

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2020/2021 BUDGET

Presented by:

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Sally DeGeorge, Finance Director



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EXECUTIVE BUDGET SUMMARY

To be added with final budget

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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

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

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

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



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

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



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

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

THE COMMUNITY WE SERVE

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THE LOCAL ECONOMY

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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 for separately. The special revenue funds consist of the Local Transportation Fund, the State Transit Assistance fund, the Service Authority for Freeway Emergencies fund, the State of Good Repair fund and the Santa Paula Branch Line fund. The proprietary funds consist of the VCTC Intercity fund and the Valley Express fund. As VCTC does not have any debt obligations (besides pension and OPEB), there is not a debt service fund.

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

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



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

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

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

The budget process for the development of the Fiscal Year 2020/2021 budget and monitoring of the Fiscal Year 2019/2020 budget is illustrated below in *Chart 1 - Budget Process*.

Chart 1 – Budget Process

| Budget Task | 2 | 0 | 1 | 9 | | 2 | 0 | 2 | 0 | | | |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Budget Preparation | | | | | | | | | | | | |
| Draft Budget Review | | | | | | | | | | | | |
| Final Budget Review and Adoption | | | | | | | | | | | | |
| Budget Monitoring | | | | | | | | | | | | |

FINANCIAL POLICIES

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

Budget Policies

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

Revenue and Cash Management Policies

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

Investment Policies

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

Auditing Policies

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



Fund Balance Policies

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



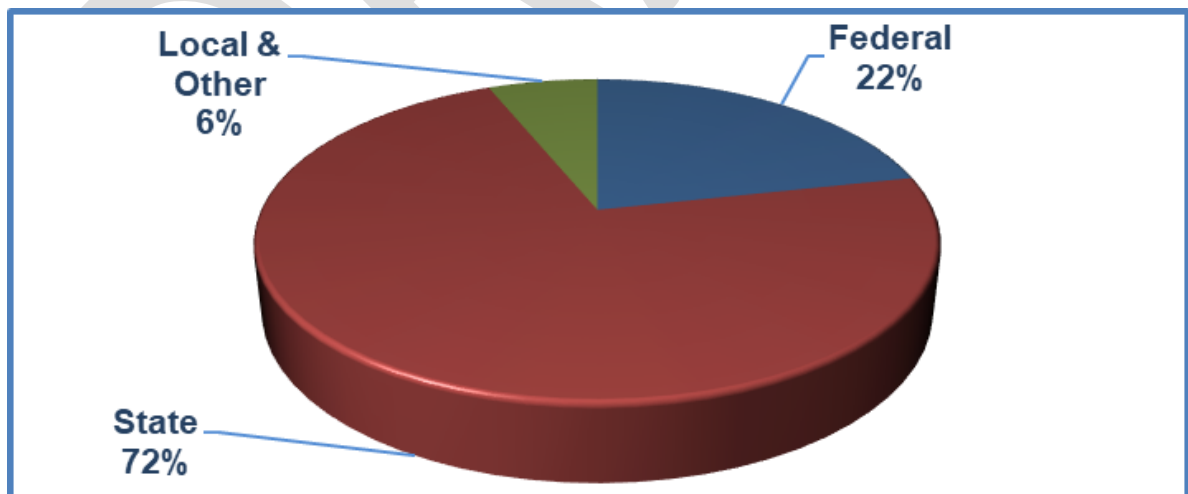
REVENUES AND FUNDING SOURCES

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 2020/2021 are estimated to be \$74,749,819. Below in, *Chart 2 - Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$16,089,891. State revenues total \$54,017,166. The Local and Other revenues total \$4,642,762. VCTC uses state and local funding to maximize federal funding of projects. More detailed information can be found following the discussion of revenues and funding sources on *Chart 3 - Funding Sources*, *Table 1 - Revenue Sources* and *Chart 4 - Funding Source Detail* that provide further information about the budgeted revenues.

Chart 2 – Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

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

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

VCTC’s budget contains \$11,298,691 in FTA revenues.



Federal Highway Administration (FHWA)

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

Regional Surface Transportation Program (RSTP)

The Regional Surface Transportation Program (RSTP) funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. RSTP funds are allocated by the Commission and administered through Caltrans. Caltrans publish RSTP estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$4,450,000 in RSTP revenues for activities related to the Route 101 environmental document preparation.

Congestion Mitigation and Air Quality (CMAQ)

The Commission for transportation projects, which reduce transportation related emissions, allocates the Congestion Mitigation and Air Quality funds. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. Caltrans publish CMAQ estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$341,200 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 \$38,500,000. However, given the current economy, staff will revisit the County's estimate in April/May before the final budget is finalized to adjust for any projected changes.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$39,450,000 in the upcoming year. Of this amount, \$14,500 is for County Administration, \$747,930 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$32,064,749 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 \$789,000, \$1,569,728 and \$4,264,093 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$6,622,821.

