measure and control financial accountability of public agencies for taxpayer dollars. The annual budget is used to communicate to the public, elected officials and other stakeholders detailed information about the anticipated allocation of resources and expenditures for the upcoming fiscal year and used as a financial barometer for financial policies and priorities.

The Ventura County Transportation Commission is responsible for transportation planning and the majority of transportation funding for the County of Ventura, as well as providing some direct services to the general public. The Commission uses the modified accrual basis of accounting for its governmental funds and the accrual basis of accounting for its proprietary funds. The budget is prepared with the same methodology.

The Commission's budget contains eight funds: one general fund, five special revenue funds and two proprietary funds. These funds account for the Commission's budgeted resources. The general fund is used to account for all activities not legally required or designated to be accounted for separately. The special revenue funds consist of the Local Transportation Fund, the State Transit Assistance fund, the Service Authority for Freeway Emergencies fund, the State of Good Repair fund and the Santa Paula Branch Line fund. The proprietary funds consist of the VCTC Intercity fund and the Valley Express fund. As VCTC does not have any debt obligations (besides pension and OPEB), there is not a debt service fund.

The VCTC budget details each task the agency has undertaken and its associated task budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 1st and ending on June 30th and includes information about the general fund, the special revenue funds and the proprietary funds. The budget is divided into two main sections: The Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of the programs for which VCTC is responsible. The Program Task Budgets contain task level detail of each project within the six programs including objectives and accomplishments. This task driven budget is designed to provide fiscal accountability and a method to evaluate VCTC's services.

The process of planning and preparing the budget gives VCTC the opportunity to reassess its plans and goals for the upcoming and future years. Although the budget process is an on-going process, the budget cycle begins in January with a budget meeting to discuss major changes to the upcoming fiscal year. Then the Executive Director and management staff review actual progress of the current fiscal year's budget to adjust budgetary timelines for current projects and plan for future projects. After projects are identified, the project managers develop detailed line item budgets that include objectives, accomplishments, description, work elements, product, funding sources and expenditure comparisons. These task budgets are discussed with the Executive Director. The Finance Director then compiles the task budgets, prepares and reviews the main budget, analyzes the revenue sources, and makes adjustments as directed by the Executive Director. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.



The Draft Budget is reviewed in late March by the Finance Committee consisting of the Chair, Vice-Chair and Past-Chair. After receiving recommendations from the Finance Committee, the Draft Budget is presented to the full Commission in April with a hearing for public comment. After receiving guidance from the Commission, staff prepares the Final Budget. The Finance Committee reviews the proposed Final Budget in late May. The proposed Final Budget is presented to the Commission in June where an additional hearing is held for public comment. The Commission may then adopt the budget or request additional information and/or changes to the budget. The budget must be adopted before the beginning of the upcoming fiscal year.

After the budget is adopted, program managers have the on-going responsibility to monitor actual revenues and expenditures of the budget throughout the year. A budget report comparing actual revenues and expenditures to the budgeted amounts is presented to the Commission as part of the monthly agenda.

The budget is a living document and at times requires budget amendments due to changing needs influenced by the economy, legislation, updated project costs, estimates and other special circumstances. Budget amendments allow for a more useful and meaningful document against which to evaluate the accomplishments and challenges faced by the agency. When it becomes necessary to modify the adopted budget, the amendment procedure depends on the type of change that is needed. Administrative changes that do not result in an increase in the overall budget, but require line item transfers within tasks or programs only require approval of the Executive Director. Similarly, the Executive Director’s approval is only required for the reallocation of salary costs and revenues from one program to another or when substituting one approved funding source for another. Amendments that result in an increase to total expenditures and/or additional revenues require Commission approval through an agenda item.

The budget process for the development of the Fiscal Year 2020/2021 budget and monitoring of the Fiscal Year 2019/2020 budget is illustrated below in Chart 6 - *Budget Process*.

Chart 6 – Budget Process

Budget Task	2019		2020		2021		2020		2021			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												



FINANCIAL POLICIES

VCTC's financial policies provide the framework for the overall fiscal management of the organization. Financial policies provide guidance for the decision-making process, help to maintain financial stability, and provide accountability. The budget, revenue and cash management, investment, auditing, fund balance, capital asset and basis of accounting and budget policies are summarized below.

Budget Policies

Each fiscal year the Commission approves the VCTC budget which contains new revenues and expenditures, as well as estimated revenues and expenditures that are carried-over from the previous fiscal year. The budget must be balanced with anticipated revenues and appropriate fund balances. Administrative costs shall be both reasonable and necessary. The budget is task driven with participation by management staff under the guidance of the Executive Director. Project Manager reports are used to compare actual expenditures and are monitored against the budget throughout the year by staff. A monthly Budget Report is presented to the Commission at its monthly meetings. Budget amendments occur throughout the year. The Executive Director has the administrative authority to approve budget transfers between budget line items, budget tasks and programs, reallocate staffing resources, and substitute one approved funding source for another. Amendments that increase the overall budget require Commission approval.

Revenue and Cash Management Policies

VCTC seeks new funding from federal, state and local sources in order to address the transportation and transit needs of the residents within Ventura County. Revenues will be deposited electronically when possible or when received directly, in a timely manner. Cash disbursements to local jurisdictions, consultants, vendors and employees will be made in an efficient and timely manner.

Investment Policies

VCTC shall act in a prudent manner in accordance with its adopted investment policy when investing its funds to maximize investment earnings while keeping safety as the foremost objective. An investment report is included with the Commission's monthly budget item.

Auditing Policies

VCTC will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). An independent audit of the financial reports will be performed annually by qualified auditors from a recognized Certified Public Accounting firm. VCTC will also strive to maintain strong internal controls. As required, a single audit of federal funds and special audits such as a TDA audit of VCTC's TDA funds and TDA recipients will be performed annually by qualified auditors from a recognized Certified Public Accounting firm.



Fund Balance Policies

VCTC's fund balance is the agency's net position or the difference between assets, liabilities, deferred outflows of resources and deferred inflows of resources. VCTC reports its fund balances as nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent. When both restricted and unrestricted resources are available for use, it is the Commission's policy to use the most restricted resources first and then unrestricted resources in the following manner: restricted, committed, assigned and unassigned. The Commission in its adopted fund balance policy has designated the authority to assign amounts used for specific purposes to the Executive Director and the Finance Director.

Capital Assets Policies

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the assets useful life. Intangible capital assets with a cost in excess of \$50,000 and an estimated useful life in excess of two years will be amortized over the assets useful life. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed no less than once every two years. Depreciation is not included for Governmental Funds because they are fully expensed under the modified accrual accounting method, but is included for the Enterprise Funds.

Basis of Accounting and Budgeting Policies

Basis of accounting and budget refers to the concept of recognizing the time a transaction has occurred for the purpose of recording that transaction. VCTC's governmental fund types (general fund and special revenue funds: LTF, STA, SAFE, SPBL and SGR) use the modified accrual basis of accounting and the VCTC's Proprietary funds (VCTC Intercity and Valley Express enterprise funds) use the accrual basis of accounting. The budget is prepared with the same methodology. Furthermore, revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collected within the current period or within 180 days of the end of the current fiscal period to be available to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

Debt Policies

There is not an official debt policy or designated legal debt limit. VCTC does not have any debt (other than pension and OPEB liabilities - see the Personnel and Operations Section for more discussion). There are no plans to issue debt in the upcoming fiscal year.



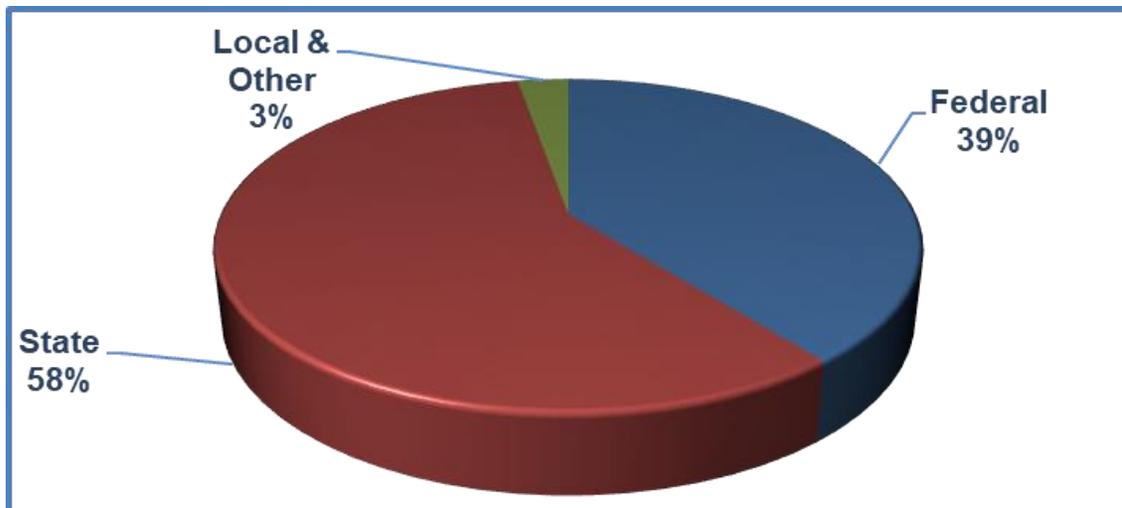
REVENUES AND FUNDING SOURCES

An essential role of VCTC is to allocate state and federal funds to transportation projects within the County. Although the majority of these funds do not flow through the VCTC budget, the agency is the authority that allocates millions of dollars in transportation funds to local agencies. Because of the significance of this responsibility, it is important to discuss this role of the agency.

As projects are prioritized in the County in accordance with Commission policy guidelines, VCTC allocates state and federal funds and designates a lead agency to administer the implementation of these projects. Once the Commission approves the programming of funds and a project is programmed in the Federal Transportation Improvement Program (FTIP), the lead agency is responsible for applying for funds through VCTC, State or Federal agencies as appropriate. These funds are then placed in the lead agency's local budget. If VCTC is designated as the lead agency, these funds will appear in the VCTC budget. These funds include, but are not limited to, Federal Transit Administration (FTA), Federal Surface Transportation Program (STP), Federal Congestion Mitigation and Air Quality (CMAQ), Active Transportation Program (ATP), State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The new revenues budgeted for VCTC in Fiscal Year 2020/2021 are estimated to be \$75,940,630. Below in, Chart 7 - *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$29,805,991. State revenues total \$44,021,826. The Local and Other revenues total \$2,112,813. VCTC uses state and local funding to maximize federal funding of projects. More detailed information can be found following the discussion of revenues and funding sources on Chart 8 - *Funding Sources*, Table 1 - *Revenue Sources* and Chart 9 - *Funding Source Detail* that provide further information about the budgeted revenues.

Chart 7 – Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

The Federal Transit Administration provides funding for transit related programs in a variety of areas. FTA funds generally require the lead agency to match the federal funds with state or local funds. FTA projects are included in the Program of Projects (POP) based on an estimated apportionment prepared by VCTC staff, and feedback from local transit operators on funding needs. The amount of FTA funding is provided in the federal register notice and then the FTA grant is prepared based on published apportionments. FTA divides the program funds into “Sections” as described below:

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as internship programs. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents or in the case of transit operators with fewer than 100 buses. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5310 “Specialized Transportation” funds are for transportation capital and operating expenditures for paratransit services to seniors and individuals with disabilities. The ratio is generally 80% federal to 20% local match for capital.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies. Currently, these funds are programmed by VCTC and go directly to Ojai.
- Section 5337 “State of Good Repair” funds are provided under the Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation. These funds are programmed by VCTC and go directly to SCRRA, the only eligible recipient in Ventura County.
- Section 5339 “Bus and Bus Facilities Program” funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.
- CMAQ transfer funds are transit project revenues transferred from the FHWA to the FTA. These projects are implemented by VCTC and its sub-recipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations “demonstration” projects which can only be used to subsidize the first 5 years of costs for new or expanded service.



Federal Transit Administration (FTA) continued:

- CARES or Coronavirus Aid, Relief and Economic Securities Act funds was signed by the President on March 27, 2020 to provide relief funds to transit agencies with no match requirement to prevent, prepare for, and respond to the COVID-19 pandemic, including replacement of reduced farebox and tax revenues. The funds are distributed using the existing FTA transit apportionment formula, with Ventura County's share set at \$71.4 million but not all of that money will flow through the VCTC budget. Expenses are eligible starting from January 20, 2020.

VCTC's budget contains \$14.6 million in CARES funding and \$10.4 million in other FTA funding for a total of \$25,021,491 in FTA revenues.

Federal Highway Administration (FHWA)

The Federal Highway Administration funds guarantee funding for highways, highway safety, and local roads. These funds are allocated to states and then to Regional Transportation Planning Agencies (RTPA) including VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Block Grant (STBG) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Alternatives Program (TAP) funds. In California, the TAP funds are the primary component of the Active Transportation Program (ATP), while the STBG funds are apportioned as Regional Surface Transportation Program (RSTP) funds. VCTC has historically programmed the majority of FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.

Regional Surface Transportation Program (RSTP)

The Regional Surface Transportation Program (RSTP) funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. RSTP funds are allocated by the Commission and administered through Caltrans. Caltrans publish RSTP estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$4,445,200 in STP revenues for activities related to the Route 101 environmental document preparation.

Congestion Mitigation and Air Quality (CMAQ)

The Commission for transportation projects, which reduce transportation related emissions, allocates the Congestion Mitigation and Air Quality funds. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. Caltrans publish CMAQ estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$339,300 in CMAQ revenues.



State Revenues

Transportation Development Act (TDA)

The Transportation Development Act funds are comprised of two separate revenues: the Local Transportation Fund and the State Transit Assistance.

Local Transportation Fund (LTF)

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. These funds are received monthly (in-arrears) from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$29.8 million. This is a dramatic change from the draft estimate in February of \$38.5 million due to the sudden and severe downturn in the economy caused the COVID-19 pandemic.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$27,610,000 in the upcoming year. Of this amount, \$14,500 is for County Administration, \$501,227 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$21,912,670 based on population to use as Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds. VCTC is budgeted to receive planning funds of \$552,200, administration funds of \$1,981,940, and commuter rail programs funds of \$2,647,463. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$5,181,603.

The administrative LTF amount is approximately \$800,000 higher than last year for funding changes, staffing increases and new studies. First, the ADA certification process is no longer eligible for FTA funds and will now be funded with LTF funds while the previously used FTA funds will now be available to local agencies. Second, one new position, Manager of Government and Community Relations, is partially funded with LTF Funds. Finally, there are two new studies planned this fiscal year – the Comprehensive Management plan and the Comprehensive Transportation Plan. Additional information about these expenses can be found within the detailed budget tasks.

The budget also contains \$367,900 of carry-over funds of which \$157,900 is Article 3, Rail funds and \$210,000 of Article 3, Administration and Planning funds in the general fund balance.



State Transit Assistance (STA)

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and operator revenues (PUC 99314 allocation) of each eligible transit operator. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. STA revenues are restricted for transit purposes and are administered by VCTC. VCTC reduced the State's estimate by 15 percent due to the economic downturn and at this time is estimating \$7,366,477 in STA revenues. The STA funded expenditures of \$5,801,263 will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

State of Good Repair (SGR)

In 2017, Governor Brown signed Senate Bill (SB) 1, to provide funding for new ongoing transportation projects. The provisions of SB 1 included the establishment of a new State of Good Repair program, which apportions funding by formula directly to California's transit operators and regional transportation agencies. Funds can be used for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure. Prior Caltrans approval of eligibility is required. The State generally disburses the SGR revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. SGR revenues are restricted for transit purposes and are administered by VCTC. VCTC reduced the State's estimate by 15 percent due to the economic downturn and at this time is estimating \$1,178,483 in SGR revenues. The SGR funded expenditures of \$4,961,265 will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

Service Authority for Freeway Emergencies (SAFE)

The Service Authority for Freeway Emergencies Vehicle Registration Fees (VRF) was created under Chapter 14 Section 2550 of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991, the Commission began to manage the operation and expansion of the cellular callbox system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. Staff estimates the annual revenues based on prior receipts. VCTC's budget contains \$800,000 in SAFE revenues to fund the motorist aid callbox and new freeway service patrol programs.



State Transportation Improvement Program (STIP)

The State Transportation Improvement Program (STIP) funds are funded by fuel excise taxes, which under SB 1 are adjusted annually to offset inflation. The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. The County's share of STIP funds is published by the CTC and then VCTC nominates projects to come from the County share. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but this budget contains \$0 in STIP funds.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring (PPM) funds are derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$399,000 in new and carry-over PPM revenues.

Proposition 1B

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. The State Controller publishes proposition 1B apportionments and then VCTC submits grant requests based on the apportionments. All the funds authorized by the bond measure have been apportioned; however, some residual project balances remain. At this time, the VCTC budget contains \$1,585,230 in Proposition 1B revenues for Metrolink capital projects.

Low-Carbon Transit Operations Program (LCTOP)

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$1,608,893 in LCTOP funds for the College Ride, Metrolink Saturday Service and Cross County Limited programs.



Adaption Planning Grant (APG)

SB 1 provides that a portion of the state transportation revenues deposited in the Public Transportation Account are set aside for a new program, the Adaption Planning Grant Program. These funds are provided to local and regional agencies on a competitive basis to advance adaptation planning on California's transportation infrastructure, including but not limited to roads, railways, bikeways, trails, bridges, ports, and airports. VCTC's budget includes \$150,143 in APG funding.

Sustainable Transportation Planning Grant (STPG)

SB 1 provides that a portion of the state transportation revenues are set aside for Sustainable Transportation Planning Grants, which include Sustainable Communities Grants and Strategic Partnership Grants. The Sustainable Communities Grants encourage local regional planning that furthers state goals including goals and best practices cited in the Regional Transportation Plan Guidelines. The Strategic Partnership Grants are to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system in partnership with Caltrans. VCTC's budget includes in \$398,400 STPG funds at this time.

Freeway Service Patrol (FSP)

In 1992, the Freeway Service Patrol Act (FSPA) was established with funding from the State Highway Account (SHA). In 2017, Senate Bill (SB) 1 provided additional funding for the Freeway Service Patrol program. These funds are to be used by eligible regional and local agencies for traffic-congested urban freeways throughout the state to provide emergency roadside assistance. The FSP funds from the State Highway Account (FSP-SHA) are allocated by Caltrans by two methods: a baseline formula-based (County population, traffic congestion and freeway lane miles) and a competitive program. The FSP funds from SB 1 (FSP-SB 1) are also allocated by Caltrans and fall into three categories: inflation and service-hour adjustments, California Highway Patrol and new or expanded Services. These funds require a local match of 25%. VCTC's budget includes \$178,800 in FSP-SHA funds and \$536,400 FSP-SB 1 funds.

California Public Utilities Commission (CPUC) Signal Funds

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. Each year funds are approved by the State legislature, allocated, and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. Staff estimates the number each year based on prior year's receipts. VCTC's budget contains \$20,000 in Signal revenues.



Local and Other Funding Sources

Local Contributions and Fees

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$904,913 in local contribution revenues and \$972,900 in local fee revenues.

Investment Income and Other Revenues

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget contains \$235,000 in investment income and other revenues.



Chart 8 – Funding Sources

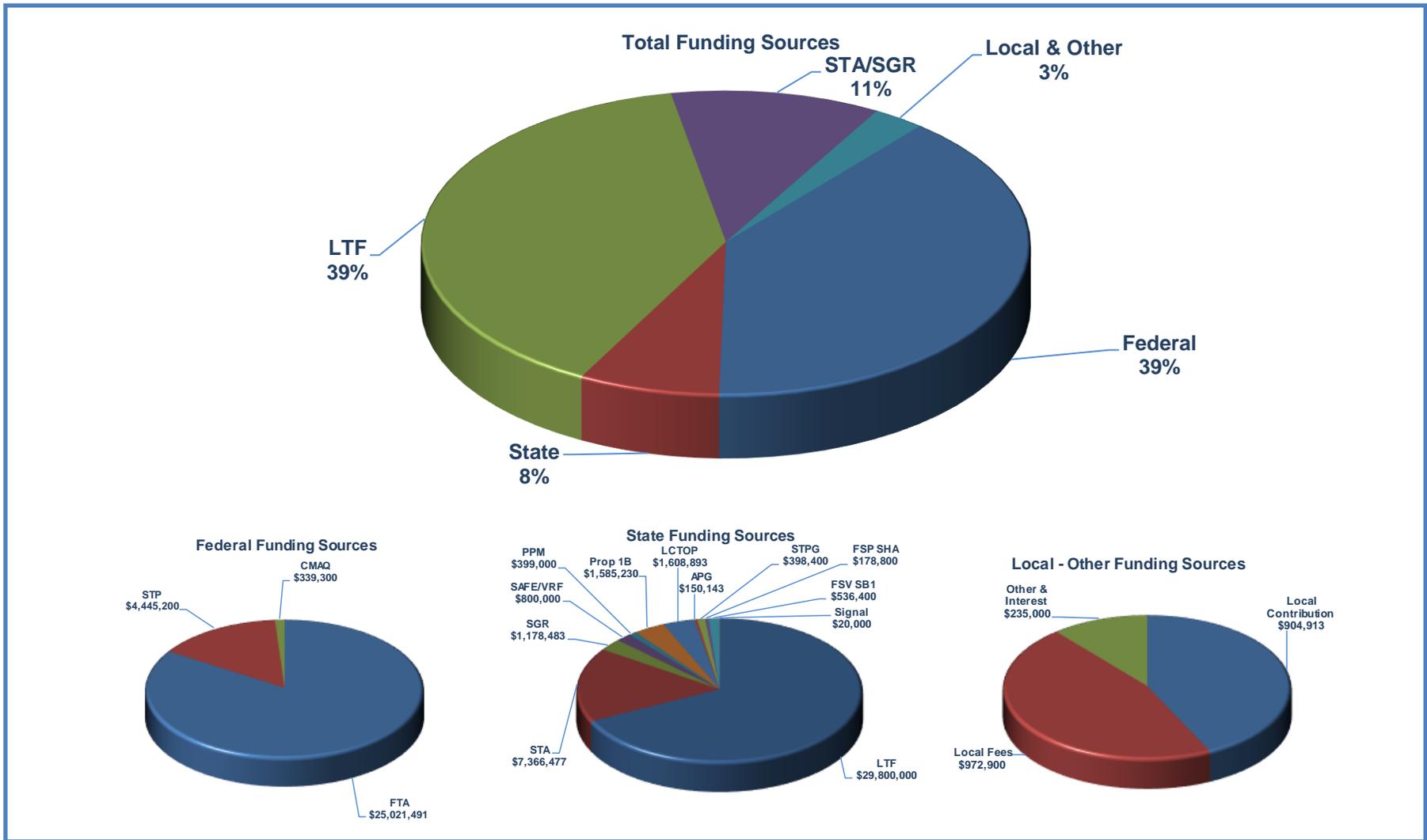
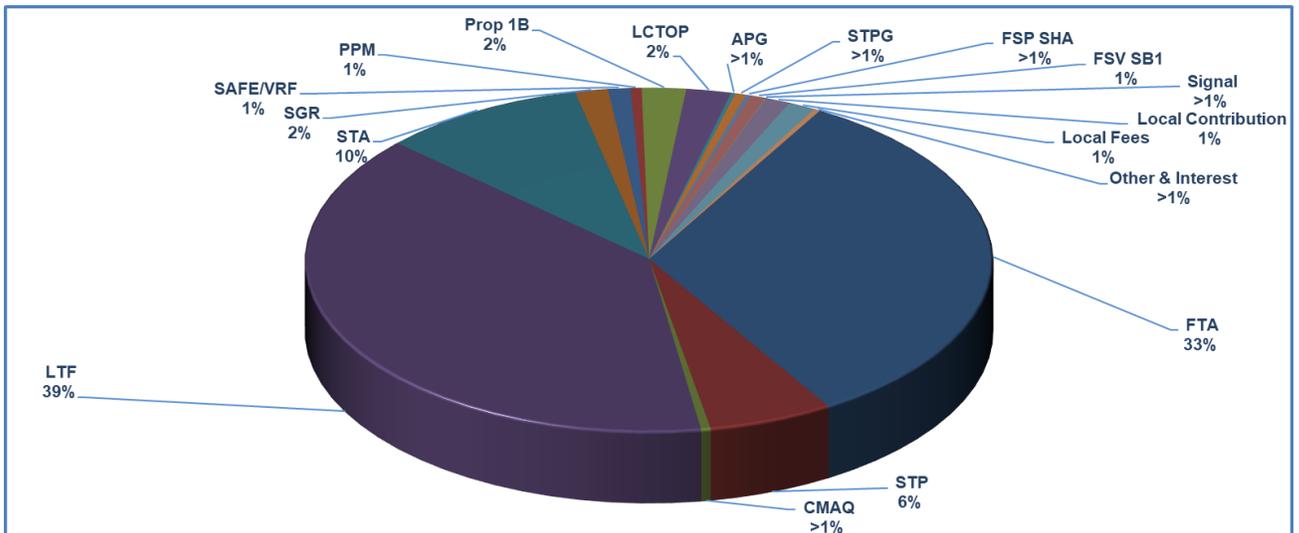


Table 1 – Revenue Sources

Funding Source	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Federal Transit Administration (FTA)	\$12,417,875	\$16,237,659	\$25,021,491
Surface Transportation Program (STP)	2,325,560	9,794,383	4,445,200
Congestion Mitigation and Air Quality (CMAQ)	250,297	324,500	339,300
Local Transportation Fund (LTF)	37,573,554	37,400,000	29,800,000
State Transit Assistance (STA)	8,339,537	9,672,663	7,366,477
State of Good Repair (SGR)	1,314,711	1,347,528	1,178,483
Service Authority for Freeway Emergencies (SAFE)	817,104	800,000	800,000
Planning, Programming and Monitoring (PPM)	472,157	596,265	399,000
Proposition 1B	684,264	2,003,000	1,585,230
LCTOP – Cap and Trade	1,362,433	1,677,458	1,608,893
Adaption Planning Grant (APG)	8,243	220,071	150,143
Sustainable Transportation Planning Grant (STPG)	0	0	398,400
Freeway Service Patrol (FSP) - SHA	0	0	178,800
Freeway Service Patrol (FSP) - SB 1	0	0	536,400
California Public Utilities Commission Signal	43,750	17,800	20,000
Local Contributions	2,371,091	3,164,999	904,913
Local Fees	1,608,405	1,223,024	972,900
Investment Income and Other Revenues	751,813	344,000	235,000
Total Funding Sources	\$70,340,794	\$84,823,350	\$75,940,630

* Some budget tasks were amended after the Commission approved the budget in June 2019.

