

# VENTURA COUNTY TRANSPORTATION COMMISSION

*“Transforming Transportation in Ventura County, California”*

## FISCAL YEAR 2019/2020 BUDGET

Presented by:

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## EXECUTIVE BUDGET SUMMARY

June 7, 2019

Honorable Commissioners  
Ventura County Transportation Commission  
Subject: Fiscal Year 2019/2020 Annual Budget

Dear Commissioners:

On behalf of myself, Ms. Sally DeGeorge, Director of Finance, and the entire VCTC staff, the Fiscal Year 2019/2020 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 2019/2020 Budget is a balanced budget with no bond debt obligation. The total annual budget for this fiscal year is approximately \$82 million, a 2.9% increase from the prior year.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 28, 2019. The Commission reviewed the Draft Budget and held a public hearing on April 5, 2019. The Finance Committee reviewed the proposed Final Budget on May 29, 2019. 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, Congress passed, in December 2015, a five-year authorization, known as Fix America's Surface Transportation Act (or FAST Act) which authorizes federal transportation spending through September 30, 2020. However, remaining "unfixed" is the sustainability of the Highway Trust Fund (HTF) as an \$80 billion infusion from the federal general fund provides the necessary funding for the FAST Act. Since 2008, the United States Treasury has bailed-out the federal highway trust fund to the tune of \$145 billion. The Mass Transit (MT) Account, a sub-account of the federal HTF, also continues to limp along in much the same way. The MT is the federal funding source for transit services in Ventura County including VCTC Intercity Bus, Metrolink and other public transit services within the County.

The Commission receives funding from primarily three State revenue sources of which two are principally for public transit purposes and a third for freeway improvement projects. Local Transportation Funds, or LTF, comes from statewide quarter 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.

SB 1, *Road Repair and Accountability Act*, passed by a two-thirds vote of both houses of the California State Legislature and 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 a competitive grant program for bicycle and pedestrian projects. In November 2018 Proposition 6, a statewide measure to repeal the new SB 1 funds, was on the ballot and was defeated by voters allowing these critically needed transportation funds to continue to flow.

Additional State funds come to the Commission as part of the State Transportation Improvement Program (STIP) for major freeway projects. 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. Over ten years these funds are estimated to add \$1.1 billion to the STIP statewide, of which VCTC's county share would be \$18 million. While these new funds are certainly welcomed, it is important to note that the approval of the last 5-year STIP required the removal of \$750 million worth of projects that will not be fully offset by the new \$1.1 billion over the next 10 years.



Now a brief description of the tasks ahead for Fiscal Year 2019/2020:

### **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. 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 Adminsitration**

As the State's designated Regional Transportation Planning Agency for Ventura County, VCTC is responsible for the administration of the Transportation Development Act (TDA) funds 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. Each year annual fiscal and compliance audits of all claimants are performed and submitted as required to the State Controller's Office. Necessary administrative changes resulting from State legislation (Senate Bill (SB) 716, SB 203, SB 508 and Assembly Bill (AB) 664) will continue to be addressed and policies established as needed. With the passage of SB 1 and AB 1113, the County has new STA and SGR recipients that will require additional staff time to assist with the new funding and compliance requirements. There were 41 TDA audits conducted last year and it is anticipated 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 new grant-funded projects are expected this year including a new Moorpark station entrance, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit systems. 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 requirements.



## **Transportation Programming**

During the upcoming year, VCTC will continue to identify, pursue and secure new state and federal funding for high priority transportation projects. VCTC will develop the 2020 RTIP/STIP and the 2021 Federal Transportation Improvement Program. Staff will continue to serve as an information clearinghouse on new programs and funding opportunities for local agencies and provide technical assistance to facilitate timely use of funds and delivery of projects. Additionally, staff will continue to participate on state and regional committees to represent VCTC's needs and priorities for transportation planning, programming and funding.

## **Freight Movement**

This past year saw major news for the Rice Avenue Grade Separation project, the top-priority Freight Movement project in the county. The state committed to the project \$68.6 million of newly available SB 1 Trade Corridor funds, and the project received approval of its environmental document. Because of these developments, final design and right-of-way acquisition are now underway. VCTC will continue its involvement in this project, particular with regard to funding issues.

## **Highway Program Management**

With the completion of the Route 118 Project Approval and Environmental Documentation (PAED) phase and certification of the Environmental Impact Report (EIR) by Caltrans, VCTC's sole focus is on the U.S. 101 High Occupancy Vehicle (HOV) Lane Project PAED phase. For the first time, VCTC has assumed direct management over highway project-development work. In partnership with Caltrans, the Commission has engaged a team of consultants to provide engineering and environmental services.

As the project moves into its second of the approximately four-year schedule, the first round of public meetings has concluded. With the public input garnered during the outreach, the project will begin to take on greater definition as it moves through the alternatives analysis and environmental studies.

The Commission's decision to prioritize the use of Surface Transportation Program (STP) funds to expedite the project development work and eventual implementation of these two important projects which will position the County well with major "shovel ready" projects should additional funding become available.

## **Service Authority for Freeway Emergencies (SAFE) aka Motorist Aid**

Formerly identified in VCTC's Budget as the Callbox System, VCTC as the Service Authority for Freeway Emergencies (SAFE) expects to expand its motorist services beyond callboxes with two new programs this year. With approval from the SAFE Board, an Incident Responders Grant Program will provide funds for capital purchases to agencies that respond to accidents or other incidents on the County's highways. Agencies' ability to clear incidents quickly and efficiently serve both the motorists involved and those impacted by the congestion the incident has caused.





In addition to the grant program, a Freeway Service Patrol (FSP) program will be brought to the Board for approval and service can begin in early 2020. An FSP puts tow trucks on the most congested areas of a freeway to repair or tow vehicles that are broken down, quickly clearing them from the roadway.

### **Regional Transportation Planning**

As in past years, VCTC's Regional Transportation Planning staff will continue to work closely with all local jurisdictions, our neighboring counties and the Southern California Association of Governments (SCAG) to provide a regional viewpoint focused on Ventura County's needs.

In Fiscal Year 2018/2019 VCTC received two grants for studies that began late in the fiscal year and will carry-over for completion into Fiscal Year 2019/2020. The first, a multimodal corridor study along U.S. 101 laying out potential alternative transportation options to increase mobility, will work as a complimentary study to the U.S. 101 HOV PAED and will position VCTC to compete for SB 1 Solutions for Congested Corridor funds. The second, a Freight Corridor Study will look at freight movement beyond U.S. 101 identifying connections to S.R.126 and I5. Each of the studies will inform the Commission on the types of transportation investments that help reduce congestion and improve mobility throughout the County.

### **Airport Land Use Commission**

The Airport Land Use Commission (ALUC) will continue to focus on reviewing development projects within the Airport Comprehensive Land Use Plan (CLUP) boundaries during Fiscal Year 2019/2020. ALUC staff will continue to work with the County Department of Airports and local jurisdictions to ensure appropriate development around the County's airports. Staff has taken the initial steps in seeking funding for an update to the CLUP and the associated Environmental Impact Report (EIR).

### **Rideshare Programs**

The Commuter Services Program underwent substantial changes in the past two years outsourcing much of the work once done by VCTC staff to contractors or consultants specializing in the field. This change resulted in an overall reduction in budget expenditures and increased efficiencies. This restructuring will continue into this coming year as VCTC better aligns itself with the regional partners in Los Angeles, Orange, Riverside, and San Bernardino Counties. Strategic outreach through social media and employer contact to provide Transportation Demand Management information has allowed VCTC to reach a new and larger audience delivering information 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 contractor. Following a significant surge in applications over several years, applications for the past year have leveled off, continuing at a rate of 1,300 for the year. The large number of ADA certifications will likely have ramifications beyond VCTC's certification costs, affecting the demand for countywide paratransit services and thus, affecting the costs to all transit operators. The contract with VCTC's certification consultant will expire in June so staff will be initiating a competitive procurement process for certification services.

## **Regional Transit**

Staff will continue to work with and support local transit operators and help increase coordination throughout the county. A major task this upcoming year will be the development of the Transportation Emergency Preparedness Plan, a first in the region, which will be developed in partnership with the Santa Barbara County Association of Governments. The plan will include public participation and stakeholder engagement and will identify roles and responsibilities during an emergency, create mutual aid agreements, and develop an emergency operations and training plan. Staff will continue to work towards implementing a one-call, one-click program that will provide better trip planning capabilities for seniors and people with disabilities and serve as a repository for information from all county operators, including non-profit and private operators. This year, staff will also complete the TDA Triennial Audit.

## **Free Bus Rides for College Students**

In fall 2019 the Commission launched a pilot project to provide free bus rides for students attending Ventura County colleges and the results has surpassed expectations. This program allows students enrolled at California Lutheran University, Cal State Channel Islands, Moorpark College, Oxnard College and Ventura College to ride any bus in the county for free by showing the driver their student ID. The grant-funded program has been very successful and has helped to increase mobility for students and ridership for local operators. Because of its success, VCTC will be continuing the College Ride program for Summer School 2019 and the 2019/2020 academic year.

## **Valley Express**

For the past two decades, VCTC has provided the local bus service in the Santa Clara River Valley area. Reorganized and launched in March 2015 as the Valley Express, this program serves the Cities of Santa Paula and Fillmore and the County of Ventura, and is organized under a Cooperative Agreement between VCTC and the member-agencies. VCTC contracts for the service, and administers the technical and policy advisory committees, which provide direction and recommendations regarding budget, planning and service levels to the Commission. The service provides a mix of local circulator routes and on-demand dial-a-ride.



## **VCTC Intercity Transit Service**

VCTC has operated its bus service for over twenty-five years. A staple on the highways during commute-hour, the intercity bus service provides a critical piece to the region's mobility options in Ventura County and to neighboring Santa Barbara and Los Angeles Counties. The system has been on a slow but steady growth trajectory since May 2017 when service was reorganized. Using a combination of grants and partnerships with local agencies, the VCTC Intercity transit service provides high-quality regional commuter bus service at an affordable price to the passenger.

## **Regional Transit Information Center**

The Regional Transit Information Center (RTIC) provides customer service, passenger 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. In addition, the RTIC provides general information and intake support for the Rideshare Commuter Services rideshare program. It is the primary point of sale for regional transit fare media as well as a fare media outlet for the Gold Coast Transit District. 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**

The VCTC Regional Transit Technology program operates integrated intelligent transportation systems (ITS) services in partnership with the network of nine transit agencies across Ventura County. Services include provision and operation of the countywide real-time passenger information system, which provides central trip planning and updated bus arrival information to the public. In addition, the system provides improved accessibility with automatic voice announcements to bus passengers and operational tools for dispatch and performance data for monitoring and planning. VCTC also provides regional transit passes which are accepted by all of Ventura County's fixed route transit agencies. Previously, VCTC administered a regional transit smartcard accepted across the county. With deployment of the real-time passenger information system nearly complete, the Regional Transit Technology program, will shift from implementation to maintenance of the system, and transition towards the planning and implementation of next generation of integrated fare media and mobile ticketing.

## **Passenger Trains (Metrolink and LOSSAN)**

Last year, Metrolink received a significant grant for the Southern California Optimized Rail Expansion (SCORE) program. This year Metrolink will continue to spend a considerable amount of effort to begin the planning and design work to implement the program, the result of which will be increased rail capacity throughout Southern California, utilizing State grant funds. VCTC is pleased to provide Metrolink Saturday service from April to October 2020, which will be the first time weekend Metrolink trains have been offered on the Ventura County Line. VCTC will continue funding Metrolink service through a number of sources such as mile-



generated Federal funds, Local Transportation Funds and SB 1 State of Good Repair funds. The significant cost of Metrolink's Maintenance Rehabilitation Program will continue to pose future challenges to Metrolink and by extension, VCTC.

The LOSSAN joint powers authority, of which VCTC is a member, governs the Amtrak Pacific Surfliner service. The state of California fully funds the Pacific Surfliner service at no cost to LOSSAN members. LOSSAN also received a state rail grant that will provide investments in infrastructure to improve travel time, reliability and safety along the Los Angeles to San Luis Obispo corridor including a double-track project between Camarillo and Oxnard. The Coast Rail Coordinating Council, of which VCTC is a member, focuses on supporting and protecting long-term, sustainable federal and state funding sources for passenger rail operations and capital projects in the Central Coast corridor (from Los Angeles to San Francisco).

### **Santa Paula Branch Line (SPBL)**

VCTC will continue its efforts to be a good neighbor to those communities along the SPBL and ensure areas along the line are maintained through weed abatement and trash removal. As in previous years, VCTC will continue to administer the Federal Railroad Administration (FRA), mandated Bridge Management Plan, which requires the annual inspection and evaluation of all bridges on the Branch Line. The final Bridge Management plan is provided to the Santa Paula Branch Line Advisory Committee (SPBLAC) for informational purposes.

This year will bring a more focused look at the future of Santa Paula Branch Line in anticipation of the conclusion of the lease with the current rail operator on the line in June of 2021. VCTC will have to explore the various options and costs including but not limited to, continuing rail operations on the line, finding a new rail operator, discontinuing rail operations, or other options that may arise from the work that will go on this year.

### **Community Outreach**

In Fiscal Year 2018/2019 VCTC launched the long awaited new and improved website. The website features a new fresh-look, mobile device and user-friendly navigation, and includes the ability to purchase a bus pass online.

In Fiscal Year 2019/2020 the VCTC outreach team will focus heavily on increasing VCTC's digital presence, including an "evergreen" campaign to promote all facets of the agency all year long. These will appeal to our many target audiences: College Students, Seniors, Disabled, Veterans and Active Military, General Working Professionals, Drivers and Commuters, Cyclists, Farmers, Tourists, Beachgoers, Outlet Shoppers and Employees.

In Fiscal Year 2019/2020 VCTC will host the Second Student Transportation Summit. Through a partnership with Ventura County Economic Development Association and Ventura County Civic Alliance, the event will be promoted to all students attending a Ventura County College. The Summit will address "livability" issues facing college graduates and young professionals in Ventura County, such as housing, employment, land use, environment and quality of life. The format will include captivating "TED-style" speakers, and will tie into university course content.



Participation in community events is a mainstay of VCTC outreach and support will continue to be provided for Mobility 21, Ride Share Week, the Ventura County Housing Conference, Santa to the Sea, Earth Day, Bike to Work Week and the Ventura County Fair.

### **State and Federal Relations**

As the federal government moves into the last year of the transportation program authorized under the Fixing America's Transportation Infrastructure (FAST) Act, the prognosis is doubtful. As part of its action to pass the FAST Act, Congress approved a Highway Trust Fund fix to provide for the fund's solvency only until the end of FAST, so any further continuation of the program at anywhere close to current funding levels will require politically difficult actions to address funding. The most straightforward solution, to increase the fuel tax, has been the subject of off-again, on-again comments by the President and others, but these statements have not created any momentum for action.

In the state legislative arena, transportation funding has become a lesser issue now that SB 1 passed by a two-thirds vote of the legislature, and survived a repeal attempt in Proposition 6. However, there is the possibility of SB 1 amendments, so we must remain alert and vigilant to ensure the promised emphasis on road repair is kept.

### ***Looking Ahead***

Simply put, had Proposition 6 passed, this budget message would be very grim. While 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 been effective with our lobbying and grant application work that has led to over \$100 million in SB 1 grants allocated to critically important Ventura County transportation projects. Funding made available by SB 1 will help maintain public transit services, such as VCTC Intercity Bus and Metrolink commuter rail, repair railroad bridges and tracks and passenger rail cars, and construct new double-track on the Coast mainline to allow for improved passenger rail service through Ventura County. Had Proposition 6 passed, funding for major capital infrastructure projects like the Rice Avenue railroad grade separation or Coast Mainline double track would have stopped in their proverbial tracks.

While maintaining transportation infrastructure is important, so too is fixing bumper-to-bumper traffic on our freeways, expanding public transit services and options, and providing 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 in the long term. Ventura County remains in the unenviable and competitive disadvantaged position by lacking the "third leg" of the transportation-funding stool. 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. In 2016, the Commission placed Measure AA on the ballot and it received a 58% yes vote from Ventura County voters. While this was shy of the two-third super majority requirement to pass, it was a full 16 points higher than the last time a transportation sales tax measure was on the ballot





in Ventura County in 2004. It will likely take such a measure, where the revenues generated remain in Ventura County, to pay for our most critical transportation projects that many Ventura County residents and businesses use every day. Until then, and in this budget for Fiscal Year 2019/2020, 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:

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

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
- Coastal Express Policy Advisory Committee (CEPAC)

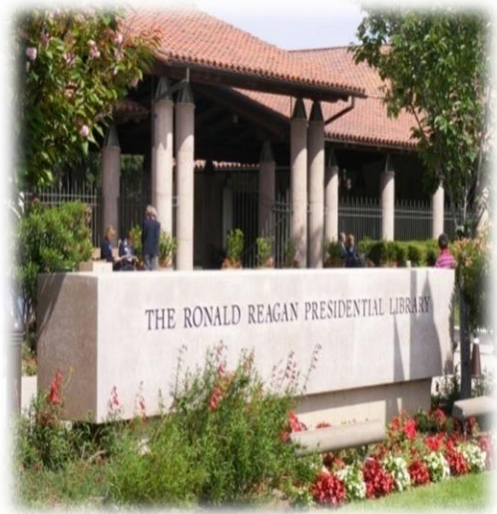


## THE COMMUNITY WE SERVE

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 over 856,000 (a 0.1% decline since 2018 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 (209,879), Thousand Oaks (129,557), Simi Valley (127,716) and San Buenaventura (108,170).

Ventura County's modest growth rate is projected to follow historic trends and remains approximately one percent (1%) or less 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 2013-2017 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 46.1% and Hispanic at 42.3%. The median age of County residents is 37.5 which is slightly higher than the State's median age of 36.1. The senior population (over 65) at 14.1% continues to slowly grow while the population under 18 years at 23.9% 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 \$81,972 in 2017 (\$78,593 in 2016) and remains higher than the State's median household income of \$67,169. The percentage of people below the poverty level in Ventura County improved slightly to 10.3% in 2017 (10.6% in 2016), and the County is better off than the State as a whole at 15.1%. The percentage of Ventura County residents holding a bachelor's degree or higher has increased from 32.2% in 2016 to 32.6% in 2017 and is the same as the State.

The 2013-2017 United States Census American Community Survey identifies Ventura County's workforce of 410,179 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 – 79,897
- Professional, scientific, management, administrative and waste management workers – 47,984
- Retail trade – 43,707
- Manufacturing workers – 43,138

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 26.6 minutes (up from 26.0 minutes in 2016), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2017 in Ventura County was:

- Drove alone – 78.2%
- Carpooled – 11.5%
- Worked at home – 5.7%
- Walked – 1.8%
- Other means – 1.6%
- Public Transportation – 1.3%



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, that we have options to drive, bike, walk and/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

We are in what many experts have deemed “the longest bull market in U.S. History” on record, but it certainly hasn’t been the strongest in history. While the economic recovery has been positive, growth has been slow to sluggish. Gains in the stock market and housing market continue to be the leading indicators of the national economic growth. Unemployment reached historical lows but with slow to sluggish wage increases. The Consumer confidence index for April 2019, at 129.2, jumped from 128.7 and 120.3 for the prior two years. Consumer confidence remains strong yet mixed as consumers expect more of the same as the last few years according to the monthly Consumer Confidence Board’s survey. Many economists predict a positive growth for 2019, but expect the momentum to continue to slow down.

The volatile bull stock market continues for a tenth plus year. The bull market has continued its long ascent from a low of 6,547 in March 9, 2009 to a high of over 26,800+ in October 2018 (see Chart 1, *Dow Jones Industrial Average Eleven Year History*). In December 2018, the market had its first calendar-year decline in a decade, finishing down more than 4%. However, as of April the market has since returned over 26,000, but the Dow Jones Industrial Average (DJIA) market remains volatile. Many experts expect the volatility to continue with only modest returns through 2019 and early 2020. Market analysts continue to send mixed messages as the long period of stock market growth continues in a weak bull economy. As the bull continues its run, more economists expect a downturn but still feel relatively confident it won’t happen in 2019. Are the experts correct? Only time will tell.

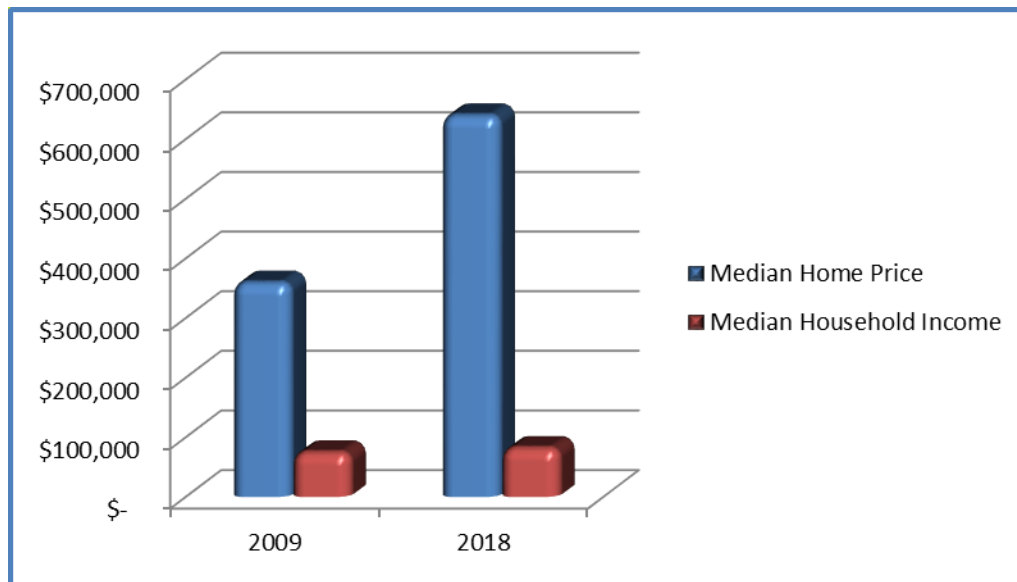
Chart 1 - Dow Jones Industrial Average Eleven Year History



Housing prices and number of units sold continue to rise in some areas of the United States. Locally in Ventura County the market prices continue to rise but at a much slower pace. According to the California Association of Realtors sales of single family residence in the Ventura County home prices rose 0.2% in March 2019 over the previous year with the median price in the County at \$640,000 in March 2018. However, year-to-date sales were down 8.2% in March. Median time on the market for homes sold in March was approximately 51 days. Foreclosure filings are at 1 foreclosure for every 2,363 in March 2019.