The administrative LTF amount is approximately \$400,000 higher than last year for funding changes, staffing increases and anticipated studies. First, the ADA certification process is no longer eligible for FTA funds and will now be funded with LTF funds while the previously used FTA funds will now be available to local agencies. Second, the two new positions (Manager of Government and Community Relations and Program Analyst) are largely funded with LTF Funds. Finally, there are two new studies planned this fiscal year – the Comprehensive Management plan and the Comprehensive Transportation Plan. Additional information about these expenses can be found within the detailed budget tasks.

The budget also contains \$510,260 of carry-over funds of which \$160,860 is Article 3, Rail funds and \$349,400 of Article 3, Administration and Planning funds in the general fund balance.



State Transit Assistance (STA)

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and operator revenues (PUC 99314 allocation) of each eligible transit operator. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. STA revenues are restricted for transit purposes and are administered by VCTC. At this time, the State is estimating \$8,666,444 in STA revenues. The STA funded expenditures of \$8,387,713 will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

State of Good Repair (SGR)

In 2017, Governor Brown signed Senate Bill (SB) 1, to provide funding for new ongoing transportation projects. The provisions of SB 1 included the establishment of a new State of Good Repair program, which apportions funding by formula directly to California's transit operators and regional transportation agencies. Funds can be used for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure. Prior Caltrans approval of eligibility is required. The State generally disburses the SGR revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. SGR revenues are restricted for transit purposes and are administered by VCTC. At this time, the State is estimating \$1,386,450 in SGR revenues. The SGR funded expenditures of \$5,175,981 will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

Service Authority for Freeway Emergencies (SAFE)

The Service Authority for Freeway Emergencies Vehicle Registration Fees (VRF) was created under Chapter 14 Section 2550 of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991, the Commission began to manage the operation and expansion of the cellular callbox system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. Staff estimates the annual revenues based on prior receipts. VCTC's budget contains \$825,000 in SAFE revenues.

Freeway Service Patrol (FSP)

In 1992, the Freeway Service Patrol Act (FSPA) was established with funding from the State Highway Account (SHA). In 2017, Senate Bill (SB) 1 provided additional funding for the Freeway Service Patrol program. These funds are to be used by eligible regional and local agencies for traffic-congested urban freeways throughout the state to provide emergency roadside assistance. The FSP funds from the State Highway Account (FSP-SHA) are allocated by Caltrans by two methods: a baseline formula-based (County population, traffic congestion and freeway lane miles) and a competitive program. The FSP funds from SB 1 (FSP-SB1) are also allocated by Caltrans and fall into three categories: inflation and service-hour adjustments, California Highway Patrol and New or Expanded Services. These funds require a local match of 25%. VCTC's budget includes \$178,800 in FSP-SHA funds and \$536,400 FSP-SB1 funds and at this time.



State Transportation Improvement Program (STIP)

The State Transportation Improvement Program (STIP) funds are funded by fuel excise taxes, which under SB1 are adjusted annually to offset inflation. The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. The County's share of STIP funds is published by the CTC and then VCTC nominates projects to come from the County share. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but this budget contains \$0 in STIP funds.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring (PPM) funds are derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$431,562 in new and carry-over PPM revenues.

Proposition 1B

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. The State Controller publishes proposition 1B apportionments and then VCTC submits grant requests based on the apportionments. All the funds authorized by the bond measure have been apportioned; however, some residual project balances remain. At this time, the VCTC budget contains \$1,486,123 in Proposition 1B revenues for Metrolink capital projects.



Low-Carbon Transit Operations Program (LCTOP)

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes in \$1,437,844 LCTOP funds at this time.

Adaption Planning Grant (APG)

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

Sustainable Transportation Planning Grant (STPG)

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

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, allocated, and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. Staff estimates the number each year based on prior year's receipts. VCTC's budget contains \$20,000 in Signal revenues.



Local and Other Funding Sources

Local Contributions and Fees

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$2,581,262 in local contribution revenues and \$1,591,500 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 \$470,000 in investment income and other revenues.