Chart 9 – Funding Source Detail



PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and cost efficiency to the County we serve. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 10 - *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 2 - *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

Chart 10 – Pass-Through, Regional and Core-Countywide Service Expenditures

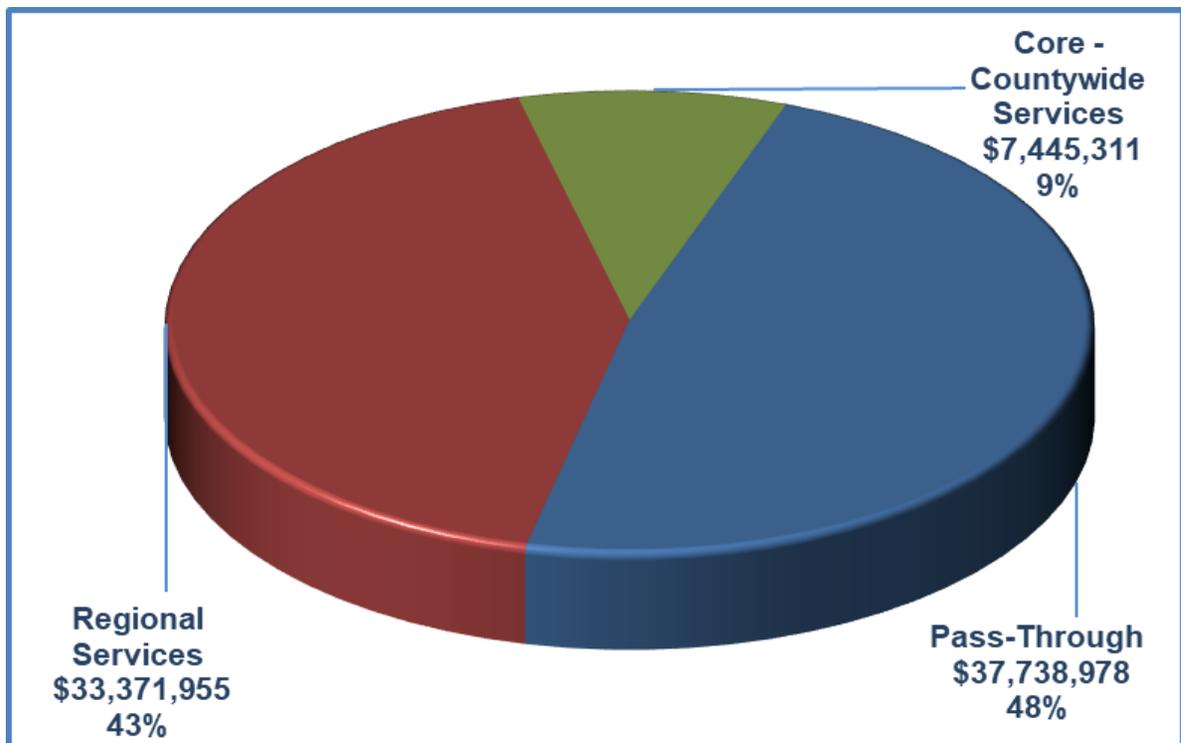
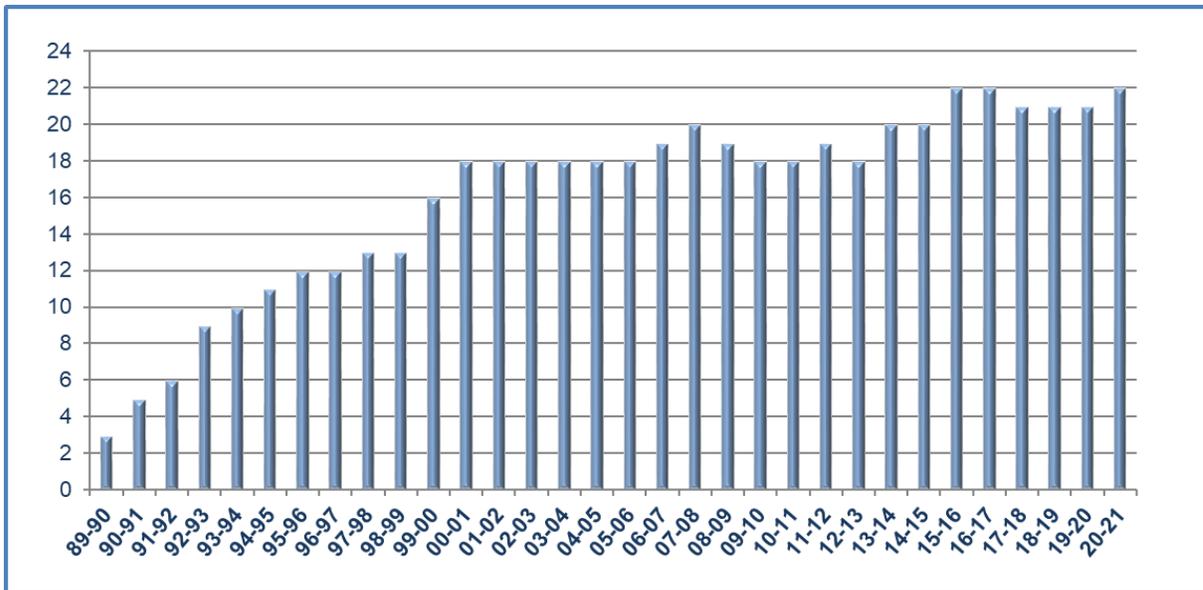


Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services		Regional Services		Pass-Through Services	
Airport Land Use Commission Motorist Aid Services Community Outreach Management and Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Reporting		Highway Program Management LOSSAN and Coast Rail Council Metrolink Commuter Rail Santa Paula Branch Line Senior & Disabled Transp. Services Regional Transit Information Center Regional Transit Technology Valley Express VCTC Intercity Services		TDA Administration Transit Grant Administration	
Staff Hours	29,725	Staff Hours	14,950	Staff Hours	1,085
Total Staff Hours = 45,760					

Growing from three employees in 1989 to its current proposed roster of twenty-two regular full-time employees, staffing includes fifteen professional positions and seven support and customer service positions (see Chart 11 - *Number of Employees*, Chart 17 - *Staff Organization*, and Chart 18 - *Functional Organization*).

Chart 11 – Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-one full-time employees budgeted. In February 2020, after the Clerk of the Board/Public Information Officer retired, the Commission supported the Executive Director's reorganization of staff duties and approved the addition of a new Manager position for Government and Community Relations. Below in Table 3 - *Full Time Equivalents by Program* are the year-to-year full-time equivalent comparisons

Table 3 – Full Time Equivalents by Program

Program	Fiscal Year	Fiscal Year	Fiscal Year
	2018/2019 Actual	2019/2020 Budget	2020/2021 Budget
Transit and Transportation	5.7	5.5	5.3
Highway	0.4	0.6	0.7
Rail	0.9	1.2	1.1
Commuter Assistance	1.5	1.8	1.7
Planning and Programming	5.4	5.6	6.1
General Government	<u>6.3</u>	<u>6.7</u>	<u>7.1</u>
TOTAL	20.2	21.4	22.0

At the April 2019 Commission meeting, the Commission approved increasing the director and manager salary ranges in a two-step process to bring the classifications up to market standards effective July 1, 2019 and July 1, 2020. The increase is reflected below in Table 4 - *Schedule of Salary Ranges*. The Commission's Salary Schedule for Fiscal Year 2020/2021 is included in Appendix C and complies with Government Code §20636 "Compensation Earnable" and California Code of Register §570.5, "Requirements for a Publicly Available Pay Schedule." The approved salary schedule is also posted on the website at www.goventura.org under finance.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$248,843
Director	4	\$109,108	\$170,939
Manager	7	\$ 70,132	\$121,133
Planner/Analyst	3	\$ 50,100	\$ 88,625
Support Staff II	5	\$ 43,827	\$ 63,545
Support Staff I	2	\$ 24,960	\$ 40,331

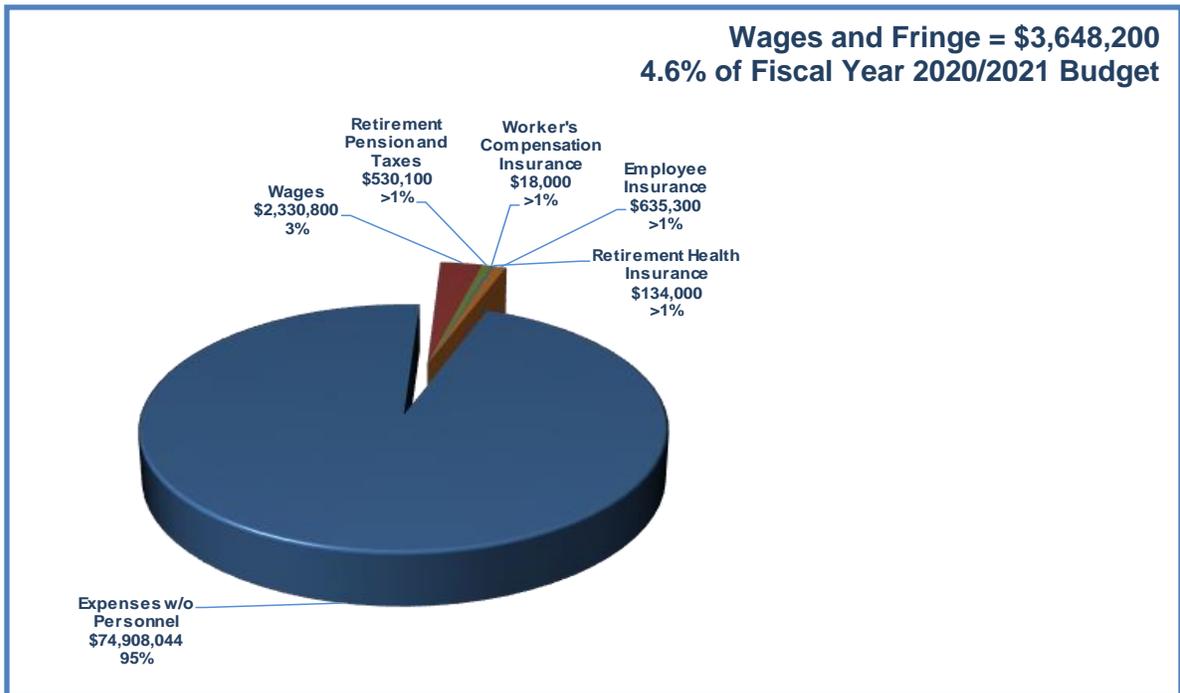


The Commission's salary and fringe benefits total \$3,648,200 is 4.6% of the Fiscal Year 2020/2021 budget (see Table 5 - *Personnel Budget* and Chart 12 - *Personnel Costs*). This represents an increase of \$403,600 or 12.4% from the Fiscal Year 2019/2020 budget. Of the increase, \$166,900 is for salaries and wages. The Wages total of \$2,330,800 includes approximately \$70,900 for potential merit increases for eligible employees not at the top of their range. These costs increases also include two unfilled positions that are budgeted at fully burdened rates. One of the budgeted vacant positions, Government and Community Relations Manager, was also not budgeted for a full year as the position was not approved until February 2020 and is currently vacant. Actual costs are expected to come in lower, but are unknown until the positions are filled. Benefits account for 1.7% of the budget or \$1,317,400. The increase of \$236,700 is the result of several factors: insurance premium increases (including Ventura County reclassified into a new, more expensive region), two fully burdened positions and increases to pension and OPEB costs discussed later in this section.

Table 5 – Personnel Budget

Personnel Costs	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget	Fiscal Year 2020/2021 Budget
Wages	\$1,984,804	\$2,163,900	\$2,330,800
Retirement Pensions and Taxes	453,480	491,300	530,100
Worker's Compensation Insurance	14,429	12,400	18,000
Retirement Health Insurance/OPEB	108,000	109,000	134,000
Employee Insurance	407,030	468,000	635,300
Total Expenditures	\$2,967,743	\$3,244,600	\$3,648,200

Chart 12 – Personnel Costs



The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. Grandfathered employees only receive this benefit if they retire directly from VCTC. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently, there are thirteen retirees in this tier, which is two more than last fiscal year. The second tier provides retiree health care coverage for the retiree at the minimum required CalPERS contribution. Currently, there are no retirees in this tier. If an employee separates from VCTC before retirement, the retirement benefit is forfeited.

VCTC contributes 100% of the annual requirement related to its proportionate share of the post retirement health care benefit. Retiree healthcare cost of \$134,000 will be used to pay for retiree healthcare costs and partially prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$25,000 higher than the previous fiscal year and is based on the current actuary valuation from 2019. The increase is largely due to the end of a temporary, artificially low “cost” due to CalPERS restructuring of insurance premiums to attract more participants over the last four years as well as updated demographic updates used in the new valuation. As of the 2019 actuarial valuation, the unfunded actuarial accrued liability (UAAL) was \$352,000 with a remaining amortization period of five years. For a history of the OPEB cost and UAAL by fiscal year see Table 6 - *OPEB Costs, Unfunded Actuarial Accrued Liability and Funded Status*.

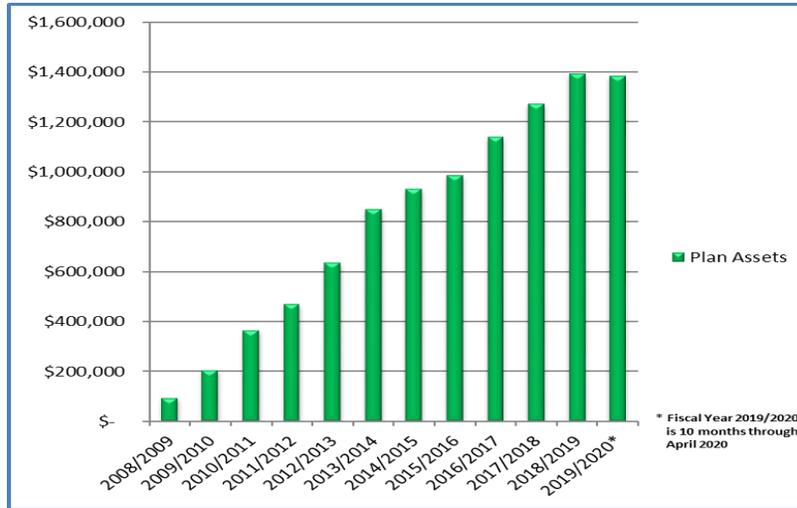
Table 6 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status

Fiscal Year	OPEB Costs	Unfunded Actuarial Accrued Liability	Funded Status
2020/2021	\$ 134,000	<i>unknown</i>	<i>unknown</i>
2019/2020	\$ 109,000	\$ 352,000	79.8%
2018/2019	\$ 108,000	\$ 352,000	79.9%
2017/2018	\$ 109,000	\$ 365,000	75.8%
2016/2017	\$ 109,000	\$ 365,000	75.8%
2015/2016	\$ 107,000	\$ 561,000	62.0%
2014/2015	\$ 107,000	\$ 561,000	62.0%
2013/2014	\$ 152,000	\$ 720,000	45.9%
2012/2013	\$ 147,000	\$ 720,000	45.9%
2011/2012	\$ 142,000	\$ 1,023,000	24.6%
2010/2011	\$ 138,000	\$ 1,023,000	24.6%
2009/2010	\$ 122,000	\$ 1,016,000	16.4%



In June 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. The OPEB Trust fund's balance at December 2019 was \$1,507,652 and the funded ratio was 79.8%. With the economic downturn due to the COVID-19 pandemic, the trust had a loss on investment and the fund balance as of the end of April 2020 was \$1,382,505 (see Chart 13 - *OPEB Trust Assets by Fiscal Year*). Twelve other agencies within the County also contribute to the CERBT with an average funded level of 54.76% as of December 2019.

Chart 13 – OPEB Trust Assets by Fiscal Year



Contributions to the trust are flattening out as more people retire from VCTC and the OPEB costs are used to pay for the retiree benefit (see Chart 14 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of April 2020, VCTC has contributed \$872,000 into the trust and the Commission's OPEB trust has earned approximately \$519,000 in net earnings. The average annual internal rate of return since inception is 6.57%.

Chart 14 – OPEB Trust Earnings and Contributions by Fiscal Year

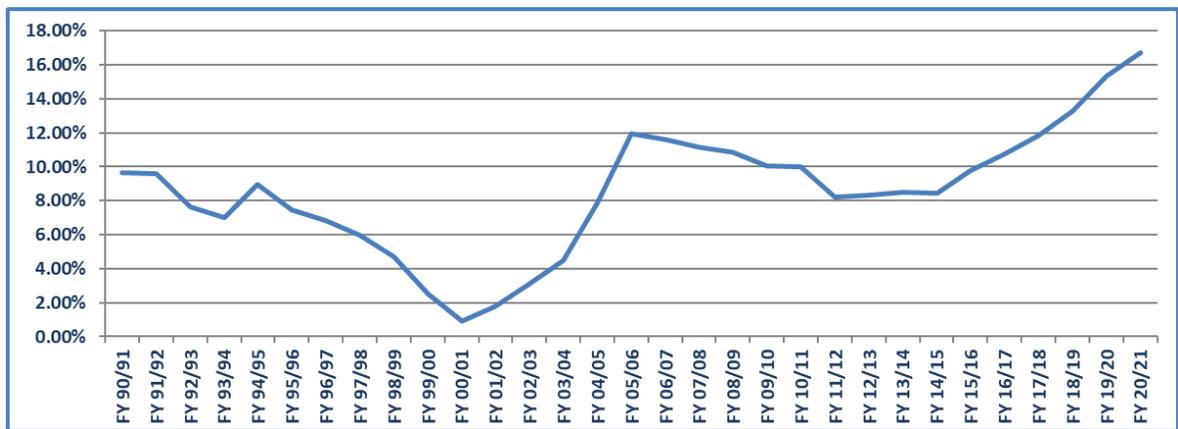


VCTC belongs to the California Public Employee’s Retirement System (CalPERS) and has three pension tiers. The first tier includes “CalPERS Classic” employees hired before May 1, 2015 receiving the 2% at 60-retirement formula with the employee portion paid by the Commission. This tier was closed by Commission action in 2015 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. There are currently eight active employees in this tier. The second tier includes the “CalPERS Classic” employees hired after May 1, 2015 receiving the 2% at 60-retirement formula with the employee paying the employee portion. Currently there are four employees in this tier. The third tier includes the “CalPERS PEPRAs” employees receiving the 2% at 62-retirement formula with employee paying the employee portion. Currently there are eight employees within this tier. PEPRAs were originally effective January 2013, but were temporarily stayed due to a lawsuit. Then, after the transit lawsuit was deliberated, PEPRAs for transit employees were reinstated. As turnover occurs and vacant positions are filled, the new employees will either fall into tier two or three depending on their CalPERS status. There are two budgeted positions in this category.

Employer contributions are made up of two costs: the annual estimated costs of benefits earned by employees currently working or “normal cost” and the amortized payment of the unfunded accrued liability (UAL). Employers pay their “normal cost” or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) as a set dollar amount both of which are determined by CalPERS through an actuary valuation. VCTC contributes 100% of the annual requirement related to its proportionate share of the net pension liability. In Fiscal Year 2020/2021 (based on the June 30, 2018 valuation), the weighted average, blended employer’s current contribution is 16.71% of payroll. This blended rate includes the UAL payment of \$154,708 towards VCTC’s total UAL of \$2,317,032.

VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60 for Classic employees. VCTC is also starting to benefit from PEPRAs. Although the rates have fluctuated over the years (see Chart 15 - *Historical Pension Employer Rates*), VCTC’s weighted average, blended employer rate since 1989 (or 30 years) is 8.562%.

Chart 15 – Historical Pension Employer Rates



The UAAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. In addition, every few



years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions and uses this information to compute the employer’s required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPPRA. Other adjustments occur annually, such as the adjustment for investment returns. One recent assumption change affecting the current rates is the lowering of the discount rate from 7.5% to 7%. A change that will affect rates beginning in Fiscal Year 2021/2022 is the shortening of the amortization period (from 30 years to 20 years) used to recognize gains and losses. The new policies will result in faster amortization of future changes in unfunded liability. Furthermore, because of the dramatic downturn in the economy due to the COVID-19 pandemic, the pension unfunded liability will likely increase and current rates are estimated to increase another 4 to 6 percent in two years. This investment loss increase will not materialize for two years, as it will be based on the June 2020 actuarial valuation that will influence the Fiscal Year 2022/2023 rates. Although many of the stabilizing adjustments will increase employer rates, the anticipated outcome should be a more stable and sustainable pension plan. The estimated CalPERS employer contribution blended rates for the next five years (before adjustments for the current economic downturn) are presented below in Table 7 – Projected CalPERS Pension Employer Blended Contribution Rates.

Table 7 – Projected CalPERS Pension Employer Blended Contribution Rates

Fiscal Year	Pension Rate
2021/2022	17.85%
2022/2023	18.72%
2023/2024	19.07%
2024/2025	20.61%
2025/2026	20.59%

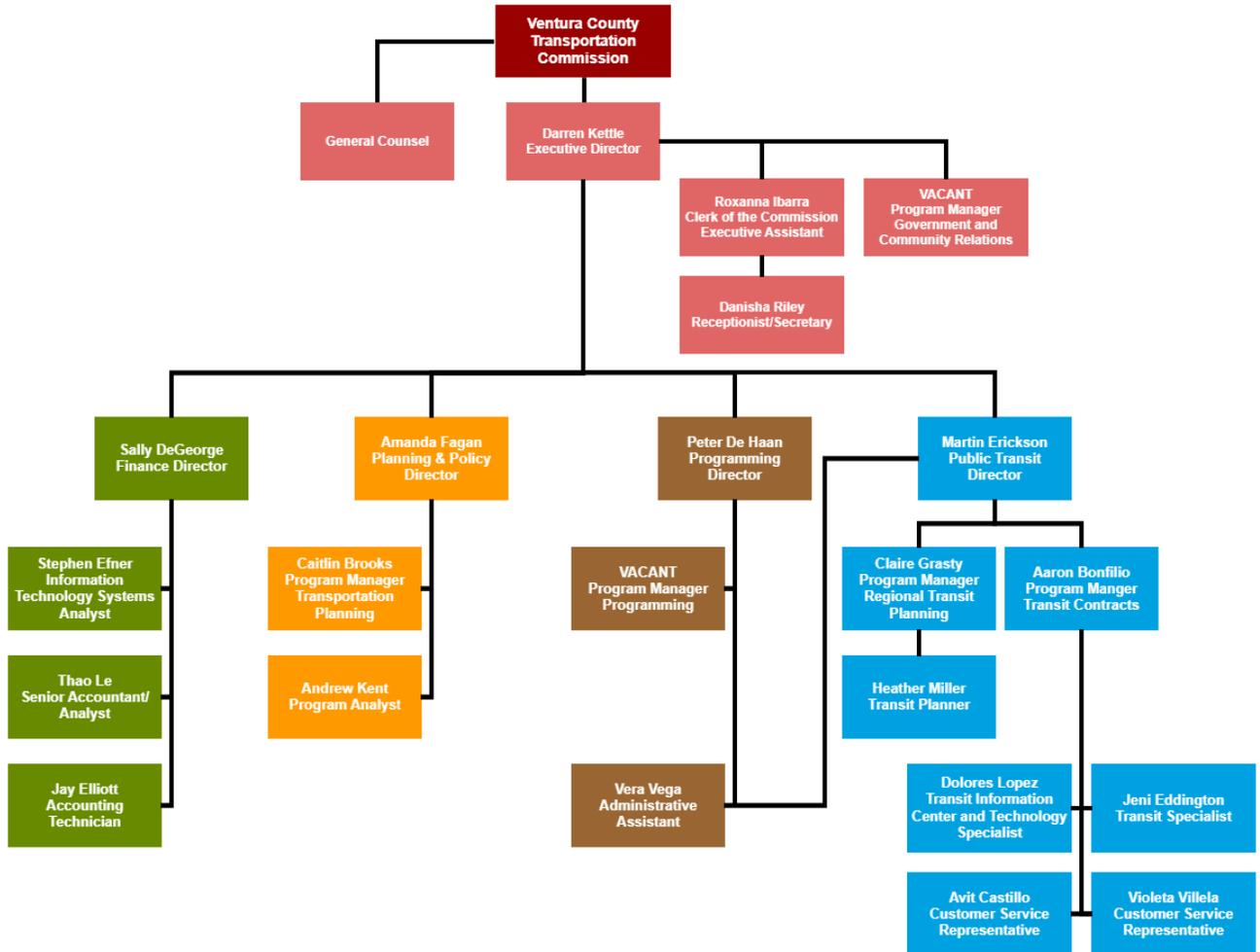
Pension benefits are largely funded (58%) from investment earnings (see Chart 16 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2018/2019, CalPERS investment returns averaged 6.7% for the last year, 5.8% for the last five years, and 9.1% for the last 10 years and 8.1% for the last 30 years. As of June 30, 2018 (the latest actuary valuation), VCTC has pension assets of \$8,760,920 with a weighted average, blended funded ratio of 79.1% (slightly higher than the average CalPERS public agency at 70.4%). When investment returns are lower than anticipated, VCTC’s funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