California has the 9<sup>th</sup> 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 2018 was 29% 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**



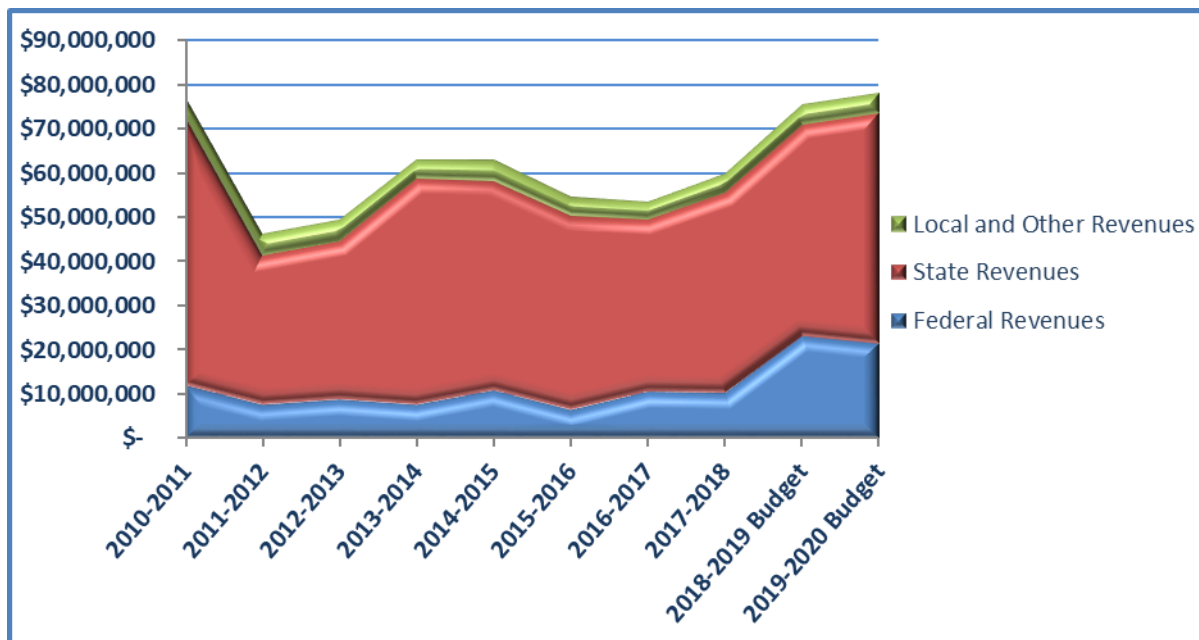
Although unemployment is low, wages increased slowly with many workers remaining underemployed. In March 2019, California's unemployment rate was 4.6%, up slightly from 4.2% at the same time last year. Similar to the State, Ventura County's unemployment rate for March was 4.0%, up slightly from 3.6% at the same time last year. Although unemployment remains low, concern remains about unemployment rates being skewed due to discouraged worker's giving up completely and leaving the workforce, taking part-time jobs and/or taking lower skilled/lower paying jobs. Although job growth continues, it continues to be weak and uneven across sectors supporting a continued weak job growth. Furthermore, if the economy is truly at or near "full-employment," where will the workers come from to "continue" a growing economy?

Predictably, with property values rising and unemployment declining, local, state and federal governments that are dependent on revenues generated by property, income and sales taxes continue to see a small amount of revenue relief. However, despite several years of revenue growth, government budgets are still feeling the effects of the recession because the growth is not substantial enough to restore neither the previous revenue declines nor the continued increase in expenses.

As previously mentioned, even though some revenues have increased the last several years, State and local government agencies continue to struggle to meet the demand for services they provide since costs continue to rise faster than revenues. VCTC has a similar problem in that available revenues are harder to obtain while costs continue to rise. VCTC 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 27% of the budget and the majority of the funds require a State or local match. 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, 51% of the funds are passed through to local agencies. 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**



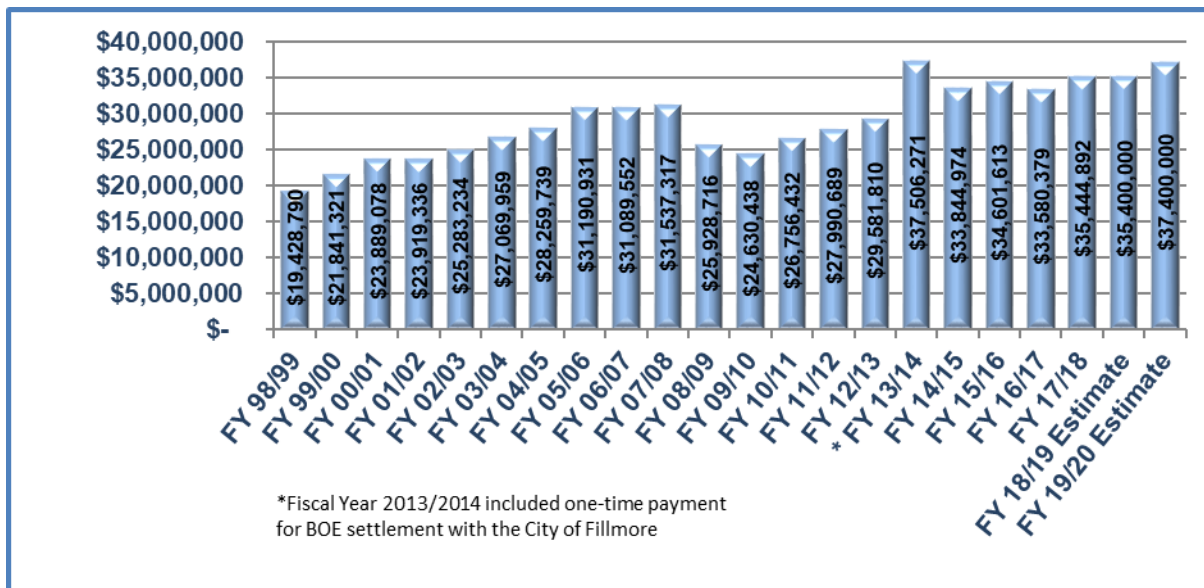
The federal budget and transportation programs have been highly unstable and difficult to forecast over the past several years. Congress passed multiple short-term extensions of the previous Transportation Act continuing to make transportation funding unpredictable. In December 2015, President Obama signed the five year Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first law enacted in over ten 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.



This year VCTC will receive 47% of its revenue from the statewide one-quarter cent Local Transportation Fund (LTF) sales tax. VCTC passes through the majority (84.4% in Fiscal Year 2019/2020) 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 (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 enjoyed growing LTF receipts for many years (see Chart 4, *Local Transportation Fund Revenues Twenty Year History*). However, with the downturn of the economy in the late 2000's, LTF revenues declined and bottomed out in Fiscal Year 2009/2010. LTF revenues have surpassed previous levels but growth has slowed and local governments continue to struggle with growing demands.

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



The second largest source of State TDA revenues is the State Transit Assistance (STA) funding. STA revenues are 12% of the budget and 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. 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 and the funds now flow to the Regional Transportation Planning Agencies.

The STA revenues declined due to the reduction in the price-based portion of the diesel fuel tax as diesel prices were low and consumption continues to be 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 added new funding with the State of Good Repair program (see Chart 5, *State Transit Assistance and State of Good Repair Revenues Twenty Year History*). Starting with a partial year of funds in Fiscal Year 2017/2018 and a full-year of funds in Fiscal Year 2018/2019, VCTC and other agencies will feel some relief with increased STA funds from SB 1 and the addition of State of Good Repair funds.

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

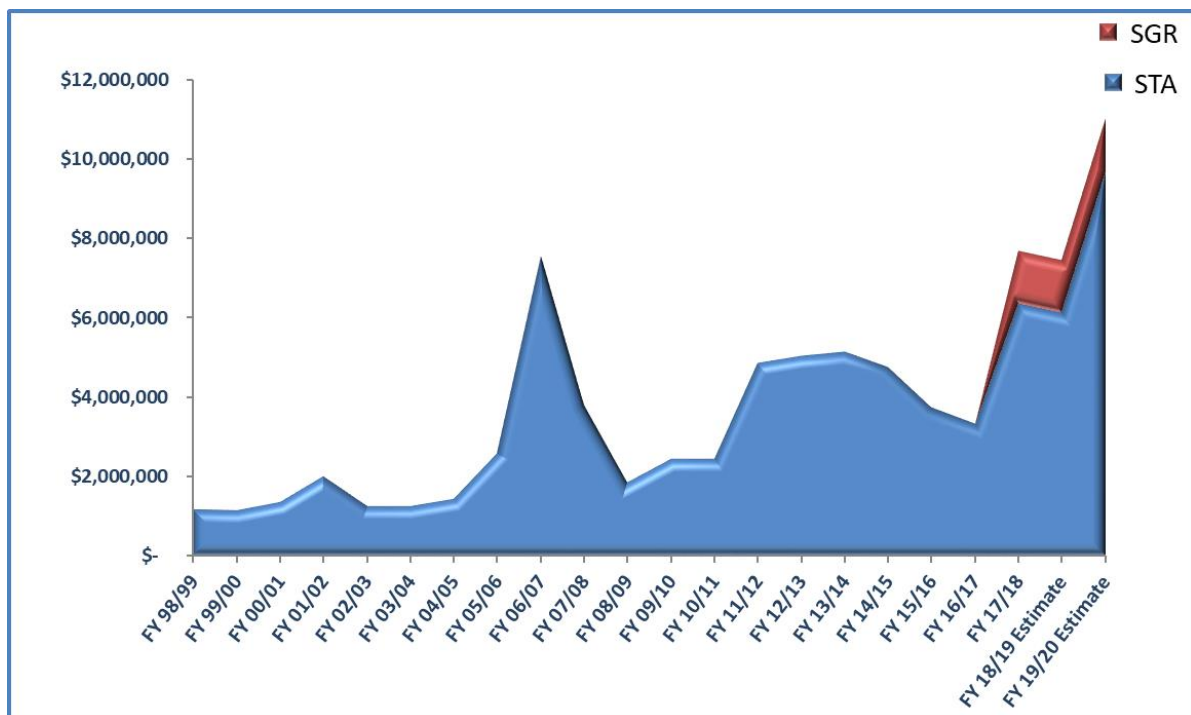


Chart 5, *State Transit Assistance and State of Good Repair Revenues Twenty Year History*, depicts the increased State funding. SB 1 raises gas taxes and vehicle registration fees to generate funds for transit, and road repairs as well as provide funding for transit improvements and increasing the STA allocation. These funds go to State and local governments with some funds being automatically allocated and some funds being allocated by a competitive grants process.

VCTC, like most government agencies, must continue to provide services to the County's residents in the face of demands that grow faster than revenues. The transportation system that enables mobility in Ventura County is beginning to show the strain of many years of under-funding. Highways once free flowing are now congested, pot holes are an all too familiar sight on city streets and bus and rail services are struggling just to maintain current schedules and fares.

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 brings the tax dollars back to 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.





**Copy of Resolution adopting the budget to be added upon approval of the  
Commission**



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## 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 separately. The special revenue funds consist of the Local Transportation Fund, the State Transit Assistance fund, the Service Authority for Freeway Emergencies fund, the Santa Paula Branch Line fund and the State of Good Repair 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 1<sup>st</sup> and ending on June 30<sup>th</sup> 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 for. 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 which 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 2019/2020 budget and monitoring of the Fiscal Year 2018/2019 budget is illustrated below in *Chart 6 - Budget Process*.

**Chart 6 – Budget Process**

Budget Task		2	0	1	8			2	0	1	9	
	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. Actual expenditures are monitored against the budget throughout the year. 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/or 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.



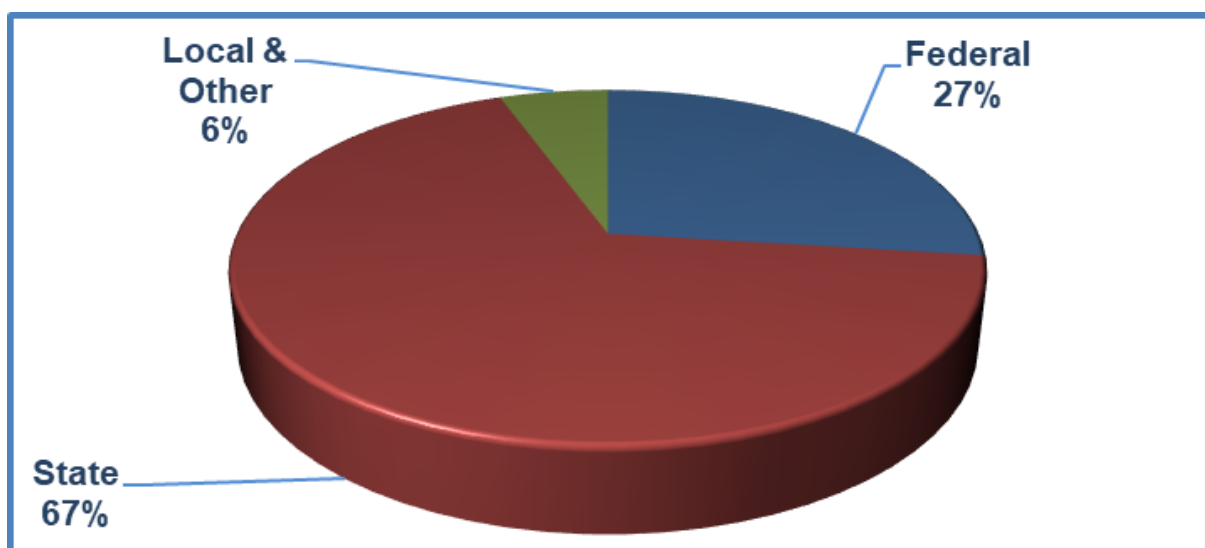
## REVENUES AND FUNDING SOURCES

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 2019/2020 are estimated to be \$79,415,735. Below in, *Chart 7 - Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$21,403,421. State revenues total \$53,579,075. The Local and Other revenues total \$4,433,239. 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* which 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 expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 80% federal to 20% local match.
- 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 21<sup>st</sup> 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.
- 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.

VCTC’s budget contains \$13,078,921 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 Program (STP) 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). VCTC has historically programmed the majority of FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.

### ***Surface Transportation Program (STP)***

The Surface Transportation Program 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. STP funds are allocated by the Commission and administered through Caltrans. STP estimates and apportionments are published by Caltrans. 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 \$8,000,000 in STP revenues for activities related to the Route 101 environmental document preparation.

### ***Congestion Mitigation and Air Quality (CMAQ)***

The Congestion Mitigation and Air Quality funds are allocated by the Commission for transportation projects which reduce transportation related emissions. 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. CMAQ estimates and apportionments are published by Caltrans. 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 \$324,500 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 \$37,400,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$38,550,000 in the upcoming year. Of this amount, \$14,500 is for County Administration, \$731,830 will be apportioned for Article 3, Bicycle and Pedestrian projects and Class 1 maintenance projects. Local agencies will receive an apportionment of \$31,962,227 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 for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$771,000, \$1,172,980 and \$3,897,463 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$5,841,443.

The budget also contains \$1,867,262 of carry-over funds of which \$1,128,262 is Article 3, Rail funds and \$739,000 of Article 3, Administration and Planning funds in the general fund balance.

In Fiscal Year 2019/2020, it is anticipated that only the Class 1 Bicycle Maintenance funds of \$182,958 will be included in the budget. The \$548,872 of project Bicycle and Pedestrian funds (and the remaining Fiscal Year 2018/2019 funds of \$23,799) will be carried-over into Fiscal Year 2020/2021 as part of the combined CMAQ/LTF Bicycle and Pedestrian process.

### ***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 funds are held in trust by the County. STA revenues are restricted for transit purposes and are administered by VCTC. At this time the State is estimating \$9,672,663 in STA revenues. The STA funded expenditures of \$6,841,750 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 funds are held in trust by the County. SGR revenues are restricted for transit purposes and are administered by VCTC. At this time the State is estimating \$1,347,528 in SGR revenues. The SGR funded expenditures of \$3,857,789 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 (commencing with 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 year receipts. VCTC's budget contains \$800,000 in SAFE revenues.

### ***State Transportation Improvement Program (STIP)***

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are based on SB 1 and will be increased in Fiscal Year 2019/2020 to equal the amount provided in 2010 (as previously provided under Proposition 42), with adjustments to be made in future years 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 \$497,000 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. Proposition 1B apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. At this time the VCTC budget contains \$2,003,000 in Proposition 1B revenues.

### ***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. LCTOP apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$1,621,013 LCTOP funds at this time.

### ***Adaption Planning Grant (APG)***

SB 1 provides that a portion of new 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 \$220,071 APG funds at this time.



### ***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 Legislature and 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 \$17,800 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 \$2,582,739 in local contribution revenues and \$1,506,500 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 \$344,000 in investment income and other revenues.



Chart 8 – Funding Sources

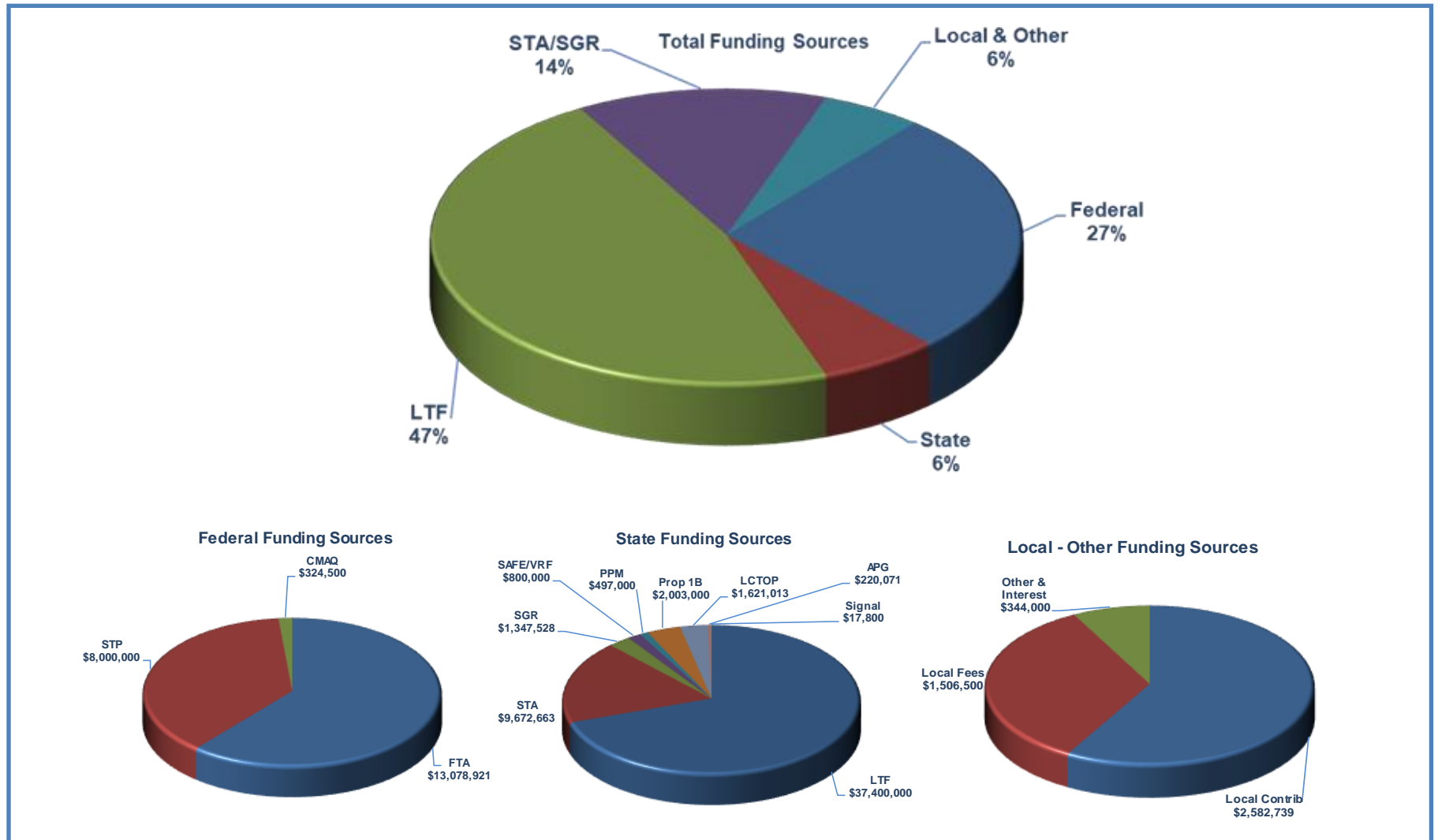
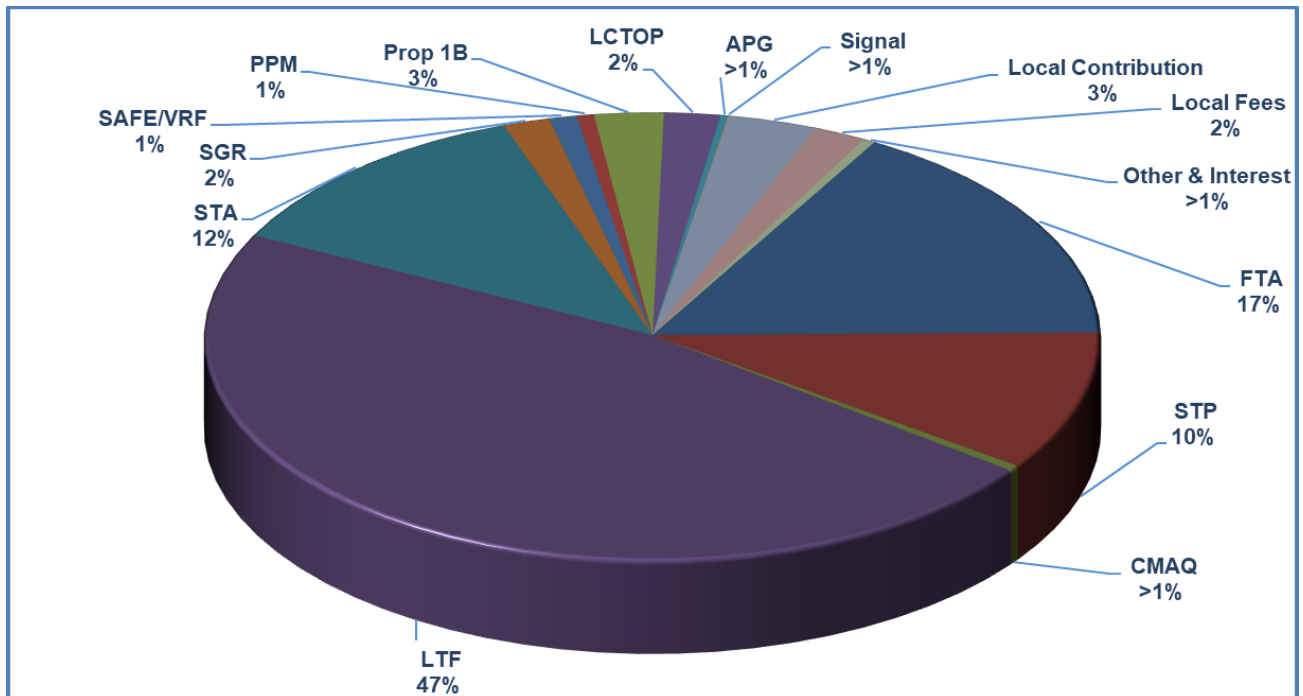


Table 1 – Revenue Sources

Funding Source	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget
Federal Transit Administration (FTA)	\$ 9,965,686	\$17,569,272	<b>\$13,078,921</b>
Surface Transportation Program (STP)	14,215	5,169,944	<b>8,000,000</b>
Congestion Mitigation and Air Quality (CMAQ)	249,644	274,100	<b>324,500</b>
Local Transportation Fund (LTF)	35,444,892	35,400,000	<b>37,400,000</b>
State Transit Assistance (STA)	6,340,450	7,024,169	<b>9,672,663</b>
State of Good Repair (SGR)	1,326,612	1,331,236	<b>1,347,528</b>
Service Authority for Freeway Emergencies (SAFE)	802,797	800,000	<b>800,000</b>
Planning, Programming and Monitoring (PPM)	454,383	708,353	<b>497,000</b>
Proposition 1B	420,395	2,335,003	<b>2,003,000</b>
LCTOP – Cap and Trade	572,303	1,409,943	<b>1,621,013</b>
Adaption Planning Grant (APG)	0	221,325	<b>220,071</b>
California Public Utilities Commission Signal	43,750	17,800	<b>17,800</b>
Local Contributions	2,488,043	3,242,096	<b>2,582,739</b>
Local Fees	1,566,731	1,398,000	<b>1,506,500</b>
Investment Income and Other Revenues	261,164	113,400	<b>344,000</b>
<b>Total Funding Sources</b>	<b>\$59,951,065</b>	<b>\$77,014,641</b>	<b>\$79,415,735</b>

\* Some budget tasks were amended after the Commission approved the budget in June 2018.