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Chart 3 – Funding Sources

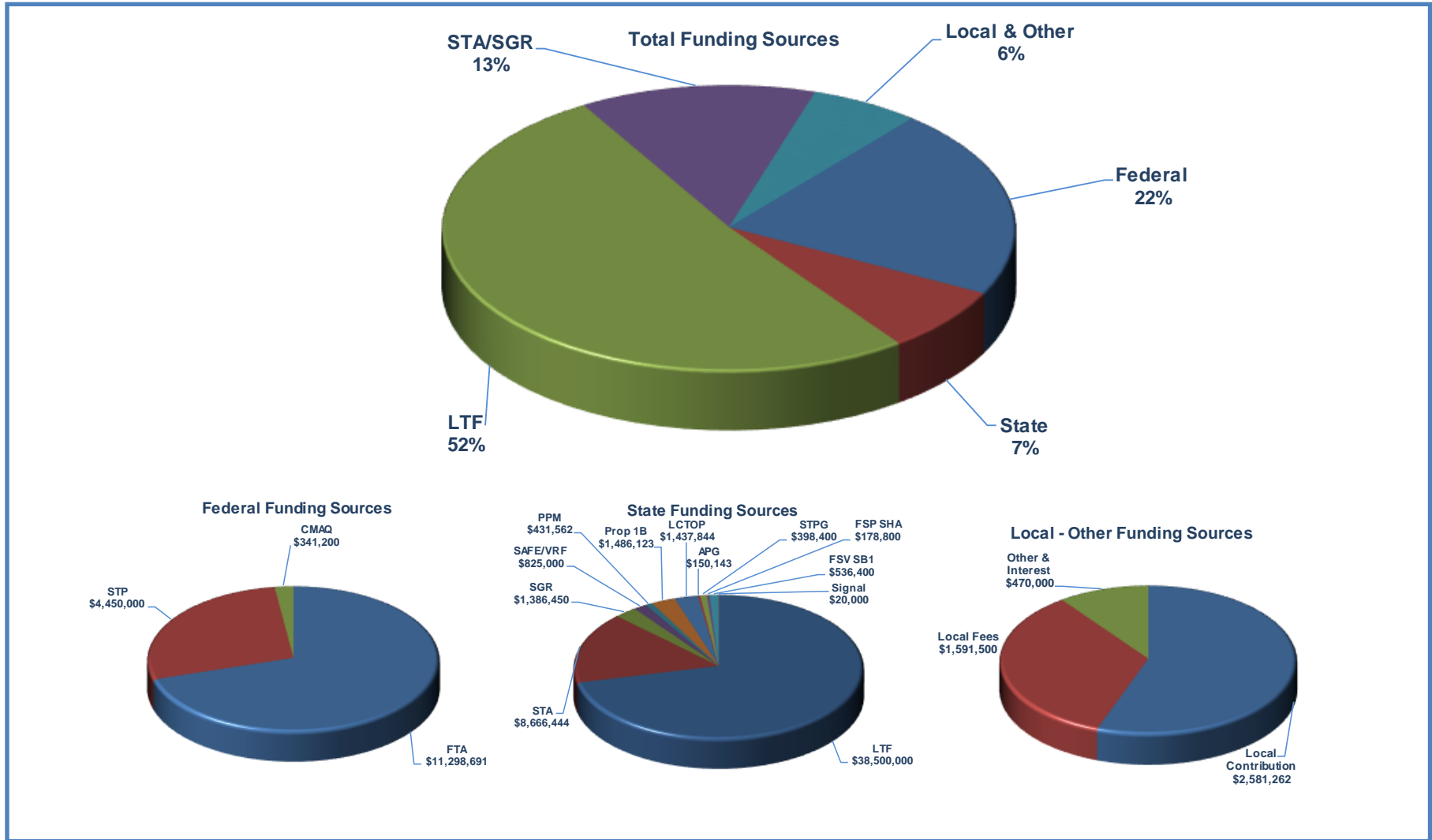
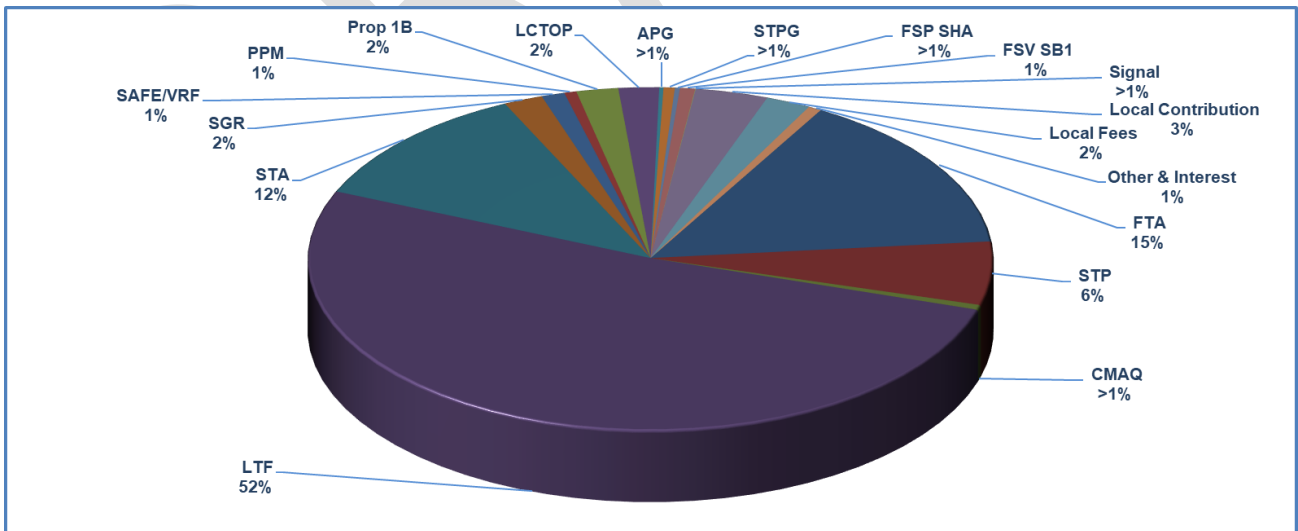