Chart 16 – CalPERS Pension Buck



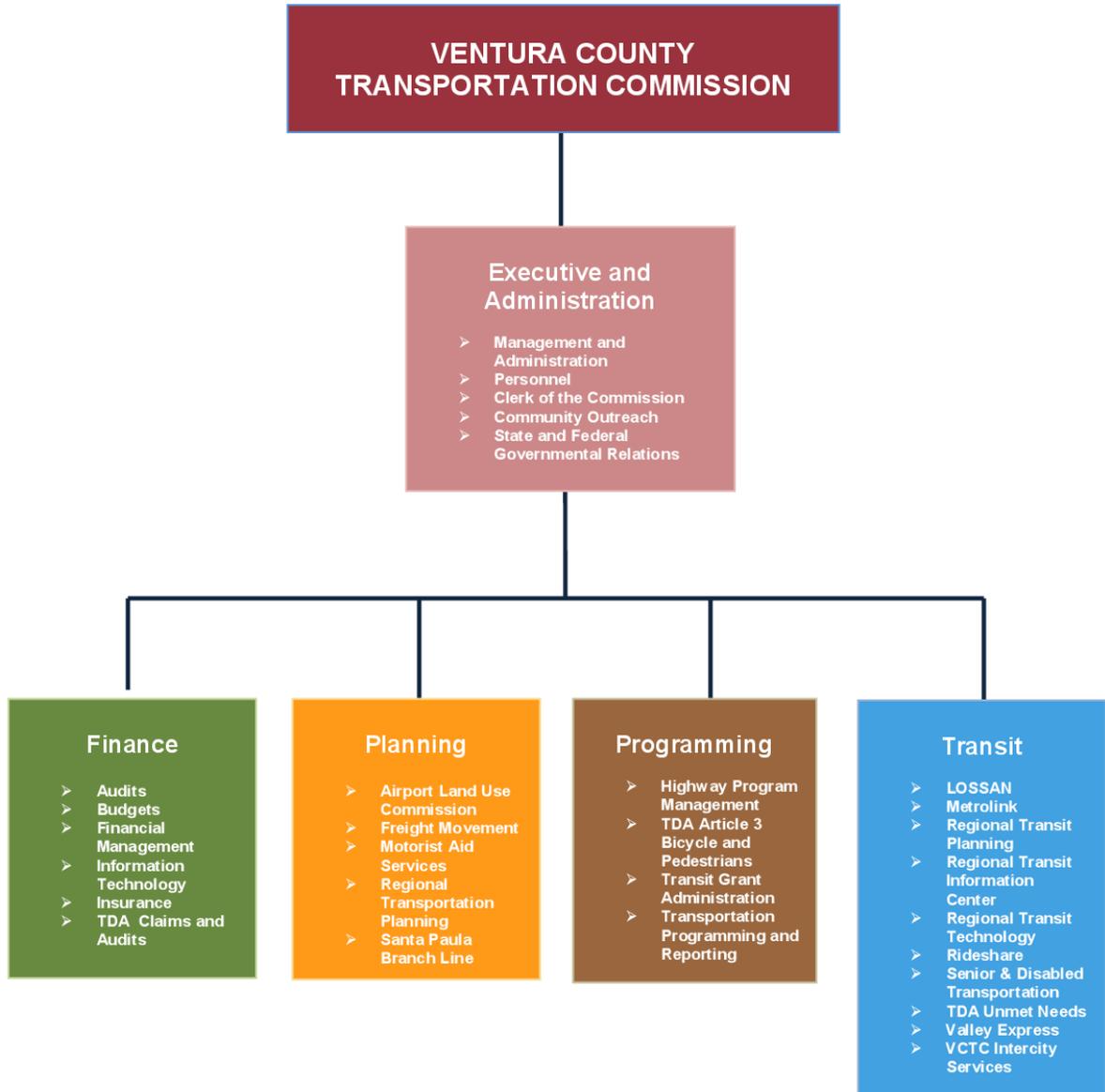
Staff Organizational Chart

Chart 17 – Staff Organization



Functional Organizational Chart

Chart 18 – Functional Organization



INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenditures that are attributable to the general operation of the organization but are not directly tied to a particular grant, contract, project function or activity. An indirect cost allocation plan (ICAP) is an accounting methodology that calculates and spreads agency-wide costs to projects that benefit from those services. ICAP's are designed to promote fair and equitable sharing of indirect costs and allow the "full" costs of services to be recognized. An indirect cost allocation plan is prepared so that the Ventura County Transportation Commission (VCTC) can charge indirect costs to the various projects and their associated funding sources. The ICAP rate is proportionately distributed to all budgets as percentage of staff costs.

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the indirect costs for the period covered by the rate. When the actual costs for the fiscal year are determined after the audit is completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate.

VCTC's indirect cost allocation plan rate is approved by its cognizant agency, the Federal Transit Administration (FTA), and reviewed for compliance by VCTC's independent auditors and the California Department of Transportation audits and investigations for State reimbursements. The ICAP complies with the FTA ICAP requirements, which include following the "Super Circular" or Title 2 U.S. Code of Federal Regulations (CFR) Part 200 and 225 as applicable.

The FTA approved VCTC's first ICAP for Fiscal Year 1996/1997, but the ICAP did not include indirect staff time. Beginning in Fiscal Year 2010/2011 VCTC incorporated indirect staff time into the ICAP instead of paying for the staff time directly with local funds. Included in these costs are all or partial hours from the following positions: Receptionist/Secretary, Clerk of the Commission, Information Technology Systems Analyst, Finance Director, Accounting Technician and Senior Accountant/Analyst.

As an example, an ICAP proportionately distributes the cost of the receptionist and the office lease expense to all budget tasks; therefore, all federal, state and local funding sources contribute to the ICAP costs.



A few budgeted indirect costs have changed from the previous years. The Salaries and Benefits line item increased by \$125,800 for additional IT staff time for website updates and design as well as adjustments to employee costs including merit increases. The Bank Fees item increased \$500. Insurance is estimated to increase by \$38,000 overall largely due to the recent multi-year losses suffered by insurance agencies and fewer carriers. Office and Printing costs are expected to increase by \$5,000 each due to increased costs and one-time costs associated with the move to the new office space. Office lease and storage unit costs are estimated to decrease by \$17,100 due to one-time costs savings associated with the move to the new office space. Training and Travel are estimated to increase by \$2,000 and \$1,000 respectively for additional financial staff training. The audits and actuary services was reduced by \$5,200 as OPEB valuation is not due this year. Legal increased by \$14,000.

Table 8 - *Indirect Cost Allocation Plan*, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 8 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliations. Indirect costs rates fluctuate from year to year based on salaries, expenditures and carry-forward adjustments.

Table 8 – Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget	Fiscal Year 2020/2021 Budget	\$ Change	% of Change
Salaries and Benefits	\$ 645,424	\$ 680,100	\$ 805,900	125,800	18.5%
Bank Fees	4,210	4,000	4,500	500	12.5%
Books and Publications	1,051	1,500	1,500	0	0.0%
Business Meals	30	500	500	0	0.0%
Communications	15,890	20,000	20,000	0	0.0%
Insurance	235,483	255,000	293,000	38,000	14.9%
Maintenance and Repairs	10,994	15,000	18,000	3,000	20.0%
Membership and Dues	4,848	6,000	6,000	0	0.0%
Mileage	951	1,500	1,500	0	0.0%
Miscellaneous	1,189	10,000	10,000	0	0.0%
Office	57,188	25,000	30,000	5,000	20.0%
Postage	4,574	5,000	5,000	0	0.0%
Printing	2,576	5,000	10,000	5,000	100.0%
Lease	144,619	151,900	134,800	-17,100	-11.3%
Training	2,379	5,000	7,000	2,000	40.0%
Travel and Conferences	3,068	5,000	6,000	1,000	20.0%
Audit and Actuary Services	46,007	70,200	65,000	-5,200	-7.4%
Legal Services	23,359	26,000	40,000	14,000	53.8%
Professional and Human Resources	<u>47,785</u>	<u>70,000</u>	<u>70,000</u>	-10,000	-14.3%
Subtotal	\$1,251,625	\$1,356,700	\$1,528,700		
Adjusted Overhead Rate	58.54%	51.17%	54.88%		



BUDGET SUMMARY BY PROGRAM

PROGRAM OVERVIEW

The Fiscal Year 2020/2021 budget is a comprehensive budget. It contains eight funds (the General, LTF, STA, SAFE, SPBL, SGR, VCTC Intercity and Valley Express funds) and is divided into six programs that support VCTC’s mission.

Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section and provide information about budget objectives, accomplishments, description, work elements, product, funding and expenditures that support VCTC’s mission. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2020/2021 are \$78,556,244 and include an estimated \$10.9 million for capital and depreciation expenses/expenditures. The significant nonrecurring capital expenditures within this budget are found within the Metrolink task budget of approximately \$8.8 million and the VCTC Intercity task budget of approximately \$1.9 million for depreciation. The total budget expenditures decreased by 17.9% and are briefly explained in the program summaries.

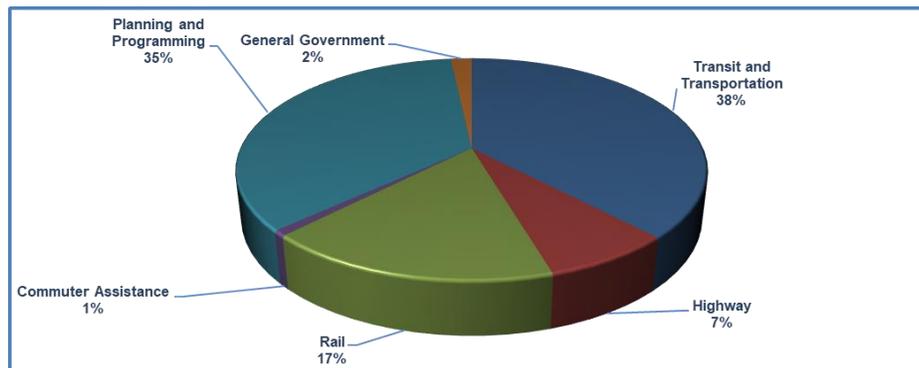
Below is a table and chart, which summarize these six programs: Table 9 - *Budgeted Expenditures Summary by Program*, and Chart 19 - *Budgeted Program Expenditures*.

Table 9 – Budgeted Expenditures Summary by Program

Program Budget Categories	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Transit and Transportation	\$21,430,489	\$30,675,251	\$29,684,200	-3.2%
Highway	3,114,572	11,621,103	5,947,700	-48.8%
Rail	4,352,690	13,833,974	13,431,755	-2.9%
Commuter Assistance	459,912	621,400	644,600	3.7%
Planning and Programming	33,240,367	37,054,272	27,497,389	-25.8%
General Government	1,081,422	1,840,100	1,350,600	-26.6%
Total Program Budget	<u>\$63,679,452</u>	<u>\$95,646,100</u>	<u>\$78,556,244</u>	-17.9%

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).

Chart 19 – Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role in providing regional support as the County's Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. VCTC uses the Transit and Transportation Program to improve mobility by providing transit services where there are gaps in jurisdiction's boundaries and providing regional leadership to facilitate rider options. The program consists of five budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$29,684,200, the Transit and Transportation Program is 38% of the budget. Major changes to the Program budget task include a decrease of approximately \$2.17 million in the Regional Transit Technology budget with the anticipated completion of the AVL system. The Senior and Disabled Transportation Services budget increased \$102,600 largely due to the increased costs for consultant services for certifying Ventura County residents. The Transit Grant Administration budget increased approximately \$5.4 million with the addition of pass-through projects. The VCTC Intercity budget decreased approximately \$4.37 million with the completion of the new bus purchases offset by depreciation expenses. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 10 - *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 10 – Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Regional Transit Technology	78	\$ 772,685	\$ 3,082,817	\$ 906,700	-70.6%
Senior & Disabled Transportation Services	80	275,247	345,600	448,200	29.7%
Transit Grant Administration	82	5,572,446	9,100,200	14,522,900	59.6%
Valley Express	84	1,685,580	1,973,600	2,006,800	1.7%
VCTC Intercity Services	86	<u>13,124,531</u>	<u>16,173,034</u>	<u>11,799,600</u>	-27.0%
Total Transit and Transportation Budget		<u>\$21,430,489</u>	<u>\$30,675,251</u>	<u>\$29,684,200</u>	-3.2%
Program Costs:					
Personnel		\$ 702,909	\$ 721,600	\$ 714,900	
Indirect		411,483	369,200	392,300	
Project		<u>20,316,097</u>	<u>29,584,451</u>	<u>28,577,000</u>	
Total Transit and Transportation Budget		<u>\$21,430,489</u>	<u>\$30,675,251</u>	<u>\$29,684,200</u>	
Full-Time Employee Equivalent		5.7	5.5	5.3	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County that VCTC implements, co-partners and oversees. VCTC is taking its responsibility in moving people and goods to new levels through assuming agency management over highway development. Through the prioritization of federal and state funds, VCTC is increasing the safety and mobility of the motoring public. The program consists of two budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$5,947,700, the Highway Program is 7% of the budget. Major changes to the Program budget tasks include the incorporation of the SpeedInfo budget into the Motorist Aid Services budget. The Motorist Aid Services budget decreased \$231,320 largely due to the one-time Incident Responder Grant in the previous year offset by 9 months of the new FSP program. The Highway Program Management budget decreased approximately \$5.4 million for completed consultant work on the U.S. 101 for preliminary engineering and environmental documents. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 11 - *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 11 – Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Highway Program Management	90	\$2,416,685	\$ 9,918,683	\$4,476,600	-54.9%
Motorist Aid Services	92	<u>697,887</u>	<u>1,702,420</u>	<u>1,471,100</u>	-13.6%
Total Highway Budget		<u>\$3,114,572</u>	<u>\$11,621,103</u>	<u>\$5,947,700</u>	-48.8%
Program Costs:					
Personnel		\$ 71,978	\$ 101,800	\$ 140,600	
Indirect		42,136	52,200	77,200	
Project		<u>3,000,458</u>	<u>11,467,103</u>	<u>5,729,900</u>	
Total Highway Budget		<u>\$3,114,572</u>	<u>\$11,621,103</u>	<u>\$5,947,700</u>	
Full-Time Employee Equivalent		0.4	0.6	0.7	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs providing a safe and reliable transit alternative. This program ensures Ventura residents have a broad spectrum of mobility choices. VCTC works in partnership with sister agencies to provide regional rail services going far beyond those areas served by bus. The program consists of three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$13,431,755, the Rail Program is 17% of the budget and includes three project tasks. Major changes to the Program budget tasks include a decrease to the Metrolink Commuter Rail budget of approximately \$0.4 million largely due to completion of capital and rehabilitation projects and some operational and capital costs being paid for with CARES funding that will flow through SCRRA's budget and not VCTC's budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 12 - *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 12 – Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
LOSSAN - Coast Rail Coordinating Council	96	\$ 37,435	\$ 43,900	\$ 52,800	20.3%
Metrolink Commuter Rail	98	3,601,617	12,850,974	12,445,655	-3.2%
Santa Paula Branch Line	100	713,638	939,100	933,300	-0.6%
Total Rail Budget		<u>\$4,352,690</u>	<u>\$13,833,974</u>	<u>\$13,431,755</u>	-2.9%
Program Costs:					
Personnel		\$ 149,363	\$ 205,000	\$ 205,600	
Indirect		87,437	105,000	113,000	
Project		4,115,890	13,523,974	13,113,155	
Total Rail Budget		<u>\$4,352,690</u>	<u>\$13,833,974</u>	<u>\$13,431,755</u>	
Full-Time Employee Equivalent		0.9	1.2	1.1	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program promotes efficiency in mobility by connecting people to different modes of travel such as biking or walking. The Commuter Assistance Program also encourages residents to reduce single vehicle trips and use alternative modes of transportation including ridesharing, public transportation, etc. VCTC takes an active role in helping commuters make individual choices in mobility. The program consists of two budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$644,600, the Commuter Assistance Program is 1% of the budget. There were minor staff increases and consultant costs to both budgets totaling \$23,200. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 13 - *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 13 – Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Regional Transit Information Center	104	\$209,615	\$293,900	\$302,300	2.9%
Rideshare Programs	106	<u>250,297</u>	<u>327,500</u>	<u>342,300</u>	4.5%
Total Commuter Assistance Budget		<u>\$459,912</u>	<u>\$621,400</u>	<u>\$644,600</u>	3.7%
Program Costs:					
Personnel		\$139,481	\$189,700	\$195,600	
Indirect		81,652	97,200	107,400	
Project		<u>238,779</u>	<u>334,500</u>	<u>341,600</u>	
Total Commuter Assistance Budget		<u>\$459,912</u>	<u>\$621,400</u>	<u>\$644,600</u>	
Full-Time Employee Equivalent		1.5	1.8	1.7	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



PLANNING AND PROGRAMMING PROGRAM

Many of the agency's core responsibilities are of a planning and programming nature. Regional planning provides a pathway to good mobility policies. These policies are then fueled by the funds that programming makes available to many jurisdictions and agencies for implementation. Projects within this program focus on comprehensive, countywide transportation planning, congestion management, modeling and forecasting, as well as studies to improve specific needs within the County. This program contains LTF, STA and SGR revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads projects. The program consists of five budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$27,497,389, the Planning and Programming programs is 35% of the budget. Major changes to the Program budget tasks include the incorporation of the Freight Movement budget task into the Regional Transportation Planning budget. The ALUC budget increased approximately \$8,800 for legal staff costs. The Regional Transit Planning budget decreased approximately \$111,000 for reduced consultant, outreach and college ride expenses. The College Pass Program, which provides free rides to students attending five colleges within Ventura County, will be in its third year. The Regional Transportation Planning budget increased approximately \$289,000 for an updated Comprehensive Transportation Plan. The Transportation Development Act budget decreased approximately \$9.6 million for a reduction in sales tax receipts due to the global pandemic downturn. The Transportation Programming and Reporting budget increased \$80,100 for increased staff time. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 14 - *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 14 – Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Airport Land Use Commission	110	\$ 5,811	\$ 29,600	\$ 38,400	29.7%
Regional Transit Planning	112	1,208,124	1,974,406	1,863,411	-5.6%
Regional Transportation Planning	114	485,070	1,087,600	1,377,100	26.6%
TDA Administration	116	31,245,298	33,605,166	23,780,878	-29.2%
Transportation Programming & Reporting	118	296,064	357,500	437,600	22.4%
Total Planning & Programming Budget		<u>\$33,240,367</u>	<u>\$37,054,272</u>	<u>\$27,497,389</u>	-25.8%
Program Costs:					
Personnel		\$ 825,869	\$ 876,600	\$ 1,086,600	
Indirect		483,358	448,600	596,300	
Project		31,931,140	35,729,072	25,814,489	
Total Planning & Programming Budget		<u>\$33,240,367</u>	<u>\$37,054,272</u>	<u>\$27,497,389</u>	
Full-Time Employee Equivalent		5.4	5.6	6.1	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and activities of the agency and the various programs contained within the previous programs. The General Government Program ensures that funds flow smoothly and are accounted for according to the applicable regulations. These tasks include financial management, legislative activities, intergovernmental relations and public information. The program consists of three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$1,350,600, the General Government Program is 2% of the budget. Major changes to the Program budget tasks include adjusting staff time within the Community Outreach budget, which includes additional hours for the Manager of Governmental, and Community Relations offset by the reduction of the Information Technology System Analyst hours and reduction of consultant assistance for a decrease of \$34,700. The Management and Administration budget decreased by \$501,100 as most of the office relocation and furniture and equipment for the new office space is expected to occur in the previous fiscal year. The State and Federal Governmental Relations budget increased by \$46,300 for additional staff time. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 15 - *General Government Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 15 – General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget	% of Change
Community Outreach	122	\$ 455,628	\$ 520,000	\$ 485,300	-6.7%
Management and Administration	124	408,801	1,079,700	578,600	-46.4%
State and Federal Governmental Relations	126	<u>216,993</u>	<u>240,400</u>	<u>286,700</u>	19.3%
Total General Government Budget		<u>\$1,081,422</u>	<u>\$1,840,100</u>	<u>\$1,350,600</u>	-26.6%
Program Costs:					
Personnel		\$ 432,899	\$ 465,000	\$ 499,300	
Indirect		253,419	223,800	273,900	
Project		<u>395,104</u>	<u>1,151,300</u>	<u>577,400</u>	
Total General Government Budget		<u>\$1,081,422</u>	<u>\$1,840,100</u>	<u>\$1,350,600</u>	
Full-Time Employee Equivalent		6.3	6.7	7.1	

*Some budget tasks were amended after the Commission approved the budget in June 2019 (see budget task section for details).



FUND BUDGETS AND BALANCES

FUND BUDGETS

VCTC’s budget is comprised of eight funds: a general fund, five special revenue funds and two enterprise funds. The Governmental Funds consist of the general fund and five special revenue funds: Local Transportation Fund (LTF), State Transit Assistance (STA), State of Good Repair (SGR), Service Authority for Freeway Emergencies (SAFE), and Santa Paula Branch Line (SPBL) funds. The two enterprise funds are the VCTC Intercity and Valley Express funds. All of VCTC’s funds are budgeted and account for many projects within the twenty-two budget tasks (see Table 16 – *Budget Task by Fund Type*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting.

Table 16– Budget Tasks by Fund Type

General Fund	Special Revenue Funds	Enterprise Funds
Airport Land Use Commission	Service Authority for Freeway Emergencies Fund	Valley Express Fund
Motorist Aid Services	- Motorist Aid Services	- Valley Express
Community Outreach		
Highway Program Management	Local Transportation Fund	VCTC Intercity Fund
LOSSAN - Coast Rail Council	- TDA Administration	- VCTC Intercity Services
Management & Administration		
Metrolink Commuter Rail	State Transit Assistance Fund	
Regional Transit Information Center	- TDA Administration	
Regional Transit Planning		
Regional Transportation Planning	State of Good Repair Fund	
Regional Transit Technology	- TDA Administration	
Rideshare Programs		
Santa Paula Branch Line	Santa Paula Branch Line	
Senior & Disabled Transp. Services	- Santa Paula Branch Line	
State & Federal Governmental Relations		
TDA Administration		
Transit Grant Administration		
Transportation Programming & Reporting		

Details of the Fiscal Year 2020/2021 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in Table 17 - *Budget Summary by Fund*.



Table 17 – Budget Summary by Fund

BUDGET SUMMARY BY FUND FISCAL YEAR 2020/2021									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
REVENUES									
Federal Grants	21,752,247	-	-	-	-	-	6,191,944	1,861,800	29,805,991
State Grants	3,591,666	-	-	715,200	-	20,000	550,000	-	4,876,866
Local Transportation Fund	-	29,800,000	-	-	-	-	-	-	29,800,000
State Transit Assistance	-	-	7,366,477	-	-	-	-	-	7,366,477
State of Good Repair	-	-	-	-	1,178,483	-	-	-	1,178,483
Vehicle Registration Fees	-	-	-	800,000	-	-	-	-	800,000
Local, Investment, and Other Revenues	80,913	70,000	90,000	50,000	25,000	319,000	1,332,900	145,000	2,112,813
Total Revenues	25,424,826	29,870,000	7,456,477	1,565,200	1,203,483	339,000	8,074,844	2,006,800	75,940,630
EXPENDITURES									
Transit and Transportation									
Regional Transit Technology	906,700	-	-	-	-	-	-	-	906,700
Senior and Disabled Transportation Services	448,200	-	-	-	-	-	-	-	448,200
Transit Grant Administration	14,522,900	-	-	-	-	-	-	-	14,522,900
Valley Express	-	-	-	-	-	-	-	2,006,800	2,006,800
VCTC Intercity Services	-	-	-	-	-	-	11,799,600	-	11,799,600
Total Transit and Transportation Budget	15,877,800	-	-	-	-	-	11,799,600	2,006,800	29,684,200
Highway									
Highway Program Management & Monitoring	4,476,600	-	-	-	-	-	-	-	4,476,600
Motorist Aid Services	49,100	-	-	1,422,000	-	-	-	-	1,471,100
Total Highway Budget	4,525,700	-	-	1,422,000	-	-	-	-	5,947,700



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2020/2021**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Rail									
LOSSAN - Coast Rail Coordinating Council	52,800	-	-	-	-	-	-	-	52,800
Metrolink Commuter Rail	12,445,655	-	-	-	-	-	-	-	12,445,655
Santa Paula Branch Line	127,300	-	-	-	-	806,000	-	-	933,300
Total Rail Budget	12,625,755	-	-	-	-	806,000	-	-	13,431,755
Commuter Assistance									
Regional Transit Information Center	302,300	-	-	-	-	-	-	-	302,300
Rideshare Programs	342,300	-	-	-	-	-	-	-	342,300
Total Commuter Assistance Budget	644,600	-	-	-	-	-	-	-	644,600
Planning and Programming									
Airport Land Use Commission	38,400	-	-	-	-	-	-	-	38,400
Regional Transit Planning	1,863,411	-	-	-	-	-	-	-	1,863,411
Regional Transportation Planning	1,377,100	-	-	-	-	-	-	-	1,377,100
TDA Administration	195,600	23,039,278	471,000	-	75,000	-	-	-	23,780,878
Transportation Programming and Reporting	437,600	-	-	-	-	-	-	-	437,600
Total Planning and Programming Budget	3,912,111	23,039,278	471,000	-	75,000	-	-	-	27,497,389
General Government									
Community Outreach	485,300	-	-	-	-	-	-	-	485,300
Management and Administration	578,600	-	-	-	-	-	-	-	578,600
State and Federal Governmental Relations	286,700	-	-	-	-	-	-	-	286,700
Total General Government Budget	1,350,600	-	-	-	-	-	-	-	1,350,600



**BUDGET SUMMARY
FISCAL YEAR 2020/2021**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Total Expenditures	38,936,566	23,039,278	471,000	1,422,000	75,000	806,000	11,799,600	2,006,800	78,556,244
Revenues Over (Under) Expenditures	(13,511,740)	6,830,722	6,985,477	143,200	1,128,483	(467,000)	(3,724,756)	-	(2,615,614)
Other Financing Sources (Uses)									
Transfers In (Out)	13,143,840	(5,181,603)	(5,339,931)	(49,100)	(4,887,462)	467,000	1,847,256	-	-
Fund Balance Beginning of Year	507,625	610,881	12,171,200	4,318,890	3,842,425	36,037	8,293,767	-	29,780,825
Less Contingency Reserve	(50,000)	(2,190,000)	(800,000)	(1,515,000)	-	-	-	-	(4,555,000)
Less Capital and Accrual Adjustments	-	-	-	-	-	-	(6,416,267)	-	(6,416,267)
Unassigned Fund Balance End of Year	<u>89,725</u>	<u>70,000</u>	<u>13,016,746</u>	<u>2,897,990</u>	<u>83,446</u>	<u>36,037</u>	<u>-</u>	<u>-</u>	<u>16,193,944</u>

LTF, STA, SAFE, SPBL and SGR funds are "transferred" to the general fund to pay for project or staffing expenditures shown within the general fund. STA is also transferred to the VCTC Intercity fund and SPBL fund for project expenses.