Chart 9 – Funding Source Detail



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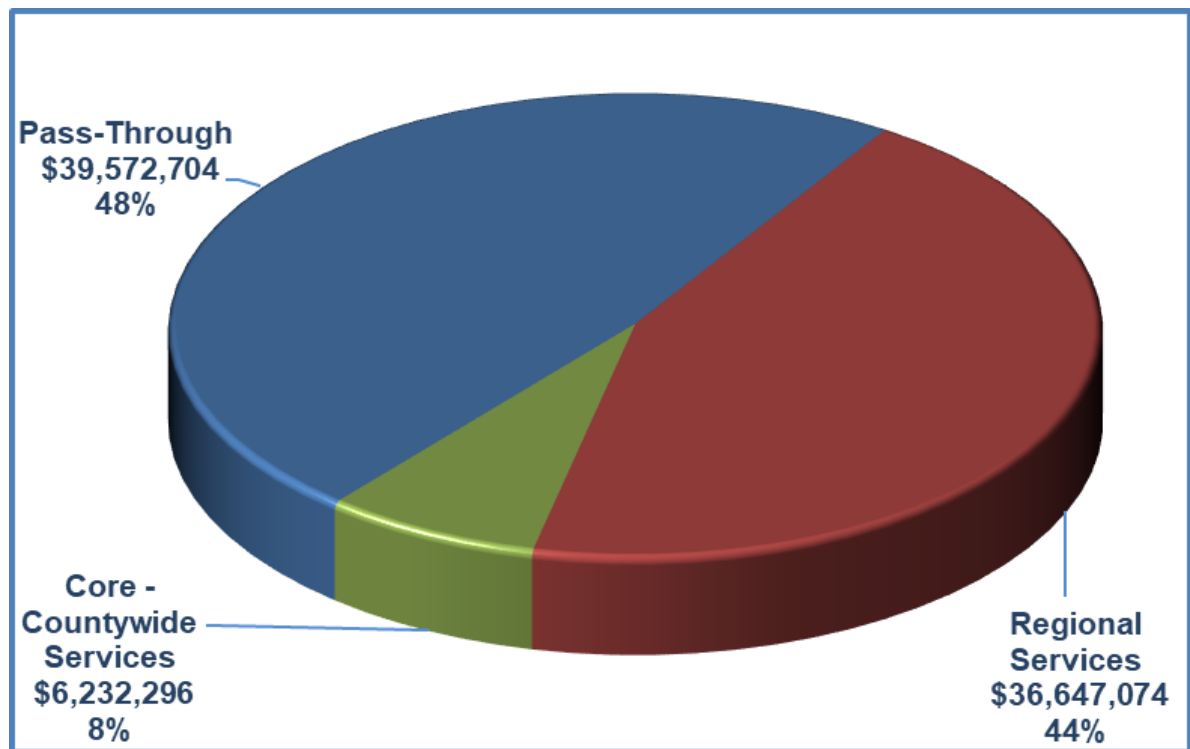


## PERSONNEL AND OPERATIONS

### 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/or 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**

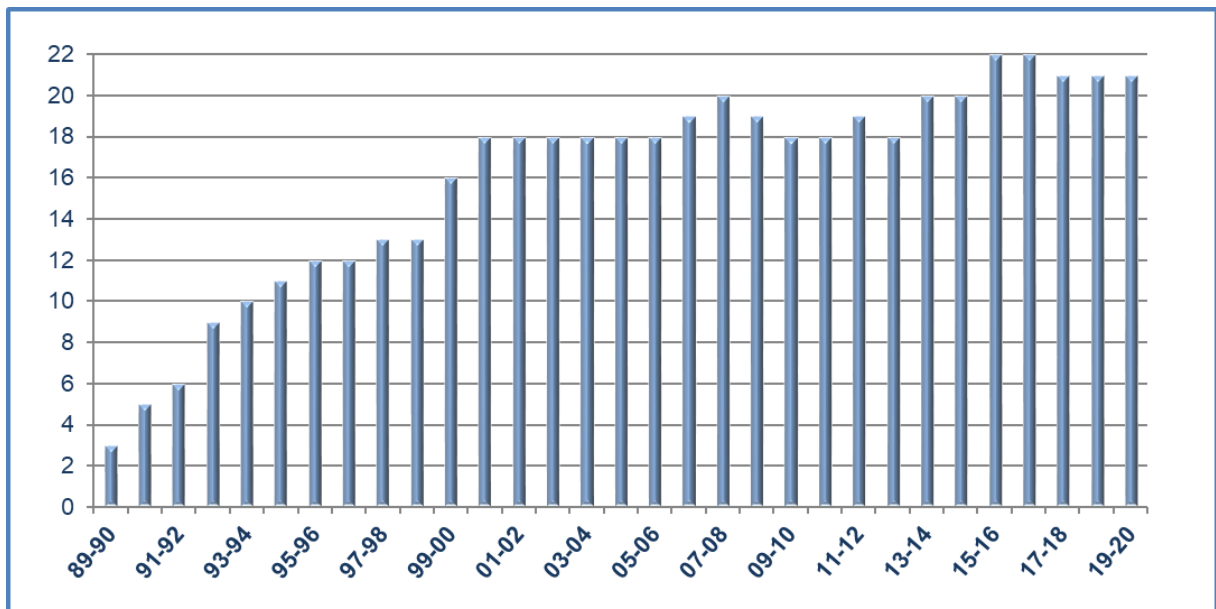


**Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission	Highway Program Management	TDA Administration
Motorist Aid Services	LOSSAN and Coast Rail Council	Transit Grant Administration
Community Outreach	Metrolink Commuter Rail	
Freight Movement	Santa Paula Branch Line	
Management and Administration	Senior & Disabled Transp. Services	
Regional Transit Planning	SpeedInfo Highway Speed Sensors	
Regional Transportation Planning	Regional Transit Information Center	
Rideshare Programs	Regional Transit Technology	
State & Federal Governmental Relations	Valley Express	
TDA Administration	VCTC Intercity Services	
Transit Grant Administration		
Transportation Programming & Reporting		
<b>Staff Hours</b> 27,058	<b>Staff Hours</b> 15,792	<b>Staff Hours</b> 1,166
<b>Total Staff Hours = 44,016</b>		

Growing from three employees in 1989 to its current proposed roster of twenty-one regular full-time employees, staffing includes fourteen 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 plus the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-one full-time employees budgeted. This year staffing remains the same (see *Table 3 - Full Time Equivalents by Program*).

**Table 3 – Full Time Equivalents by Program**

Program	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget	Fiscal Year 2019/2020 Budget
Transit and Transportation	5.4	5.5	<b>5.5</b>
Highway	0.3	0.5	<b>0.6</b>
Rail	0.9	1.1	<b>1.2</b>
Commuter Assistance	1.9	1.8	<b>1.8</b>
Planning and Programming	5.0	5.9	<b>5.6</b>
General Government	<u>6.1</u>	<u>6.2</u>	<u><b>6.3</b></u>
<b>TOTAL</b>	19.6	21.0	<b>21.0</b>

At the April 2019 Commission meeting, the Commission approved increasing the director and manager salary ranges to bring the classifications up to market standards effective July 1, 2019 as reflected below in *Table 4 - Schedule of Salary Ranges*.

**Table 4 – Schedule of Salary Ranges**

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$248,843
Director	4	\$109,108	\$158,482
Manager	6	\$ 70,132	\$115,364
Planner/Analyst	3	\$ 50,100	\$ 88,625
Support Staff II	5	\$ 43,827	\$ 63,545
Support Staff I	2	\$ 24,960	\$ 40,331

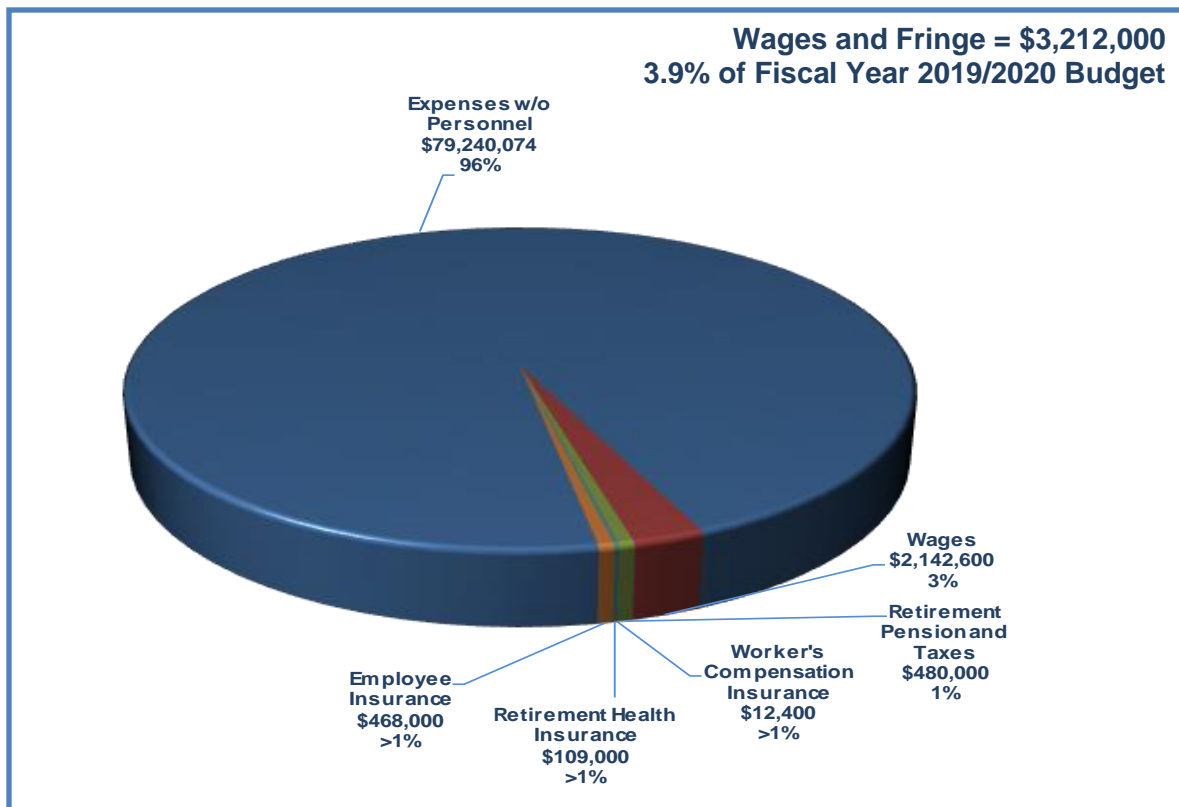
The Commission's salary and fringe benefits total \$3,212,000 or 3.9% of the Fiscal Year 2019/2020 budget (see *Table 5 - Personnel Budget* and *Chart 12 - Personnel Costs*). This represents an increase of \$145,100 or 4.7% from the Fiscal Year 2018/2019 budget. The Wages total of \$2,142,600 includes approximately \$80,000 for potential merit increases for eligible employees not at the top of their range. Benefits account for 1.3% of the budget.

**Table 5 – Personnel Budget**

Personnel Costs	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget	Fiscal Year 2019/2020 Budget
Wages	\$1,814,482	\$2,081,700	<b>\$2,142,600</b>
Retirement Pensions and Taxes	460,292	432,900	<b>480,000</b>
Worker's Compensation Insurance	15,480	13,600	<b>12,400</b>
Retirement Health Insurance/OPEB	109,000	108,000	<b>109,000</b>
Employee Insurance	<u>361,914</u>	<u>430,700</u>	<u><b>468,000</b></u>
<b>Total Expenditures</b>	\$2,761,168	\$3,066,900	<b>\$3,212,000</b>



Chart 12 – Personnel Costs

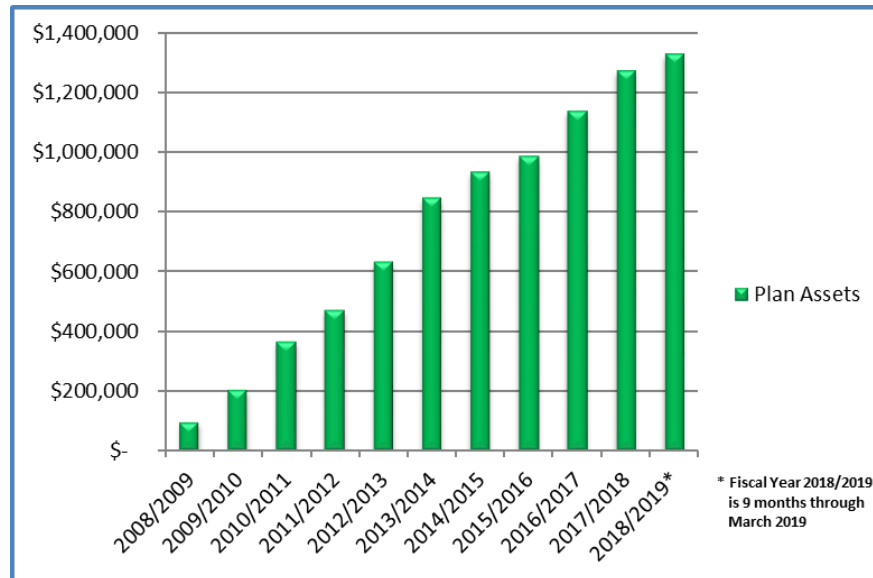


The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. Grandfathered employees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

Retiree healthcare cost of \$109,000 will be used to pay for retiree healthcare costs and partially prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$1,000 higher than the previous fiscal year and is based on the current actuary valuation from 2017. The unfunded actuarial accrued liability (UAL) is \$365,000 with a remaining amortization period of seven years.

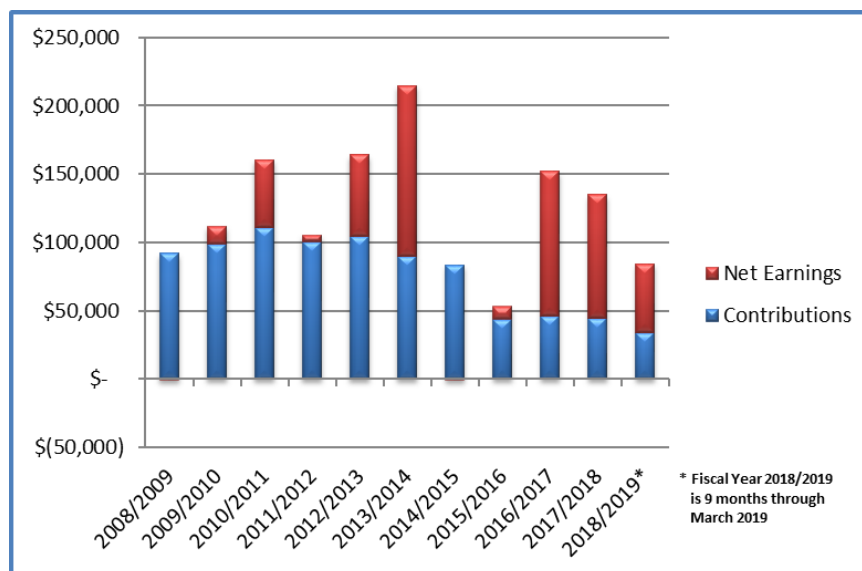
In June 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. The OPEB Trust fund's balance at March 2019 was \$1,328,255 (see *Chart 13 - OPEB Trust Assets by Fiscal Year*) and the funded ratio was 75%.

**Chart 13 – OPEB Trust Assets by Fiscal Year**



The Commission's trust has earned approximately \$502,000 in net earnings as of March 2019 (see *Chart 14 - OPEB Trust Earnings and Contributions by Fiscal Year*) with an average annual internal rate of return since inception of 6.2%.

**Chart 14 – OPEB Trust Earnings and Contributions by Fiscal Year**

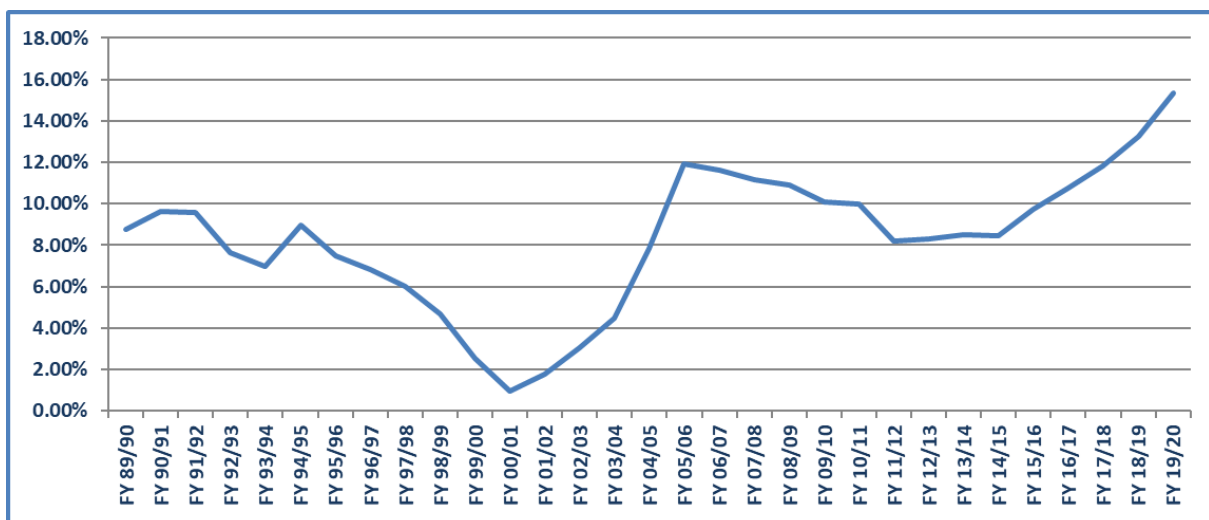


VCTC belongs to the California Public Employee's Retirement System (CalPERS) and has three pension tiers. The first tier includes "CalPERS Classic" employees hired before May 1, 2015 receiving the 2% at 60 retirement formula with the employee portion paid by the Commission. This tier was closed by Commission action in 2015 and will be eliminated over time as existing "grandfathered" employees separate from VCTC. There are currently ten active employees in this tier. The second tier includes the "CalPERS PEPRA" employees receiving the 2% at 62 retirement formula with employee paying the employee portion. Currently there are eight employees within this tier. The third tier includes the "CalPERS Classic" employee hired after May 1, 2015 receiving the 2% at 60 retirement formula with the employee paying the employee portion. Currently there are three employees in this tier. As turnover occurs and vacant positions are filled, the new employees will either fall into tier two or three depending on their CalPERS status.

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. In Fiscal Year 2019/2020, the weighted average, blended employer's current contribution is 15.35% of payroll (13.25% in Fiscal Year 2018/2019). This blended rate includes the UAL payment of \$133,413 towards VCTC's total UAL of \$1,969,921 (\$2,024,617 in Fiscal Year 2018/2019).

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 PEPRA. 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 8.299%.

**Chart 15 – Historical Pension Employer Rates**



Every few years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions. Then CalPERS modifies the information used 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 impacting the current rates is the lowering of the discount rate from 7.5% to 7% over the next several years. The current discount rate used is 7.25%. A change that will impact 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. Although many of these 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 are presented below in *Table 6 – Projected CalPERS Pension Employer Blended Contribution Rates*.

**Table 6 – Projected CalPERS Pension Employer Blended Contribution Rates**

Fiscal Year	Pension Rate
2020/2021	16.92%
2021/2022	18.08%
2022/2023	18.97%
2023/2024	19.23%
2024/2025	19.55%

Pension benefits are largely funded (59%) from investment earnings (see *Chart 16 - CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. CalPERS investment returns averaged 8.9% for the last year, 8.1% for the last five years, and 6.1% for the last 20 years and 8.4% for the last 30 years. As of June 30, 2017 (the latest actuary valuation), VCTC has pension assets of \$8,074,403 with a weighted average, blended funded ratio of 80.4%. 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.

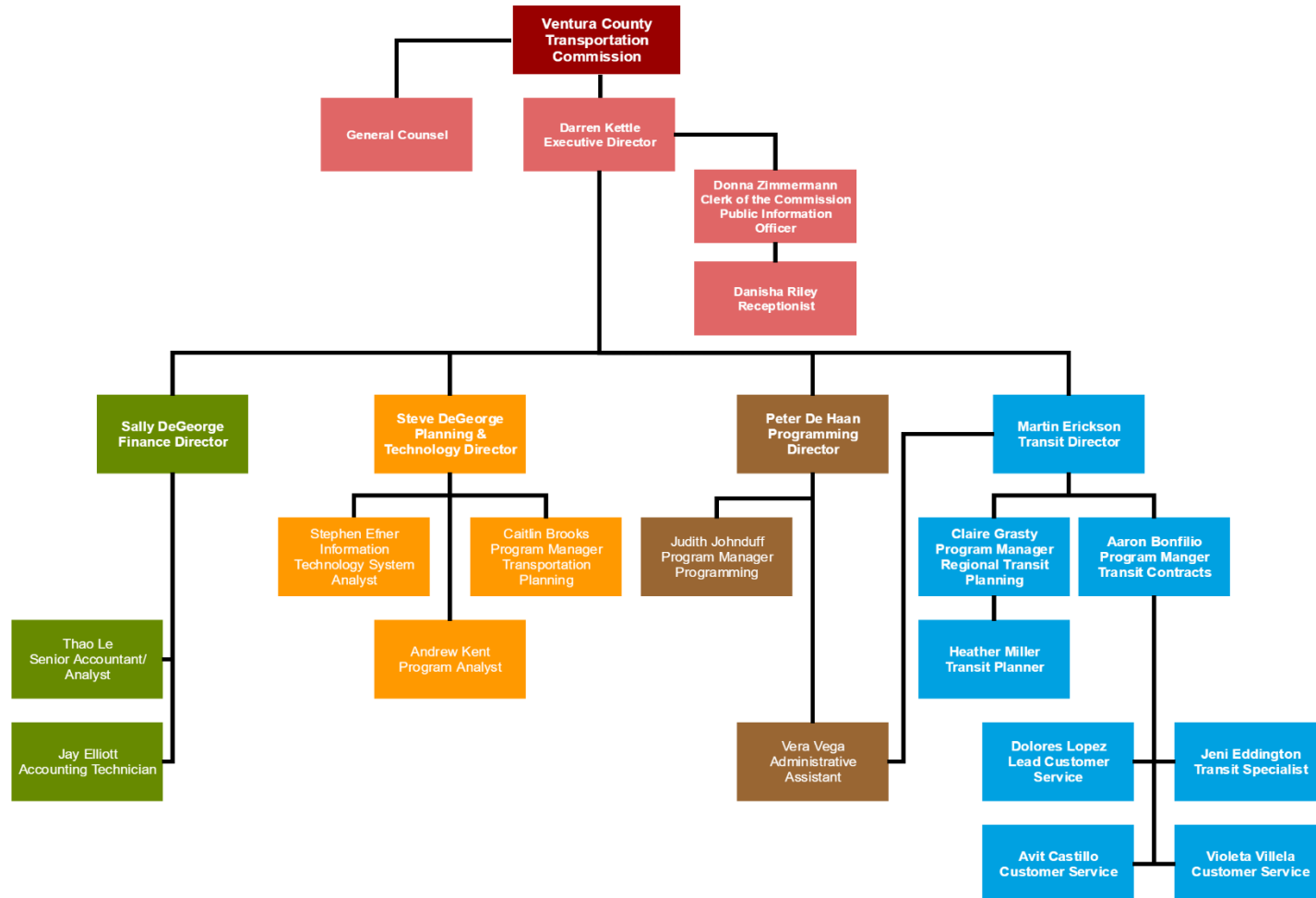
**Chart 16 – CalPERS Pension Buck**





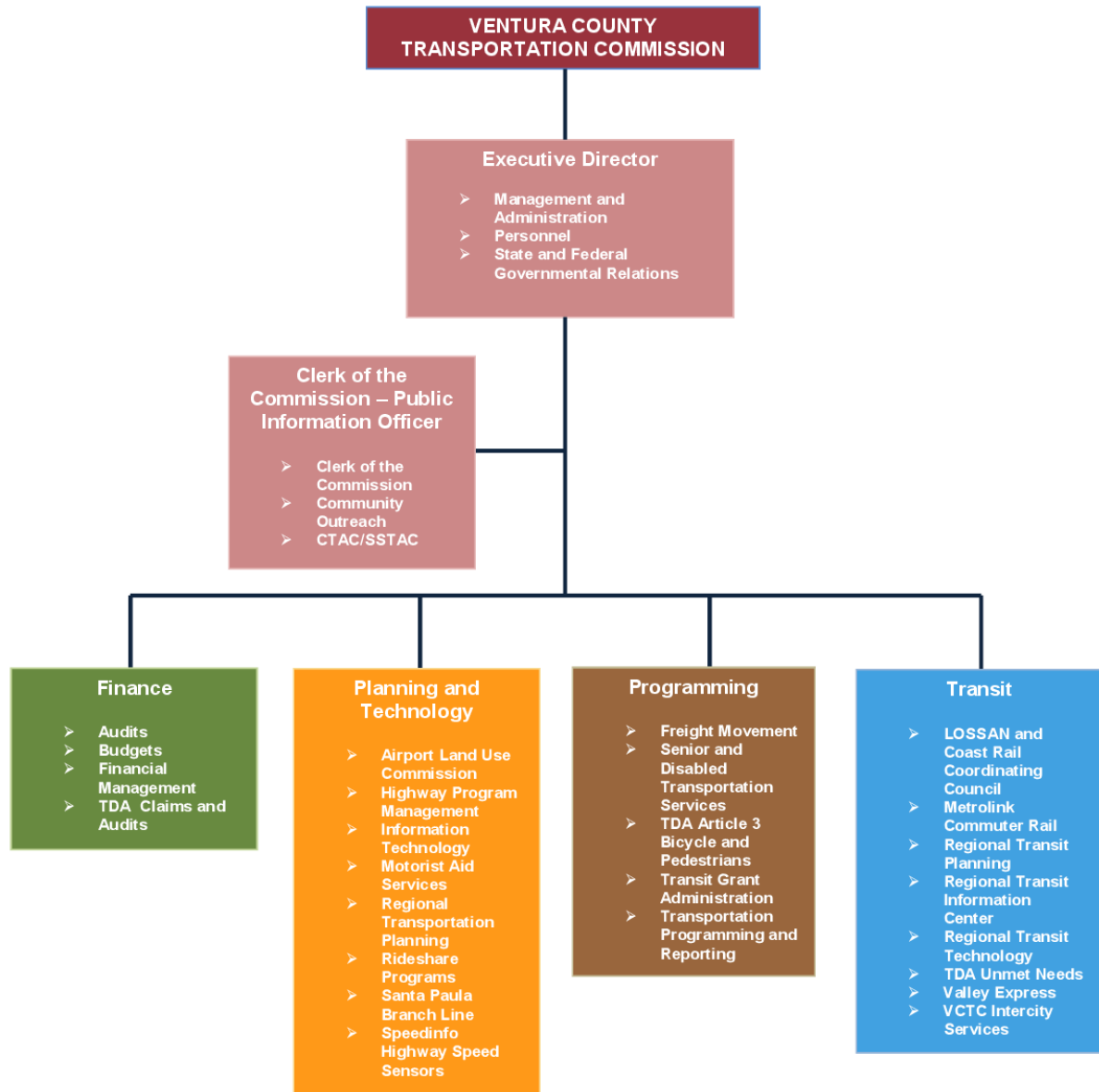
## Staff Organizational Chart

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. Indirect cost allocation plans (ICAP) 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.

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 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.

VCTC's first ICAP was approved by the FTA 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 Board/Public Information Officer, Information Technology Systems Analyst, Finance Director, Accounting Technician and Senior Accountant/Analyst.

A few budgeted indirect costs have changed from the previous years. The Salaries and Benefits line item increased by \$47,600 for adjustments to employee costs including merit increases and benefit changes. The Books and Publications item went up \$500. The Maintenance and Repairs item went up \$3,000 and the Membership and Dues item went up \$1,000. Insurance is estimated to increase by \$4,000 overall. Costs for office lease and storage are expected to increase by \$6,800 and training was increased by \$500. The Audits and Actuary costs went up \$18,500 due to the biennial OPEB valuation needed, legal increased by \$1,000 and the Professional and Human Resource line item increased by \$5,000 for consultant costs. Office decreased by \$37,500 as computer hardware replacement that occurred last fiscal year was completed.



*Table 7 - 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 7 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 7 – Indirect Cost Allocation Plan**

Operating and Professional Costs:	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget	Fiscal Year 2019/2020 Budget	\$ Change	% of Change
Salaries and Benefits	\$ 600,454	\$ 632,500	<b>\$ 680,100</b>	\$47,600	7.5%
Bank Fees	3,548	4,000	<b>4,000</b>	0	0.0%
Books and Publications	1,277	1,000	<b>1,500</b>	500	50.0%
Business Meals	82	500	<b>500</b>	0	0.0%
Communications	15,832	20,000	<b>20,000</b>	0	0.0%
Insurance	156,754	251,000	<b>255,000</b>	4,000	1.6%
Maintenance and Repairs	5,058	12,000	<b>15,000</b>	3,000	25.0%
Membership and Dues	4,945	5,000	<b>6,000</b>	1,000	20.0%
Mileage	1,352	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	870	10,000	<b>10,000</b>	0	0.0%
Office	23,844	62,500	<b>25,000</b>	-37,500	-60.0%
Postage	3,575	5,000	<b>5,000</b>	0	0.0%
Printing	4,447	5,000	<b>5,000</b>	0	0.0%
Lease	148,796	145,100	<b>151,900</b>	6,800	4.7%
Training	2,768	4,500	<b>5,000</b>	500	11.1%
Travel and Conferences	2,815	5,000	<b>5,000</b>	0	0.0%
Audit and Actuary Services	53,618	51,700	<b>70,200</b>	18,500	35.8%
Legal Services	22,665	25,000	<b>26,000</b>	1,000	4.0%
Professional and Human Resources	<u>52,712</u>	<u>55,000</u>	<u><b>60,000</b></u>	\$ 5,000	9.1%
<b>Subtotal</b>	<b>\$1,105,412</b>	<b>\$1,296,300</b>	<b>\$1,346,700</b>		
<b>Adjusted Overhead Rate</b>	<b>63.42%</b>	<b>58.54%</b>	<b>51.17%</b>		

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## BUDGET SUMMARY BY PROGRAM

### PROGRAM OVERVIEW

The Fiscal Year 2019/2020 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, 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 2019/2020 are \$82,452,074 which includes an estimated \$9.3 million for capital and depreciation expenses/expenditures. The significant nonrecurring capital expenditures within this budget are found within the Metrolink task budget of approximately \$8.1 million for Fiscal Year 2019/2020 and are discussed within that budget task. The total budget expenditures increased by 2.9% and are briefly explained in the individual program summaries.

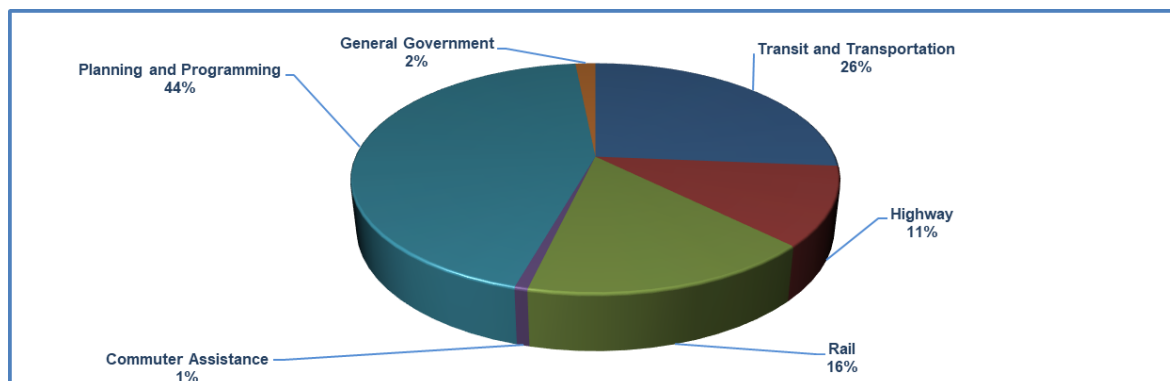
Below is a table and chart which summarize these six programs: *Table 8 - Budgeted Expenditures Summary by Program*, and *Chart 19 - Budgeted Program Expenditures*.

**Table 8 – Budgeted Expenditures Summary by Program**

Program Budget Categories	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>Transit and Transportation</b>	\$16,539,852	\$25,964,245	<b>\$21,680,500</b>	-16.5%
Highway	469,973	6,434,320	<b>9,093,700</b>	41.3%
Rail	3,563,132	10,456,951	<b>13,511,974</b>	29.2%
Commuter Assistance	471,333	548,300	<b>608,400</b>	11.0%
Planning and Programming	31,377,414	35,593,318	<b>36,250,100</b>	1.8%
General Government	1,010,038	1,147,900	<b>1,307,400</b>	13.9%
<b>Total Program Budget</b>	<b>\$53,431,742</b>	<b>\$80,145,034</b>	<b>\$82,452,074</b>	2.9%

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (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 \$21,680,500, the Transit and Transportation Program is 26% of the budget. Major changes to the Program budget task include a decrease of approximately \$2.1 million in the Regional Transit Technology budget with the anticipated completion of the AVL system. The Transit Grant Administration budget decreased approximately \$1.5 million with the completion of projects offset by the new pass-through projects. The VCTC Intercity budget decreased approximately \$0.7 million with the completion of the new bus purchase 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 9 - Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 9 – Transit and Transportation Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>Regional Transit Technology</b>	78	\$ 1,082,785	\$ 2,967,016	\$ 849,500	-71.4%
<b>Senior &amp; Disabled Transportation Service</b>	80	256,368	307,800	305,600	-0.7%
<b>Transit Grant Administration</b>	82	4,188,547	8,588,703	7,100,200	-17.3%
<b>Valley Express</b>	84	1,876,318	1,943,400	1,937,600	-0.3%
<b>VCTC Intercity Services</b>	86	9,135,834	12,157,326	11,487,600	-5.5%
<b>Total Transit and Transportation Budget</b>		<u>\$16,539,852</u>	<u>\$25,964,245</u>	<u>\$21,680,500</u>	-16.5%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 634,036	\$ 678,600	\$ 721,600	
<b>Indirect</b>		402,106	403,800	369,200	
<b>Project</b>		15,503,710	24,881,845	20,589,700	
<b>Total Transit and Transportation Budget</b>		<u>\$16,539,852</u>	<u>\$25,964,245</u>	<u>\$21,680,500</u>	
<b>Full-Time Employee Equivalent</b>		5.4	5.5	5.5	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (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 three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$9,093,700, the Highway Program is 11% of the budget. Major changes to the Program budget tasks include a decrease of approximately \$81,200 to the Motorist Aid Services budget (previously called Callbox System) due to the completion of the ADA upgrades and compliance project offset by the new incident responder grant program. The Highway Program Management budget increased approximately \$2.7 million for additional consultant and staffing costs due to the anticipated increased work on the U.S. 101 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 10 - Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 10 – Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>Motorist Aid Services</b>	90	\$271,815	\$ 901,000	<b>\$ 819,800</b>	-9.0%
<b>Highway Program Management</b>	92	87,078	5,380,320	<b>8,124,300</b>	51.0%
<b>SpeedInfo Highway Speed Sensors</b>	94	111,080	153,000	<b>149,600</b>	-2.2%
<b>Total Highway Budget</b>		<u>\$469,973</u>	<u>\$6,434,320</u>	<u><b>\$9,093,700</b></u>	41.3%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 53,293	\$ 97,400	<b>\$ 101,800</b>	
<b>Indirect</b>		33,798	57,800	<b>52,200</b>	
<b>Project</b>		<u>382,882</u>	<u>6,279,120</u>	<u><b>8,939,700</b></u>	
<b>Total Highway Budget</b>		<u>\$469,973</u>	<u>\$6,434,320</u>	<u><b>\$9,093,700</b></u>	
<b>Full-Time Employee Equivalent</b>		0.3	0.5	<b>0.6</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (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 \$13,511,974, the Rail Program is 16% of the budget and includes three project tasks. Major changes to the Program budget tasks include an increase to the Metrolink Commuter Rail budget of approximately \$3 million largely due to carry-over capital and rehabilitation projects. This budget includes funding from SB 1 and the State of Good Repair Program without which many of the improvements would not be possible. The Santa Paula Branch Line budget task increased approximately \$58,100 for consultant services. 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 - Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 11 – Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	98	\$ 37,498	\$ 35,400	<b>\$ 41,000</b>	15.8%
<b>Metrolink Commuter Rail</b>	100	2,738,776	9,580,551	<b>12,571,874</b>	31.2%
<b>Santa Paula Branch Line</b>	102	<u>786,858</u>	<u>841,000</u>	<b>899,100</b>	6.9%
<b>Total Rail Budget</b>		<u><b>\$3,563,132</b></u>	<u><b>\$10,456,951</b></u>	<u><b>\$13,511,974</b></u>	29.2%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 138,348	\$ 169,200	<b>\$ 205,000</b>	
<b>Indirect</b>		87,740	100,500	<b>105,000</b>	
<b>Project</b>		<u>3,337,044</u>	<u>10,187,251</u>	<b>13,201,974</b>	
<b>Total Rail Budget</b>		<u><b>\$3,563,132</b></u>	<u><b>\$10,456,951</b></u>	<u><b>\$13,511,974</b></u>	
<b>Full-Time Employee Equivalent</b>		0.9	1.1	<b>1.2</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (see budget task section for details).



## COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and use alternative modes of transportation including ridesharing and public transportation. The Commuter Assistance Program promotes efficiency in mobility by connecting people to different modes of traffic such as biking or walking and sometimes by connecting people to each other as in ridesharing. 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 \$608,400, the Commuter Assistance Program is 1% of the budget. Major changes to the Program budget tasks include an increase of approximately \$51,000 to the Rideshare Programs budget increased for the database administration and staffing costs. 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 - Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 12 – Commuter Assistance Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>Regional Transit Information Center</b>	106	\$221,689	\$272,200	<b>\$280,900</b>	3.2%
<b>Rideshare Programs</b>	108	<u>249,644</u>	<u>276,100</u>	<b><u>327,500</u></b>	<u>18.6%</u>
<b>Total Commuter Assistance Budget</b>		<u>\$471,333</u>	<u>\$548,300</u>	<b><u>\$608,400</u></b>	11.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$171,264	\$164,600	<b>\$189,700</b>	
<b>Indirect</b>		108,616	97,900	<b>97,200</b>	
<b>Project</b>		<u>191,453</u>	<u>285,800</u>	<b><u>321,500</u></b>	
<b>Total Commuter Assistance Budget</b>		<u>\$471,333</u>	<u>\$548,300</u>	<b><u>\$608,400</u></b>	
<b>Full-Time Employee Equivalent</b>		1.9	1.8	<b>1.8</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (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 revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads projects. The program consists of six budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$36,250,100, the Planning and Programming programs is 44% of the budget. Major changes to the Program budget tasks include a decrease of approximately \$114,000 to the Regional Transit Planning budget for the completion of projects such as the implementation of the College Pass Program that provides free rides to students attending five colleges within Ventura County and the Origin/Destination Customer Satisfaction Survey. The Regional Transportation Planning budget decreased approximately \$166,000 for partial completion of the multi-model corridor study of the U.S. 101 and the extension of previous Port Access studies looking at freight movement beyond U.S. 101 and connecting to SR 126. The Transportation Development Act budget increased approximately \$925,000 for additional pass-through funding to local agencies including funding from SB 1 and State of Good Repair. 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 - Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 13 – Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
Airport Land Use Commission	112	\$ 9,502	\$ 27,800	\$ 24,600	-11.5%
Freight Movement	114	43,479	42,900	43,700	1.9%
Regional Transit Planning	116	566,248	2,041,274	1,926,896	-5.6%
Regional Transportation Planning	118	500,562	1,152,500	985,900	-14.5%
TDA Administration	120	29,898,625	31,985,844	32,911,504	2.9%
Transportation Programming & Reporting	122	358,998	343,000	357,500	4.2%
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,377,414</b>	<b>\$35,593,318</b>	<b>\$36,250,100</b>	<b>1.8%</b>
<b>Program Costs:</b>					
Personnel		\$ 780,407	\$ 918,900	\$ 876,600	
Indirect		494,865	546,600	448,600	
Project		30,102,142	34,127,818	34,924,900	
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,377,414</b>	<b>\$35,593,318</b>	<b>\$36,250,100</b>	
<b>Full-Time Employee Equivalent</b>		<b>5.0</b>	<b>5.9</b>	<b>5.6</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (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 \$1,307,400, the General Government Program is 2% of the budget. Major changes to the Program budget tasks include an increase approximately \$161,000 in the Management and Administration budget for office relocation and furniture and equipment for the new office space, an adjustment for the over collection of the ICAP in a previous fiscal year and a new employee education program. 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 - *General Government Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 14 – General Government Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2017/2018 Actual	Fiscal Year 2018/2019 Budget*	Fiscal Year 2019/2020 Budget	% of Change
<b>Community Outreach</b>	126	\$ 464,226	\$ 514,500	<b>\$ 520,000</b>	1.1%
<b>Management and Administration</b>	112	367,131	408,800	<b>569,700</b>	39.4%
<b>State and Federal Governmental Relations</b>	130	155,074	224,600	<b>217,700</b>	-3.1%
<b>VCTC Office Building</b>	--	23,607	0	<b>0</b>	0%
<b>Total General Government Budget</b>		<u>\$1,010,038</u>	<u>\$1,147,900</u>	<u><b>\$1,307,400</b></u>	13.9%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 383,366	\$ 406,300	<b>\$ 437,300</b>	
<b>Indirect</b>		243,130	241,700	<b>223,800</b>	
<b>Project</b>		383,542	499,900	<b>646,300</b>	
<b>Total General Government Budget</b>		<u>\$1,010,038</u>	<u>\$1,147,900</u>	<u><b>\$1,307,400</b></u>	
<b>Full-Time Employee Equivalent</b>		6.1	6.2	<b>6.3</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2018 (see budget task section for details).



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## FUND BUDGETS AND BALANCES

### FUND BUDGETS

VCTC 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 four 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 *Chart 20 - Funds by Type and Budget Task*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting.

**Chart 20 – Funds by Type and Budget Task**

General Fund	Special Revenue Funds	Enterprise Funds
Airport Land Use Commission	Motorist Aid Services	Valley Express
Motorist Aid Services	Santa Paula Branch Line	VCTC Intercity Services
Community Outreach	SpeedInfo Highway Speed Sensors	
Freight Movement	TDA Administration	
Highway Program Management		
LOSSAN & Coast Rail Council		
Management & Administration		
Metrolink Commuter Rail		
Regional Transit Information Center		
Regional Transit Planning		
Regional Transportation Planning		
Regional Transit Technology		
Rideshare Programs		
Santa Paula Branch Line		
Senior & Disabled Transp. Services		
SpeedInfo Highway Speed Sensors		
State & Federal Governmental Relations		
TDA Administration		
Transit Grant Administration		
Transportation Programming & Reporting		

Details of the Fiscal Year 2019/2020 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in *Table 15 - Budget Summary by Fund*.





**Table 15 – Budget Summary by Fund**

<b>VENTURA COUNTY TRANSPORTATION COMMISSION</b> <b>BUDGET SUMMARY BY FUND</b> <b>FISCAL YEAR 2019/2020</b>									
	<b>GENERAL FUND</b>	<b>LTF</b>	<b>STA</b>	<b>SAFE</b>	<b>SPBL</b>	<b>SGR</b>	<b>VCTC INTERCITY</b>	<b>VALLEY EXPRESS</b>	<b>TOTAL</b>
<b>REVENUES</b>									
Federal Grants	17,582,920	-	-	-	-		3,193,303	627,198	21,403,421
State Grants	3,701,084	-	-	-	17,800		640,000	-	4,358,884
Local Transportation Fund	-	37,400,000	-	-	-		-	-	37,400,000
State Transit Assistance	-	-	9,672,663	-	-	-	-	-	9,672,663
State of Good Repair	-	-	-	-	-	1,347,528	-	-	1,347,528
Vehicle Registration Fees	-	-	-	800,000	-		-	-	800,000
Local, Investment, and Other Revenues	71,837	94,000	150,000	80,000	269,000	20,000	2,438,000	1,310,402	4,433,239
<b>Total Revenues</b>	<b>21,355,841</b>	<b>37,494,000</b>	<b>9,822,663</b>	<b>880,000</b>	<b>286,800</b>	<b>1,367,528</b>	<b>6,271,303</b>	<b>1,937,600</b>	<b>79,415,735</b>
<b>EXPENDITURES</b>									
<b>Transit and Transportation</b>									
Regional Transit Technology	849,500	-	-	-	-	-	-	-	849,500
Senior and Disabled Transportation Services	305,600	-	-	-	-	-	-	-	305,600
Transit Grant Administration	7,100,200	-	-	-	-	-	-	-	7,100,200
Valley Express	-	-	-	-	-	-	-	1,937,600	1,937,600
VCTC Intercity Services	-	-	-	-	-	-	11,487,600	-	11,487,600
<b>Total Transit and Transportation Budget</b>	<b>8,255,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,487,600</b>	<b>1,937,600</b>	<b>21,680,500</b>
<b>Highway</b>									
Motorist Aid Services	28,600	-	-	791,200	-	-	-	-	819,800
Highway Program Management	8,124,300	-	-	-	-	-	-	-	8,124,300
SpeedInfo Highway Speed Sensors	5,600	-	-	144,000	-	-	-	-	149,600
<b>Total Highway Budget</b>	<b>8,158,500</b>	<b>-</b>	<b>-</b>	<b>935,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,093,700</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2019/2020**

	GENERAL FUND	LTF	STA	SAFE	SPBL	SGR	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>									
LOSSAN - Coast Rail Coordinating Council	41,000	-	-	-	-	-	-	-	41,000
Metrolink Commuter Rail	12,571,874	-	-	-	-	-	-	-	12,571,874
Santa Paula Branch Line	128,100	-	-	-	771,000	-	-	-	899,100
<b>Total Rail Budget</b>	<b>12,740,974</b>	-	-	-	<b>771,000</b>	-	-	-	<b>13,511,974</b>
<b>Commuter Assistance</b>									
Regional Transit Information Center	280,900	-	-	-	-	-	-	-	280,900
Rideshare Programs	327,500	-	-	-	-	-	-	-	327,500
<b>Total Commuter Assistance Budget</b>	<b>608,400</b>	-	-	-	-	-	-	-	<b>608,400</b>
<b>Planning and Programming</b>									
Airport Land Use Commission	24,600	-	-	-	-	-	-	-	24,600
Freight Movement	43,700	-	-	-	-	-	-	-	43,700
Regional Transit Planning	1,926,896	-	-	-	-	-	-	-	1,926,896
Regional Transportation Planning	985,900	-	-	-	-	-	-	-	985,900
TDA Administration	181,600	32,159,686	499,960	-	-	70,258	-	-	32,911,504
Transportation Programming and Reporting	357,500	-	-	-	-	-	-	-	357,500
<b>Total Planning and Programming Budget</b>	<b>3,520,196</b>	<b>32,159,686</b>	<b>499,960</b>	-	-	<b>70,258</b>	-	-	<b>36,250,100</b>
<b>General Government</b>									
Community Outreach	520,000	-	-	-	-	-	-	-	520,000
Management and Administration	569,700	-	-	-	-	-	-	-	569,700
State and Federal Governmental Relations	217,700	-	-	-	-	-	-	-	217,700
<b>Total General Government Budget</b>	<b>1,307,400</b>	-	-	-	-	-	-	-	<b>1,307,400</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2019/2020**

	GENERAL FUND	LTF	STA	SAFE	SPBL	SGR	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>34,590,770</b>	<b>32,159,686</b>	<b>499,960</b>	<b>935,200</b>	<b>771,000</b>	<b>70,258</b>	<b>11,487,600</b>	<b>1,937,600</b>	<b>82,452,074</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(13,234,929)</b>	<b>5,334,314</b>	<b>9,322,703</b>	<b>(55,200)</b>	<b>(484,200)</b>	<b>1,297,270</b>	<b>(5,216,297)</b>	<b>-</b>	<b>(3,036,339)</b>
<b>Other Financing Sources (Uses)</b>									
Transfers In (Out)	11,304,467	(5,841,443)	(6,341,790)	(34,200)	484,200	(3,787,531)	4,216,297	-	-
Fund Balance Beginning of Year	2,016,807	10,666,705	8,910,064	4,665,909	25,359	2,583,862	8,190,250	-	37,058,956
Less Contingency Reserve	(50,000)	(3,200,000)	-	(1,515,000)	-	-	-	-	(4,765,000)
Less Capital and Accrual Adjustments	-	(6,400,000)	-	-	-	-	(7,190,250)	-	(13,590,250)
<b>Unassigned Fund Balance End of Year</b>	<b><u>36,345</u></b>	<b><u>559,576</u></b>	<b><u>11,890,977</u></b>	<b><u>3,061,509</u></b>	<b><u>25,359</u></b>	<b><u>93,601</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>15,667,367</u></b>

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.