General Fund

The general fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund, a special revenue fund. In addition to Commission administration and general operations found in General Government, other general fund activities include tasks found within the transit and transportation program, highways program, rail program and planning and programming program.

The sources for the general fund consist of various federal, state and local reimbursements, investment income and transfers from LTF, STA, SAFE, SPBL and SGR. These resources are utilized to support and administer activities within all programs and budgets except for the enterprise funds (VCTC Intercity and Valley Express) that are fully contained within those funds (see Chart 20 - *General Fund Sources* and Chart 21 - *General Fund Uses*).

Chart 20 – General Fund Sources

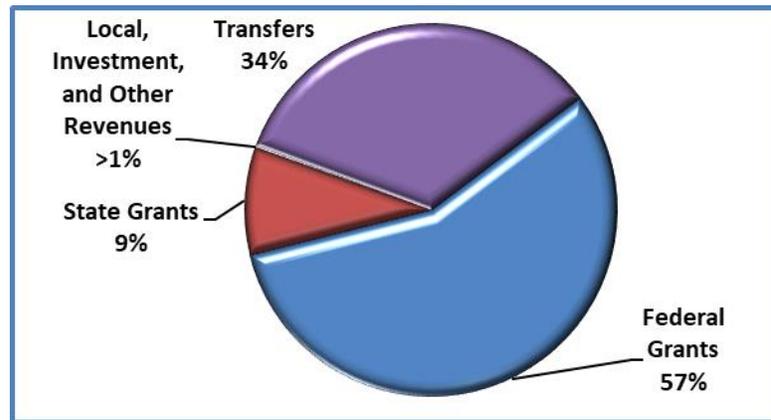
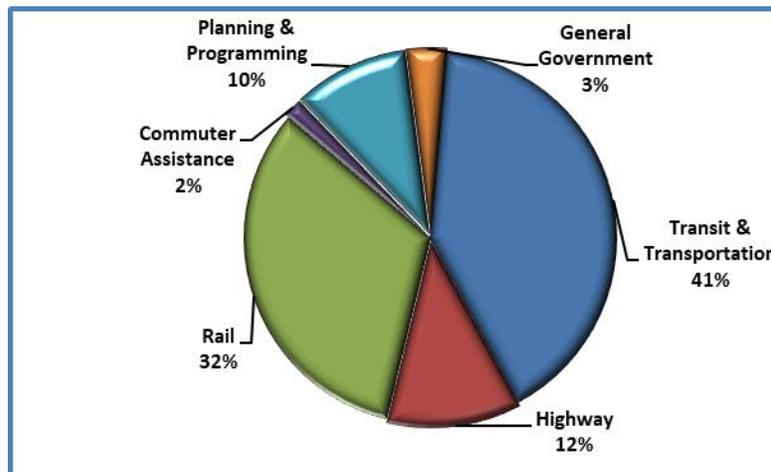


Chart 21 – General Fund Uses



Major changes to the budget from the previous year are included within each budget task detail but a summary for changes within the General Fund activities are:

- The Revenues decreased by 6.6% overall in Fiscal Year 2020/2021 as follows:
 - Within the federal funds, the FTA funds increased with the CARES funding offset by the \$5.3 million reduction in STP funds for the Highway Project Managements project as the project continues toward completion.
 - State grant funding within the general fund decreased by \$0.25 million over three grant types (PPM, Prop 1B and LCTOP) with the completion of capital and demonstration projects.
 - Local funds decreased by \$0.6 million largely due to the one-time local match revenues associated with the purchase of AVL equipment in the prior year.
- The Expenditures decreased 6.4% overall in Fiscal Year 2020/2021 as follows:
 - In the Transit and Transportation Program:
 - A \$2.1 million reduction in the Regional Transit Technology budget for AVL equipment purchased and implemented in the previous fiscal year.
 - A \$0.1 million increase in the Senior and Disabled Transportation Services budget for additional consultant costs.
 - A \$5.4 million increase in the Transit Grant Administration budget for new federal pass-through sub-recipient projects partially funded with CARES revenue.
 - In the Highway Program:
 - A \$5.4 million decrease in the Highway Program Management and Monitoring budget is largely due to the expected partial completion of the U.S. 101 PAED study.
 - In the Rail Program:
 - A \$0.4 million decrease in the Metrolink budget for partial completion of capital rehabilitation projects and carry-over projects as well as some operational and capital costs flowing directly through SCRRA's budget this year due to CARES funding.
 - In the Planning and Programming Program:
 - A \$0.1 million decrease in Regional Transit Planning for the completion of consultant studies.
 - A \$0.3 million increase for the update of the Comprehensive Transportation Plan.
 - A \$0.1 million increase for additional staff time on TIP projects.
 - In the General Government Program:
 - A \$0.5 million decrease in Management and Administration for the partial completion of office relocation and associated furniture and equipment expenses paid for in the prior year.
- Transfers in/out increased by 3.2% or \$0.4 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.
- The fund balance is expected to decrease to \$0.5 after the beginning fund balance was adjusted for anticipated changes.



The Fiscal Year 2020/2021 budget for the general fund is presented in Table 18 - *General Fund Fiscal Years 2018/2019 to 2020/2021*. The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Year 2019/2020 are also included.

Table 18 – General Fund Fiscal Years 2018/2019 to 2020/2021

	General Fund				
	FY 2018/2019	FY 2019/2020	FY 2020/2021	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
REVENUES					
Federal Grants	9,841,439	20,921,049	12,582,939	(8,338,110)	-39.9%
State Grants	1,642,138	3,847,859	3,354,072	(493,787)	-12.8%
Local, Investment, and Other Revenues	224,182	654,097	57,500	(596,597)	-91.2%
Total Revenues	11,707,759	25,423,005	15,994,511	(9,428,494)	-37.1%
EXPENDITURES					
Transit and Transportation					
Regional Transit Technology	772,685	3,053,817	912,800	(2,141,017)	-70.1%
Senior and Disabled Transportation Services	275,247	345,600	499,700	154,100	44.6%
Transit Grant Administration	5,572,446	7,100,200	5,567,100	(1,533,100)	-21.6%
Total Transit and Transportation Budget	6,620,378	10,499,617	6,979,600	(3,520,017)	-33.5%
Highway					
Motorist Aid Services	23,289	34,200	50,400	16,200	47.4%
Highway Program Management & Monitoring	2,416,685	9,918,683	4,482,100	(5,436,583)	-54.8%
Total Highway Budget	2,439,974	9,952,883	4,532,500	(5,420,383)	-54.5%
Rail					
LOSSAN - Coast Rail Coordinating Council	37,435	43,900	53,900	10,000	22.8%
Metrolink Commuter Rail	3,601,617	12,850,974	14,373,874	1,522,900	11.9%
Santa Paula Branch Line	81,086	128,100	130,700	2,600	2.0%
Total Rail Budget	3,720,138	13,022,974	14,558,474	1,535,500	11.8%
Commuter Assistance					
Regional Transit Information Center	209,615	293,900	306,100	12,200	4.2%
Rideshare Programs	250,297	327,500	344,200	16,700	5.1%
Total Commuter Assistance Budget	459,912	621,400	650,300	28,900	4.7%
Planning and Programming					
Airport Land Use Commission	5,811	29,600	39,100	9,500	32.1%
Regional Transit Planning	1,208,124	1,974,406	1,857,262	(117,144)	-5.9%
Regional Transportation Planning	485,070	1,087,600	1,540,900	453,300	41.7%
TDA Administration	537,303	181,600	196,400	14,800	8.1%
Transportation Programming and Reporting	296,064	357,500	462,500	105,000	29.4%
Total Planning and Programming Budget	2,532,372	3,630,706	4,096,162	465,456	12.8%
General Government					
Community Outreach	455,628	520,000	495,000	(25,000)	-4.8%
Management and Administration	408,801	1,019,700	618,800	(400,900)	-39.3%
State and Federal Governmental Relations	216,993	240,400	293,200	52,800	22.0%
Total General Government Budget	1,081,422	1,780,100	1,407,000	(373,100)	-21.0%
Total Expenditures	16,854,196	39,507,680	32,224,036	(7,283,644)	-18.4%
Revenues Over/(Under) Expenditures	(5,146,437)	(14,084,675)	(16,229,525)	(2,144,850)	15.2%
Other Financing Sources (Uses)					
Transfers In (Out)	5,211,092	12,737,343	15,719,265	2,981,922	23.4%
Fund Balance Beginning of Year	2,124,655	2,297,167	619,228	(1,677,939)	-73.0%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	107,857	-	-	-	0.0%
Unassigned Fund Balance End of Year	2,297,167	899,835	58,968	(840,867)	-93.4%



Special Revenue Funds

The Commission's special revenue funds are restricted legally or by Commission action to use for revenues from the Local Transportation Fund, State Transit Assistance, State of Good Repair, Service Authority for Freeway Emergencies and the Santa Paula Branch Line funds. Individual special revenue fund budgets are presented in Tables 19-23.

Local Transportation Fund

The Local Transportation Fund (LTF) special revenue fund derives its revenue from one quarter of one cent of the state sales tax that is returned to the source. Through the apportionment process, it provides Countywide funding for public transit and transportation, streets and roads, bicycle and pedestrian projects, planning and administration.

The County Auditor-Controller estimates that there will be a decrease in sales tax receipts in Fiscal Year 2020/2021 resulting in a \$7.6 million decrease in sales tax revenues. It is estimated interest revenues will decrease by \$24,000. There is a \$9.3 million decrease in pass-through expenditures to local agencies and a \$0.66 million decrease in transfers to the General Fund and the Santa Paula Branch Line Special Revenue Funds for activities. A contingency reserve of approximately 10% that is passed-through to local agencies for Article 4 and 8 activities is set aside to act as a buffer for economic downturns and if revenues are not received as budgeted. This allows VCTC to adjust for decreases in revenue in the following year instead of revising the LTF allocations in the current year. A portion of the fund balance is set aside for accrued revenue that is not available for distribution in the fiscal year due to delays in receipt of funds from the State and for this fiscal year. The fund balance is expected to decrease by \$0.9 million due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 19 - *Local Transportation Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 19 – Local Transportation Fund Fiscal Years 2018/2019 to 2020/2021

	Local Transportation Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
Local Transportation Fund	37,573,554	37,400,000	38,500,000	1,100,000	2.9%
Local, Investment, and Other Revenues	143,564	94,000	140,000	46,000	48.9%
Total Revenues	37,717,118	37,494,000	38,640,000	1,146,000	3.1%
EXPENDITURES					
Planning and Programming					
TDA Administration	30,658,990	32,159,686	33,719,579	1,559,893	4.9%
Total Planning and Programming Budget	30,658,990	32,159,686	33,719,579	1,559,893	4.9%
Total Expenditures	30,658,990	32,159,686	33,719,579	1,559,893	4.9%
Revenues Over/(Under) Expenditures	7,058,128	5,334,314	4,920,421	(413,893)	-7.8%
Other Financing Sources (Uses)					
Transfers In (Out)	(4,789,610)	(5,841,443)	(7,195,492)	(1,354,049)	23.2%
Fund Balance Beginning of Year	9,043,014	11,311,532	10,804,403	(507,129)	-4.5%
Less Contingency Reserve		(3,200,000)	(3,250,000)	(50,000)	1.6%
Less Capital and Accrual Adjustments		(6,400,000)	(5,200,000)	1,200,000	-18.8%
Unassigned Fund Balance End of Year	11,311,532	1,204,403	79,332	(1,125,071)	-93.4%



State Transit Assistance Fund

The State Transit Assistance (STA) special revenue fund derives its revenue from allocations of gas tax revenues designated for bus and rail transit operations and capital requirements. The State allocation is based on estimates of diesel fuel sales tax revenues provided by the Controller of the State, subject to an annual state budget appropriation. Use of the funds are approved by the Commission as part of the annual budget process.

The STA fund is estimated to decrease approximately \$2.3 million in STA revenues. Interest is estimated to decrease by \$60,000. There is a \$0.45 million decrease in expenditures for pass-through funds as the previous year included “unclaimed” funds from prior years. A \$7.9 million decrease in transfers to the General Fund, Santa Paula Branch Line Special Revenue Fund and VCTC Intercity Fund for associated activities largely due to additional CARES federal funds utilized in Fiscal Year 2020/2021 for the VCTC Intercity budget. The fund balance is expected to decrease by \$2.2 million due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes. Although not budgeted, these funds could be used (thus lowering the fund balance) for nonrecurring capital costs associated with Metrolink Capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 20 - *State Transit Assistance Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 20 – State Transit Assistance Fund Fiscal Years 2018/2019 to 2020/2021

	State Transit Assistance Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
State Transit Assistance	8,339,537	8,719,854	8,666,444	(53,410)	-0.6%
Local, Investment, and Other Revenues	308,565	150,000	180,000	30,000	20.0%
Total Revenues	8,648,102	8,869,854	8,846,444	(23,410)	-0.3%
EXPENDITURES					
Planning and Programming					
TDA Administration	40,098	925,803	471,000	(454,803)	-49.1%
Total Planning and Programming Budget	40,098	925,803	471,000	(454,803)	-49.1%
Total Expenditures	40,098	925,803	471,000	(454,803)	-49.1%
Revenues Over/(Under) Expenditures	8,608,004	7,944,051	8,375,444	431,393	5.4%
Other Financing Sources (Uses)					
Transfers In (Out)	(4,802,628)	(13,303,999)	(7,926,381)	5,377,618	-40.4%
Fund Balance Beginning of Year	11,412,524	15,217,900	13,189,019	(2,028,881)	-13.3%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	15,217,900	9,857,952	13,638,082	3,780,130	38.3%



Service Authority for Freeway Emergencies Fund

The Service Authority for Freeway Emergencies (SAFE) special revenue fund derives its revenue from the \$1 per vehicle registration fee levied by the State on all registered vehicles within the County. It funds the motorist aid assistance with the emergency call boxes located strategically on the highways throughout the County as well as operations of the SpeedInfo system. Use of the funds are approved by the Commission as part of the annual budget process.

In Fiscal Year 2020/2021, revenues are expected to increase approximately \$0.7 million for new FSP funds offset by a decrease in interest of \$30,000. Expenditures are approximately \$250,000 lower with the award of one-time incident responder grant funds in the prior fiscal year offset by expenses for the new FSP program. Transfers out to the general fund cover staff time associated with SAFE funded projects increased by \$14,900. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance is expected to increase approximately \$0.1 million after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 21 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2018/2019 to 2020/2021*.

**Table 21 – Service Authority for Freeway Emergencies Fund
Fiscal Years 2018/2019 to 2020/2021**

	Service Authority for Freeway Emergencies Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
Vehicle Registration Fees	817,104	800,000	800,000	-	0.0%
State Grants	-	-	715,200	715,200	0.0%
Local, Investment, and Other Revenues	127,184	80,000	50,000	(30,000)	-37.5%
Total Revenues	944,288	880,000	1,565,200	685,200	77.9%
EXPENDITURES					
Highway					
Motorist Aid Services	674,598	1,668,220	1,422,000	(246,220)	-14.8%
Total Highway Budget	674,598	1,668,220	1,422,000	(246,220)	-14.8%
Total Expenditures	674,598	1,668,220	1,422,000	(246,220)	-14.8%
Revenues Over/(Under) Expenditures	269,690	(788,220)	143,200	931,420	-118.2%
Other Financing Sources (Uses)					
Transfers In (Out)	(23,289)	(34,200)	(49,100)	(14,900)	43.6%
Fund Balance Beginning of Year	4,894,909	5,141,310	4,318,890	(822,420)	-16.0%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	5,141,310	2,803,890	2,897,990	94,100	3.4%



State of Good Repair Fund

The State of Good Repair (SGR) special revenue fund derives its revenue from allocations provided for under SB 1 (The Road Repair and Accountability Act of 2017), which apportions funding by formula directly to California's transit operators and regional transportation agencies. Funds are eligible for any transit related capital maintenance, rehabilitation and capital project purposes meeting Caltrans' eligibility requirements. Use of the funds are approved by the Commission as part of the annual budget process.

The State of Good Repair funds are expected to decrease by \$0.1 million. Interest revenues will increase by \$5,000. It is expected that approximately \$75,000 will be passed-through to local agencies while \$4.8 million will be transferred out to the General Fund for Metrolink activities. The fund balance is expected to increase by approximately \$30,000 due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 22 - *State of Good Repair Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 22 – State of Good Repair Fund Fiscal Years 2018/2019 to 2020/2021

	State of Good Repair Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
State of Good Repair	1,314,711	1,347,378	1,386,450	39,072	0.0%
Local, Investment, and Other Revenues	50,041	20,000	50,000	30,000	150.0%
Total Revenues	1,364,752	1,367,378	1,436,450	69,072	5.1%
EXPENDITURES					
Planning and Programming					
TDA Administration	8,907	134,077	75,000	(59,077)	-44.1%
Total Planning and Programming Budget	8,907	134,077	75,000	(59,077)	-44.1%
Total Expenditures	8,907	134,077	75,000	(59,077)	-44.1%
Revenues Over/(Under) Expenditures	1,355,845	1,233,301	1,361,450	128,149	10.4%
Other Financing Sources (Uses)					
Transfers In (Out)	(76,896)	(3,789,531)	(5,102,178)	(1,312,647)	34.6%
Fund Balance Beginning of Year	1,330,025	2,608,974	3,842,425	1,233,451	47.3%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	2,608,974	52,744	101,697	48,953	92.8%



Santa Paula Branch Line Fund

The Santa Paula Branch Line (SPBL) special revenue fund accounts for state and local resources provided to cover the costs associated with the Santa Paula Branch Line in the Santa Clara River Valley. The branch line includes several bicycle and pedestrian trails as well as preserves the right-of-way for future projects. Use of the funds are approved by the Commission as part of the annual budget process.

At this time, it is expected that local revenues will increase approximately \$41,000 in Fiscal Year 2020/2021 offset by a reduction in transfers-out of \$57,200. It is expected that expenditures will decrease \$5,000. Transfers out to the general fund cover staff time associated with SPBL funded projects. The fund balance at \$36,037 consists of one-time funds received in a prior fiscal year and will be available for future one-time expenditures.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 23 - *Santa Paula Branch Line Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 23 – Santa Paula Branch Line Fund Fiscal Years 2018/2019 to 2020/2021

	Santa Paula Branch Line Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
State Grants	43,750	17,800	20,000	2,200	12.4%
Local, Investment, and Other Revenues	383,952	279,675	319,000	39,325	14.1%
Total Revenues	427,702	297,475	339,000	41,525	14.0%
EXPENDITURES					
Rail					
Santa Paula Branch Line	632,551	811,000	806,000	(5,000)	-0.6%
Total Rail Budget	632,551	811,000	806,000	(5,000)	-0.6%
Total Expenditures	632,551	811,000	806,000	(5,000)	-0.6%
Revenues Over/(Under) Expenditures	(204,849)	(513,525)	(467,000)	46,525	-9.1%
Other Financing Sources (Uses)					
Transfers In (Out)	230,211	524,200	467,000	(57,200)	-10.9%
Fund Balance Beginning of Year	-	25,362	36,037	10,675	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	25,362	36,037	36,037	-	0.0%



Enterprise Funds

The Commission has two enterprise funds: VCTC Intercity and Valley Express. These funds reflect the business-type operations of two transit systems within the County of Ventura. Individual enterprise fund budgets are presented in Tables 24-25.

VCTC Intercity Fund

The VCTC Intercity bus service connects cities within Ventura County as well as reaching outside the County to neighboring Santa Barbara and Los Angeles Counties. Revenues are generated from federal, state and local resources. Use of the funds are approved by the Commission as part of the annual budget process.

Revenues increased 47.7% largely due to availability of CARES federal funds at an increase of \$3.5 million while State funding decreased approximately \$0.1 million and local fares decreased by \$0.8 million. The drop in expenses of \$4.4 million is largely due to the completion of the purchase of new buses in the prior fiscal year offset by the depreciation expense. Transfers in from STA decreased by \$7.9 million as the bus purchase was completed in the prior year and CARES funding will replace some STA transfers-in and local fares. The presented fund balance is \$8.3 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 24 - VCTC Intercity Fund Fiscal Years 2018/2019 to 2020/2021.

Table 24 – VCTC Intercity Fund Fiscal Years 2018/2019 to 2020/2021

	VCTC Intercity Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	%Change Budget Years
REVENUES					
Federal Grants	4,528,039	2,233,295	2,842,814	609,519	27.3%
State Grants	884,959	648,935	550,000	(98,935)	-15.2%
Local, Investment, and Other Revenues	2,432,495	2,458,174	2,456,600	(1,574)	-0.1%
Total Revenues	7,845,493	5,340,404	5,849,414	509,010	9.5%
EXPENSES					
Transit and Transportation					
VCTC Intercity Services	13,124,531	16,048,034	11,812,100	(4,235,934)	-26.4%
Total Transit and Transportation Budget	13,124,531	16,048,034	11,812,100	(4,235,934)	-26.4%
Total Expenditures	13,124,531	16,048,034	11,812,100	(4,235,934)	-26.4%
Revenues Over/(Under) Expenditures	(5,279,038)	(10,707,630)	(5,962,686)	4,744,944	-44.3%
Other Financing Sources (Uses)					
Transfers In (Out)	4,251,120	9,707,630	4,085,186	(5,622,444)	-57.9%
Fund Balance Beginning of Year	8,190,250	9,293,767	8,293,767	(1,000,000)	-10.8%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	2,131,435	(8,293,767)	(6,416,267)	1,877,500	-22.6%
Unassigned Fund Balance End of Year	9,293,767	-	-	-	0.0%



Valley Express Fund

The Valley Express service is managed and operated for the benefit of the Heritage Valley and provides fixed and DAR services within the cities of Fillmore and Santa Paula as well as the County of Ventura. Revenues are generated from federal, state and local resources. Use of the funds are approved by the Commission as part of the annual budget process.