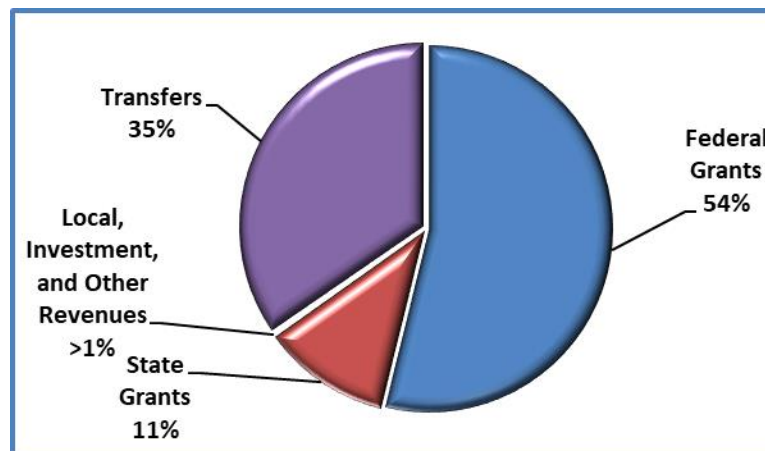


## General Fund

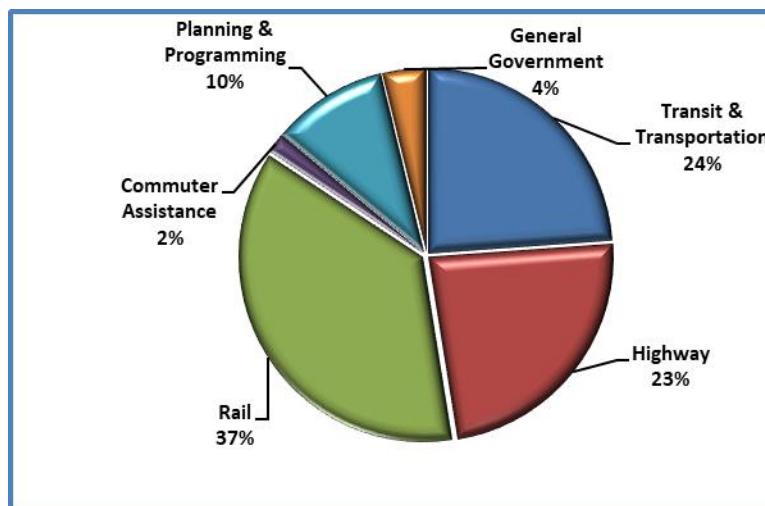
The general fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund, 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 21 - *General Fund Sources* and Chart 22 – *General Fund Uses*).

**Chart 21 – General Fund Sources**



**Chart 22 – General Fund Uses**



Major changes from the previous year are included in budget task detail but a summary for changes within the general fund activities are included below:

- The Revenues decreased by 4.0% overall in Fiscal Year 2019/2020 as follows:
  - Within the federal funds, the FTA funds decreased by \$220,000 largely due to project completion of projects offset by the \$2.8 million increase in STP funds as the Highway Project Managements project continues to move forward.
  - State grant funding within the general fund decreased by \$88,000 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 increased 3.5% overall in Fiscal Year 2019/2020 as follows:
  - In the Transit and Transportation Program:
    - A \$2.1 million reduction for AVL equipment purchased and implemented in the previous fiscal year.
    - A \$1.5 million decrease for the completion of federal pass-through sub-recipient projects offset by new projects.
  - In the Highway Program:
    - A \$2.7 million increase is largely due to the continuation of the U.S. 101 PAED study continues.
  - In the Rail Program:
    - A \$3.0 million increase for Metrolink Commuter Rail capital rehabilitation projects funded by SB 1 - State of Good Repair funds and carry-over Proposition 1B.
  - In the Commuter Assistance Program:
    - The Rideshare budget increased \$51,000 largely due to increased data based administration costs.
  - In the Planning and Programming Program:
    - A \$114,000 decrease in Regional Transit Planning as the implementation phase for the College Pass Pilot Program which allows college students free rides to their college if they attend any of the five colleges within Ventura County was finished along with the Origin/Destination Customer Satisfaction Survey.
    - A \$166,000 decrease for the partial completion of the multi-model corridor study of the U.S. 101 and the extension of the previous Port Access studies within the Regional Transportation Planning Program.
    - A \$0.9 million decrease is largely due to the STA and SGR pass-through funds that will now flow through the special funds instead of the general fund.
  - In the General Government Program:
    - A \$160,000 increase in Management and Administration for the potential office relocation and associated furniture and equipment, offset for ICAP adjustments for a prior year and a new employee education program.
- Transfers in/out increased by 15.9% or \$1.5 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.
- The fund balance is expected to decrease by \$8,000.

The Fiscal Year 2019/2020 budget for the general fund is presented in Table 16 - *General Fund Fiscal Years 2017/2018 to 2019/2020*. The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Year 2018/2019 are also included. In Fiscal Years 2017/2018, the Santa Paula Branch Line was still included within the general fund budget.

**Table 16 – General Fund Fiscal Years 2017/2018 to 2019/2020**

	FY 2017/2018 Actual	FY 2018/2019 Projected	General Fund FY 2019/2020 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	6,279,960	17,803,517	17,582,920	(220,597)	-1.2%
State Grants	2,058,449	3,789,665	3,701,084	(88,581)	-2.3%
Local, Investment, and Other Revenues	633,505	652,350	71,837	(580,513)	-89.0%
<b>Total Revenues</b>	<b>8,971,914</b>	<b>22,245,532</b>	<b>21,355,841</b>	<b>(889,691)</b>	<b>-4.0%</b>
<b>EXPENDITURES</b>					
<b>Transit and Transportation</b>					
Regional Transit Technology	1,082,785	2,967,016	849,500	(2,117,516)	-71.4%
Senior and Disabled Transportation Services	256,368	307,800	305,600	(2,200)	-0.7%
Transit Grant Administration	4,188,547	8,588,703	7,100,200	(1,488,503)	-17.3%
<b>Total Transit and Transportation Budget</b>	<b>5,527,700</b>	<b>11,863,519</b>	<b>8,255,300</b>	<b>(3,608,219)</b>	<b>-30.4%</b>
<b>Highway</b>					
Motorist Aid Services	4,208	21,000	28,600	7,600	36.2%
Highway Program Management	87,078	5,380,320	8,124,300	2,743,980	51.0%
SpeedInfo Highway Speed Sensors	728	9,000	5,600	(3,400)	-37.8%
<b>Total Highway Budget</b>	<b>92,014</b>	<b>5,410,320</b>	<b>8,158,500</b>	<b>2,748,180</b>	<b>50.8%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	37,498	35,400	41,000	5,600	15.8%
Metrolink Commuter Rail	2,738,776	9,580,551	12,571,874	2,991,323	31.2%
Santa Paula Branch Line	786,858	120,000	128,100	8,100	6.7%
<b>Total Rail Budget</b>	<b>3,563,132</b>	<b>9,735,951</b>	<b>12,740,974</b>	<b>3,005,023</b>	<b>30.9%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	221,689	272,200	280,900	8,700	3.2%
Rideshare Programs	249,644	276,100	327,500	51,400	18.6%
<b>Total Commuter Assistance Budget</b>	<b>471,333</b>	<b>548,300</b>	<b>608,400</b>	<b>60,100</b>	<b>11.0%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	9,502	27,800	24,600	(3,200)	-11.5%
Freight Movement	43,479	42,900	43,700	800	1.9%
Regional Transit Planning	566,248	2,041,274	1,926,896	(114,378)	-5.6%
Regional Transportation Planning	500,562	1,152,500	985,900	(166,600)	-14.5%
Transportation Development Act	273,516	1,108,749	181,600	(927,149)	-83.6%
Transportation Programming and Reporting	358,998	343,000	357,500	14,500	4.2%
<b>Total Planning and Programming Budget</b>	<b>1,752,305</b>	<b>4,716,223</b>	<b>3,520,196</b>	<b>(1,196,027)</b>	<b>-25.4%</b>
<b>General Government</b>					
Community Outreach	464,226	514,500	520,000	5,500	1.1%
Management and Administration	367,131	408,800	569,700	160,900	39.4%
State and Federal Governmental Relations	155,074	224,600	217,700	(6,900)	-3.1%
VCTC Office Building	23,607	-	-	-	-
<b>Total General Government Budget</b>	<b>1,010,038</b>	<b>1,147,900</b>	<b>1,307,400</b>	<b>159,500</b>	<b>13.9%</b>
<b>Total Expenditures</b>	<b>12,416,522</b>	<b>33,422,213</b>	<b>34,590,770</b>	<b>1,168,557</b>	<b>3.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(3,444,608)</b>	<b>(11,176,681)</b>	<b>(13,234,929)</b>	<b>(2,058,248)</b>	<b>18.4%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	5,006,976	9,755,616	11,304,467	1,548,851	15.9%
Fund Balance Beginning of Year	1,887,899	1,515,829	2,016,807	500,978	33.0%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>3,450,267</b>	<b>44,764</b>	<b>36,345</b>	<b>(8,419)</b>	<b>-18.8%</b>



## 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 17-21.

### ***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 an increase sales of goods within Ventura County in Fiscal Year 2019/2020 resulting in a \$2 million increase in sales tax revenues. Interest rates have improved and it is estimated interest revenues will increase by \$59,000. There is a \$1.3 million increase in pass-through expenditures to local agencies and a \$1.0 million increase in transfers to the General Fund and the VCTC Intercity Services and 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, unallocated Article 3, bicycle and pedestrian funds to be allocated in Fiscal Year 2020/2021. The fund balance increased by \$550,000 (including the Article 3 bicycle fund) and will be apportioned in a future year.

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 17 - *Local Transportation Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 17 – Local Transportation Fund Fiscal Years 2017/2018 to 2019/2020**

	Local Transportation Fund				
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local Transportation Fund	35,444,892	35,400,000	37,400,000	2,000,000	5.6%
Local, Investment, and Other Revenues	78,110	35,000	94,000	59,000	168.6%
<b>Total Revenues</b>	<b>35,523,002</b>	<b>35,435,000</b>	<b>37,494,000</b>	<b>2,059,000</b>	<b>5.8%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	29,625,109	30,877,095	32,159,686	1,282,591	4.2%
<b>Total Planning and Programming Budget</b>	<b>29,625,109</b>	<b>30,877,095</b>	<b>32,159,686</b>	<b>1,282,591</b>	<b>4.2%</b>
<b>Total Expenditures</b>	<b>29,625,109</b>	<b>30,877,095</b>	<b>32,159,686</b>	<b>1,282,591</b>	<b>4.2%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>5,897,893</b>	<b>4,557,905</b>	<b>5,334,314</b>	<b>776,409</b>	<b>17.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(4,506,731)	(4,789,610)	(5,841,443)	(1,051,833)	22.0%
Fund Balance Beginning of Year	7,651,852	7,989,490	10,666,705	2,677,215	33.5%
Less Contingency Reserve		(2,850,000)	(3,200,000)	(350,000)	12.3%
Less Capital and Accrual Adjustments		(4,900,000)	(6,400,000)	(1,500,000)	30.6%
<b>Unassigned Fund Balance End of Year</b>	<b>9,043,014</b>	<b>7,785</b>	<b>559,576</b>	<b>551,791</b>	<b>7087.9%</b>





## State Transit Assistance Fund

The State Transit Assistance (STA) special revenue fund derives its revenue from allocations of gas tax revenues designated for 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.

With the passage of SB 1 revenues and the associated increase in STA revenues, the STA fund will see an estimated increase of \$1.3 million in STA revenues to be utilized in Ventura County. Interest rates have improved and with the ample fund balance, interest is estimated to increase by \$100,000. A \$0.5 million expenditure is for pass-through funds that will be sent to local agencies from the special revenue fund instead of passing through the general fund as in previous years. A \$3.3 million decrease in transfers to the General Fund, Santa Paula Branch Line Special Revenue Fund and VCTC Intercity Fund for associated activities. The fund balance is expected to increase approximately \$1.9 million as revenues will exceed expenditures and transfers this fiscal year. The State of Good Repair Funds are now in its own special revenue fund which has decreased the revenues, transfers and fund balance. 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 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 18 - *State Transit Assistance Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 18 – State Transit Assistance Fund Fiscal Years 2017/2018 to 2019/2020**

	State Transit Assistance Fund				
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Transit Assistance	7,667,062	8,355,405	9,672,663	1,317,258	15.8%
Local, Investment, and Other Revenues	117,127	50,000	150,000	100,000	200.0%
<b>Total Revenues</b>	<b>7,784,189</b>	<b>8,405,405</b>	<b>9,822,663</b>	<b>1,417,258</b>	<b>16.9%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act			499,960	499,960	0.0%
<b>Total Planning and Programming Budget</b>	<b>-</b>	<b>-</b>	<b>499,960</b>	<b>499,960</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>499,960</b>	<b>499,960</b>	<b>0.0%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>7,784,189</b>	<b>8,405,405</b>	<b>9,322,703</b>	<b>917,298</b>	<b>10.9%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(3,379,769)	(9,654,028)	(6,341,790)	3,312,238	-34.3%
Fund Balance Beginning of Year	8,338,130	11,197,907	8,910,064	(2,287,843)	-20.4%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>12,742,550</b>	<b>9,949,284</b>	<b>11,890,977</b>	<b>1,941,693</b>	<b>19.5%</b>



### ***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.

Revenues in Fiscal Year 2019/2020 are expected to be flat except for interest revenues that are expected to increase by \$55,000. Expenditures are reduced approximately \$88,000 with the completion of the ADA upgrade project offset by the new responders grant program. Transfers out to the general fund cover staff time associated with SAFE funded projects. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance increased by \$436,000 and could be used for new projects that are being evaluated in future years (see Motorist Aid Services budget task).

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 19 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 19 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2017/2018 to 2019/2020**

	Service Authority for Freeway Emergencies Fund				
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Vehicle Registration Fees	802,797	800,000	800,000	-	0.0%
Local, Investment, and Other Revenues	68,083	25,000	80,000	55,000	220.0%
<b>Total Revenues</b>	<b>870,880</b>	<b>825,000</b>	<b>880,000</b>	<b>55,000</b>	<b>6.7%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Motorist Aid Services	267,607	880,000	791,200	(88,800)	-10.1%
SpeedInfo Highway Speed Sensors	110,352	144,000	144,000	-	0.0%
<b>Total Highway Budget</b>	<b>377,959</b>	<b>1,024,000</b>	<b>935,200</b>	<b>(88,800)</b>	<b>-8.7%</b>
<b>Total Expenditures</b>	<b>377,959</b>	<b>1,024,000</b>	<b>935,200</b>	<b>(88,800)</b>	<b>-8.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>492,921</b>	<b>(199,000)</b>	<b>(55,200)</b>	<b>143,800</b>	<b>-72.3%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(4,937)	(30,000)	(34,200)	(4,200)	14.0%
Fund Balance Beginning of Year	4,406,925	4,369,625	4,665,909	296,284	6.8%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>4,894,909</b>	<b>2,625,625</b>	<b>3,061,509</b>	<b>435,884</b>	<b>16.6%</b>



### ***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 of operating the Santa Paula Branch Line in the Heritage Valley. The branch line includes several bicycle and pedestrian trails as well as preserves the right-of-way for future projects. This was a new fund in Fiscal Year 2018/2019 and information for these activities in previous years is contained within the general fund. 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 and transfers in will increase slightly in Fiscal Year 2019/2020. It is expected that expenditures will also increase slightly in Fiscal Year 2019/2020. Transfers out to the general fund cover staff time associated with SAFE funded projects. One time funds received in the prior fiscal year will be available for future one-time expenditures.

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 20 - *Santa Paula Branch Line Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 20 – Santa Paula Branch Line Fund Fiscal Years 2018/2019 to 2019/2020**

Santa Paula Branch Line Fund					
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Grants	-	17,800	17,800	-	0.0%
Local, Investment, and Other Revenues	-	269,000	269,000	-	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>286,800</b>	<b>286,800</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES</b>					
<b>Rail</b>					
Santa Paula Branch Line	-	721,000	771,000	50,000	6.9%
<b>Total Rail Budget</b>	<b>-</b>	<b>721,000</b>	<b>771,000</b>	<b>50,000</b>	<b>6.9%</b>
<b>Total Expenditures</b>	<b>-</b>	<b>721,000</b>	<b>771,000</b>	<b>50,000</b>	<b>6.9%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>-</b>	<b>(434,200)</b>	<b>(484,200)</b>	<b>(50,000)</b>	<b>11.5%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	434,200	484,200	50,000	11.5%
Fund Balance Beginning of Year	-	-	25,359	25,359	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>25,359</b>	<b>25,359</b>	<b>0.0%</b>

### **State of Good Repair Fund**

The State of Good Repair (SGR) special revenue fund derives its revenue from allocations provided for under SB 1 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 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 were previously combined with the STA funds but will now be in its own special revenue fund. SGR revenues are expected to remain flat this year. Interest rates have improved and estimated interest revenues will be \$20,000. It is expected that approximately \$70,000 will be passed-through to local agencies and \$3.8 million of VCTC and SCRRA funds will pass-through the general fund for associated activities. The fund balance is expected to be \$93,000 for prior unclaimed funds that will be paid out in the future.

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 21 - *State Transit Assistance Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 21 – State of Good Repair Fund Fiscal Years 2017/2018 to 2019/2020**

	State of Good Repair Fund				
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State of Good Repair	-	-	1,347,528	1,347,528	0.0%
Local, Investment, and Other Revenues	-	-	20,000	20,000	0.0%
<b>Total Revenues</b>	-	-	<b>1,367,528</b>	<b>1,367,528</b>	<b>0.0%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act			70,258	70,258	0.0%
<b>Total Planning and Programming Budget</b>	-	-	<b>70,258</b>	<b>70,258</b>	<b>0.0%</b>
<b>Total Expenditures</b>	-	-	<b>70,258</b>	<b>70,258</b>	<b>0.0%</b>
<b>Revenues Over/(Under) Expenditures</b>	-	-	<b>1,297,270</b>	<b>1,297,270</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
<b>Transfers In (Out)</b>	-	-	(3,787,531)	(3,787,531)	0.0%
Fund Balance Beginning of Year	-	-	2,583,862	2,583,862	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	-	-	<b>93,601</b>	<b>93,601</b>	<b>0.0%</b>



## 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 22-23.

### ***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 decreased 20% largely due to associated decreases in expenditures in Fiscal Year 2019/2020. Federal revenues decreased \$1.4 million and State and local funding decreased \$0.2 million. The drop in expenses is largely due to the completion of the purchase of the three buses in the prior fiscal year offset by the depreciation expense that is now included within the budget. Transfers in from STA and LTF decreased by \$0.1 million. The presented fund balance is \$7.2 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses.

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 22 - *VCTC Intercity Fund Fiscal Years 2017/2018 to 2019/2020*.

**Table 22 – VCTC Intercity Fund Fiscal Years 2017/2018 to 2019/2020**

	VCTC Intercity Fund				
	FY 2017/2018	FY 2018/2019	FY 2019/2020	\$ Change	% Change
	Actual	Projected	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Federal Grants	3,409,662	4,585,545	3,193,303	(1,392,242)	-30.4%
State Grants	572,303	884,959	640,000	(244,959)	-27.7%
Local, Investment, and Other Revenues	2,269,409	2,403,000	2,438,000	35,000	1.5%
<b>Total Revenues</b>	<b>6,251,374</b>	<b>7,873,504</b>	<b>6,271,303</b>	<b>(1,602,201)</b>	<b>-20.3%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
VCTC Intercity	9,135,834	12,157,326	11,487,600	(669,726)	-5.5%
<b>Total Transit and Transportation Budget</b>	<b>9,135,834</b>	<b>12,157,326</b>	<b>11,487,600</b>	<b>(669,726)</b>	<b>-5.5%</b>
<b>Total Expenditures</b>	<b>9,135,834</b>	<b>12,157,326</b>	<b>11,487,600</b>	<b>(669,726)</b>	<b>-5.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(2,884,460)</b>	<b>(4,283,822)</b>	<b>(5,216,297)</b>	<b>(932,475)</b>	<b>21.8%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	2,884,460	4,283,822	4,216,297	(67,525)	-1.6%
Fund Balance Beginning of Year	8,190,250	9,285,378	8,190,250	(1,095,128)	-11.8%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	(8,190,250)	(9,285,378)	(7,190,250)	2,095,128	-22.6%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



### 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 decreased by 0.3% overall. The expenditures decreased accordingly for less outreach in the upcoming fiscal year. This fund is designed to have a zero fund balance.

The actual information for Fiscal Year 2017/2018 and the budgeted information for Fiscal Years 2018/2019 and 2019/2020 are included in Table 23 - *Valley Express Fund Fiscal Years 2017/2018 to 2019/2020*.

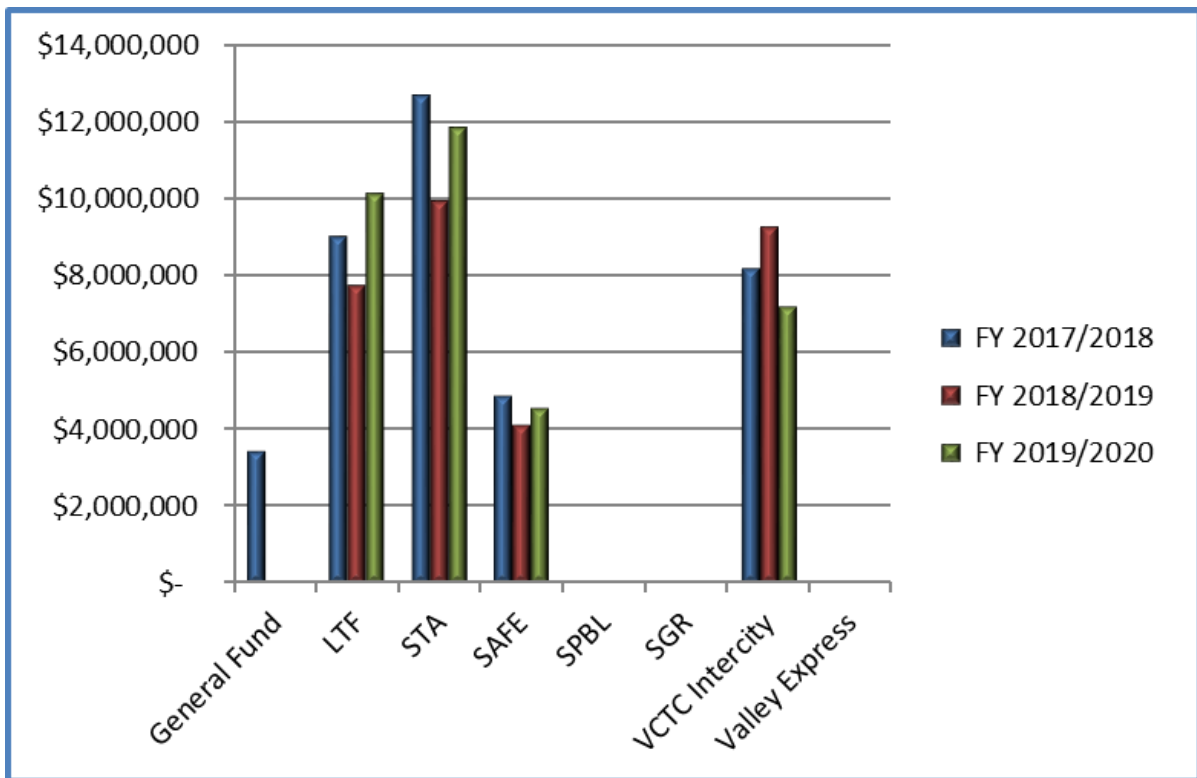
**Table 23 – Valley Express Fund Fiscal Years 2017/2018 to 2019/2020**

	Valley Express Fund				
	FY 2017/2018 Actual	FY 2018/2019 Projected	FY 2019/2020 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	539,923	624,254	627,198	2,944	0.5%
State Grants	186,691	-	-	-	0.0%
Local, Investment, and Other Revenues	1,149,704	1,319,146	1,310,402	(8,744)	-0.7%
<b>Total Revenues</b>	<b>1,876,318</b>	<b>1,943,400</b>	<b>1,937,600</b>	<b>(5,800)</b>	<b>-0.3%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
Valley Express	1,876,318	1,943,400	1,937,600	(5,800)	-0.3%
<b>Total Transit and Transportation Budget</b>	<b>1,876,318</b>	<b>1,943,400</b>	<b>1,937,600</b>	<b>(5,800)</b>	<b>-0.3%</b>
<b>Total Expenditures</b>	<b>1,876,318</b>	<b>1,943,400</b>	<b>1,937,600</b>	<b>(5,800)</b>	<b>-0.3%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	-	-	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

## FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2019/2020 are expected to be \$79,415,735 with expected expenditures to be \$82,452,074. These activities will result in an anticipated net decrease in fund balance of \$3 million resulting in a total fund balance of \$37,058,956. After accounting for a reserve of \$4,765,000 and a fund balance adjustment for capital and accruals of \$13,590,250, the available total fund balance at June 30, 2020 will be \$15,667,367. Below in Chart 23 - *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2017/2018) and projected (Fiscal Years 2018/2019 and 2019/2020) fund balances for all of VCTC's funds for a three-year period. Details of the projected Fiscal Year 2019/2020 fund balances are reflected in Table 15 - *Budget Summary by Fund*.

**Chart 23 – Comparison of Fund Balances by Fund**





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# 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 fareboxes, 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.

The Regional Transit Technology Budget Task was previously reflected as two VCTC Budget Tasks: Transit Stop Enhancements, and Fare Collection & APC Systems. Due to consolidation of staff, vendors, and funding sources, the two Budget Tasks were combined in Fiscal Year 2018/2019. This Budget Task as described below reflects the combined work elements, and historical expenditure comparison data for these two programs.

**ACCOMPLISHMENTS:** During Fiscal Year 2018/2019, VCTC launched the new real-time passenger information and automatic vehicle location system, branded as “GOVCbus”. VCTC staff is working with all our partner agencies to bring about all the system features, which include: real-time passenger information and notifications on mobile apps, to desktop users, by text and telephone, and, at over 40 locations equipped with live bus stop displays such as at transit centers, and park and ride lots. The system is integrated with existing automatic passenger counters, fareboxes and onboard fleet technologies. In addition, the system includes brand new automatic passenger counter (APC) technology for Simi Valley Transit, Ojai Trolley, Moorpark City Transit, Kanan Shuttle and Camarillo Area Transit/Trolley, connected to a central repository at VCTC. The new system includes automatic voice announcement and visual “announcement” services for Thousand Oaks, Moorpark, Simi Valley, Ojai and Gold Coast passengers. This service greatly helps to improve accessibility for the visually and hearing impaired. VCTC looks ahead to the potential exercise of contract options for countywide mobile ticketing, and, expansion of voice annunciators to the rest of the fleets, including VCTC Intercity. Lastly, VCTC officially went “live” with its online sales portal for VCTC’s “10-Ride” and the regionally accepted “31-Day” fare media.

**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 2019/2020 are down considerably as VCTC has transitioned from the implementation and deployment activities to the warranty/maintenance period for the GOVCbus system. 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 conducts training of County operator staff, as well as, the coordination and maintenance of a countywide general transit feed syntax (GTFS aka “Google Transit”) database, which aids for coordinated trip planning.

**WORK ELEMENTS:**

1. Coordinate system installation, training and maintenance activities with transit operators and vendors, including demonstration/testing of mobile ticketing.





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

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 office and, conduct reconciliation of revenues for point-of-sales network, including online.
4. Assist with the procurement of the countywide standard fare media equipment for smaller transit agencies.
5. Oversee management and updates to RTPI 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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$655,220
LTF Fund Transfer	194,280
<b>Total Funding</b>	<b>\$849,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 130,115	\$ 118,200	<b>\$121,400</b>
Fringe and Tax	83,562	77,100	<b>82,400</b>
Indirect Cost Allocation	135,514	116,200	<b>104,300</b>
Business Meals	0	300	<b>300</b>
Communications	467	2,200	<b>2,200</b>
Mileage	953	3,500	<b>3,500</b>
Notices	0	200	<b>0</b>
Office Support	420	2,000	<b>2,000</b>
Postage	183	1,400	<b>1,400</b>
Printing	5,940	27,000	<b>21,000</b>
Supplies	0	500	<b>0</b>
Training	0	1,000	<b>1,000</b>
Travel and Conferences	0	2,000	<b>3,000</b>
Bank Credit Card Processing Fees	9,104	22,000	<b>21,000</b>
Consultant Services	16,251	25,000	<b>30,000</b>
Legal Services	9,119	6,000	<b>6,000</b>
Professional Services	691,157	2,514,416	<b>450,000</b>
Equipment / Equipment Maintenance	0	48,000	<b>0</b>
<b>Total Expenditures</b>	<b>\$1,082,785</b>	<b>\$2,967,016</b>	<b>\$849,500</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**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.

Certification activities:	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Jul-Dec 2018
ADA Information/Application Requests	12,208	11,419	5,135
ADA Applications Received	1,116	1,407	830
Personal Interviews Conducted	399	316	155
ADA Determinations Issued	1,246	1,310	657

Processed ADA documentation for visitors to Ventura County and those certified by VCTC going elsewhere.

**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 economy of scale and a consistent process.

In the summer of 2015 VCTC entered into a new contract with Mobility Management Partners, Inc. which had been the previous provider. Since starting the new contract, staff worked with the contractor to implement numerous changes to the evaluation process, including deployment of online application capability and electronic data access for the transit operators. One particularly significant change was the elimination of personal interviews for all new applicants, through the initiation of an up-front application review to be followed by an interview only if determined to be necessary for an eligibility decision. As a result of this and other changes, the processing time for applications was reduced from a typical average of 50 days prior to 2015 to an average of 9 days from July through September 2017. Meanwhile, the number of certifications increased steadily from 800 in Fiscal Year 2013/2014 to 1,314 in Fiscal Year 2015/2016. Although certifications have leveled off since Fiscal Year 2016/2017, it is important to note that the increased numbers of ADA certifications will likely have ramifications beyond VCTC's certification costs both impacting the demand for countywide paratransit services and affecting the costs to all transit operators.

This past year the Commission opted to approve the second of two optional one-year contract extensions for the certification contract, with the final term expiring June 2020. Staff will come to the Commission in late 2019 for authorization to proceed with a Request for Proposals for a new competitive certification contract procurement.



**BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**WORK ELEMENTS:**

1. Manage contract to certify ADA applicants.
2. Manage appeal process for ADA certifications.
3. Provide information and assistance to inquiries regarding the ADA certification program.
4. Update ADA certification applications, informational brochures and internet information as appropriate.
5. Conduct procurement for new certification services.

**PRODUCT:** Processing of approximately 1,300 ADA certification requests per year; provision of public information in support of certification program.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$244,480
LTF Fund Transfer	61,120
<b>Total Funding</b>	<b>\$305,600</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 5,822	\$ 18,400	<b>\$ 18,100</b>
Fringe and Tax	2,912	9,400	<b>9,800</b>
Indirect Cost Allocation	5,539	16,500	<b>14,200</b>
Business Meals	0	100	<b>100</b>
Mileage	10	400	<b>400</b>
Notices	0	200	<b>0</b>
Printing	3,153	3,100	<b>3,400</b>
Travel and Conferences	966	1,600	<b>1,200</b>
Consultant Services	237,870	255,000	<b>255,300</b>
Legal Services	96	3,100	<b>3,100</b>
<b>Total Expenditures</b>	<b>\$256,368</b>	<b>\$307,800</b>	<b>\$305,600</b>



**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.

**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 Bus, Camarillo Area Transit, Area Agency on Aging, County Human Services Agency, County Public Works Agency, City of Oxnard, City of Ojai, Arc of Ventura County, HELP of Ojai, Ventura Transit System, Inc., California Vanpool Authority, Downtown Ventura Partners, Mobility Management Partners. Based on the Commission's recent approval of the One-Call / One-Click transportation information project, Interface Family Services / 211 will soon become be a VCTC subrecipient as well.

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 version of the budget has been increased by \$3,929,500 to include projects that are being programmed in the Fiscal Year 2019/2020 Program of Projects (POP) and are anticipated for expenditure during the year. The POP does not include any equipment to be purchased directly by VCTC so that line item is \$0 for Fiscal Year 2019/2020.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including a new Moorpark station entrance, the Thousand Oaks Transit Center improvements, Thousand Oaks Service Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit and paratransit systems.

VCTC staff expenses for this work are largely FTA-funded, matched with Local Transportation Funds (LTF). During Fiscal Year 2018/2019, VCTC was due for the FTA Triennial Review, but due to the federal shutdown and other delays, that effort has been delayed so that part of the work must occur during the upcoming year. Staff is again proposing to utilize consultant support for the subrecipient monitoring, with a proposed increase based on the experience with monitoring consultant costs thus far in Fiscal Year 2018/2019.



**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.
5. Participate in the FTA Triennial Review and comply with required follow up actions as directed by FTA.

**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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310, CMAQ Transfers	\$3,873,800
FTA 5307, 5310, CMAQ Transfers, Carry-over	3,142,400
LTF Fund Transfer	84,000
<b>Total Funding</b>	<b>\$7,100,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 56,470	\$ 86,600	\$ <b>89,800</b>
Fringe and Tax	27,476	41,500	<b>48,000</b>
Indirect Cost Allocation	53,239	76,200	<b>70,500</b>
Business Meals	0	100	<b>100</b>
Mileage	247	700	<b>400</b>
Notices	240	300	<b>300</b>
Travel and Conferences	23	600	<b>300</b>
Consultant Services	7,415	20,000	<b>30,000</b>
Legal Services	1,063	4,900	<b>3,500</b>
Equipment	68,722	187,042	<b>0</b>
Pass-Through Grants	3,973,652	8,170,761	<b>6,857,300</b>
<b>Total Expenditures</b>	<b>\$4,188,547</b>	<b>\$8,588,703</b>	<b>\$7,100,200</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**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. This included the staffing and management of the Technical and Policy advisory committees. During the year, staff provided 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. The past year was one of recovery and new beginnings. Following the devastating Thomas Fire of December 2017, and the service restructuring of August 2017, ridership has steadily increased, and is on track to surpass last fiscal year. In addition, new technologies were implemented that integrate with the regional VCTC Intercity service, including electronic fare media as well as trip planning tools, such as "Google Transit". Valley Express joined with other transit operators with the launch of the *College Ride* fare promotion in August 2018. These activities, combined with improved efficiencies on the operational side, have resulted in higher ridership and gains in productivity. Lastly, based on the recommendation of the Policy advisory committee, VCTC has entered into negotiations with the current service contractor regarding an extension of the existing agreement.

Annual Ridership Totals	Fiscal Year	Fiscal Year	Jul-Dec
	2016/2017	2017/2018	2018
	Ridership	Ridership	Ridership
Valley Express Dial-a-Ride	24,813	33,076	17,989
Valley Express Fixed Route	72,999	50,315	28,217

**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 has remained consistent following the Transit Operator contract amendment effective March 2017, and will fluctuate if future service planning changes take effect or there is a change in the contract operator. Recurring costs include a fixed administrative fee of \$100,000 (for VCTC salaries, fringes and indirect costs), contractor operator expense, printing, marketing, legal and professional services. This task is fully funded from FTA funds, passenger fares and the participating local jurisdictions.

**WORK ELEMENTS:**

1. Provide the Valley Express service through a contract operator and oversee contractor performance, service quality, compliance, and administer contract negotiations / extension.
2. Organize and administer regular committee meetings with representatives.
3. Oversee the planning and development of schedule adjustments of the service.





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

4. Implement support activities such as marketing the service, printing and distribution of passenger information, vendor contracts, and direct service modifications.
5. Administer Request for Proposals for Outreach and Marketing Services.
6. Oversee the implementation of recurring upgrades to dispatch paratransit system.
7. Prepare service statistics and provide the information to Cities, County, State, and Federal Transit Administration.
8. Provide development of service information for online and real-time arrival systems.
9. Oversee fleet maintenance pursuant to transit asset management best practices.

**PRODUCT:** Operation and administration of the Valley Express bus service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC will prepare and administer procurements related to the service, as well as monitor key performance indicators, contract compliance and plan service adjustments, accordingly.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 627,198
Local Contribution – Bus Operations*	985,402
Local Contribution – Route Guarantee**	130,000
Local Fee – Contract Administration*	100,000
Local Fee – Farebox	95,000
<b>Total Funding</b>	<b>\$1,937,600</b>

\*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:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 45,184	\$ 42,700	\$ 44,500
Fringe and Tax	23,603	19,900	21,600
Indirect Cost Allocation	43,625	37,400	33,900
Mileage	499	2,000	2,000
Office Support	0	200	500
Postage	107	100	100
Printing	5,815	6,800	25,000
Bank Fees	374	800	800
Legal Services	386	10,000	12,000
Professional Services	50,428	75,000	75,000
Bus Purchase/ Farebox Capital Equipment	186,691	4,000	4,000
Communications Wi-Fi	7,458	15,500	15,500
Contract Services	1,440,394	1,639,000	1,634,700
Outreach and Marketing	71,754	90,000	68,000
<b>Total Expenditures</b>	<b>\$1,876,318</b>	<b>\$1,943,400</b>	<b>\$1,937,600</b>





**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:** Last fiscal year marked the first full year of service following the acquisition of VCTC's contract operator, Roadrunner Management Services, by RATP Dev USA. This spring VCTC took delivery of three new vehicles. These are the last buses to be purchased through a joint-procurement and closes out VCTC's options in the contract. With this, the Commission will own 20 of the 36 buses required to operate its services. In addition, new technologies were deployed as part of the countywide *GOVCbus system*. During the last fiscal year, VCTC's service included the continued grant-funded demonstration of the *Oxnard/Camarillo* and *East/West* routes. The *East/West* includes direct service between Simi Valley/Moorpark and the western section of the County, as well as brand new bus service to and from the town of Somis. The *East/West* demonstration will continue into its third and final year with grant funding, while the *Oxnard/Camarillo* route will end its final demonstration year this summer, August 2019. VCTC and California State University Channel Islands are currently considering options for a similar service. Year over year, VCTC Intercity service experienced system-wide ridership improvements. During Fiscal Year 2017/2018 VCTC provided 640,121 passenger trips, representing just over an 11.4% decline in year-over-year ridership from the prior year. However, during Fiscal Year 2018/2019 VCTC Intercity ridership has grown by 3.3% (YTD). This rebound follows last year's devastating Thomas Fire and Montecito debris-flow events. The table below 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 2016/2017 Ridership	Fiscal Year 2017/2018 Ridership	Jul-Dec 2018 Ridership
<b>System-wide VCTC Ridership</b>	<b>722,831</b>	<b>640,121</b>	<b>335,405</b>
<i>Oxnard/Camarillo (Demo)</i>	<i>8,506</i>	<i>28,094</i>	<i>15,646</i>
<i>East/West (Demo)</i>	<i>n/a</i>	<i>9,542</i>	<i>13,490</i>

**DESCRIPTION:** VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus services, 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 light of a recent fare increase and the College Ride promotion, the Farebox revenues projection assumes similar revenues from last year. Following the completion of the vehicle purchases, actual year over year expenditures are down significantly—however inclusion of depreciation (which was previously excluded) lessens the reflected decrease.

**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.



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

3. Monitor service demonstrations and explore opportunities for ridership growth.
4. Administer Cooperative funding agreements and prepare related budgets.
5. Manage development and reporting of service indicators and system information.
6. Promote the system, conduct outreach, ridership surveys, and solicit rider input.
7. Oversee the deployment of new VCTC fleet vehicle technologies including potential countywide mobile ticketing.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5339 and CMAQ transfer	\$ 3,193,303
STA Fund Transfer	4,216,297
LCTOP	640,000
Local Contribution – Route Guarantee*	1,403,000
Local Fee – CSUCI Administration	35,000
Local Fee – Farebox	1,000,000
VCTC Intercity Fund Balance	1,000,000
<b>Total Funding</b>	<b>\$11,487,600</b>

\*Local Contribution provided by Moorpark College, CSUCI and SBCAG

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 168,086	\$ 174,100	\$ 186,300
Fringe and Tax	90,806	90,700	99,700
Indirect Cost Allocation	164,189	157,500	146,300
Business Meals	88	300	300
Mileage	804	2,700	2,700
Office Support	122	1,000	1,200
Printing	757	3,500	24,000
Training	298	2,000	1,900
Travel and Conferences	1,372	6,000	6,100
Bank Fees	2,896	4,100	4,100
Consultant Services	800	25,000	50,000
Legal Services	73,638	50,000	58,000
Bus and Equipment	0	2,138,100	25,000
Communications Wi-Fi	14,983	23,000	23,000
Contract Services	8,472,030	9,372,900	9,739,000
Outreach	144,965	106,426	120,000
Depreciation	0	0	1,000,000
<b>Total Expenditures</b>	<b>\$9,135,834</b>	<b>\$12,157,326</b>	<b>\$11,487,600</b>

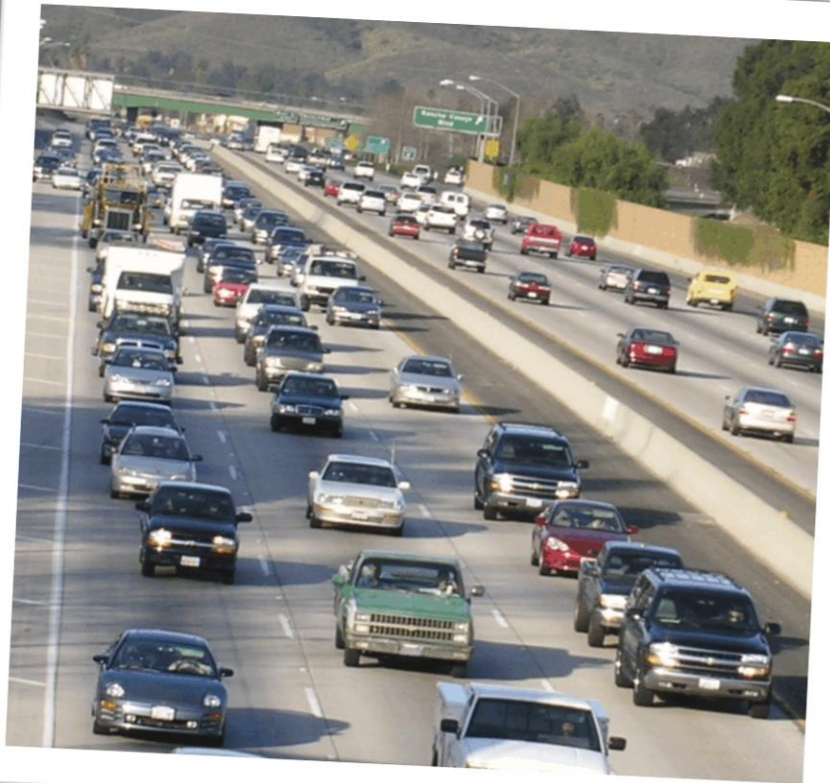
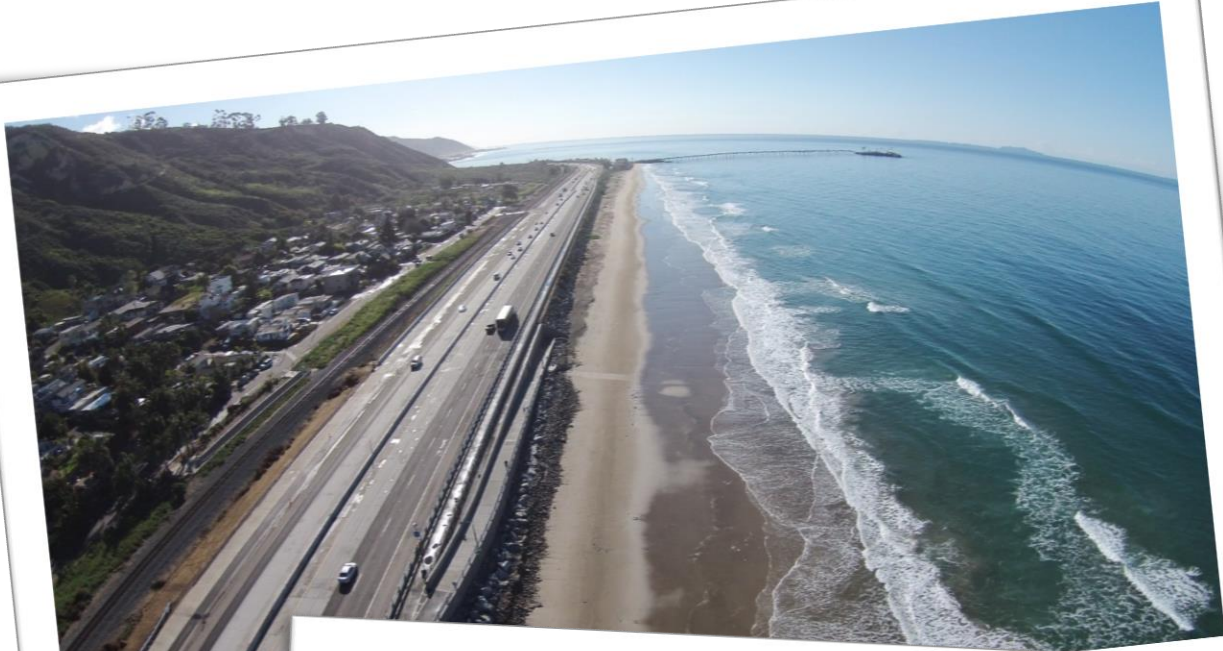
\* This budget task was amended after the Commission approved the budget in June 2018.



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## HIGHWAY PROGRAM TASK BUDGETS



**BUDGET TASK: MOTORIST AID SERVICES****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Maintain and operate countywide motorist aid services for Ventura County.

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

As cellular phones have proliferated callbox volumes have decreased over time. Annual callbox usage averaged well over 10,000 calls per year until 2002 when usage began to decline. Usage leveled off in 2010 at an average of 3,000 calls annually through 2016 and then down again to an average of 2,200 calls over the past three years.

In Fiscal Year 2014/2015 the callbox system underwent an analysis to identify needs to improve efficiency, update technology and bring the system into Americans with Disabilities Act (ADA) compliance. In Fiscal Year 2016/2017 the first two steps were completed with a 25% reduction in the total number of callboxes and an upgrade to the remaining 427 callboxes to 3G technology. In Fiscal Year 2018/2019 work to make all remaining callboxes ADA compliant was completed with asphalt walkways and concrete pads being added where necessary.

In consideration of changes to SAFE legislation and a growing SAFE fund balance the SAFE Board approved exploring two additions to Ventura County SAFE, Freeway Service Patrol (FSP) and a First Responder Grant Program.

**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 the implementation of the program. 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.