Revenues increased by 1.7% overall, or \$33,200 as CARES funding offsets less local funding. The expenditures increased by \$33,200 for additional contract services in the upcoming fiscal year. This fund is designed to have a zero fund balance.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in Table 25 - *Valley Express Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 25 – Valley Express Fund Fiscal Years 2018/2019 to 2020/2021

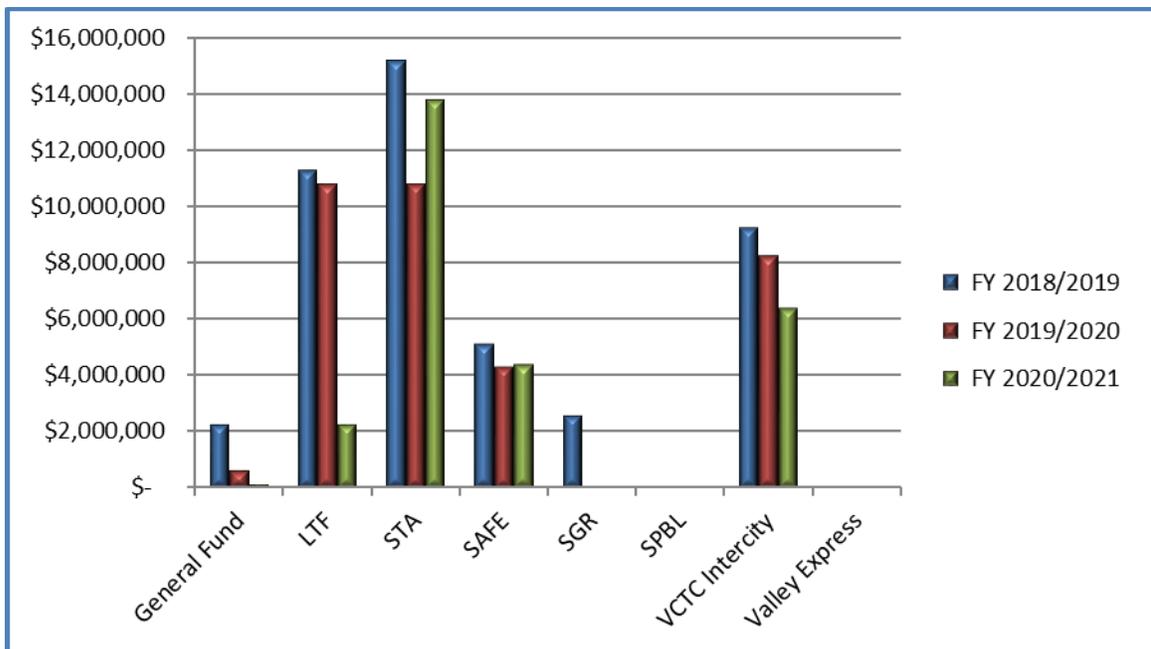
	Valley Express Fund				
	FY 2018/2019 Actual	FY 2019/2020 Projected Budget	FY 2020/2021 Budget	\$ Change Budget Years	% Change Budget Years
REVENUES					
Federal Grants	624,254	707,198	1,861,800	1,154,602	163.3%
State Grants	-	-	-	-	0.0%
Local, Investment, and Other Revenues	1,061,326	1,266,402	145,000	(1,121,402)	-88.6%
Total Revenues	1,685,580	1,973,600	2,006,800	33,200	1.7%
EXPENSES					
Transit and Transportation					
Valley Express	1,685,580	1,973,600	2,006,800	33,200	1.7%
Total Transit and Transportation Budget	1,685,580	1,973,600	2,006,800	33,200	1.7%
Total Expenditures	1,685,580	1,973,600	2,006,800	33,200	1.7%
Revenues Over/(Under) Expenditures	-	-	-	-	0.0%
Other Financing Sources (Uses)					
Transfers In (Out)	-	-	-	-	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	-	-	-	-	0.0%



FUND BALANCES

The Commission’s budgeted revenues for Fiscal Year 2020/2021 are expected to be \$75,940,630 with expected expenditures to be \$78,556,244. These activities will result in an anticipated net decrease of \$2.6 million. The begging fund balance of \$29,780,825 is reduced for a reserve of \$4,555,000 and a fund balance adjustment for capital and accruals of \$6,416,267 with the available total fund balance at June 30, 2021 is anticipated to be \$16,193,944. Below in Chart 22 - *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2018/2019) and projected (Fiscal Years 2019/2020 and 2020/2021) fund balances for all of VCTC’s funds for a three-year period. Details of the projected Fiscal Year 2020/2021 fund balances are reflected in Table 17 - *Budget Summary by Fund*.

Chart 22 – Comparison of Fund Balances by Fund



VENTURA COUNTY TRANSPORTATION COMMISSION

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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Oversight and management of the VCTC regional transit technology program; including regional electronic fare media and systems, automatic passenger counters (APC), computer automated dispatch/automatic vehicle location (CAD/AVL), voice annunciators, and real-time passenger information (RTPI) systems for Ventura County transit services.

ACCOMPLISHMENTS: During Fiscal Year 2019/2020, VCTC completed over sixty new vehicle installations of the new countywide real-time passenger information system for the Gold Coast Transit District fleet. In total, over 150 transit vehicles, across the nine different bus transit operators are live on the GoVCBus real-time passenger information system.

The GOVCBus system played an important role during the COVID-19 response period. In addition to providing real-time location information, the stand-alone app and website was regularly updated with each of the Ventura County agencies latest public-facing rider alerts and service announcements. The system provided live GTFS feeds (or “Google transit”) to the public via apps, including third-party services, such as Google Maps, Apple, Microsoft, and “Transit App.” In addition to fleet installations, and in coordination with the cities across the county, real-time passenger information signs were installed, improving bus stop facilities for waiting passengers. Each on-board system is integrated with automatic passenger counters, fareboxes and onboard fleet technologies, which is integrated across the county. All passenger boarding and on-time performance data are connected to a central repository at VCTC. The system also includes automatic voice annunciation and visual “announcement” services for Thousand Oaks, Moorpark, Simi Valley, Ojai and Gold Coast passengers. This year, staff will explore options to deploy this technology to the remaining transit providers: Kanan Shuttle, VCTC Intercity, Valley Express and Camarillo. Such service greatly helps to improve accessibility for the visually and hearing impaired and is considered an ADA best-practice for transit.

Additionally, over the past year, online sales increased as VCTC transitioned more and more riders to ordering their passes online. Through this program, VCTC is also engaging firms to pilot mobile ticketing solutions and is looking forward to implementing a regional mobile ticketing program to alleviate requirements for pass sales locations, onboard farebox activities and to grow ridership.

DESCRIPTION: This program assists the general public, transit riders, and operators through the provision of technologies that improve coordination and ease of use for passengers navigating between the many transit operators in Ventura County. This is facilitated with real-time information, improved accessibility features, efficiencies with operations and regionally accepted fare media. Expenditures for Fiscal Year 2020/2021 are down considerably as VCTC has transitioned from the implementation and deployment activities to the warranty/maintenance period for the *GOVCbus* system and related services. Recurring duties include installation, maintenance and oversight of the real-time bus stop arrival signs, back-end system and onboard fleet equipment. In addition, program staff administers training of transit operator staff, as well as, the coordination and maintenance of a countywide general transit feed syntax (GTFS aka “Google transit”) database, which aids coordinated trip planning.



BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY (continued)**DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

1. Coordinate system installation, training and maintenance activities with transit operators and vendors, including demonstration/testing of mobile ticketing.
2. Perform daily system health checks and oversee generation of statistical reporting for proper accounting and planning.
3. Provide account management duties at VCTC's central point-of-sale online fulfillment office and, conduct reconciliation of revenues for point-of-sales network.
4. Assist with the procurement of the countywide standard fare media equipment for smaller transit agencies.
5. Oversee management and updates to RTP1 and GTFS database.

PRODUCT: Implementation of regional transit technologies, including countywide real-time passenger information system, computer automated dispatch/automatic vehicle location system, automatic passenger counters, automatic voice annunciators, regional electronic fare media and associated farebox technologies.

FUNDING:

Funding Source	Funding Dollars
FTA	\$725,360
LTF Fund Transfer	181,340
Total Funding	\$906,700

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$131,813	\$ 121,400	\$115,600
Fringe and Tax	86,130	82,400	86,800
Indirect Cost Allocation	127,584	104,300	111,100
Business Meals	11	300	300
Communications	480	2,200	2,300
Mileage	1,147	3,500	3,600
Notices	0	0	100
Office Support	1,597	2,000	2,000
Postage	468	1,400	1,600
Printing	16,030	21,000	23,000
Training	0	1,000	1,000
Travel and Conferences	902	3,000	3,300
Bank Credit Card Processing Fees	8,673	21,000	25,000
Consultant Services	3,000	30,000	25,000
Legal Services	2,193	6,000	6,000
Professional Services	390,429	2,683,317	400,000
Equipment / Equipment Maintenance	2,228	0	100,000
Total Expenditures	\$772,685	\$3,082,817	\$906,700

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Certify residents of Ventura County who are unable to use a fixed route bus due to disability on a countywide basis to ensure standardized certification policies and economy of scale.

ACCOMPLISHMENTS: Provided oversight to the contractor-based Americans with Disabilities Act (ADA) certification program. Administered a request for proposals and proposal evaluation process and awarded a new multi-year agreement. Adjusted administration of interviews and evaluations considering social distancing and other COVID-related response procedures and ensured compliance with Transit Operators' ADA certification obligations.

Certification activities:	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Jul-Dec 2019
ADA Information/Application Requests	11,407	8,607	3,539
ADA Applications Received	1,419	1,477	720
Personal Interviews Conducted	295	226	131
ADA Determinations Issued	1,310	1,410	673

DESCRIPTION: The Federal government requires that a local process be in place to determine eligibility for complementary paratransit service provided under the Americans with Disabilities Act (ADA) to all areas within three-quarters of a mile of local fixed-route bus service. Provision of this service is the responsibility of the local transit operators; however, from the start of ADA, the Ventura County transit operators have looked to VCTC to provide certification on a countywide basis, thus providing economies of scale and a consistent process.

In the spring of 2020, VCTC awarded a new contract (effective July 1, 2020) to its selected service provider. The Fiscal Year 2020/2021 program budget is based on firm costs associated with the new service agreement. Modest increases to staff expense are budgeted for greater contract oversight and management.

Goals for the new agreement term include—an improved online application form to streamline the process for applicants and/or their care providers; increased and improved communication of eligibility information between the certification office and transit operators (local and neighboring), including deployment of an integrated database with existing paratransit operators' scheduling software.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS:

1. Manage contract to certify ADA applicants and oversee contractor startup and transition.
2. Manage appeal process for ADA certifications.
3. Ensure compliance with Federal Transit Administration ADA regulations.
4. Provide program data for planning purposes including update of the Coordinated Human Service Transportation Plan.
5. Provide information and assistance to inquiries regarding the ADA certification program.
6. Update ADA certification applications, informational brochures and internet information as appropriate.

PRODUCT: Processing of ADA certification requests in a timely manner pursuant to federal regulations and provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$448,200
Total Funding	\$448,200

EXPENDITURE COMPARISONS:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 4,353	\$ 18,100	\$ 23,700
Fringe and Tax	2,265	9,800	11,900
Indirect Cost Allocation	3,874	14,200	19,500
Business Meals	0	100	100
Mileage	220	400	500
Office Support	0	0	500
Printing	1,074	3,400	5,000
Travel and Conferences	974	1,200	2,000
Consultant Services	262,454	295,300	375,000
Legal Services	33	3,100	10,000
Total Expenditures	\$275,247	\$345,600	\$448,200

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Provide funds made available by the Federal Transit Administration (FTA) and the State to Ventura County transit operators and local agencies and ensure that the granting agencies' requirements are met.

ACCOMPLISHMENTS: VCTC administers annual grants provided by FTA for funding transit planning, operations, and capital improvements. Funds are provided to VCTC bus transit and planning, and on a pass-through basis to county transit agencies, except for Metrolink, Gold Coast Transit and Simi Valley Transit, which are direct grant recipients of FTA funds. VCTC is subject to FTA review of its federal compliance, and during the past year, VCTC successfully completed an FTA Triennial Review.

DESCRIPTION: As a condition for VCTC and its subrecipients to receive FTA funds, VCTC must prepare grant applications; approve an annual Program of Projects (POP); monitor project status and submit quarterly reports to FTA; review and approve payment of invoices and obtain FTA reimbursement; and ensure compliance with all FTA requirements. VCTC subrecipients currently include: Thousand Oaks Transit, Moorpark City Transit, Camarillo Area Transit, Area Agency on Aging, County Human Services Agency, City of Oxnard, City of Ojai, Arc of Ventura County, HELP of Ojai, the Arc of Ventura County, California Vanpool Authority, Interface Family Services / 211, and Pathpoint Ventura County.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. The final budget adds over \$7 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide subrecipient allocations to mitigate the impacts of COVID-19, including the loss of local revenues. It also adds other FTA revenues anticipated to be passed through to subrecipients for newly-approved projects, as well as local match payments and equipment expenditures related to FTA-funded equipment to be procured by VCTC on behalf of subrecipients.

The draft budget included a new Program Analyst position, but staff now recommends deferring that decision until the economic situation is stabilized. Instead the Final Budget restores the Consultant funding that had previously been used to assist staff with the FTA-required subrecipient monitoring. To further reduce the draw on local resources, the final budget adds CARES Act money to cover eligible VCTC staff costs.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and record-keeping, competitive contracting, Buy America, Disadvantaged Business Enterprise (DBE), lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, and Americans with Disabilities Act (ADA).
3. Review subrecipient invoices for FTA funds and submit to FTA for reimbursement.
4. Provide required periodic grant project status reports to federal and state funding entities.

PRODUCT: Maintain timely flow of funds to all projects designated by VCTC to receive funds from the FTA and State agencies, achieving full compliance with the agencies' requirements.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310	\$ 2,030,340
FTA 5307, 5310, CMAQ Transfers, Carry-over	5,227,400
FTA CARES Act	7,193,147
LTF Fund Transfer	50,000
Local Contributions	22,013
Total Funding	\$14,522,900

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 86,366	\$ 89,800	\$ 80,000
Fringe and Tax	42,351	48,000	48,500
Indirect Cost Allocation	75,351	70,500	70,500
Business Meals	0	100	100
Mileage	373	400	600
Notices	19	1,100	1,300
Travel and Conferences	710	300	900
Consultant Services	12,464	29,200	29,200
Legal Services	3,015	3,500	3,500
Equipment	169,496	0	120,100
Pass-Through Grants	5,182,301	8,857,300	14,168,200
Total Expenditures	\$5,572,446	\$9,100,200	\$14,522,900

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: VALLEY EXPRESS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and surrounding County unincorporated area, administered through a Cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: Under the guidance of the local jurisdictions, VCTC oversaw the administration of the Valley Express bus service. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014. Over the past five years, the Valley Express service has responded to, and modified its operations many times such as during fires, flooding, and planned power shutoffs. In response to COVID-19, the Valley Express responded with changes to nearly every area of operations. This included adjusting service levels, enhancing cleaning procedures, and implementing new protective equipment and “social distancing” protocols for staff as well as passengers. As well drivers and fleet resources were provided to County OES to assist with local response activities, as needed.

As with past years, VCTC staff provided administration of the Policy Committee, contractor oversight, marketing program development, ridership and fare analysis, management of fare media sales, service quality monitoring and general outreach activities to promote transit usage. Following the direction of the Policy Committee, VCTC negotiated and entered into a contract extension with the service provider, MV Transportation. The first of three extension years began March 2020. In coordination with its outreach and marketing consultant, Celtis Ventures, VCTC completed a website and printed bus-book redesign. The agreement with Celtis Ventures is planned for a one-year extension, effective July 1, 2020. Lastly, as part of the website redesign, the Valley Express began selling its passes online January 2020, leveraging VCTC’s pre-existing pass sales infrastructure. Riders may now purchase passes 24/7 and have their order fulfilled the next business day.

Annual Ridership Totals	Fiscal Year 2017/2018 Ridership	Fiscal Year 2018/2019 Ridership	Jul-Dec 2019 Ridership
Valley Express Dial-a-Ride	33,076	36,756	16,024
Valley Express Fixed Route	50,315	52,540	23,372

DESCRIPTION: The Valley Express service provides General Public Dial-a-Ride, Fixed Route, and Americans with Disabilities Act (ADA) Paratransit/Senior transit services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service is driven primarily by contract service provider rates and level of service provided. Recurring costs include a fixed administrative fee of \$100,000 (for VCTC salaries, fringe and indirect costs), contract operator expense, printing, marketing, legal and professional services.

This task is fully funded from FTA revenues (which include CARES Act), passenger fares and the participating local jurisdictions. The balance of FTA CARES Act funds were incorporated in the Fiscal Year 2020/2021 budget. Due to projected declines in ridership, budgeted fare revenues are approximately 50% of the prior year’s total. Service levels will be closely monitored, should further adjustments be necessary.



BUDGET TASK: VALLEY EXPRESS (continued)**DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

1. Provide the Valley Express service through a contract operator and oversee contractor performance, service quality, and compliance.
2. Organize and administer regular committee meetings with representatives.
3. Oversee the planning and development of schedule adjustments of the service.
4. Implement support activities such as marketing and outreach.
5. Administer contracts related to consultants and other procurements, as applicable.
6. Prepare service statistics and provide information to Cities, County, State, and FTA.
7. Provide development of service information for online and real-time arrival systems.
8. Oversee fleet asset management including maintenance performance, and recommend capital expenditures, such as replacements and expansions.

PRODUCT: Operation and administration of the Valley Express bus service as identified in the Cooperative Agreement between the Cities, the County and VCTC.

FUNDING:

Funding Source	Funding Dollars
FTA CARES Act	\$1,802,370
FTA	59,430
Local Contribution – Bus Operations*	0
Local Contribution – Route Guarantee**	0
Local Fee – Contract Administration*	100,000
Local Fee – Farebox	45,000
Total Funding	\$2,006,800

*Local LTF contributions and fee provided by the cities of Santa Paula and Fillmore and the County of Ventura.

**Local sales tax contribution provided by the City of Santa Paula.

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 44,023	\$ 44,500	\$ 41,700
Fringe and Tax	20,737	21,600	22,900
Indirect Cost Allocation	37,911	33,900	35,400
Mileage	314	2,000	2,000
Office Support	400	500	500
Postage	0	100	200
Printing	3,889	25,000	26,300
Bank Fees	430	800	800
Legal Services	2,310	12,000	12,000
Professional Services	51,390	75,000	68,000
Bus Purchase/ Farebox Capital Equipment	0	4,000	4,000
Communications Wi-Fi	6,842	15,500	9,000
Contract Services	1,437,483	1,670,700	1,714,000
Outreach	79,851	68,000	70,000
Total Expenditures	\$1,685,580	\$1,973,600	\$2,006,800

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: VCTC INTERCITY SERVICES

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Provide safe, comfortable, efficient and well-coordinated intercity fixed route transit service, connecting with local transit services on VCTC Intercity transit corridors.

ACCOMPLISHMENTS: VCTC Intercity transit service responded to the evolving COVID-19 pandemic like many of Ventura County’s transit operators with multiple adjustments to service levels, changes to fare collection practices, new passenger boarding policies, regular public outreach, and other administrative modifications. Throughout, staff maintained all public facing materials, worked with our stakeholders regarding future funding, and coordinated response activities with OES, as needed. Additional cleaning, disinfecting, and personal protective equipment routines were implemented, and additional standby staffing and vehicle preparation activities were developed. Reimbursement for COVID-related expenses was provided from the FTA through the CARES Act. This included funding to offset decreases in local farebox revenues. Prior to the pandemic, VCTC acquired the sixteen leased RATP fleet vehicles during Fiscal Year 2019/2020 and now owns 100% of the buses required to operate the service. In addition, VCTC completed the second phase of a two-step fare increase, which took effect January 20, 2020. Service changes included resumption of CSU Channel Islands’ two routes, as well as increased service on Coastal Express between Santa Barbara county and Camarillo. The Oxnard/Camarillo demonstration route concluded, while the Cross County Limited (formerly branded the “East/West Connector”) demonstration entered its second full year. The Cross County Limited will continue for a third year in Fiscal Year 2020/2021 using a combination of FTA and State grants. The below table reflects current ridership during the first six months this year as compared to the previous two years, including the two demonstration routes’ performance:

	Fiscal Year 2017/2018 Ridership	Fiscal Year 2018/2019 Ridership	Jul-Dec 2019 Ridership
System-wide VCTC Ridership	640,121	651,595	326,008
<i>Oxnard/Camarillo (Demo, discontinued)</i>	<i>28,094</i>	<i>28,773</i>	<i>n/a</i>
<i>Cross County Limited - East/West (Demo)</i>	<i>9,542</i>	<i>25,924</i>	<i>14,908</i>

DESCRIPTION: VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus, with service extending into Los Angeles and Santa Barbara Counties. The system provides vital regional service for all citizens including “transit-dependent”, as well as for those who are “choice-riders.” The fleet is equipped with complimentary Wi-Fi, reclining seats, and made up of commuter-style coaches. In addition, FTA CARES Act revenues were applied to reduce use of local and State revenues. Following steep declines in ridership, passenger fare revenues are projected to decrease substantially and thus budgeted at 50% of those fares budgeted during Fiscal Year 2019/2020. Service demand and farebox performance will be closely monitored as the year progresses.

The VCTC Intercity services is operated as a separate enterprise fund which uses the accrual basis of accounting; therefore, expenses like depreciation (and paid for out of the VCTC Intercity fund balance, a distinctly separate fund from VCTC’s general fund balance) are included within the budget.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)**DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

1. Oversee contract compliance, budget performance, and monitor maintenance of rolling stock and regulatory compliance.
2. Plan and implement regular service changes and adjustments to timetables.
3. Administer Cooperative funding agreements and prepare related budgets.
4. Manage development and reporting of service indicators and system information.
5. Promote the system, conduct outreach, ridership surveys, and solicit rider input.
6. Oversee demonstration route(s) and pursue grants opportunities, as applicable.

PRODUCT: High-quality fixed route operations and implementation of stated work tasks.**FUNDING:**

Funding Source	Funding Dollars
FTA	\$ 2,338,334
FTA CARES Act	3,853,610
STA Fund Transfer	1,847,256
LCTOP	550,000
Local Contribution – Route Guarantee*	832,900
Local Fee – Farebox	500,000
VCTC Intercity Fund Balance	1,877,500
Total Funding	\$11,799,600

*Local Contribution provided by Moorpark College, CSUCI and SBCAG

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 186,281	\$ 186,300	\$ 176,800
Fringe and Tax	98,590	99,700	107,000
Indirect Cost Allocation	166,763	146,300	155,800
Business Meals	55	300	300
Mileage	1,084	2,700	3,000
Office Support	865	1,200	1,500
Printing	3,488	24,000	25,000
Training	414	1,900	2,000
Travel and Conferences	2,962	6,100	6,400
Bank Fees	2,901	4,100	4,300
Consultant Services	21,086	22,000	50,000
Legal Services	9,788	58,000	35,000
Bus and Equipment	2,116,825	5,583,340	50,000
Communications Wi-Fi	15,052	23,000	26,000
Contract Services	9,366,415	8,894,094	9,164,000
Outreach	104,045	120,000	115,000
Depreciation	1,027,917	1,000,000	1,877,500
Total Expenditures	\$13,124,531	\$16,173,034	\$11,799,600

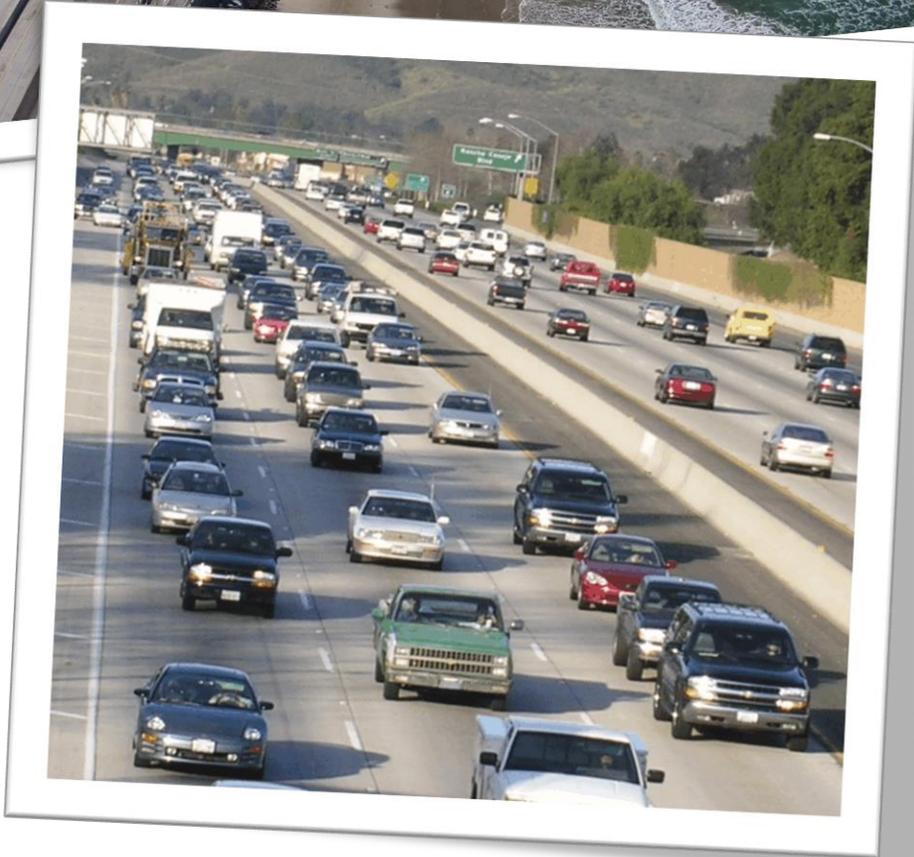
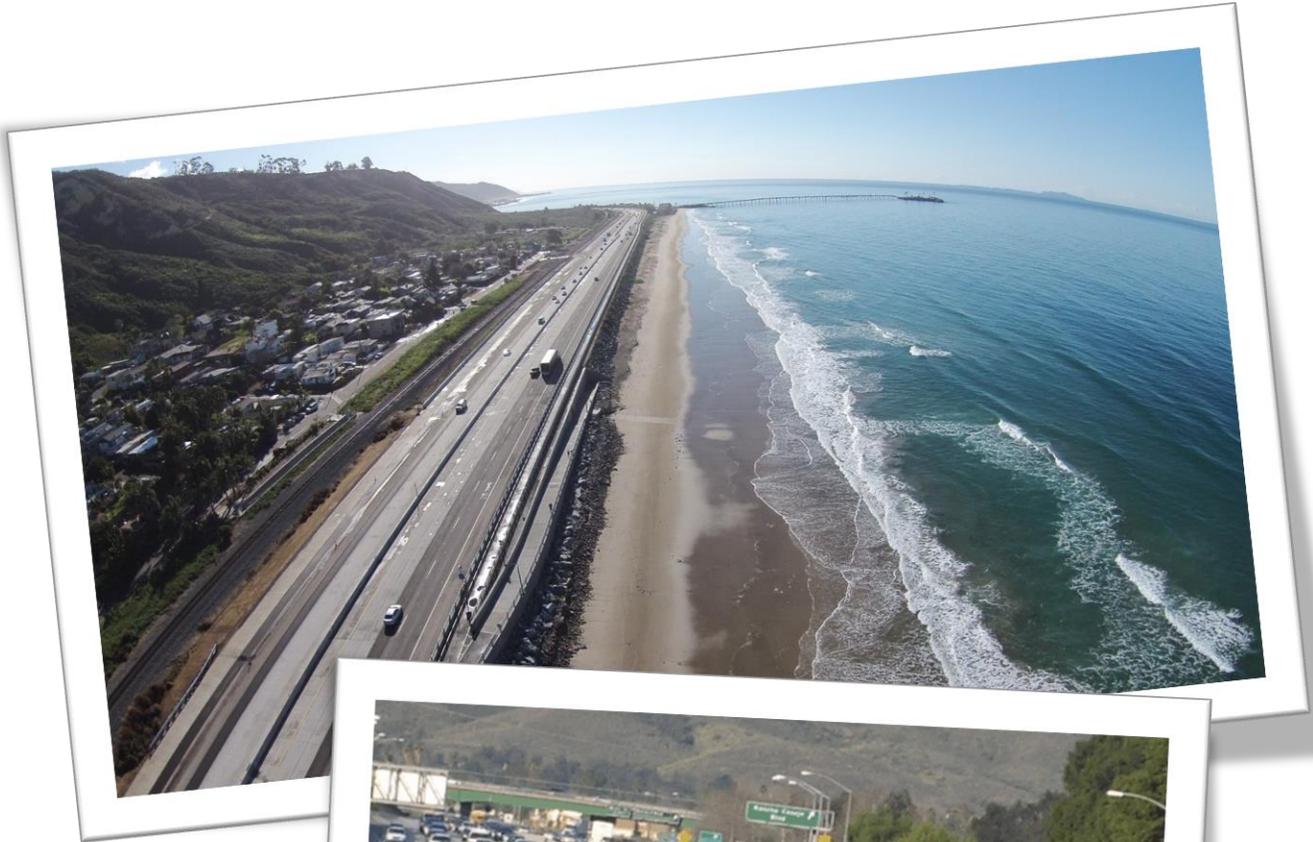
* This budget task was amended after the Commission approved the budget in June 2019.



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HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Delivery of the projects to improve the Route 101 Freeway and provide a grade separation at Rice Avenue and Fifth Street and Union Pacific Railroad.

ACCOMPLISHMENTS: With the Project Study Report (PSR) completed for Route 101, the Commission laid the groundwork to move forward with environmental work for that project. Beginning in May of 2015, the Commission approved programming federal Surface Transportation Program (STP) funds for the environmental phase. In December 2016, the Commission approved a cooperative agreement with Caltrans detailing VCTC’s role as project lead in the Route 101 Project Approval and Environmental Document (PAED) phase. Lastly, in June of 2017, VCTC and Caltrans agreed to a partnership in managing the PAED, with Caltrans providing the engineering project management and VCTC providing the contract administration. The consultant procurement resulted in VCTC awarding the consultant contract in May 2018.

The PAED work for the Route 101 project is underway with the Project Development Team (PDT), comprised of staff from the 101 corridor jurisdictions, Caltrans, VCTC and the consultants, meeting monthly. Foundational work was completed in early 2019 and included data collection, surveying/mapping, and utility locations in the 27-mile corridor. The scoping meetings were held in the summer of 2019. Currently the consultant is underway with the preliminary engineering of alternatives and technical studies. Regular updates have been provided to the Commission.

In 2018, the City of Oxnard completed the environmental clearance for the Rice Avenue Grade Separation, and VCTC worked with Caltrans to obtain full funding from Senate Bill (SB) 1 funds. During 2019 a significant cost increase was identified and VCTC again worked with Caltrans to obtain CTC approval of the required funds from SB 1. The Final Design and Right-of-Way phases for the project are currently underway, under the guidance of a PDT consisting of VCTC, Oxnard, the County, and Caltrans.

DESCRIPTION: In Fiscal Year 2020/2021 staff will be working with Caltrans and the project consultant to continue work on the PAED phase for Route 101, and the Final Design and Right-of-Way phases for the Rice Avenue Grade Separation. Staff time for managing the 101 project is proposed to be charged to the project STP funding, which will require the Commission to separately approve an increase in the project’s STP funding amount.

The Route 101 PAED work is anticipated to extend over four years, with project funds to carry-over from year to year. A significant environmental analysis cost, the preliminary engineering and technical studies, is anticipated for completion during Fiscal Year 2019/2020, resulting in a reduced consultant cost for Fiscal Year 2020/2021. Once the PAED phase is completed, the project will be ready to move to final engineering. The phasing of the engineering and eventual project delivery will be determined during the PAED process.

Similarly, it is anticipated that the pre-construction work for Rice Avenue Grade Separation will last over four years, after which the project will move forward to advertising for the construction contract. The SB 1 funds for the project are provided directly to Oxnard and therefore do not appear in the VCTC budget.



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

1. Continue Project Approval/Environmental Documents for the Route 101 project, with periodic updates to the Commission.
2. Continue coordination with City of Oxnard and Ventura County Public Works Agency in their management of the Rice Avenue Grade Separation project delivery.

PRODUCT: Route 101 environmental document preparation, Rice Avenue Grade Separation pre-construction work.

FUNDING:

Funding Source	Funding Dollars
Surface Transportation Program (STP)	\$4,445,200
PPM	31,400
Total Funding	\$4,476,600

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 40,702	\$ 56,300	\$ 69,600
Fringe and Tax	16,586	22,900	39,300
Indirect Cost Allocation	33,536	40,600	59,800
Mileage	301	1,000	700
Office Support	0	1,000	500
Travel and Conferences	0	500	1,000
Consultant Services	2,325,560	9,794,383	4,303,000
Legal Services	0	2,000	2,700
Total Expenditures	\$2,416,685	\$9,918,683	\$4,476,600

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: MOTORIST AID SERVICES

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

OBJECTIVES: Maintain and operate countywide motorist aid services for Ventura County, including Callbox Program, Freeway Service Patrol, and Incident Responder Grant Program.

ACCOMPLISHMENTS: In 1985, California Senate Bill 1190 enabled counties to establish a Service Authority for Freeway Emergencies (SAFE) and to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system, including roadside callboxes. The Ventura County Transportation Commission (VCTC) is the SAFE for Ventura County, with funds generated through a \$1 annual fee on vehicles registered in Ventura County.

As cellular phones have proliferated, callbox volumes decreased over time, from well over 10,000 calls per year to the current average of 2,200 calls annually. From 2014 to 2019, VCTC analyzed and implemented callbox system efficiency improvements, technology updates, and Americans with Disabilities Act (ADA) compliance upgrades. VCTC reduced the total number of call boxes by 25% and upgraded the remaining 428 callboxes to 3G technology, and completed work to make all remaining callboxes ADA compliant and to install asphalt transition pathways and concrete pads where necessary.

For Fiscal Year 2019/2020, with changes to SAFE legislation and a growing fund balance, the SAFE Board approved two additions to the Ventura County SAFE: (1) Freeway Service Patrol (FSP), and (2) Incident Responder Grant Program. During Fiscal Year 2019/2020, VCTC awarded five (5) Incident Responder Grants for a total of \$905,520. VCTC also released a Request for Proposals to contract for tow service providers to initiate the FSP program. Contractor selection is anticipated to occur early in Fiscal Year 2020/2021, with program operations to begin 2nd Quarter of Fiscal Year 2020/2021.

SpeedInfo Speed Sensors are installed throughout Ventura County along Highways 101, 126, 118, 33, and 23, providing speed data using solar powered, wireless speed sensors where Caltrans loop detectors are not available. Caltrans District 7 Traffic Management Center converts this data into travel time for publication to the County's Changeable Message Signs and a number of real-time traffic maps presented on websites for Caltrans, L.A. Metro, Southern California 511, and the Go Ventura website. SpeedInfo data also has applications to various transportation planning efforts.

DESCRIPTION: Maintain the callbox network on the County's highways. Maintain positive working relationships with program partners Caltrans and the California Highway Patrol (CHP). Manage contractor roles in program implementation. Interact with adjacent county callbox programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. Monitor the expenditure and use of SAFE grant funds by the County's incident responders across the life of the grant program. Implement and monitor FSP program operations and effectiveness.

For Fiscal Year 2020/2021, the SpeedInfo Highway Speed Sensors budget task has been combined with Motorist Aid Services. The combined Motorist Aid Services - SpeedInfo budget is \$231,320 less than the previous fiscal year (compared against the combined Motorist Aid and SpeedInfo Task Budgets for Fiscal Year 2019/2020), given that Incident Responder Grant Program funds were awarded and disbursed during Fiscal Year 2019/2020, offset in part by 9 months of FSP operational costs added to the budget for Fiscal Year 2020/2021.



BUDGET TASK: MOTORIST AID SERVICES (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

WORK ELEMENTS:

1. Manage day-to-day operations and maintenance of the Callbox Program.
2. Coordinate work performed by consultants and other agencies for Motorist Aid Services, including contracts and/or purchase orders.
3. Contract with California Highway Patrol for dispatch services (Callboxes and FSP).
4. Ensure timely repair or replacement of knocked-down callboxes to minimize inconvenience to motorists and recover costs through insurance companies.
5. Construction-related temporary callbox removal and/or installation.
6. Monitor expenditures and execution of Incident Responder Grant Program awards.
7. Oversee Freeway Service Patrol implementation and monitor program effectiveness.
8. Review SpeedInfo sensor uptime monthly reports and approve invoices accordingly.
9. Ensure VCTC speed data inclusion in regional traveler information efforts.
10. Maintain speed data database by road segment and time to chart congestion events.
11. Convert data into Geographic Information System (GIS) layers to display graphically.

PRODUCT: Products include installation and/or removal of callboxes where appropriate, repair or installation of damaged or knocked down callboxes, FSP Program implementation and oversight, oversight of Incident Responder Grant Program, and improved traveler information and detailed congestion data through use and dissemination of SpeedInfo data.

FUNDING:

Funding Source	Funding Dollars
SAFE Revenues and Fund Transfer	\$ 755,900
State Highway Account – FSP Program	178,800
Senate Bill 1 (SB 1) – FSP Program	536,400
Total Funding	\$1,471,100

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 10,364	\$ 22,900	\$ 21,900
Fringe and Tax	4,325	9,600	9,800
Indirect Cost Allocation	8,600	16,700	17,400
Mileage	515	500	500
Office Support	0	500	500
Training	0	500	500
Travel and Conferences	289	3,000	3,000
Consultant Services	622,863	686,500	398,700
Legal Services	266	4,500	5,000
CHP	11,989	12,000	20,000
Communications Callbox	34,959	36,000	36,000
Contract Services - FSP	0	0	953,600
DMV Processing Fees	3,717	4,200	4,200
Incident Responder Grant Program	0	905,520	0
Total Expenditures	\$697,887	\$1,702,420	\$1,471,100

* This budget task was amended after the Commission approved the budget in June 2019.



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RAIL PROGRAM TASK BUDGETS



BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

OBJECTIVES: Provide safe and cost-effective intercity passenger rail service in Ventura County by working with the State Division of Rail, Amtrak and the six county (Los Angeles, Orange, San Diego, San Luis Obispo, Santa Barbara and Ventura) "LOSSAN" Rail Joint Powers Authority (JPA) to improve intercity Pacific Surfliner train service and working with the other coastal California counties/agencies on the Coast Rail Coordinating Council (CRCC) to support long distance passenger rail services.

ACCOMPLISHMENTS: Since 2013, the Orange County Transportation Authority (OCTA) has acted as the managing agency for the JPA. Accomplishments in Fiscal Year 2018/2019 included: continuing to promote the commuter friendly service between Ventura and Santa Barbara, beginning the Corridor Optimization Study, which looks at improving service along the LOSSAN corridor and identifies the necessary infrastructure improvements. In addition, VCTC joined the Santa Barbara County Association of Governments (SBCAG) to form the Network Integration Advisory Group, which looks at service improvements between Moorpark and San Luis Obispo.

Also in the past year, the CRCC member agencies (San Luis Obispo Council of Governments, SBCAG, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, and VCTC) formalized their relationship through a Memorandum of Understanding (MOU) to better define the roles and responsibilities and to raise awareness of the importance of the rail corridor between Los Angeles and the San Francisco Bay Area. Additionally, CRCC received State Rail Assistance (SRA) funding to produce a Coast Rail Corridor Service Implementation Plan, providing a significant step forward toward improving rail and transit connectivity and frequency through the corridor

DESCRIPTION: With the LOSSAN JPA, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with other member agencies and LOSSAN management to assure cost-effective operations and quality service on behalf of rail passenger in the region. Efforts to better integrate the Surfliner with other corridor services, including Metrolink and local transit will continue through the Transit Transfer Program, scheduling coordination, network integration planning and other measures. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor with LOSSAN as lead managing agency.

VCTC has been an active member of the Coast Rail Coordinating Council (CRCC), whose goal is to deliver Coast Corridor service between Los Angeles and San Francisco. The commission-appointed LOSSAN representative also serves as a volunteer Board Member of the CRCC, which meets on a quarterly basis to discuss progress of the Coast Route service.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, CRCC and at other rail meetings as needed.
2. Continue participation in LOSSAN and work with Caltrans Division of Rail and Mass Transportation to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.



BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

3. Work with the LOSSAN partners to identify potential funding opportunities for capital rail projects along the LOSSAN corridor within Ventura County.
4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.
5. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.
6. Represent Ventura County rail interests at the local, regional, State and Federal levels.
7. Work with LOSSAN as they look to modernize and expand their system.

PRODUCT: Quarterly updates on rail operations and issues.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$52,800
Total Funding	\$52,800

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$15,126	\$16,100	\$17,800
Fringe and Tax	6,019	6,725	8,300
Indirect Cost Allocation	12,379	11,675	14,400
Business Meals	125	100	200
Membership and Dues	2,500	2,500	2,500
Mileage	392	800	600
Office Support	56	500	500
Travel and Conferences	337	2,500	2,500
Legal Services	501	1,000	1,000
Community Outreach	0	2,000	5,000
Total Expenditures	\$37,435	\$43,900	\$52,800

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: METROLINK COMMUTER RAIL

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

OBJECTIVES: Provide safe and reliable commuter rail transportation in Ventura County as part of the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink); and maintain and improve the VCTC’s line segment from the Moorpark Station to the Santa Susanna Tunnel 28.

ACCOMPLISHMENTS: During Fiscal Year 2018/2019, Metrolink served about 700 weekday passengers boarding trains at Ventura County stations, shown below. During the past year, Metrolink helped improve the customer experience by providing free service on Earth Day, reintroducing holiday trains and revising their customer service policy.

Service	Fiscal Year 2017/2018	Fiscal Year 2018/2019
Avg. Daily Boardings (VC Line)	3,284	3,200
Avg. Inbound Daily Boardings (VC Portion)	733	692

DESCRIPTION: Metrolink’s operating costs for VCTC’s contribution have increased slightly, about 1%, over last year for a total of approximately \$10.85 million for the existing service plus funding (\$300,000) one round trip for the Saturday service. The Metrolink Fiscal Year 2020/2021 program will cost VCTC a total of \$12,445,655 for operations, capital expenditures and VCTC staff costs. An additional \$11,955,201 of federal funds generated by running Metrolink service through Ventura County will support this program.

Capital expenditures continue to be significant, totaling over \$6.9 million for the year in both federal and State of Good Repair funding. Overall, VCTC has about \$7.2 million for capital expenditures in its budget including \$1 million for Fiscal Year 2020/2021, \$4.1 million of Fiscal Year 2018/2019 funds and \$2.1 million of Fiscal Year 2019/2020 funds that have not yet been spent. Metrolink’s multi-year budget process allows four years for capital projects completion. This budget also includes \$1.5 million in Proposition 1B security grant funds, for a total of \$7.7 million of funding for capital rehabilitation for prior years.

Metrolink will receive over \$30 million dollars in Coronavirus Aid, Relief and Economic Security (CARES) Act funding over the next few years. This will help Metrolink as ridership has dropped 90% since stay at home orders have been in effect as a result of COVID-19. These funds are made available to help offset fare revenue losses, LTF and STA revenue losses and costs for increased cleaning or other activities implemented as a result of the virus. The funds will begin being used in Fiscal Year 2019/2020 and will keep Metrolink service levels over the next couple years, even if ridership returns slowly. As a result of significantly lower LTF revenue in Fiscal Year 2020/2021, \$1,656,488 in CARES Act funds will be used to help VCTC’s operating subsidy. This brings the total Metrolink program to \$26,221,779, including Metrolink’s LCTOP funding.

WORK ELEMENTS:

1. Represent the interests of VCTC on the SCRRA Member Agency Advisory Committee (MAAC) and at other rail meetings.
2. Work with Metrolink on the implementation of the new seasonal Saturday service.
3. Work with Metrolink staff to improve and coordinate outreach.



BUDGET TASK: METROLINK COMMUTER RAIL (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

4. Monitor and provide staff support for VCTC's portion of the Main Line operation costs, maintenance-of-way and capital activities. Rehabilitation improvements within Ventura County are anticipated during the year includes: tie replacement, bridge and culvert repairs, and regular ongoing track and signal maintenance.
5. Maintain vegetation control and encroachments along track right-of-way between Moorpark and the Los Angeles County Line.

PRODUCT: Quarterly updates on passenger rail services, Ventura County Portion of Metrolink Budget, and continued maintenance of the VCTC portion of the Coast Main Line.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$ 2,647,463
LTF Fund Transfer Carry-over	157,900
STA Fund Transfer	662,436
STA Fund Transfer Carry-over	2,196,264
SGR Fund Transfer	1,115,749
SGR Fund Transfer Carry-over	3,771,713
Proposition 1B Carry-over	1,585,230
LCTOP Funds	300,000
Local Fees	8,900
Total Funding	\$12,445,655

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 54,595	\$ 68,100	\$ 65,000
Fringe and Tax	22,477	29,375	32,300
Indirect Cost Allocation	45,118	49,925	53,500
Business Meals	317	500	500
Mileage	649	1,000	1,000
Office Support	165	1,000	500
Travel and Conferences	2,666	4,000	4,000
Legal Services	13,019	10,000	10,000
Capital Rehabilitation	0	6,446,674	7,241,626
Community Outreach	0	4,000	3,000
Equipment/Sealed Corridor/Crossings	388,689	2,003,000	1,585,230
Right of Way Vegetation Control	33,016	85,000	100,000
SCRRRA Operations/Maintenance-of-Way	3,040,906	3,998,400	3,048,999
Seasonal Saturday Service	0	150,000	300,000
Total Expenditures	\$3,601,617	\$12,850,974	\$12,445,655
Total including funds disbursed directly to SCRRRA	\$14,582,527	\$23,705,106	\$26,221,779

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: SANTA PAULA BRANCH LINE

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

OBJECTIVES: Manage the Santa Paula Branch Line (SPBL) corridor.

ACCOMPLISHMENTS: The Ventura County Transportation Commission purchased the thirty-two-mile-long Santa Paula Branch Line in 1995. With the purchase of the Branch Line came a large number of leases for cultivation, utilities, crossings and pipelines, which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL. With these agreements comes the need to actively manage the SPBL on a daily basis.

During Fiscal Year 2019/2020, staff managed the day-to-day business of owning the SPBL, issuing rights-of-entry permits, license agreements, performing weed abatement, trash removal, and interfacing with other jurisdictions on property management issues. In addition, staff met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan and have any bridge requiring it be evaluated for its load carrying capacity.

Staff also provides administrative oversight for private development projects adjacent to the SPBL corridor in Santa Paula and Fillmore. Staff and legal costs are fully compensated by the developers.

DESCRIPTION: The Fiscal Year 2020/2021 Santa Paula Branch Line Task Budget provides for daily asset management and maintenance; including issuing rights-of-entry, weed abatement, debris cleanup, lease management, and implementation of the trespass removal policy.

In addition to right-of-way maintenance, the Fiscal Year 2020/2021 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and \$15,000 for quarterly inspection of three (3) bridges based on the Engineer recommendation from the December 2019 inspection.

The 20-year lease with the current SPBL rail operator expires June 30, 2021. VCTC will need to evaluate options and determine the future of the SPBL. As such, the Fiscal Year 2020/2021 budget includes \$75,000 for consultant support and rail engineering services to assist with planning for the future of the SPBL (tasks continued from the previous Fiscal Year).

The Fiscal Year 2020/2021 SPBL Budget is \$5,800 below the previous fiscal year due to modest reductions in the personnel and consultant services categories.



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

WORK ELEMENTS:

1. Manage the day-to-day operation of the SPBL, consistent with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and the Surface Transportation Board (STB).
2. Investigate revenue opportunities for the SPBL.
3. Prepare and administer leases and rights-of-entry for use of SPBL corridor property.
4. Quickly respond to neighbor complaints; conduct weed abatement activities including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees on the rail ROW; and contract for regular monthly operations and maintenance.
5. Implement VCTC Trespass Policy requirements along SPBL right-of-way.
6. Complete annual FRA required rail bridge inspections.
7. Complete quarterly recommended rail bridge inspections for three (3) bridges.
8. Evaluate SPBL leases and establish new rate schedule where applicable.
9. Evaluate options and plan for the future of the SPBL following expiration of the current rail operating lease.

PRODUCT: Continued safe and cost-efficient management of the SPBL corridor.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$127,300
STA Fund Transfer	417,000
STA Fund Carry-Over	50,000
Signal Revenue	20,000
Local Fee – Leases	314,000
Local Fee – Permits	5,000
Total Funding	\$933,300

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 36,184	\$ 60,100	\$ 57,600
Fringe and Tax	14,961	24,600	24,600
Indirect Cost Allocation	29,941	43,400	45,100
Mileage	379	500	500
Office Support	0	500	500
Consultant Services	58,270	140,000	135,000
Legal Services	27,436	50,000	50,000
Non-Rail Maintenance	77,573	100,000	100,000
Signal Repair and Replacement	0	70,000	70,000
Track Maintenance	468,894	450,000	450,000
Total Expenditures	\$713,638	\$939,100	\$933,300

* This budget task was amended after the Commission approved the budget in June 2019.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Provide comprehensive and convenient customer service to the public by assisting in all areas of transportation information services, including but not limited to Fixed Route, Rail, Americans with Disability Act (ADA)/Senior Demand Response, Rideshare, and program-based services run by local social service agencies.

ACCOMPLISHMENTS: The Regional Transit Information Center (RTIC) served as a central repository for all public transportation information within the County for new and regular riders, including during the COVID-19 outbreak and evolving response. As riders experienced service changes weekly, if not daily in some areas, the call center remained open and available to the public to answer questions about status across the county, and further planning information. VCTC staffed its toll-free information line for all Ventura County transit services, which include VCTC Intercity, Metrolink, LOSSAN, Amtrak, local bus, and paratransit, as well as general information regarding Rideshare programs such as Ride Match and Guaranteed Ride Home.

As with past years, staff provided customer service and support for the Commission’s formal comment process related to ADA, Title VI and transit operations. Additionally, the RTIC acted as liaison to social service agencies, which utilize transit services, such as the County of Ventura Human Services Agency. Staff presented and disseminated information at various community events regarding VCTC transit programs. In collaboration with SBCAG and LOSSAN staff, provided frontline customer service support to transit riders regarding “commute-friendly Surfliner train” service. As well, provided support for campaigns such as the launch of the new bus thruway service, the “San Joaquins”, VCTC-sponsored College Ride and other promotions. Oversaw the launch and rider orientation for the new online sales portal for regional fare media.

DESCRIPTION: The Regional Transit Information Center (RTIC) is the “front line” for transit service information for VCTC’s set of services as well as provides information for all of Ventura County’s transit operators as a centralized office. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm). VCTC staff duties include, but are not limited to: providing public transit assistance in the areas of countywide bus transit information, including trip planning, pass information, and general user guidance; Ridesharing programs, including Guaranteed Ride Home and Ride Match; disseminating information and liaison to rider/community groups and social service agencies. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak, as well as senior and ADA paratransit and dial-a-ride services are available at the Center. The Regional Transit Information Center manages the consumer feedback database, including tracking of any complaints (formal ADA, Title VI or transit service related) that are filed regarding VCTC and/or its transit services.

Fiscal Year 2020/2021 is fully funded with FTA CARES Act revenues. Typically, this program task is funded by both FTA 5307 and Local Transportation Funds (LTF) “taken off the top” from local jurisdictions. Use of CARES Act revenues will defer need for programming of these funds and provide local jurisdictions increased FTA 5307 and LTF in the future.



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS:

1. Staff countywide “800-number” call-center to provide regional, rail and local transportation information.
2. Provide end-to-end itineraries and information regarding agency-sponsored and eligibility-based transportation services.
3. Assist transit planning staff with maintenance of regional transit and health and human services countywide transportation directory.
4. Assist with Rideshare Program including Guaranteed Ride Home and Ride Match.
5. Process regional pass sales and order fulfillment by phone, email, mail, and online.
6. Provide countywide information to sales outlet network, Job Career Centers, schools, private and public agencies, and employer transportation coordinators.
7. Coordinate and address the formal comment program to assure a prompt response, follow-up and/or resolution.
8. Process formal complaints related to ADA or Title VI.
9. Assist transit operators with support on countywide bus promotions.

PRODUCT: A well-informed community of ride share, specialized transportation and public transit users and social service agencies.

FUNDING:

Funding Source	Funding Dollars
FTA CARES Act	\$302,300
Total Funding	\$302,300

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 72,915	\$ 94,400	\$ 90,800
Fringe and Tax	58,295	71,200	76,100
Indirect Cost Allocation	76,811	84,800	91,600
Communications	1,440	2,200	2,400
Mileage	9	400	400
Office Support	145	200	200
Training	0	2,700	2,700
Travel and Conferences	0	1,000	1,100
Temporary/Extra Help	0	14,000	12,000
CRM Software	0	23,000	25,000
Total Expenditures	\$209,615	\$293,900	\$302,300

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: RIDESHARE PROGRAMS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

OBJECTIVES: Reduce congestion, increase mobility and improve air quality through programs targeted at reducing single occupant vehicle trips as required by the Congestion Management Program.