With Board approval, the First Responder Grant Program will be implemented early in Fiscal Year 2019/2020, staff will have to monitor the expenditure and use of SAFE grant funds by the County's first responders across the life of the program. FSP will take substantially more time to establish but it is anticipated that the program can be approved and begin operations in the early months of 2020.

The Fiscal Year 2019/2020 Callbox Task Budget is approximately \$81,000 less than the previous fiscal year due to the completion of ADA upgrades and inclusion of the Incident Responder Grant Program. It is important to note that Fiscal Year 2019/2020 the budget will need to be amended when Freeway Service Patrol is approved by the Board.





**BUDGET TASK: MOTORIST AID SERVICES (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Manage day-to-day operations/maintenance of the Callbox Program.
2. Coordinate work performed by consultants and other agencies for the Motorist Aid Services, including the following contracts and/or purchase orders.
3. Contract with California Highway Patrol for dispatching services.
4. Oversee purchase orders and/or contracts with consultants for callbox management services.
5. Ensure that knocked-down callboxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
6. Temporarily remove and/or install new callboxes in response to construction on state highways in Ventura County.
7. Implement the First Responder Grant Program.
8. Establish a Freeway Service Patrol.

**PRODUCT:** Products include the installation and/or removal of callboxes where appropriate, the repair or installation of callboxes which have been damaged or knocked down, and the establishment of a Freeway Service Patrol (FSP) and SAFE Grant Program.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$819,800
<b>Total Funding</b>	<b>\$819,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 1,833	\$ 9,200	\$ 13,300
Fringe and Tax	742	4,000	5,600
Indirect Cost Allocation	1,633	7,800	9,700
Mileage	0	500	500
Training	0	500	500
Travel and Conferences	0	1,000	3,000
Consultant Services	220,533	831,000	230,000
Legal Services	1,081	1,000	5,000
CHP	7,035	10,000	12,000
Communications Callbox	34,960	36,000	36,000
DMV Processing Fees	3,998	0	4,200
Incident Responder Grant Program	0	0	500,000
<b>Total Expenditures</b>	<b>\$271,815</b>	<b>\$901,000</b>	<b>\$819,800</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: HIGHWAY PROGRAM MANAGEMENT****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Delivery of the freeway improvement projects on Route 101 and Route 118.

**ACCOMPLISHMENTS:** With the Project Study Reports (PSRs) completed for U.S. 101 and S.R. 118, the Commission laid the groundwork to move environmental work on those highways forward. Beginning in May of 2015, the Commission approved programming federal Surface Transportation Program (STP) funds for the environmental phase of U.S. 101 and for the environmental phase of S.R. 118. In December 2016 the Commission approved a cooperative agreement with Caltrans detailing VCTC's role as project lead in the Project Approval and Environmental Document (PAED) phase for U.S. 101. Lastly in June of 2017, VCTC and Caltrans agreed to a partnership in managing the U.S. 101 PAED, with Caltrans providing the engineering project management and VCTC providing the contract administration.

The Highway 101 PAED procurement process resulted in a 42 month, \$15.2 million contract for consultant services in May of 2018. Work on the PAED began in earnest starting in July of 2018 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. Public scoping meetings are scheduled for spring of 2019.

Additionally, in the fall of 2017 Caltrans issued the environmental documentation for the Highway 118 widening resulting in an approved environmental document and preferred alternative in early fall of 2018.

**DESCRIPTION:** In Fiscal Year 2019/2020 staff will be working with Caltrans and the project consultant to conduct the PAED phase for U.S. 101. It is anticipated that the PAED work will extend over approximately four years and that project funds will carry-over from year to year. 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.

Staff, the Caltrans project manager and the project consultant will continue to coordinate with other agencies and the public as required on the various project elements.

The Fiscal Year 2019/2020 Highway Project Management Task Budget is approximately \$2,740,000 higher than the Fiscal Year 2018/2019 budget. As the project moves into its second year, the project alternatives will have been chosen and the largest segment of work, the environmental/engineering studies, will be underway.





**BUDGET TASK: HIGHWAY PROGRAM MANAGEMENT (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Continue Project Approval/Environmental Documents, U.S. 101 project.
2. Track state highway project statuses to assure no funds are lost due to "use-it-or-lose-it" requirements.

**PRODUCT:** Route 101 environmental document preparation, implementation and effective highway project monitoring and facilitation to ensure timely delivery.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
Surface Transportation Program (STP)	\$6,950,000
Surface Transportation Program (STP) Carry-over	1,050,000
PPM	44,300
PPM Carry-over	80,000
<b>Total Funding</b>	<b>\$8,124,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$36,021	\$ 57,000	\$ <b>56,300</b>
Fringe and Tax	14,250	21,500	<b>22,900</b>
Indirect Cost Allocation	31,882	46,700	<b>40,600</b>
Mileage	92	1,000	<b>1,000</b>
Office Support	302	1,000	<b>1,000</b>
Travel and Conferences	0	500	<b>500</b>
Consultant Services	3,975	4,650,620	<b>8,000,000</b>
Legal Services	556	2,000	<b>2,000</b>
Project Management	0	600,000	<b>0</b>
<b>Total Expenditures</b>	<b>\$87,078</b>	<b>\$5,380,320</b>	<b>\$8,124,300</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Provide real time highway speed data for inclusion in traveler information systems so that vehicle operators can make informed decisions and speed data can be collected for use in VCTC and Caltrans planning efforts.

**ACCOMPLISHMENTS:** Funded through the Service Authority for Freeway Emergencies (SAFE), SpeedInfo speed sensors are installed throughout Ventura and along Highway 101 as far north as Winchester Canyon in Santa Barbara County. SpeedInfo, an Application Service Provider (ASP), provides speed data through the use of solar powered, wireless speed sensors along Ventura County's highways where Caltrans loop detectors are not available. Sensors are placed at one mile intervals and report aggregated lane speeds twice per minute. The data is sent to Caltrans District 7 Traffic Management Center (TMC), where it is converted into travel time and published on the County's Changeable Message Signs (CMS), and provides input to a number of real-time traffic maps presented on websites for Caltrans, L.A. Metro, Southern California 511 as well as the Go Ventura website.

Caltrans District 7 has also adapted their programming to capture the SpeedInfo data so that it can be warehoused and used to study operational performance on highways where no other monitoring devices are available. This has become an important element in the Corridor System Management Plan (CSMP) program for Highway 101.

A new type of sensor which provides vehicles counts, as well as speeds, was developed and installed in Camarillo in late winter of 2018. Staff has been testing the sensor and analyzing the data and it has proven reliable. VCTC staff is exploring several updates to the SAFE program and additional counting sensors may be considered as part of those updates.

**DESCRIPTION:** There are two areas of work in this task. The first is to monitor the system and ensure the contractor is meeting all uptime requirements and that data remains available for use to all eligible parties. The second work area is to continue evaluate the data generated by the new hardware and explore locations for deploying it and capturing the data feed so that traffic counts for Ventura County highways can be done in real time.

**WORK ELEMENTS:**

1. Review all monthly reports for sensor uptime and approve invoices accordingly.
2. Participate in regional traveler information efforts to ensure inclusion of VCTC speed data.
3. Maintain a database to capture speed data by road segment and time to chart congestion events.
4. Convert data into Geographic Information System (GIS) layers to display graphically.



**BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**PRODUCT:** Improved traveler information through the dissemination of SpeedInfo data to various information distribution networks and detailed congestion data for use in VCTC planning efforts.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenue and Fund Transfer	\$149,600
<b>Total Funding</b>	<b>\$149,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 319	\$ 4,000	<b>\$ 2,600</b>
Fringe and Tax	127	1,700	<b>1,100</b>
Indirect Cost Allocation	282	3,300	<b>1,900</b>
Consultant Services	110,352	144,000	<b>144,000</b>
<b>Total Expenditures</b>	<b>\$111,080</b>	<b>\$153,000</b>	<b>\$149,600</b>



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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. OCTA's efforts in Fiscal Year 2017/2018 included: implementing commuter friendly service between Ventura and Santa Barbara, putting new, cleaner locomotives into service, and obtaining two Transit and Intercity Rail Capital Program grant awards, including the LOSSAN North Improvement Program. This program will provide investments that increase service between Los Angeles and Santa Barbara and San Luis Obispo and improve travel time, reliability and safety. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor now that LOSSAN is managing the Amtrak interoperating agreement.

**DESCRIPTION:** With the LOSSAN JPA, of which VCTC is a member, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with the other member agencies and LOSSAN management to assure cost-effective operations and quality service. Efforts to better integrate the Surfliner with other corridor services, including Metrolink, will continue.

VCTC has been an active member of the Coast Rail Coordinating Council (CRCC), which aims to deliver coastal daytime Amtrak service between Los Angeles and San Francisco. During the past year a Memorandum of Understanding (MOU) was signed by the member agencies 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. 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 Daylight 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.
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.





**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS (continued):**

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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$41,000
<b>Total Funding</b>	<b>\$41,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$14,694	\$13,300	<b>\$14,700</b>
Fringe and Tax	6,286	5,300	<b>6,200</b>
Indirect Cost Allocation	13,305	11,000	<b>10,700</b>
Business Meals	47	100	<b>100</b>
Membership and Dues	1,500	0	<b>2,500</b>
Mileage	187	1,200	<b>800</b>
Office Support	0	1,000	<b>500</b>
Travel and Conferences	904	2,500	<b>2,500</b>
Legal Services	575	1,000	<b>1,000</b>
Community Outreach	0	0	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$37,498</b>	<b>\$35,400</b>	<b>\$41,000</b>





**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) formed in 1991; and maintain and improve the line segment under VCTC ownership from the Moorpark Station to the Santa Susanna Tunnel 28.

**ACCOMPLISHMENTS:** During Fiscal Year 2017/2018, Metrolink served about 733 weekday passengers boarding trains at Ventura County stations, shown below. Metrolink's major accomplishment was the \$875 million State Transit and Intercity Rail Capital Program (TIRCP) grant award for the Southern California Optimized Rail Expansion (SCORE) program, which will allow for improved frequency through siding improvements, double tracking, signal and station improvements and implementing run through tracks at Union Station.

Service	Fiscal Year 2016/2017	Fiscal Year 2017/2018
Average Daily Boardings (VC Line)	3,466	3,284
Average Daily Boardings (VC Portion)	802	733

**DESCRIPTION:** As with all public transit systems, Metrolink operating costs have increased each year and this budget shows an increase in VCTC's operating contribution of about 4% from the previous year at a total of \$10,705,829 for the existing service plus \$150,000 in additional funding for Saturday service from April to October 2020. Capital expenditures continue to be a significant cost and VCTC's support totals \$6,340,768 for the year.

In Fiscal Year 2019/2020, VCTC will program a total of \$23,705,106 to the Metrolink program. Using federal funds generated by running Metrolink service through Ventura County, VCTC will obligate \$10,971,983 in Federal Transit Administration (FTA) funds to Metrolink for both operations and capital expenses. Through the VCTC budget, \$12,316,074 will be allocated for both operations and capital expenses. Additionally, the capital rehabilitation line item includes over \$4 million dollars of funds that were allocated to the Fiscal Year 2018/2019 budget as they are not anticipated to be spent until the 2019/2020 fiscal year. This budget also supports VCTC staff costs and administration and includes Low Carbon Transit Operations Program (LCTOP) funds generated by Metrolink,

Included in Fiscal Year 2019/2020's funds are \$1,279,270 of State SB 1 funds (in addition to \$2,510,261 programmed in Fiscal Year 2018/2019) to support state of good repair activities. Capital funds will help support infrastructure improvements to help maintain system performance and avoid impacts to travel times as well as funding for operations. Significant capital repairs are necessary to maintain service levels and safety compliance with Federal Railroad Administration standards and prevent issuing "slow orders" where infrastructure is deteriorating.

**WORK ELEMENTS:**

1. Represent the interests of VCTC on the SCRRA Member Agency Advisory Committee (MAAC) and at other rail meetings.



**BUDGET TASK: METROLINK COMMUTER RAIL (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS (continued):**

2. 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.
3. Work with Metrolink staff to improve and coordinate outreach.
4. 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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 3,897,463
LTF Fund Transfer Carry-over	1,128,262
STA Fund Transfer	847,181
STA Fund Transfer Carry-over	748,937
STA State of Good Repair Fund Transfer	1,279,270
STA State of Good Repair Fund Transfer Carry-over	2,510,261
Proposition 1B Carry-over	2,003,000
LCTOP Funds	150,000
Local Fees	7,500
<b>Total Funding</b>	<b>\$12,571,874</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 45,609	\$ 53,100	\$ 69,500
Fringe and Tax	19,655	22,200	29,900
Indirect Cost Allocation	41,391	44,800	50,900
Business Meals	56	100	500
Mileage	410	1,500	1,000
Office Support	95	1,000	1,000
Travel and Conferences	4,033	3,000	4,000
Legal Services	7,022	8,000	10,000
Capital Rehabilitation	0	4,091,049	6,164,674
Community Outreach	0	0	4,000
Equipment/Sealed Corridor/Crossings	30,732	2,169,300	2,003,000
Right of Way Vegetation Control	0	96,524	85,000
SCRRRA Operations/Maintenance-of-Way	2,589,773	3,089,978	3,998,400
Seasonal Saturday Service	0	0	150,000
<b>Total Expenditures</b>	<b>\$2,738,776</b>	<b>\$9,580,551</b>	<b>\$12,571,874</b>

**Total including funds disbursed directly to SCRRRA**

\$14,451,292

\$20,561,461

\$23,705,106

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: SANTA PAULA BRANCH LINE****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**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.

Across Fiscal Year 2018/2019 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 evaluated for its load carrying capacity.

Staff worked closely with Hearthstone Multi-Asset Entity C, L.P. to provide oversight, approve plans and negotiate easement agreements for the construction of storm water drainage infrastructure and a vehicular crossing to serve their development in eastern Fillmore. The staff and legal costs were fully compensated by the developer and the easement was valued by an expert appraiser providing one-time revenue for the line.

Lastly, Haun Creek Bridge as well as the at-grade crossings on State Route 126 at Sycamore Canyon and east of Fillmore have been replaced and/or repaired in accordance with the settlement agreement from previous litigation. Staff's role in these repairs was administrative ensuring that plan checks and inspections were completed.

**DESCRIPTION:** The Fiscal Year 2019/2020 Santa Paula Branch Line Task Budget reflects the return to a more predictable workload for staff with daily asset maintenance including, issuing Rights-of-Entry, weed abatement, debris cleanup and lease management.

In addition to maintenance of the right-of-way, the Fiscal Year 2019/2020 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report, \$50,000 for consultant support to assist with planning in advance of the June 2021 conclusion of VCTC's lease with the current rail operator, and \$25,000 for additional rail engineering consultant services.

The Fiscal Year 2019/2020 SPBL Task Budget is approximately \$58,000 higher than the previous fiscal year due to the inclusion of funds for consultant assistance in determining the options available to VCTC for the future of the Branch Line prior to the expiration of the current rail operator lease.



**BUDGET TASK: SANTA PAULA BRANCH LINE (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**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. Complete annual FRA required rail bridge inspections.
6. Evaluate SPBL leases and establish new rate schedule where applicable.

**PRODUCT:** Continued safe and cost-efficient management of the thirty-two mile-long SPBL corridor.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$128,100
STA Fund Transfer	459,200
STA Fund Transfer Carry-over	25,000
Signal Revenue	17,800
Local Fee – Leases	267,000
Local Fee – Permits	2,000
<b>Total Funding</b>	<b>\$899,100</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 37,096	\$ 54,400	\$ 60,100
Fringe and Tax	15,008	20,900	24,600
Indirect Cost Allocation	33,045	44,700	43,400
Mileage	347	500	500
Office Support	249	500	500
Consultant Services	48,217	70,000	120,000
Legal Services	89,646	50,000	50,000
Non-Rail Maintenance	65,228	100,000	100,000
Signal Repair and Replacement	48,022	50,000	50,000
Track Maintenance	450,000	450,000	450,000
<b>Total Expenditures</b>	<b>\$786,858</b>	<b>\$841,000</b>	<b>\$899,100</b>



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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:** Served as a central repository for all public transportation information within the County for new and regular riders. Staffed the toll-free information line for all Ventura County transit services, including VCTC Intercity transit service, Metrolink, LOSSAN, local bus transit operations, as well as general information regarding Rideshare programs such as Ride Match and Guaranteed Ride Home. Provided customer service support to VCTC for formal complaint and compliment intake and processing related to ADA, Title VI and transit operations. Performed customer service functions and acted as liaison to social service agencies which utilize transit services, such as the County of Ventura Human Services Agency. 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 the re-timed “commute-friendly Surfliner train” service. Disseminated information regarding the VCTC-sponsored *College Ride* transit fare promotion. Oversaw the launch of the online sales portal for VCTC regional fare media.

**DESCRIPTION:** The Regional Transit Information Center (RTIC) is the “front line” for transit service information, and provides support as the central sales outlet for the VCTC regional fare media. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm). 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 supports several programs and also, provides support for the sale of regional fare media and manages the consumer feedback database, including tracking of any complaints (formal ADA, Title VI or transit service related) that are filed regarding VCTC and its transit services.

**WORK ELEMENTS:**

1. Staff countywide “800-number” call-center to provide regional, rail and local transportation information.
2. Provide user-specific wrap-around transportation information such as 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, online or in-person.





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

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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$205,520
LTF Fund Transfer	75,380
<b>Total Funding</b>	<b>\$280,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 71,519	\$ 86,300	<b>\$ 94,400</b>
Fringe and Tax	56,125	66,300	<b>71,200</b>
Indirect Cost Allocation	80,952	90,800	<b>84,800</b>
Communications	1,669	2,200	<b>2,200</b>
Mileage	113	400	<b>400</b>
Office Support	0	200	<b>200</b>
Training	733	3,000	<b>2,700</b>
Travel and Conferences	340	1,000	<b>1,000</b>
Temporary/Extra Help	10,238	9,000	<b>14,000</b>
CRM Software	0	13,000	<b>10,000</b>
<b>Total Expenditures</b>	<b>\$221,689</b>	<b>\$272,200</b>	<b>\$280,900</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: RIDESHARE PROGRAMS****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Caitlin Brooks

**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.

In mid Fiscal Year 2017/2018 the rideshare program was restructured moving much of the work performed previously by staff in support of Ventura County Air Pollution Control District's Rule 211 to the contractor specializing in managing the rideshare database for the Southern California collective. The transfer of responsibilities to a contractor allowed a reduction in program cost and reallocation of a staff position to an area of greater need.

In addition to restructuring the database management, VCTC's contract outreach team was assigned direct contact with Employee Transportation Coordinators (ETC) throughout the County to better assess ETC's needs and how VCTC can assist them in reducing single occupancy vehicle trips. The outreach program was also broadened include social media outlets reaching new audiences for education on the benefits of alternative modes of transportation.

The program restructuring started in Fiscal Year 2017/2018 continued into Fiscal Year 2018/2019 as staff assessed program needs and services.

**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.

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. This effort is especially timely now that San Bernardino and Riverside Counties have rejoined the group.

The Fiscal Year 2019/2020 Rideshare Program Task Budget is approximately \$51,000 higher than Fiscal Year 2018/2019 Budget to allow an increase in staff time and a small increase in the Database Administration to accommodate increases in the numbers of employees served.



**BUDGET TASK: RIDESHARE PROGRAMS (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Caitlin Brooks**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](http://www.RideMatch.info), and the 511 online interface.
3. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the [www.RideMatch.info](http://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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
CMAQ	\$324,500
LTF Fund Transfer	3,000
<b>Total Funding</b>	<b>\$327,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 30,267	\$ 8,200	<b>\$ 16,800</b>
Fringe and Tax	13,353	3,800	<b>7,300</b>
Indirect Cost Allocation	27,664	7,100	<b>12,400</b>
Membership and Dues	0	500	<b>500</b>
Mileage	0	500	<b>500</b>
Office Support	51	1,000	<b>1,000</b>
Database Administration	41,020	95,000	<b>130,000</b>
Legal Services	64	1,000	<b>1,000</b>
Guaranteed Rides (Taxi or Rental Car)	1,868	7,000	<b>5,000</b>
Outreach	135,357	152,000	<b>153,000</b>
<b>Total Expenditures</b>	<b>\$249,644</b>	<b>\$276,100</b>	<b>\$327,500</b>



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## PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS





**BUDGET TASK: AIRPORT LAND USE COMMISSION****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge/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 (CLUP) thereby preserving continued operations and protecting the safety and welfare of surrounding residents.

**ACCOMPLISHMENTS:** Throughout Fiscal Year 2018/2019 ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on CLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local city/County staff, ALUC staff has been able to resolve potential airport land use conflicts prior to the permit process relieving the need for project review by the Commission.

The CLUP is in need of updating and in order to receive funding through Caltrans Division of Aeronautics, the CLUP is required to be included in the County of Ventura's Department of Airports' Capital Improvement Plan (CIP). ALUC staff previously worked with the County of Ventura, Department of Airports to include \$400,000 in the Departments of Airports CIP for this effort. Unfortunately, Caltrans Division of Aeronautics announced that there were no grant funds available for this effort in Fiscal Year 2018/2019.

**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 Air Station (NAS) Point Mugu. If potential conflicts can't 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 CLUP be selected by Caltrans Division of Aeronautics as a potential candidate for funding in the upcoming year, ALUC staff will be seeking grant authorization from the Commission and the budget contains \$5,000 for consultant assistance in the grant application process. Additionally, should the CLUP 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 CLUP.



**BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge/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 on surrounding Ventura County's airports.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$16,600
LTF Fund Transfer Carry-over	8,000
<b>Total Funding</b>	<b>\$24,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$4,128	\$ 8,300	<b>\$ 7,300</b>
Fringe and Tax	1,670	3,500	<b>3,000</b>
Indirect Cost Allocation	3,678	7,000	<b>5,300</b>
Mileage	26	500	<b>500</b>
Notices	0	1,000	<b>1,000</b>
Travel and Conferences	0	1,000	<b>1,000</b>
Consultant Services	0	5,000	<b>5,000</b>
Legal Services	0	500	<b>500</b>
Public Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$9,502</b>	<b>\$27,800</b>	<b>\$24,600</b>





**BUDGET TASK: FREIGHT MOVEMENT****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**OBJECTIVES:** Ensure that freight movement projects in Ventura County are incorporated into the appropriate regional and state planning and programming documents in order to qualify for state and federal freight movement funding programs. This work includes both general countywide freight movement, and also the more specific effort to implement improvements to the Intermodal Port Access Corridor identified as a priority in the Comprehensive Transportation Plan.

**ACCOMPLISHMENTS:** VCTC participated in the development of Multi-County Goods Movement Action Plan (MCGMAP). This effort produced a priority list of goods movement projects for the five-county region of San Bernardino, Riverside, Orange, Los Angeles, and Ventura. This priority list resulted in \$30.5 million in Prop. 1B Trade Corridor Improvement Funds (TCIF) for the Rice Avenue/101 Interchange project, Hueneme Road Widening and the 101/23 Freeway Interchanges. This effort also produced recognition by San Bernardino, Riverside, Orange and Los Angeles Counties that the Port of Hueneme and Ventura County are a part of the Southern California goods movement system. The passage of the Federal Fixing America's Surface Transportation (FAST) Act achieved a major regional objective, namely the adoption, as part of federal reauthorization, of a specific federal program for freight movement. Then the state's passage of Senate Bill (SB) 1, the Road Repair and Accountability Act, established an ongoing state goods movement revenue source, and directed that the SB 1 Trade Corridor funds be administered as a single program in conjunction with the freight funds apportioned to California by the FAST Act. This year the VCTC successfully obtained a \$68.6 million state commitment for the Rice Avenue Grade Separation from the state's freight program which consolidates the SB 1 goods movement funds and the FAST freight formula funds.

**DESCRIPTION:** Participate in, and coordinate with, Regional, State, and Federal goods movement planning efforts to ensure that goods movement projects in Ventura County are considered and included in any plans for short and/or long-term freight movement opportunities. Continue working with regional agencies and to ensure VCTC and regional priorities are addressed in upcoming freight program application cycles. Monitor the continued work of the various agencies on the Rice Avenue Grade Separation project.