ACCOMPLISHMENTS: VCTC participates in the regional ridematching database, collaborating with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision of ridematching services to Southern California commuters. This partnership provides the Commission with a significant cost reduction in software costs as VCTC's portion is six percent of the regional total. The contract duration is on the same cycle as Metro and OCTA to allow VCTC to work with them on an ongoing basis.

In the last year, VCTC continued to work with a contractor specializing in managing the rideshare database for the Southern California collective, to support the Ventura County Air Pollution Control District's Rule 211. The contractor provided monthly reports to VCTC detailing completion of the 211 Employer surveys and Ride Guides produced from the surveys. Since beginning this contract, the number of employer client worksites increased by 122%, the number of employee rideshare surveys processed increased by 92% and the number of employee/commuter RideGuides increased by 159%.

VCTC also ran very successful Bike to Work and Rideshare weeks this year, due in part to the significant outreach effort. Each campaign had approximately 250,000 impressions, and included prizes for participants to encourage broader participation.

On average, the VCTC Rideshare Program produces the following "Green" benefits as a result of employees/commuters making the decision to rideshare; 443,148 vehicle miles travelled reduced, 496,130 pounds of pollutants reduced and 25,480 gallons of gasoline saved.

DESCRIPTION: VCTC will continue to provide assistance to employers and commuters in Ventura County promoting alternatives to Single Occupant Vehicle (SOV) travel. In addition to traditional Rideshare Week and Bike to Work Week efforts, outreach will include a much broader and ongoing effort to educate the public on the benefits rideshare and alternative transportation modes. As the options for "mobility" increase to include Transportation Network Companies (TNC's), scooters, and other options, integrating rideshare activities with transit and these new options will be an increasingly important activity to reduce automobile usage and thereby reduce congestion and air pollution.

VCTC will continue to restructure the Rideshare Program by working with the regional partners to consolidate services and policies that are currently being administered separately.

WORK ELEMENTS:

1. Contract with Los Angeles Metro/Orange County Transportation Authority for delivery of rideshare matching database management services.
2. Have RideGuides and RideSmart Tips produced for the purpose of providing commuters rideshare opportunities. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, www.RideMatch.info, and the 511 online interface.



BUDGET TASK: RIDESHARE PROGRAMS (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

3. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the www.RideMatch.info and 511 websites and other materials directly to Employee Transportation Coordinators (ETC).
4. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs.
5. Monitor and support the California Vanpool Authority (CalVans) Vanpool Program by active participation as a member of the CalVans Technical Advisory Committee.

PRODUCT: Assist commuters by providing information on ridesharing opportunities and the Guaranteed Ride Home program. Assist employers by providing Rule 211 survey assistance and information on Transportation Demand Management (TDM) opportunities.

FUNDING:

Funding Source	Funding Dollars
CMAQ	\$339,300
LTF Fund Transfer	3,000
Total Funding	\$342,300

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget	Fiscal Year 2020/2021 Budget
Salaries	\$ 5,716	\$ 16,800	\$ 18,900
Fringe and Tax	2,554	7,300	9,800
Indirect Cost Allocation	4,841	12,400	15,800
Membership and Dues	0	500	0
Mileage	0	500	300
Office Support	0	1,000	500
Travel and Conferences	0	0	2,000
Database Administration	86,320	130,000	136,000
Legal Services	169	1,000	1,000
Guaranteed Rides (Taxi or Rental Car)	278	5,000	5,000
Outreach	150,419	153,000	153,000
Total Expenditures	\$250,297	\$327,500	\$342,300



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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



BUDGET TASK: AIRPORT LAND USE COMMISSION

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

OBJECTIVES: As the Ventura County Airport Land Use Commission (ALUC), ensure that new development surrounding the County's airports is consistent with the adopted Ventura County Airport Comprehensive Land Use Plan (ACLUP), thereby preserving continued operations and protecting the safety and welfare of surrounding residents.

ACCOMPLISHMENTS: Throughout Fiscal Year 2019/2020, ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on ACLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local city/County staff, ALUC staff has often been able to resolve potential airport land use conflicts prior to the permit process, relieving the need for project review by the Commission.

Caltrans Division of Aeronautics recommends comprehensive review and update of an Airport Land Use Compatibility Plan (ALUCP) at least every five years. The current Ventura County ACLUP dates back to 2000 and is due for review and update. Caltrans requires inclusion of the ALUCP update in the County of Ventura Department of Airports Capital Improvement Plan (CIP). The July 2019 CIP includes \$360,000 in State Grant funds and \$40,000 local match to update the ACLUP. Unfortunately, Caltrans Division of Aeronautics indicates that there are no grant funds available for this effort in Fiscal Year 2019/2020.

DESCRIPTION: ALUC staff will continue to review all proposed development located within the defined study areas for the four airports located in Ventura County, Camarillo Airport, Oxnard Airport, Santa Paula Airport, and Naval Base Ventura County-Point Mugu. If potential conflicts cannot be avoided during the initial review process, ALUC staff will prepare a recommendation for a public hearing and discussion by the ALUC.

Should the Ventura County ACLUP be selected by Caltrans Division of Aeronautics as a potential candidate for funding in the upcoming year, ALUC staff will seek grant authorization from the Commission, and the budget includes \$10,000 for consultant assistance in the grant application process. Additionally, should the ACLUP update receive funding, ALUC staff will bring a budget amendment to the Commission for approval prior to conducting a procurement process for consultant services to update the ACLUP.

The Fiscal Year 2020/2021 budget increases the Legal Services category from \$500 to \$5,000 and includes additional staff hours to reflect experience during the preceding Fiscal Year. As such, the Fiscal Year 2020/2021 budget is \$8,800 higher than the budget for the preceding year.



BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

WORK ELEMENTS:

1. Review proposed developments located in the traffic pattern zone for airports within Ventura County for consistency with the "Airport Comprehensive Land Use Plan for Ventura County".
2. Post Legal Notices and hold public hearings for consistency findings that are heard and adopted.
3. Notify proposing developers of outcome of consistency hearing.
4. Notify the City, County, and/or local school district with project approval authority in regards to the outcome of the consistency hearing.
5. Seek grant funding for CLUP update and associated environmental review.

PRODUCT: Advisory recommendations on the consistency of development surrounding Ventura County's airports.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$38,400
Total Funding	\$38,400

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$2,598	\$ 7,300	\$ 8,900
Fringe and Tax	1,067	3,000	3,900
Indirect Cost Allocation	2,146	5,300	7,100
Mileage	0	500	500
Notices	0	1,000	1,000
Travel and Conferences	0	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	0	500	5,000
Public Outreach	0	1,000	1,000
Total Expenditures	\$5,811	\$29,600	\$38,400

* This budget task was amended after the Commission approved the budget in June 2019



BUDGET TASK: REGIONAL TRANSIT PLANNING

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

OBJECTIVES: Support transit planning and improvement of transit and paratransit services throughout Ventura County and support the providers of those services. Assist in the implementation of VCTC, regional and federal transit plans and initiatives.

ACCOMPLISHMENTS: Began the Transportation Emergency Preparedness Plan (TEPP), working with many other county agencies to better prepare transit agencies and coordinate with emergency service agencies to assist in emergencies. Continued the College Ride Program, which allows Ventura County college students to ride the bus for free. Managed the TDA Performance Audit. Implemented the “Destinations” and other outreach campaigns, which highlight community events and how to use transit to attend them. Continued to work on the implementation of the One-Call, One-Click program. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission.

DESCRIPTION: This is an ongoing task, which includes improving coordination of transit in Ventura County, monitoring performance and implementing and managing regional programs. This task includes working with regional, state and federal transportation agencies, including Commission funding partners.

The second year of the College Ride Pilot Program has been very successful with notably higher ridership. In the coming year, VCTC will continue to work with the colleges and operators to continue this program. The other major continuing project is the Transportation Emergency Preparedness Plan, which is being developed in partnership with the Santa Barbara County Association of Governments (SBCAG) and Claris Strategy, and will be completed in the coming months.

Major projects for the year are the five-year updates of both the Short Range Transit Plan and the Ventura County Coordinated Public Transit-Human Services Coordinated Plan.

Other tasks in this budget include consultant support, continuing to work with all transit stakeholders in researching a regional transit pass program that allows for a mobile ticketing option and supporting operators in initiatives to improve transit services. Activities in this task include: development of transit plans and studies, which are part of the on-going VCTC planning activities; process and analysis of TDA Unmet Transit Needs (UTN) findings and additional outreach and promotion of transit services.

WORK ELEMENTS:

1. Coordinate transit planning with adjoining counties, transit operators, and County stakeholders, including facilitating improved coordination of services, as well as helping to promote transit and coordinated mobility services.
2. Staff TRANSCOM including preparation of agendas and management of meetings.
3. Provide input to State and regional agencies regarding plans, programs, regulations, and funding for transit and act as a conduit for information to the transit operators.
4. Complete the Ventura County Coordinated Public Transit-Human Services Coordinated Plan.
5. Complete the Short Range Transit Plan (SRTP), including examining fare activities, transfers between operators, a regional transit pass program and fleet composition in light of the California Air Resources Board (CARB) requirements.



BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

6. Manage and complete the annual Unmet Transit Needs process.
7. Prepare VCTC grant applications as funding opportunities arise.
8. Work with Ventura County colleges and transit operators to continue the College Ride Program in the near term and fund it sustainably in the longer term.
9. Continue the development of the Transportation Emergency Preparedness Plan.

PRODUCT: Increase outreach and promotion of transit services in Ventura County. Disseminate information to operators. Continue efforts toward regional coordination, including research and implementation of a regional fare media system that includes an option for mobile ticketing and online payment system. Complete the SRTP and Human Services Coordinated Plan. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and participate in the planning and programming activities of transit operators.

FUNDING:

Funding Source	Funding Dollars
FTA CARES Act	\$ 723,900
FTA Carry-over	120,000
LTF Fund Transfer	66,300
LTF Fund Transfer Carry-over	30,000
STA Fund Transfer Carry-over	14,175
LCTOP	758,893
Adaptation Planning Grant	150,143
Total Funding	\$1,863,411

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 213,087	\$ 206,800	\$ 220,600
Fringe and Tax	92,005	93,700	112,000
Indirect Cost Allocation	178,601	153,800	182,500
Business Meals	129	0	200
Membership and Dues	800	900	900
Mileage	2,351	2,500	2,500
Office Support	889	1,600	1,500
Training	2,220	2,000	2,000
Travel and Conferences	3,692	6,000	6,000
Consultant Services	175,173	554,583	522,318
Legal Services	1,058	4,000	4,000
College Ride Pilot Program	477,474	878,523	758,893
Outreach	52,450	60,000	40,000
Unmet Needs	8,195	10,000	10,000
Total Expenditures	\$1,208,124	\$1,974,406	\$1,863,411

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

OBJECTIVES: Participate in state, regional and local planning efforts that further the mission of the VCTC.

ACCOMPLISHMENTS: This task consolidates many of the day-to-day, local, regional and state level planning activities for which VCTC is responsible.

During Fiscal Year 2019/2020, staff reviewed and commented on development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments (SCAG) to monitor the effects of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and review the Draft Connect SoCal, an update to the RTP/SCS.

VCTC managed two planning studies funded by Caltrans grants through SCAG: (1) 101 Communities Connected (101 CC), a multimodal corridor study of U.S. 101 through Ventura County, which enables VCTC to compete for SB 1 Solutions for Congested Corridors funds for congestion relief projects; and (2) Ventura County Freight Corridor Study (FCS), which is intended to facilitate safe and efficient travel of freight across the County. These studies began in 2019 and are anticipated to carry-over into Fiscal Year 2020/2021 for completion.

Staff use and management of the Ventura County Traffic Model (VCTM) continued to support member agency General Plan Updates and the U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation Project (PAED).

VCTC applied for a Caltrans Sustainable Transportation Planning (STP) Grant – Sustainable Communities to prepare an update to the 2013 Comprehensive Transportation Plan (CTP).

Upon retirement of the long-serving Director of Planning and Technology in September 2019, a new Director of Planning and Policy began work at VCTC in December 2019. VCTC shifted workload across programs and staff to meet current Commission goals and objectives.

DESCRIPTION: This task provides regional perspective through review and comment on plans and projects, participation in committees, and development of new plans to address the regional transportation planning needs across the County.

Due to two grant-funded planning studies conducted during Fiscal Year 2019/2020, the Congestion Management Plan (CMP) Request for Proposals was delayed. The Fiscal Year 2020/2021 Budget contains funding for this effort in coordination with an update to the CTP. This draft budget assumes receipt of the Caltrans Sustainable Transportation Planning Grant - Sustainable Communities award and includes LTF funds for the local match to prepare an update to the CTP.

The VCTM is due for an update from the 2012 base year to the most current base year data available (2016, consistent with SCAG RTP/SCS) to support an update to the CTP / CMP and to expand model capabilities (for example, to incorporate transit data and model outputs).



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

DESCRIPTION (continued):

The Regional Transportation Planning Budget for Fiscal Year 2020/2021 is \$289,500 more than the previous fiscal year due to continuation of the 101 CC and FCS studies, addition of the CTP in coordination with the CMP update, expanded participation in local planning efforts to encourage robust linkages between transportation, housing, and land use, and a shift of work elements from the Freight Movement Budget Task to Regional Transportation Planning.

WORK ELEMENTS:

1. Review and comment on plans and projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Continue to coordinate with local agencies on their General Plan Updates.
4. Continue to oversee and participate in preparation of 101 CC and FCS.
5. Update the CTP/CMP.
6. Conduct traffic model runs in support of the CTP/CMP.
7. Update the traffic model base year and enhance capabilities.
8. Update and print the Ventura County Bike Map.
9. Participate in Southern California Freight Working Group and coordinate with freight movement entities to ensure awareness of programs and funding opportunities.

PRODUCT: Plans and projects that reflect the transportation planning goals of VCTC.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$ 648,700
LTF Fund Transfer Carry-over	180,000
PPM	60,000
PPM Carry-over	40,000
Sustainable Communities Grant	398,400
Local Contribution – APCD	50,000
Total Funding	\$1,377,100

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual*	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$205,450	\$ 235,700	\$ 293,400
Fringe and Tax Allocation	86,894	98,400	133,700
Indirect Cost Allocation	171,138	171,000	234,400
Membership and Dues	10,000	15,000	15,000
Mileage	1,219	1,400	1,000
Notices	0	500	500
Office Support	2,346	3,000	3,000
Printing	409	15,000	15,000
Travel and Conferences	6,114	5,100	6,000
Consultant Services	1,500	536,800	670,000
Legal Services	0	2,700	2,000
Software Licenses	0	3,000	3,100
Total Expenditures	\$485,070	\$1,087,600	\$1,377,100

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: TDA ADMINISTRATION

DIRECTOR: Sally DeGeorge

BUDGET MANAGER: Sally DeGeorge

OBJECTIVES: Administer the Transportation Development Act (TDA) Local Transportation Funds (LTF), State Transit Assistance (STA) and State of Good Repair (SGR) funds in a cost-effective and timely manner while complying with State regulations.

ACCOMPLISHMENTS: VCTC continued to process LTF, STA, and SGR claims, allocated funds in compliance with State laws and regulations and monitor receipts. Annual fiscal and compliance audits of claimants for LTF, STA, SGR, Proposition 1B and LCTOP were completed and submitted as required to the State Controller's Office and State Department of Transportation.

DESCRIPTION: As the Transportation Planning Agency (TPA) for Ventura County, VCTC is responsible for the administration of the LTF, STA and SGR funds. In Fiscal Year 2020/2021, the LTF revenues are estimated to be \$1.5 million lower than the Revised Fiscal Year 2019/2020. Due to the pandemic and sudden economic downturn, there is \$0 carry-in fund balance as the fund balance and prior contingency were used to soften the Fiscal Year 2019/2020 revision. It is estimated there will be \$21.9 million apportioned for Articles 4 and 8. Although not contained within this budget, the Federal Government has provided temporary financial relief to transit agencies through the Coronavirus Aid, Relief and Economic Security (CARES) Act to offset these lost funds.

VCTC combined the bi-annual CMAQ process with the allocation of the Article 3 Bicycle and Pedestrian funds to promote larger and transformative projects. The next cycle will likely occur in late 2020/2021; therefore, the project funds of \$610,881 from Fiscal Years 2018/2019 and 2019/2020 will be carried-over to Fiscal Year 2020/2021 for a total Article 3 allocation of \$1.1 million.

Based on the State's January estimate, this budget contains \$461,332 in STA PUC Section 99314 funds and \$73,803 SGR funds along with \$10,865 accrued interest passed-through to eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. However, due to the pandemic and sharp economic downturn, the actual revenues received may be lower. Only the funds received will be allocated to the local agencies.

Southern California Regional Rail Authority is also a recipient of STA and SGR funds, but those funds are not reflected in this budget, but are reflected within the Metrolink budget.

WORK ELEMENTS:

1. Administer and monitor LTF, STA and SGR programs to ensure regulatory compliance with the Transportation Development Act regulations.
2. Assist city and County staff in preparing the LTF, STA and SGR claims for transit, bicycle/pedestrian, and local street purposes; evaluate and process claims from local agencies; submit allocation instructions to the County Auditor-Controller to disburse the money and monitor the LTF and STA accounts in trust at the County.
3. Work with the County Auditor-Controller to prepare the revenue receipt estimates and monitor receipts.



BUDGET TASK: TDA ADMINISTRATION (continued)**DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge**WORK ELEMENTS (continued):**

4. Complete the annual fiscal and compliance audits of LTF, STA, SGR, Proposition 1B (Prop 1B) and Local Carbon Transit Operations Program (LCTOP) funds; submit completed audits to the State as required; review audits; and follow-up on compliance with claimants.

PRODUCT: A cost-efficient and effective administration of the TDA program.**FUNDING:**

Funding Source	Funding Dollars
LTF Revenues and Fund Transfer	\$22,623,997
LTF Revenues and Fund Transfer Carry-over	610,881
STA Revenues and Fund Transfer - Section 99314	461,332
SGR Revenues and Fund Transfer - Section 99314	73,803
Interest	10,865
Total Funding	\$23,780,878

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 28,291	\$ 25,600	\$ 29,100
Fringe and Tax	13,130	12,200	16,200
Indirect Cost Allocation	24,247	19,300	24,800
Mileage	66	500	500
Office Support	53	1,000	1,000
Audits	53,070	120,000	120,000
Legal Services	564	3,000	4,000
County Auditor Administration	14,500	14,500	14,500
Pass-Through State Transit Assistance	381,084	925,803	471,000
Pass-Through State of Good Repair	85,803	134,077	75,000
Article 3 - Bicycles and Pedestrians	872,135	386,958	1,112,108
Article 4 - Transit	19,962,106	21,396,647	14,669,117
Article 8 – Transit, Streets and Roads	9,810,249	10,565,581	7,243,553
Total Expenditures	\$31,245,298	\$33,605,166	\$23,780,878

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING

DIRECTOR: Peter De Haan

BUDGET MANAGER: Vacant

OBJECTIVES: Facilitate the development, funding, and timely delivery of high priority transportation projects and programs.

ACCOMPLISHMENTS: VCTC continues to identify, pursue and secure new state and federal funding for high priority transportation projects. As part of this work, VCTC develops and updates the Transportation Improvement Program that allows the Commission to obtain funding for priority projects through the five-year State Transportation Improvement Program (STIP) and the Federal Transportation Improvement Program (FTIP). Staff supports local agencies in updating the FTIP by providing technical assistance and in facilitating timely delivery of projects particularly those funded with state or federal funds.

The passage of Senate Bill (SB) 1 includes new critical administrative roles for VCTC. Staff is continuing to work with the California Transportation Commission (CTC), Caltrans, and SCAG to provide input into the development of funding guidelines and new Caltrans programs, projects, and requirements. Staff serves as a clearinghouse notifying local agencies of upcoming calls-for-projects. VCTC worked with local agencies to facilitate allocation/obligation of these funds and on submitting the required performance reports to Caltrans in order to meet the accountability requirements of the SB 1 program. As part of the SB 1 funded Active Transportation Program (ATP), staff participated on the SCAG ATP subcommittee and the Go Human Steering Committee and provided technical assistance to project sponsors.

DESCRIPTION: Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, Federal Transit Administration (FTA) programs, Active Transportation program, and the State of Good Repair program. VCTC prioritizes and nominates projects for these funding programs as well as submits projects to the CTC for inclusion in the State Transportation Improvement Program (STIP).

Over the last few years, significant changes have occurred in Transportation Project Financing. Funding programs have become more complex and now include performance targets to meet safety, congestion, innovation, economic development, and climate and land use goals while requiring more in matching funds. Consequently, there is likely to be significant staff work over the next few years to ensure Ventura County maintains its competitive position for new grant funds.

With the passage of SB 1, additional funding is now available for Caltrans local improvement projects through the State Highway Operation and Protection Program (SHOPP). Over the coming year, staff will be focusing on facilitating collaboration between Caltrans and local agencies as Caltrans develops new plans and improvement projects for the state highway system.

The draft budget partially funded one analyst level position to due to the increased workload, but due to the current economic uncertainty this position is being deferred. CARES Act funds are being applied to eligible transit-related costs to eliminate the need to draw on LTF.



BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Vacant

WORK ELEMENTS:

1. Develop a regional funding strategy to take advantage of multiple sources of funding.
2. Monitor State and Federal funding opportunities, and pursue and secure new funds for priority transportation projects.
3. Facilitate collaboration between Caltrans and local agencies on the development of plans and projects on the State Highway System.
4. Identify projects for CMAQ, LCTOP, SGR, FTA and other funding sources and prepare recommendations for approval by VCTC and committees.
5. Staff the Transportation Technical Advisory Committee (TTAC), and attend Regional Transportation Planning Agency (RTPA) meetings, Southern California Programming Roundtable meetings, SCAG ATP Subcommittee and Go-Human Steering Committee meetings, and attend CTC meetings.
6. Serve as an information clearinghouse for local agencies on various grant programs and support local agencies in updating the FTIP, resolving issues, and facilitating timely delivery of projects particularly those funded with state or federal funds.
7. Participation in the development of guidelines for state funding programs.

PRODUCT: Regional Funding Strategy; Select projects for funding to provide the greatest benefit based on approved criteria; develop the Fiscal Year 2020/2021 Program of Projects for federal transit funds; update local agency projects in the FTIP; prepare competitive grant and funding applications; provide information to local agencies on grant opportunities, submit project progress reports for funded projects.

FUNDING:

Funding Source	Funding Dollars
CARES Act	\$170,000
PPM	227,600
PPM Carry-over	40,000
Total Funding	\$437,600

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget	Fiscal Year 2020/2021 Budget
Salaries	\$128,530	\$137,900	\$169,500
Fringe and Tax	54,636	56,000	99,300
Indirect Cost Allocation	107,226	99,200	147,500
Business Meals	20	300	300
Membership and Dues	603	700	700
Mileage	811	1,400	1,600
Notices	578	800	1,000
Travel and Conferences	2,664	4,700	4,700
Consultant Services	0	52,000	8,000
Legal Services	996	4,500	5,000
Total Expenditures	\$296,064	\$357,500	\$437,600



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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



BUDGET TASK: COMMUNITY OUTREACH

DIRECTOR: Darren Kettle

BUDGET MANAGER: Vacant

OBJECTIVES: Increase public awareness of, and support for, VCTC and its programs.

ACCOMPLISHMENTS: Continuing to establish a VCTC brand and increasing public awareness of VCTC's role as a regional transportation planning agency and provider of transportation projects and services were primary goals for Fiscal Year 2019/2020.

In Fiscal Year 2019/2020, VCTC developed a robust web of communications touchpoints to educate and engage the community. Digital outreach continued to be a priority. Highlights include a campaign featuring heart-warming video testimonials from VCTC constituents; a behind-the-scenes campaign intended to humanize the VCTC brand; a photo contest linked to VCTC's Fair sponsorship and daily posts to VCTC's social media channels. VCTC also updated its print collateral and ran print and digital ads in the VC Star, VIDA, the Acorn and various Chamber of Commerce websites.

Meaningful community involvement augmented and enhanced VCTC's digital efforts. VCTC's Boys & Girls Club Art Contest, a partnership with all seven local clubs, is a noteworthy example. It provided meaningful engagement with youth, reinforced connections with the clubs and garnered positive news coverage. Other partnerships include the Ventura County Leadership Academy, the Ventura County Housing Conference, Ventura County Economic Development Association, Ventura County Civic Alliance, Habitat for Humanity, Port of Hueneme Banana Festival, Santa to the Sea and the Ventura County Fair.

Participation in community events is a mainstay of VCTC outreach. In Fiscal Year 2019/2020 VCTC participated in, sponsored, and supported numerous events. The event calendar included Mobility 21, Ride Week, the Ventura County Housing Conference, Santa to the Sea, Earth Day and Bike to Work Week. At each event, branded information and promotional items were distributed based on the purpose of the event and the demographics of participants. VCTC will continue to sponsor these events in Fiscal Year 2020/2021.

DESCRIPTION: The community outreach and education plan will focus on implementing strategies for enhancing awareness of, and community perception regarding VCTC's programs and services. In February 2020, the Commission approved the creation of a Manager of Government and Community Relations and portion of the salary for that position is funded from this task. Additionally, with the Commission's commitment to engaging the community in transportation and mobility matters, the Executive Director plays an active role connecting with stakeholders so this task also funds a portion of the Executive Director's salary.



BUDGET TASK: COMMUNITY OUTREACH (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Vacant

WORK ELEMENTS:

1. Active VCTC personal engagement in public forums, meetings, workshops and community events.
2. Provide public outreach through elevated digital presence via a redesigned website and social media outlets.
3. Continue to promote youth involvement in transportation issues and development of youth-focused collateral materials.
4. Continue to promote all forms of mobility options including bus and rail transit, carpooling, and active transportation, such as walking and biking.