**WORK ELEMENTS:**

1. Participate in on-going activities of Southern California Freight Working Group.
2. Work with the funding agencies including the California Transportation Commission, Caltrans, the California Public Utilities Commission, and the Federal Railroad Administration; and with the implementing agencies, including County Public Works the City of Oxnard, and the Union Pacific Railroad, to ensure successful delivery of the Rice Avenue Grade Separation.
3. Coordinate with the Port of Hueneme, local agencies, and private sector freight movement entities as required to ensure that all parties are aware of programs and funding opportunities that may occur for Ventura County.



**BUDGET TASK: FREIGHT MOVEMENT (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**PRODUCT:** Provision of Ventura County Data on Goods Movement as requested by Southern California Association of Governments (SCAG). Periodic updates to VCTC Board on freight movement activities and programs. Coordination with Regional, State, and Federal agencies in goods movement. Continued progress on final design and right-of-way phases for the Rice Avenue Grade Separation.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$38,700
PPM Carry-over	5,000
<b>Total Funding</b>	<b>\$43,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$13,947	\$13,400	<b>\$13,900</b>
Fringe and Tax	6,255	6,100	<b>6,900</b>
Indirect Cost Allocation	12,812	11,600	<b>10,700</b>
Mileage	338	200	<b>400</b>
Travel and Conferences	827	900	<b>1,100</b>
Consultant Services	9,300	10,000	<b>10,000</b>
Legal Services	0	700	<b>700</b>
<b>Total Expenditures</b>	<b>\$43,479</b>	<b>\$42,900</b>	<b>\$43,700</b>



**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:** Implemented the College Ride Program, funded by Low Carbon Transit Operations Program (LCTOP), that allows students attending colleges in Ventura County to ride transit on any Ventura County operator for free. Successfully obtained an Adaptation Planning Grant to fund a Transportation Emergency Preparedness Plan, which is now underway. Developed and completed the first Ventura County Transit Asset Management (TAM) Plan that better accounts for transit assets and helps plan for the maintenance and replacement of those assets. 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 and monitoring performance. This task includes working with regional, state and federal transportation agencies, including Commission funding partners.

The College Ride Pilot Program has been quite a success and has helped to increase transit ridership throughout Ventura County, which had been steadily declining. In the coming year, VCTC will continue to work with the colleges and operators to continue this program. The other major project for the coming year is the development of the Transportation Emergency Preparedness Plan, which staff will work in partnership with the Santa Barbara County Association of Governments (SBCAG) and a consultant to complete.

The Fiscal Year 2018/2019 Consultant Services line item was larger than normal due to projects being carried over from the prior year, due in large part to lengthy staff transition. A small amount will be rolled over into the Fiscal Year 2019/2020 budget to complete the remaining projects.

Other tasks in this budget include consultant support, continuing to work with all transit stakeholders in implementing a regional transit pass program that allows for a mobile ticketing option, surveying support and implementation support of the Human Services Coordinated Plan. Activities in this task include: completing the Transportation Development Act (TDA) Triennial Audit, 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 TDA Triennial Performance Audit.



**BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS (continued):**

5. Coordinate transit fare activities and transfers between operators, including research and development of a regional transit pass program.
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. Begin 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 TDA Triennial Audit. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and participate in the planning and programming activities of transit operators.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307 and CMAQ	\$ 133,200
FTA 5307 Carry-over	396,800
LTF Fund Transfer	203,100
LTF Fund Transfer Carry-over	114,200
STA Fund Transfer Carry-over	14,175
LCTOP	831,013
Adaptation Planning Grant	220,071
Local Contribution - SBCAG	14,337
<b>Total Funding</b>	<b>\$1,926,896</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$180,693	\$ 227,800	\$ 206,800
Fringe and Tax	80,162	98,900	93,700
Indirect Cost Allocation	165,365	194,400	153,800
Membership and Dues	670	1,200	900
Mileage	1,873	2,100	2,500
Office Support	896	1,300	1,600
Training	2,444	3,000	2,000
Travel and Conferences	3,208	6,000	6,000
Consultant Services	103,454	910,000	554,583
Legal Services	950	4,000	4,000
College Ride Pilot Program	0	524,984	831,013
Outreach	12,411	57,590	60,000
Unmet Needs	14,122	10,000	10,000
<b>Total Expenditures</b>	<b>\$566,248</b>	<b>\$2,041,274</b>	<b>\$1,926,896</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge/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 2018/2019 staff reviewed and commented on local 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) monitoring the effects of the Regional Transportation Plan/Sustainable Communities Strategy.

VCTC sought and was awarded two planning grants through SCAG. The first study is a multimodal corridor study of U.S. 101 through Ventura County. Upon completion, this study will enable VCTC to compete for SB 1 Solutions for Congested Corridor funds enabling congestion relief projects on U.S. 101. The second study is an extension of previous Port Access studies looking at freight movement beyond U.S. 101 and connections to State Route 126 and other important freight corridors. These studies began in winter of 2019 and are anticipated to carry-over into Fiscal Year 2019/2020 for completion.

Completed in previous years, the Ventura County Traffic Model (VCTM) has been used throughout the year by staff to support the County of Ventura's General Plan Update as well as the U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation Project (PAED).

Lastly, the long open Program Manager–Planning position has been filled and the Planning Department is fully staffed to handle their wide array of assignments.

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

Due to the unanticipated grant awards in Fiscal Year 2018/2019, the Congestion Management Plan (CMP) Request for Proposal was delayed. The Fiscal Year 2019/2020 Budget contains funding for this effort and with a full staffing it is anticipated that this procurement will begin in summer of 2019 and be completed within the fiscal year.

The Regional Transportation Planning Budget for Fiscal Year 2019/2020 is approximately \$114,000 less than the previous fiscal year due to partial completion of the two above mentioned studies and slightly lower staff costs.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge/Caitlin Brooks**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. Complete the CMP update.
4. Conduct the traffic model runs in support of the CMP and U.S. 101 PAED.
5. Continue to coordinate with the County of Ventura on their General Plan Update.

**PRODUCT:** Plans and projects by this agency, as well as, others that reflect the transportation planning goals of VCTC.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$178,200
LTF Fund Transfer Carry-over	616,800
PPM	140,900
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$985,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$173,980	\$ 234,300	<b>\$221,800</b>
Fringe and Tax Allocation	68,301	99,000	<b>91,500</b>
Indirect Cost Allocation	153,655	198,200	<b>160,300</b>
Membership and Dues	10,480	15,000	<b>15,000</b>
Mileage	1,080	1,500	<b>1,000</b>
Notices	0	500	<b>500</b>
Office Support	146	3,000	<b>3,000</b>
Printing	0	15,000	<b>15,000</b>
Travel and Conferences	3,047	4,000	<b>4,000</b>
Consultant Services	89,873	580,000	<b>468,800</b>
Legal Services	0	2,000	<b>2,000</b>
Software Licenses	0	0	<b>3,000</b>
<b>Total Expenditures</b>	<b>\$500,562</b>	<b>\$1,152,500</b>	<b>\$985,900</b>

\* This budget task was amended after the Commission approved the budget in June 2018.





**BUDGET TASK: TDA ADMINISTRATION****DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge

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

**ACCOMPLISHMENTS:** VCTC continued to process TDA (LTF and STA) and State of Good Repair (SGR) claims and allocated funds in compliance with State laws and regulations. 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. In Fiscal Year 2019/2020 the LTF revenues are estimated to be \$2 million higher than Fiscal Year 2018/2019 with a carry-in balance of \$4.35 million. It is estimated there will be \$31,962,227 apportioned for Articles 4 and 8.

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 occur in 2020/2021; therefore, the project funds of \$572,671 (\$548,872 new and \$23,799 carry-over) will be carried-over to Fiscal Year 2020/2021. The Class 1 Bicycle maintenance funds of \$182,958 will be allocated.

It is estimated that there will be \$489,960 in available STA PUC Section 99314 funds and \$68,258 SGR funds passed-through to eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. It is also estimated that there will be approximately \$12,000 in accumulated interest for both STA and SGR funds to be allocated to local agencies.

Additional audits are required because of the new funding and a new contract was issued for auditing and, thus, the audit line item has increased. Southern California Regional Rail Authority is also a recipient of STA and SGR funds, but those funds are not reflected in this budget, but within the Metrolink budget.

**WORK ELEMENTS:**

1. Administer LTF, STA and SGR programs to ensure regulatory compliance with the Transportation Development Act regulations.
2. Assist city and County staffs 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 estimate and monitoring of receipts.
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.





**BUDGET TASK: TDA ADMINISTRATION (continued)****DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge**PRODUCT:** A cost-efficient and effective administration of the TDA program.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Revenues and Fund Transfer	\$32,341,286
STA Fund Transfer - Section 99314	489,960
SGR Fund Transfer – Section 99314	68,258
Interest	12,000
<b>Total Funding</b>	<b>\$32,911,504</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 27,789	\$ 28,500	\$ 25,600
Fringe and Tax	12,653	12,600	12,200
Indirect Cost Allocation	25,649	24,500	19,300
Mileage	0	500	500
Office Support	0	600	1,000
Audits	48,425	82,500	120,000
Legal Services	0	3,000	3,000
County Auditor Administration	13,500	14,500	14,500
Pass-Through State Transit Assistance	159,000	806,927	499,960
Pass-Through State of Good Repair	0	149,622	70,258
Article 3 - Bicycles and Pedestrians	680,720	1,090,240	182,958
Article 4 - Transit	23,775,343	24,474,227	21,396,647
Article 8 – Transit, Streets and Roads	5,155,546	5,298,128	10,565,581
<b>Total Expenditures</b>	<b>\$29,898,625</b>	<b>\$31,985,844</b>	<b>\$32,911,504</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



## **BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING**

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Judith Johnduff

**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 a part of this work VCTC develops and updates the Transportation Improvement Program which 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 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, such as Active Transportation Program (ATP) Cycle 4, Caltrans Planning Grants and new LCTOP and State of Good Repair (SGR) funds. VCTC worked with local agencies to facilitate allocation/obligation of these funds and on submitting the required reports to Caltrans in order to meet the accountability requirements of the SB 1 program. As part of the SB 1 funded ATP program, 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) funds, Active Transportation program, Low Carbon Transit Operations program, and the State of Good Repair program. VCTC prioritizes and nominates projects for these funds programs as well as to the CTC for State Transportation Improvement Program (STIP) funding. During Fiscal Year 2019/2020 VCTC will prepare the FTIP submittal to SCAG which includes Air Quality Calculations for projects.

Additionally, based on the experience of the past year, there is likely to be continued significant staff work over the next few years as new CTC and Caltrans programs, accountability requirements and competitive grants funded by SB 1 come on-line. This work includes facilitating the coordination between Caltrans and local agencies as Caltrans develops new plans and improvement projects on the state highway system throughout the County funded with new SB 1 funds. VCTC's re-organization of the Programming Department last year has allowed the budget for this task to remain relatively the same even with the increased workload since the Program Manager position has taken the lead on much of work allowing the Director to focus on other priorities.

Staff will continue to work with local jurisdictions and transit operators to address fund programming issues, and will prepare the annual Program of Projects to set priorities for transit funding. Additional funds for consulting services have been added to the budget to assist staff with tasks requiring specific expertise such as preparing Air Quality Calculations for projects being added to the FTIP and for developing the 2020 STIP and draft 2021 FTIP.



**BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Judith Johnduff**WORK ELEMENTS:**

1. Monitor State and Federal funding opportunities and pursue and secure new funds for priority transportation projects.
2. Develop the 2020 RTIP and STIP for Ventura County and the 2021 Federal Transportation Improvement Program.
3. Identify projects for CMAQ, LCTOP, SGR, FTA and other funding sources and prepare recommendations for approval by VCTC and committees.
4. 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.
5. 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.
6. Participation in the development of guidelines for funding programs, such as SB 1.

**PRODUCT:** Select projects for funding to provide the greatest benefit based on approved criteria; update the 2019 FTIP; develop of the Fiscal Year 2019/2020 Program of Projects for federal transit funds; prepare and submit the Ventura County portion of the 2020 STIP to the CTC; update local agency projects in the FTIP and submit the Draft 2021 FTIP to SCAG; prepare of competitive grant and funding applications as appropriate.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$107,000
LTF Fund Transfer	23,700
PPM	226,800
<b>Total Funding</b>	<b>\$357,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$175,016	\$132,800	<b>\$137,900</b>
Fringe and Tax	35,811	53,700	<b>56,000</b>
Indirect Cost Allocation	133,706	110,900	<b>99,200</b>
Business Meals	258	300	<b>300</b>
Membership and Dues	463	600	<b>700</b>
Mileage	684	1,300	<b>1,400</b>
Notices	348	700	<b>800</b>
Travel and Conferences	3,264	4,600	<b>4,700</b>
Consultant Services	6,865	34,600	<b>52,000</b>
Legal Services	2,583	3,500	<b>4,500</b>
<b>Total Expenditures</b>	<b>\$358,998</b>	<b>\$343,000</b>	<b>\$357,500</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



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## GENERAL GOVERNMENT PROGRAM TASK BUDGETS



**BUDGET TASK: COMMUNITY OUTREACH****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Zimmermann

**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 2018/2019.

Fiscal Year 2018/2019 focused heavily on increasing VCTC's digital presence, including the July, 2018 launch of a new and refreshed website. VCTC worked with local photographers to select imagery for the site that tells Ventura County's transportation story. The home page is designed to give users easy access to all of the most often used portions of the website, and a google-based trip planner is at the top of every page, which allows users to plan travel routes via car, transit, bike or walking. The site also features a bike map that shows all repair stations and includes information on how to bring a bike on a bus. One of the most exciting features of the new website is that passengers are now able to purchase online bus passes. The website has been formatted for different screen sizes so it works on tablets and phones. In Fiscal Year 2019/2020 work will be completed to add real-time transit information for all Ventura County bus lines.

In Fiscal Year 2018/2019 VCTC hosted the Second "Future VC Leaders' Summit". Through a partnership with Ventura County Economic Development Association and Ventura County Civic Alliance, the event was promoted to all students attending a Ventura County College and addressed "livability" issues facing college graduates and young professionals in Ventura County, such as housing, employment, land use, environment and quality of life. The format included captivating "TED-style" speakers, and tied into university course content. The event was held at the centrally located Community Foundation Building in Camarillo. In Fiscal Year 2019/2020 we will host the Third Summit in October.

In an effort to engage county youth in our community outreach in Fiscal Year 2019/2020 we will work with the local Boys and Girls Clubs to hold an art contest. The theme for the contest is "Oh, the Places You'll Go". The contest will be held over the summer, and winning art will be showcased on the sides of VCTC's blue buses in the Fall.

In Fiscal Year 2018/2019 we developed a paid "evergreen" campaign to promote all facets of the agency all year long. The campaign appealed to our many target audiences: College Students, Seniors, Disabled, Veterans and Active Military, General Working Professionals, Drivers and Commuters, Cyclists, Farmers, Tourists, Beachgoers, Outlet Shoppers and Employees. The campaign keeps VCTC visible and it will continue in Fiscal Year 2019/2020.

Participation in community events is a mainstay of VCTC outreach. In Fiscal Year 2018/2019 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 2019/2020.





**BUDGET TASK: COMMUNITY OUTREACH (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Zimmermann

**ACCOMPLISHMENTS (continued):** In Fiscal Year 2018/2019 VCTC, sponsored the parking lot shuttle buses to the Ventura County Fair. The VCTC banner was attached to the shuttles and the logo appeared in various places throughout the fairgrounds and in print. In Fiscal Year 2019/2020 VCTC will continue to be a sponsor and we are exploring sponsorship options that will give VCTC more visibility at the Fairgrounds.

Over the years, as VCTC has sponsored events, some of the equipment necessary to represent the agency is showing wear and should be replaced. New canopies, tablecloths, staff shirts, and printed collateral will be created to bring a fresh look to next year's events.

**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.

**WORK ELEMENTS:**

1. Provide public outreach through elevated digital presence via redesigned website and social media outlets.
2. Continue to promote youth involvement in transportation issues and development of youth-focused collateral materials.
3. Participate in public forums, meetings, workshops and community events.
4. Continue to promote active transportation, such as walking and biking.

**PRODUCT:** Increased public awareness of VCTC and its programs.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA (CMAQ)	\$500,000
LTF Fund Transfer	20,000
<b>Total Funding</b>	<b>\$520,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 99,727	\$110,900	<b>\$112,400</b>
Fringe and Tax	45,688	46,900	<b>56,700</b>
Indirect Cost Allocation	92,222	93,900	<b>86,500</b>
Mileage	0	100	<b>100</b>
Office Support	0	1,000	<b>1,000</b>
Consultant Services	169,837	190,000	<b>180,000</b>
Legal Services	64	500	<b>500</b>
Collateral Materials	0	10,000	<b>20,000</b>
Community Events	38,416	35,000	<b>35,000</b>
Youth Programs	18,272	26,200	<b>27,800</b>
<b>Total Expenditures</b>	<b>\$464,226</b>	<b>\$514,500</b>	<b>\$520,000</b>





**BUDGET TASK: MANAGEMENT AND ADMINISTRATION****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

**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. This task includes placeholder funding for office relocation and furniture purchases to be used when new office space is identified. Finally, there are a variety of lesser, but nonetheless time consuming, general internal operational elements that require the attention of VCTC management.

VCTC utilizes an indirect cost allocation rate which is based on an estimate to allow a fair and equitable sharing of indirect costs to all projects. Because the rate is an estimate, the actual indirect expenditures are reconciled and adjusted (for over/under charges) against a future year. If the indirect costs collected were higher than the estimate, an adjustment is made to expenses and paid out of the unassigned general fund balance. However, if the indirect costs collected were less than the estimate, the indirect rate for the current year will be increased to cover the previous shortage. The indirect costs were over-recovered in Fiscal Year 2017/2018 and, therefore, an adjustment of \$51,200 is needed to this year's indirect costs and is taken out of the General Fund balance.

**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:** Darren Kettle**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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$518,500
General Fund Balance	51,200
<b>Total Funding</b>	<b>\$569,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$140,100	\$130,300	<b>\$137,500</b>
Fringe and Tax	53,508	47,000	<b>56,300</b>
Indirect Cost Allocation	122,786	105,500	<b>99,200</b>
Business Meals	2,022	500	<b>1,000</b>
Membership and Dues	3,391	3,500	<b>3,500</b>
Mileage	139	1,000	<b>1,000</b>
Travel and Conferences	218	5,000	<b>7,500</b>
Consultant Services	5,000	60,000	<b>25,000</b>
Legal Services	129	1,000	<b>1,000</b>
Commissioner Expenses	18,748	30,000	<b>30,000</b>
Hardware and Software Replacement	19,287	22,000	<b>28,500</b>
Education Reimbursement	0	0	<b>25,000</b>
Employee Recognition	0	1,000	<b>1,000</b>
Indirect Cost Adjustment	0	0	<b>51,200</b>
Office Relocation, Furniture & Equipment	0	0	<b>100,000</b>
Offsite Storage and Hosting	1,803	2,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$367,131</b>	<b>\$408,800</b>	<b>\$569,700</b>

\* This budget task was amended after the Commission approved the budget in June 2018.

**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. A notable event in 2018 was the failure of Proposition 6, effectively making permanent the new revenues from the State's Road Rehabilitation and Accountability Act, Senate Bill (SB) 1, passed in 2017.

**DESCRIPTION:** VCTC's legislative priorities have been set out in its two-year Legislative Program which the Commission adopted this past January. 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. One item in the adopted Program that is anticipated to require particular effort this year will be the work with statewide transit and regional agencies to advocate for updating the Transportation Development Act. Another important state issue this year could be how to allocate the state's significantly increasing cap-and-trade revenues.

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, and it is anticipated that there could be lengthy FAST Act extensions approved before a new reauthorization bill is passed. VCTC will work with the other regional agencies and transit agencies to address any federal proposals as they come forward.

The proposed budget reflects the new state advocacy contract with Delaney Hunter of California Advisors, which was approved by VCTC this past year with no cost increase from the prior contract. Since the Fiscal Year 2018/2019 budget had accommodated a possible increase in the new consultant contract, the result is a reduction for Fiscal Year 2019/2020. The budget also reflects a dues reduction by the American Public Transportation Association.



**BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**WORK ELEMENTS:**

1. Participate in the 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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$217,700
<b>Total Funding</b>	<b>\$217,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2017/2018 Actual</b>	<b>Fiscal Year 2018/2019 Budget*</b>	<b>Fiscal Year 2019/2020 Budget</b>
Salaries	\$ 26,909	\$ 51,400	<b>\$ 52,500</b>
Fringe and Tax	11,814	19,800	<b>21,900</b>
Indirect Cost Allocation	24,558	42,300	<b>38,100</b>
Business Meals	99	1,000	<b>1,000</b>
Membership and Dues	32,022	39,700	<b>36,200</b>
Mileage	193	800	<b>800</b>
Travel and Conferences	5,458	10,500	<b>10,500</b>
Consultant Services	54,021	57,400	<b>55,000</b>
Legal Services	0	1,700	<b>1,700</b>
<b>Total Expenditures</b>	<b>\$155,074</b>	<b>\$224,600</b>	<b>\$217,700</b>

\* This budget task was amended after the Commission approved the budget in June 2018.



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# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
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
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
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
FRA	Federal Railroad Administration
FSP	Freeway Service Patrol
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 <sup>st</sup> 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
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
SHOP	Safety Highway Operations 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
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
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
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
UAL	Unfunded 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 also is 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.



**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.

**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.



## APPENDIX C – SALARY SCHEDULE

<b>Ventura County Transportation Commission</b> <b>Salary Schedule</b> <b>Fiscal Year 2019/2020</b> <b>Effective July 1, 2019</b>				
<b>Department/Position</b>	<b>FTE</b>	<b>Annual Range Bottom</b>	<b>Annual Range Top</b>	<b>Exempt vs. Non-Exempt</b>
<b>TRANSIT AND TRANSPORTATION</b>				
Transit Director	1.0	109,108	158,482	E
Program Manager, Regional Transit Planning	1.0	70,132	115,364	E
Program Manager, Transit Contracts	1.0	70,132	115,364	E
Transit Planner	1.0	50,100	88,625	NE
Transit Specialist	1.0	43,827	63,545	NE
Lead Customer Service Representative	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
<b>Transit and Transportation Subtotal:</b>	<b>8.6</b>			
<b>PLANNING AND TECHNOLOGY</b>				
Planning and Technology Director	1.0	109,108	158,482	E
Information Technology Systems Analyst	1.0	70,132	115,364	E
Program Manager, Transportation Planning	1.0	70,132	115,364	E
Program Analyst	1.0	50,100	88,625	NE
<b>Planning and Technology Subtotal:</b>	<b>4.0</b>			
<b>PROGRAMMING</b>				
Programming Director	1.0	109,108	158,482	E
Program Manager	1.0	70,132	115,364	E
Administrative Assistant	0.4	43,827	63,545	NE
<b>Programming Subtotal:</b>	<b>2.4</b>			
<b>FINANCE</b>				
Finance Director	1.0	109,108	158,482	E
Senior Accountant / Analyst	1.0	50,100	88,625	NE
Accounting Technician	1.0	43,827	63,545	NE
<b>Finance Subtotal:</b>	<b>3.0</b>			
<b>ADMINISTRATION</b>				
Executive Director	1.0	0	248,843	E
Clerk of the Board/Public Information Officer	1.0	70,132	115,364	E
Receptionist/Secretary	1.0	43,827	63,545	NE
<b>Administration Subtotal:</b>	<b>3.0</b>			
<b>Total Budgeted Positions</b>	<b>21.0</b>			
<b>APPROVED POSITIONS NOT BUDGETED</b>				
Intern	1.0	24,960	40,331	NE
Analyst	1.0	50,100	88,625	NE
Program Manager, Highway Capital	1.0	70,132	115,364	E





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