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Source	Funding Dollars
FTA	\$475,300
LTF Fund Transfer	10,000
Total Funding	\$485,300

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget	Fiscal Year 2020/2021 Budget
Salaries	\$ 89,457	\$112,400	\$114,200
Fringe and Tax	45,412	56,700	62,800
Indirect Cost Allocation	78,952	86,500	97,100
Mileage	74	100	1,200
Office Support	0	1,000	1,000
Consultant Services	151,386	180,000	140,000
Legal Services	0	500	3,000
Collateral Materials	0	20,000	10,000
Community Events	42,824	35,000	30,000
Youth Programs	47,523	27,800	26,000
Total Expenditures	\$455,628	\$520,000	\$485,300



BUDGET TASK: MANAGEMENT AND ADMINISTRATION

DIRECTOR: Darren Kettle

BUDGET MANAGER: Vacant

OBJECTIVES: To manage the day-to-day business and operations of the Ventura County Transportation Commission.

ACCOMPLISHMENTS: This task continues to accomplish the day-to-day activities of managing all aspects of the Commission that include management oversight of all tasks included in this budget.

DESCRIPTION: The primary purpose of this task is to manage the day-to-day operations of VCTC. Included in these activities are Human Resources management and managing the activities of a contracted part-time human resources professional to ensure VCTC is in compliance with human resources rules and regulations. This budget also includes the management oversight of the agency's revenues and expenditures, accounting controls as well as ultimate responsibility for the annual VCTC budget. The Executive Director manages all VCTC employees, evaluates senior staff, and has regular interaction with General Counsel on legal matters. This task also supports the time necessary for development of the Commission's monthly agenda and review of agendas for technical advisory committees. A key function of the Executive Director is regular interaction with policy makers, senior appointed staff from local, State and Federal agencies, business and community stakeholders, and external partners.

In the past couple of years, there was a budget task to purchase and renovate a building for VCTC's use as future headquarters. Due to project cost increases and revenue uncertainty that project was cancelled. In spring of 2020, the Commission approved a lease for new office space at 751 Daily Drive, Camarillo. As of the development of the draft budget, costs associated with tenant improvements that exceed the tenant improvement allowance in the lease, furniture purchase and moving costs are not known. This task includes placeholder funding for these purposes and is expected that through the final budget that number will be refined.

Finally, there are a variety of lesser, but nonetheless time consuming, general internal operational elements that require the attention of VCTC management. The primary funding source for this task is LTF with the costs associated to office relocation being funded from STA.

WORK ELEMENTS:

1. Manage agency personnel and general human resources activities.
2. Manage and monitor annual budget activities.
3. Manage and oversee financial activities of the Commission including revenues and expenditures, serve as control element in accounting practices, and facilitate multiple annual audits.
4. Develop the monthly Commission agendas.
5. Prepare agendas and provide recommended policy guidance to VCTC staffed technical advisory committees.
6. Ensure regular and constant communication and accessibility to Commissioners.



BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Vacant**WORK ELEMENTS (continued):**

7. Maintain frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.

PRODUCT: Efficient, accountable, transparent, accessible and responsive "Good Government" Commission operations.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$478,600
STA Fund Transfer carry-over	100,000
Total Funding	\$578,600

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$158,740	\$ 137,500	\$144,000
Fringe and Tax	65,028	56,300	66,900
Indirect Cost Allocation	130,993	99,200	115,700
Business Meals	690	1,000	1,000
Membership and Dues	3,235	3,500	4,000
Mileage	239	1,000	1,000
Travel and Conferences	2,573	7,500	10,000
Consultant Services	6,000	75,000	50,000
Legal Services	417	1,000	5,000
Commissioner Expenses	17,992	30,000	30,000
Hardware/Software & Network Infrastructure	22,367	90,500	25,000
Education Reimbursement	0	25,000	25,000
Employee Recognition	527	1,000	1,000
Indirect Cost Adjustment	0	51,200	0
Office Relocation, Furniture & Equipment	0	500,000	100,000
Total Expenditures	\$408,801	\$1,079,700	\$578,600

* This budget task was amended after the Commission approved the budget in June 2019.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

OBJECTIVES: Foster VCTC's involvement in a broad range of state and federal governmental settings encouraging policies that support VCTC programs.

ACCOMPLISHMENTS: VCTC has continued to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County. The past year has been relatively quiet for transportation legislation, with the Legislature focusing on other issues after the earlier passage of the Road Rehabilitation and Accountability Act, Senate Bill (SB) 1. On the federal level, there were various discussions about infrastructure initiatives, but no significant action was taken.

DESCRIPTION: VCTC's legislative priorities have been set out in its two-year Legislative Program, which the Commission adopted in January 2019. During the upcoming year, the work to advance VCTC's program will encompass: monitoring of transportation legislation and regulations under development which could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), and the Southern California Transportation Legislative Roundtable. In the coming months the Legislature's priority are likely focus on the COVID-19 emergency, including a likely suspension of farebox recover requirements. Moving forward, the Legislature could move back to continuing its previous discussions on issues such as permanent reform of the Transportation Development Act. Although currently on hiatus, the Legislature could also eventually revisit the various proposals for free public transit for different groups.

In Washington D.C., the current transportation authorization, the Fixing America's Surface Transportation Act, or FAST Act, is scheduled to expire September 2020, with the federal transportation account projected to become insolvent at around the same time. There has been minimal action to date on reauthorization, although there have been proposals to address reauthorization as part of an economic stimulus package. VCTC will work with the other regional agencies and transit agencies to address any federal proposals as they come forward.

The personnel costs in the proposed budget reflect the creation of the Government and Community Relations Manager position approved by the Commission in February 2020. The decision to add this position will allow staff to provide a more focused, experienced direction to the Commission's legislative relations efforts. The budget also provides for the continuation of the state advocacy contract with Delaney Hunter of California Advisors, with no increase in the annual cost as specified by that contract. The Membership and Dues item has increased due to VCTC's transit operations budget having now surpassed a threshold that changes the dues categories for American Public Transportation Association and California Transit Association. There are also increased expenses budgeted to support the work of the added staff. The Business Meals item is reduced, because VCTC is no longer being asked to share in the cost of the annual Washington DC transportation reception, since the Southern California Association of Governments is now covering that cost on an ongoing basis.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

WORK ELEMENTS:

1. Participate in CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.
2. Prepare monthly legislative updates and matrices.
3. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.
4. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.

PRODUCT: Outreach activities leading to fuller understanding and support for VCTC's programs.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$286,700
Total Funding	\$286,700

EXPENDITURE COMPARISON:

	Fiscal Year 2018/2019 Actual	Fiscal Year 2019/2020 Budget*	Fiscal Year 2020/2021 Budget
Salaries	\$ 51,619	\$ 66,800	\$ 73,100
Fringe and Tax	22,644	30,300	38,300
Indirect Cost Allocation	43,474	38,100	61,100
Business Meals	80	1,000	500
Membership and Dues	35,863	36,200	42,600
Mileage	397	800	900
Travel and Conferences	7,670	10,500	13,500
Consultant Services	54,021	55,000	55,000
Legal Services	1,225	1,700	1,700
Total Expenditures	\$216,993	\$240,400	\$286,700

* This budget task was amended after the Commission approved the budget in June 2019.



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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION



APPENDIX A – ACRONYMS

101 CC	Highway 101 Communities Corridor study
AAA	Area Agency on Aging
AB	Assembly Bill
ACLUP	Airport Land Use Compatibility Plan
ACS	American Community Survey
ADA	Americans with Disabilities Act
AICUZ	Air Installations Compatible Use Zones
ALUC	Airport Land Use Commission
AMTRAK	American Track (National Railroad Passenger Corporation)
APC	Automated Passenger Counter
APCD	Air Pollution Control District
APG	Adaption Planning Grant
APTA	American Public Transportation Association
ARRA	American Recovery and Reinvestment Act
ASP	Application Service Provider
ATP	Active Transportation Program
AVL	Automatic Vehicle Locator
AVR	Average Vehicle Ridership
BNSF	Burlington Northern Santa Fe
Board	Board of Commissioners
CAD	Computer Automated Dispatch
CAFR	Comprehensive Annual Financial Report
CalAct	California Association for Coordinated Transportation
CalCOG	California Association of Councils of Governments
CalPERS	California Public Employer's Retirement System
Caltrans	California Department of Transportation
CalVans	California Vanpool Authority
CARB	California Air Resources Board
CARES Act	Coronavirus Aid, Relief Economic Securities Act
CAT	Camarillo Area Transit
CEO	Chief Executive Officer
CEPA	California Environmental Protection Agency
CEPAC	Coastal Express Policy Advisory Committee
CEQA	California Environmental Quality Act
CERBT	California Employer's Retiree Benefit Trust
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CIP	Capital Improvement Plan
CLUP	Comprehensive Land Use Plan (for airports)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Plan



CMS	Changeable Message Signs
COLA	Cost of Living Adjustment
Commission	Ventura County Transportation Commission
County	County of Ventura
CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRCC	Coast Rail Coordinating Council
CRM	Customer Relationship Management
CSMP	Corridor System Management Plan
CSR	Customer Service Representatives
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FCS	Freight Corridor Study
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
FRA	Federal Railroad Administration
FSP	Freeway Service Patrol
FSPA	Freeway Service Patrol Act
FSR	Financial Status Report
FTA	Federal Transit Administration (formerly UMTA)
FTE	Full Time Equivalent
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles



GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAO	Government Accountability Office
GASB	Governmental Accounting Standards Board
GCTD	Gold Coast Transit District
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GPS	Global Positioning System
GRH	Guaranteed Ride Home
GTFS	General Transit Feed Syntax
HTF	Highway Trust Fund
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVPAC	Heritage Valley Policy Advisory Committee
HVTS	Heritage Valley Transit Study
ICAP	Indirect Cost Allocation Plan
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITA	Interagency Transfer Agreement
ITS	Intelligent Transportation System
JARC	Jobs Access and Reverse Commute
JLUS	Joint Land Use Study
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LCTOP	Low Carbon Transit Operations Program
LLC	Limited Liability Company
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LEED	Leadership in Energy and Environmental Design
LTF	Local Transportation Fund
MAAC	Member Agency Advisory Committee
MAP-21	Moving Ahead for Progress in the 21 st Century
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MT	Mass Transit
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission



MTD	Metropolitan Transit District
NAS	Naval Air Station
NBVC	Naval Base Ventura County
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OBVSS	On-board Video Surveillance System
OCTA	Orange County Transportation Authority
OEA	Office of Economic Adjustment
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PAED	Project Approval and Environmental Document
PDS	Project Design Support
PDT	Project Development Team
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employer's Retirement System
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring
PSR	Project Study Report
PTA	Public Transit Account
PTC	Positive Train Control
PTMISEA	Public Transportation, Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission
PWA	Public Works Agency
RCTC	Riverside County Transportation Commission
RFGS	Rail Fixed Guideway System
RFP	Request for Proposal
RFQ	Request for Qualification
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program
ROE	Right of Entry
ROW	Right of Way
RSTP	Regional Surface Transportation Program
RTA	Regional Transit Authority
RTIC	Regional Transit Information Center
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
RTPI	Real-time Passenger Information



QR	Quick Response (codes)
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCORE	Southern California Optimized Rail Expansion
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SGR	State of Good Repair
SHA	State Highway Account
SHOP	Safety Highway Operations Program
SHOPP	State Highway Operation and Protection Program
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
SR	State Route
SRTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
State	State of California
STB	Surface Transportation Board
STBG	Surface Transportation Block Grant
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TCIF	Trade Corridor Improvement Fund
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancements
TEA	Transportation Enhancement Activities Program
TEA-21	Transportation Equity Act for the 21st Century
TEAM	Transportation Electronic Awards and Management
TED	Technology, Entertainment and Design
TEPP	Transportation Emergency Preparedness Plan
TIC	Transit Information Center
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction
TIP	Transportation Improvement Program
TIRCP	Transit and Intercity Rail Capital Program
TMC	Traffic Management Center
TNC	Transportation Network Companies
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee



TRB	Transportation Research Board
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
TVM	Ticket Vending Machine
UAAL	Unfunded Actuarial Accrued Liability
UP	Union Pacific
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VC	Ventura County
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
VOC	Volatile Organic Compounds
VRF	Vehicle Registration Fees
YTD	Year to Date



APPENDIX B – GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this budget document and the terminology generally used in governmental accounting, auditing, financial reporting, and budgeting.

Accountability – The state of being obliged to explain one’s actions, to justify what one does. Accountability requires a government to answer to its citizens to justify the raising of public resources and the purpose for which they are used.

Accounting System – The methods and records established to identify, assemble, analyze, classify, record, and report a government’s transactions and to maintain accountability for the related assets and liabilities.

Accrual Basis Accounting – The method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of cash flow.

Appropriation – A legal authorization granted by the governing body to expend monies, and incur obligations for a specific purpose.

Assets – The resources with present service capacity that the government presently controls.

Assigned Fund Balance – The assigned fund balance includes amounts that are intended by the government to be used for specific purposes, but are neither committed nor unassigned. These amounts have limitations resulting from intended use.

Audit – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management’s assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

Balanced Budget – A budget that identifies revenues, other financing sources and available fund balances that funds operating and capital expenditures and other financing uses.

Basis of Accounting – A term used to refer to when revenues, expenditures, expenses, and transfers- and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made, regardless of the nature of the measurement, on either the cash (when the transaction is received or paid) or the accrual method (when the event occurred).

Bond – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (maturity date), together with periodic interest at a specified rate. Bonds are primarily used to finance capital projects.

Budget – A plan of financial activity for a specified period of time indicating all planned revenues and expenditures for the budget period. Annual budgets are usually required by law and are essential to sound financial management. The VCTC prepares an annual budget for its fiscal year.



Budgetary Control – The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Budget Document – The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body.

Capital Expenditure or Outlay – Expenditures resulting in the acquisition of or addition to the government's capital asset.

Capital Project Fund – A governmental fund type created to account for financial resources to be used for the acquisition or construction of a major capital project.

Commercial Paper – An unsecured short-term promissory note issued primarily by corporations with maturities ranging from two to 270 days. The credit risk of almost all commercial paper is rated by a rating service.

Committed Fund Balance – The committed fund balance includes amounts that can be used for specific purposes determined by formal action of the government's highest level of decision-making authority. These amounts have self-imposed limitations on use.

Comprehensive Annual Financial Report (CAFR) – A CAFR is a financial report that encompasses all funds of the government. In the financial section of the CAFR are the basic financial statements and required supplementary information as well as combining and individual fund financial statements as necessary. The CAFR also contains an introductory information and statistical section.

Current Financial Resources Measurement Focus – A measurement focus that reports on the near-term or current inflows, outflows and balances of spendable financial resources. This focus is unique to accounting and financial reporting for state and local governments and is used for reporting the financial position and results of operations of governmental funds.

Debt – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt Coverage Ratio – This ratio is a comparative statistic illustrating the relationship between the pledged revenues to related debt service for a given year.

Debt Limit – The maximum amount of outstanding debt legally permitted.

Debt Proceeds – The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

Debt Service Fund – A governmental fund type created to account for the accumulation of resources for and payment of general long-term debt principal and interest.



Economic Resources Measurement Focus – A measurement focus that reports on all inflows, outflows, and balances affecting or reflecting the entity’s net position. This focus is used for proprietary funds as well as for government-wide financial reporting.

Enterprise Fund – A proprietary fund used to account for business like activities that provides goods or services to the general public for a fee.

Expenditures – Decrease in net financial resources on the transfer of property or services for the purpose of acquiring an asset or service.

Fiduciary Funds – Funds used to report assets held in a trustee or agency capacity for others and cannot therefore be used to support the government’s own programs.

Financial Advisor – In the context of debt issuance, a consultant who advises the issuer on any of a variety of matters related to the issuance. The financial advisor sometimes is also referred to as the fiscal consultant.

Financial Audit – An audit designed to provide independent assurance whether the financial statements of a government entity are presented fairly in conformance with Generally Accepted Accounting Principles (GAAP).

Financial Resources – Resources that are or will become available for spending and include cash and resources ordinarily expected to be converted to cash i.e. receivables and prepaid assets.

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. For the VCTC, the 12-month period begins July 1st and ends June 30th.

Fund – A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions and limitations.

Fund Balance – The difference between assets and liabilities reported in a governmental fund.

Fund Type – Any one of eleven classifications into which all funds are categorized in governmental accounting. Governmental fund types include general, special revenue, debt service, capital projects, and permanent funds. Proprietary fund types include the enterprise and internal service funds. Fiduciary fund types include pension trust, investment trust, private-purpose trust funds and agency funds.

Funded Ratio – The ration of plan assets to plan liabilities.



GASB 34 – Statement No. 34, *Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments*, was issued by the Governmental Accounting Standards Board and it established new financial reporting standards for State and local governments. Under the new financial reporting model, governmental financial statements include basic financial statements that present both government-wide and fund financial statements and require supplementary information, including Management’s Discussion and Analysis. The VCTC implemented GASB 34 in Fiscal Year 2003/2004.

GASB 45 – Statement No. 45, *Accounting for Other Post-Employment Benefits (OPEB)*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2008/2009. GASB 45 requires recognition of post-employment benefit costs, such as post-retirement health care costs, on an accrual basis over a period approximating the employee’s years of service and to provide information about actuarial accrued liabilities associated with these benefits and whether and to what extent the plan is being funded.

GASB 54 – Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, issued by the Governmental Accounting Standards board and implemented by VCTC in Fiscal Year 2011/2012. GASB 54 deals with fund balance reporting and governmental fund type definitions. In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent.

GASB 68 – Statement No. 68, *Accounting and Financial Reporting for Pensions*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2014/2015. GASB 68 requires reporting the net pension liability of the plan on the accrual accounting-based financial statements and enhancing the notes to the financial statements to provide a more comprehensive picture of the pension obligation and costs.

GASB 75 – Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension Plans*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2017/2018. GASB 75 requires reporting the Other Postemployment Benefit (OPEB) liability of the plan on the accrual accounting-based financial statements and enhancing the notes to the financial statements to provide a more comprehensive picture of the OPEB obligation and costs.

General Fund – The governmental fund type used to account for all financial resources, except those required to be accounted for in another fund.

General Ledger – A record containing the accounts needed to reflect the financial position and the results of operations of a government.

Generally Accepted Accounting Principles (GAAP) – These principles are the minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules and procedures that serve as the norm for the fair presentation of financial statements and are set by GASB.

Generally Accepted Auditing Standards (GAAS) – Rules and guidelines established by the American Institute of Certified Public Accountants (AICPA) that govern the conduct of a financial audit.



Generally Accepted Government Auditing Standards (GAGAS) – Standard for the conduct and reporting of both financial and performance audits in the public sector promulgated by the Government Accountability Office through its publication Government Auditing Standards, commonly known as the “Yellow Book.”

Governmental Accounting Standards Board (GASB) – The primary authoritative accounting and financial reporting standard-setting body on the application of GAAP to State and local governments.

Governmental Funds – Funds generally used to account for tax-supported activities. The VCTC’s governmental funds are comprised of general and special revenue funds.

Grant – A contribution by a government or other organization to support a particular function or program. VCTC receives many of its funds from State and Federal grants.

Internal Control – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

Independent Auditor – An auditor, who is independent, both in fact and appearance, of the entities they audit. Both GAAS and GAGAS set specific criteria that must be met for an audit to be considered independent.

Indirect Cost Allocation Plan – A cost allocation plan developed to identify and document the cost incurred to administer State and Federal programs and is used to recover such indirect costs from program grants or reimbursement agreements.

Inflow of resources – An acquisition of net position by the government that is applicable to the reporting period.

Internal Control – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

Joint Venture – A legal entity or other organization resulting from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate and specific activity for the benefit of the public or service recipients and in which the government retains an on-going financial interest or on-going financial responsibility. For example, the VCTC is a member agency of Southern California Regional Rail Authority (SCRRA/Metrolink).

Legal Level of Budgetary Control – The level at which a government’s management may not reallocate resources without special approval from the legislative body.

Liability – The present obligations to sacrifice resources that the government has little or no discretion to avoid.

Loan Receivable – An asset account reflecting amounts loaned to individuals or organizations external to the Agency, including notes taken as security for such loans.



Measurement Focus – The accrual basis of accounting adapted to the governmental funds’ measurement focus according to which revenues and other financial resource increments (i.e. bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are recognized when the fund liability is incurred except for unmatured interest on general long-term debt and certain similar accrued obligations when due. The Commission’s governmental funds are accounted for using the modified accrual basis of accounting.

Modified Accrual Basis – The basis of accounting where revenues are not recognized until they are both “measurable” and “available,” and expenditures are generally recorded when a liability is incurred, except for expenditures related to debt service and compensated absences, which are recognized when payment is due.

Net Position – The residual of all other financial statement elements presented in a statement of financial position.

Nonspendable Fund Balance – The nonspendable fund balance includes amounts that are not in spendable form (i.e. prepaid items) or are legally or contractually required to be maintained intact (i.e. permanent endowments). These amounts are inherently nonspendable.

Normal Cost – Ongoing pension costs, determined as a percentage of an entities total payroll.

Other Financing Sources – Amounts classified separately from revenues to avoid distorting revenue trends that represent an increase in current financial resources. Other financing sources generally include general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and transfers in from another fund.

Other Financing Uses – Amounts classified separately from revenues to avoid distorting revenue trends that represent a decrease in current financial resources. Other financing uses generally include transfers out from one fund to another and the amount of refunding bond proceeds deposited with the escrow agent.

Outflow of Resources – A consumption of net position by the government that is applicable to the reporting period.

Overhead – Indirect costs that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category.

Principal – In the context of bonds, other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

Program – Group activities, operations, or organizational units directed to attaining specific purposes or objectives.



Program Budget – A budget wherein expenditures are based primarily on the functions or activities of a government rather than specific items of cost or to specific departments.

Proprietary Fund – A fund used to account for business-like activities of a government. Examples of proprietary funds include enterprise funds and internal service funds.

Refunding Bonds – Bonds issued to retire bonds already outstanding. The proceeds of refunding bonds may be used to repay the previously issued debt (current refunding) or to be placed with an escrow agent and invested until used to pay principal and interest on an old debt at a future date (advance refunding).

Reimbursement Grant – A grant for which a potential recipient must first incur qualifying expenditures to be eligible.

Reserved Fund Balance – Those portions of a governmental fund's net assets that are not available for appropriation.

Restricted Fund Balance – The restricted fund balance includes amounts that are constrained by the specific purposes stipulated by external resource providers (law, creditor, bond covenant) and/or imposed constitutionally or by enabling legislation. These amounts have external enforceable limitations on use.

Special Revenue Fund – A governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. VCTC's special revenue funds are the Local Transportation Fund, the State Transit Assistance Fund and the Service Authority for Freeway Emergencies.

Spendable Fund Balance – The spendable fund balance includes amounts that are in spendable form and are considered available for spending. Amounts in the spendable fund balance category are further classified in the following hierarchy: restricted, committed, assigned or unassigned.

Transfers – All interfund transfers representing flows of assets between funds of government without equivalent flows of assets in return and without a requirement for repayments.

Trust Fund – A fiduciary fund type used to report pension, investment, or private-purpose trust arrangements, under which principal and income benefit individuals, private organizations, or other government.

Trustee – A fiduciary holding property on behalf of another.

Unassigned Fund Balance – The unassigned fund balance includes the residual funds for the general fund and includes all amounts not contained in the other classifications.

Unfunded Actuarial Accrued Liability – The amount owed in already promised retirement benefits.



APPENDIX C – SALARY SCHEDULE

Attachment 1
Ventura County Transportation Commission
Salary Schedule by Department
Fiscal Year 2020/2021
Effective July 1, 2020

Department/Position	FTE	Annual Range Bottom	Annual Range Top	Exempt vs. Non-Exempt
TRANSIT				
Public Transit Director	1.0	109,108	170,939	E
Program Manager, Regional Transit Planning	1.0	70,132	121,133	E
Program Manager, Transit Contracts	1.0	70,132	121,133	E
Transit Planner	1.0	50,100	88,625	NE
Transit Specialist	1.0	43,827	63,545	NE
Transit Information Center and Technology Specialist	1.0	43,827	63,545	NE
Customer Service Representative	2.0	24,960	40,331	NE
Administrative Assistant	0.6	43,827	63,545	NE
Transit and Transportation Subtotal:	8.6			
TRANSPORTATION				
Planning and Policy Director	1.0	109,108	170,939	E
Program Manager, Transportation Planning	1.0	70,132	121,133	E
Program Analyst	1.0	50,100	88,625	NE
Planning and Technology Subtotal:	3.0			
PROGRAMMING				
Programming Director	1.0	109,108	170,939	E
Program Manager, Programming	1.0	70,132	121,133	E
Program Analyst	1.0	50,100	88,625	NE
Administrative Assistant	0.4	43,827	63,545	NE
Programming Subtotal:	3.4			
FINANCE				
Finance Director	1.0	109,108	170,939	E
Information Technology Systems Analyst	1.0	70,132	121,133	E
Senior Accountant / Analyst	1.0	50,100	88,625	NE
Accounting Technician	1.0	43,827	63,545	NE
Finance Subtotal:	4.0			
ADMINISTRATION				
Executive Director	1.0	0	248,843	E
Program Manager, Government and Community Relations	1.0	70,132	121,133	E
Clerk of the Commission/Executive Assistant	1.0	70,132	121,133	E
Receptionist/Secretary	1.0	43,827	63,545	NE
Administration Subtotal:	4.0			
Total Budgeted Positions	23.0			
APPROVED POSITIONS NOT BUDGETED				
Intern	1.0	24,960	40,331	NE
Analyst	1.0	50,100	88,625	NE
Program Manager, Highway Capital	1.0	70,132	121,133	E



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