Table 1 – Revenue Sources

| Funding Source | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|--|------------------------------------|-------------------------------------|------------------------------------|
| Federal Transit Administration (FTA) | \$12,417,875 | \$13,662,659 | \$11,298,691 |
| Surface Transportation Program (STP) | 2,325,560 | 9,794,383 | 4,450,000 |
| Congestion Mitigation and Air Quality (CMAQ) | 250,297 | 324,500 | 341,200 |
| Local Transportation Fund (LTF) | 37,573,554 | 37,400,000 | 38,500,000 |
| State Transit Assistance (STA) | 8,339,537 | 8,719,854 | 8,666,444 |
| State of Good Repair (SGR) | 1,314,711 | 1,347,378 | 1,386,450 |
| Service Authority for Freeway Emergencies (SAFE) | 817,104 | 800,000 | 825,000 |
| Planning, Programming and Monitoring (PPM) | 472,157 | 596,265 | 431,562 |
| Proposition 1B | 684,264 | 2,003,000 | 1,486,123 |
| LCTOP – Cap and Trade | 1,362,433 | 1,677,458 | 1,437,844 |
| Adaption Planning Grant (APG) | 8,243 | 220,071 | 150,143 |
| Sustainable Transportation Planning Grant (STPG) | 0 | 0 | 398,400 |
| Freeway Service Patrol (FSP) - SHA | 0 | 0 | 178,800 |
| Freeway Service Patrol (FSP) - SB1 | 0 | 0 | 536,400 |
| California Public Utilities Commission Signal | 43,750 | 17,800 | 20,000 |
| Local Contributions | 2,371,091 | 3,164,999 | 2,581,262 |
| Local Fees | 1,608,405 | 1,526,674 | 1,591,500 |
| Investment Income and Other Revenues | 751,813 | 344,000 | 470,000 |
| Total Funding Sources | \$70,340,794 | \$81,599,041 | \$74,749,819 |

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

Chart 4 – Funding Source Detail



PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and/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 5 - 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 5 – Pass-Through, Regional and Core-Countywide Service Expenditures

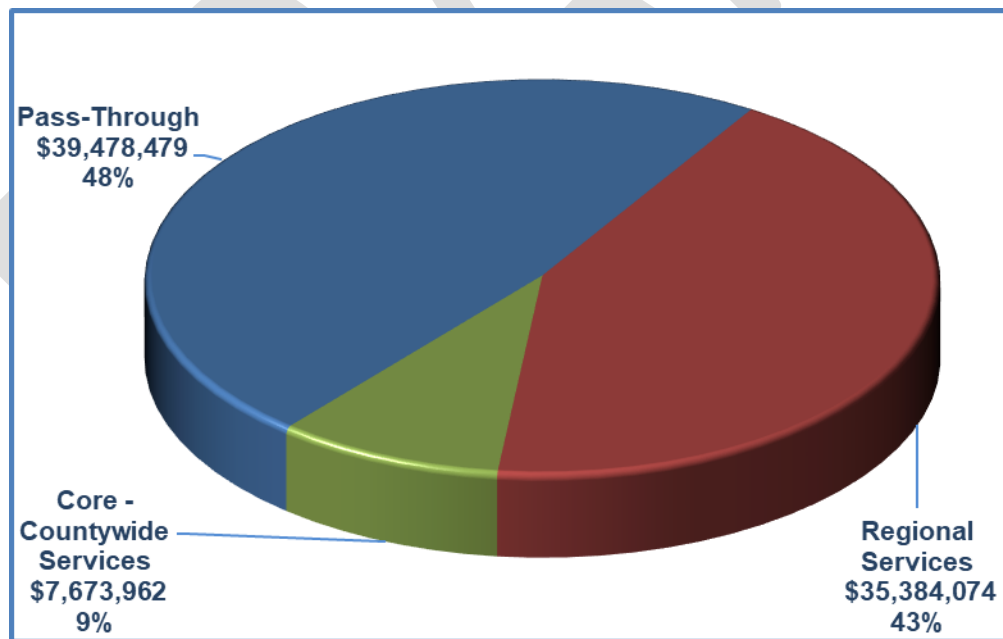
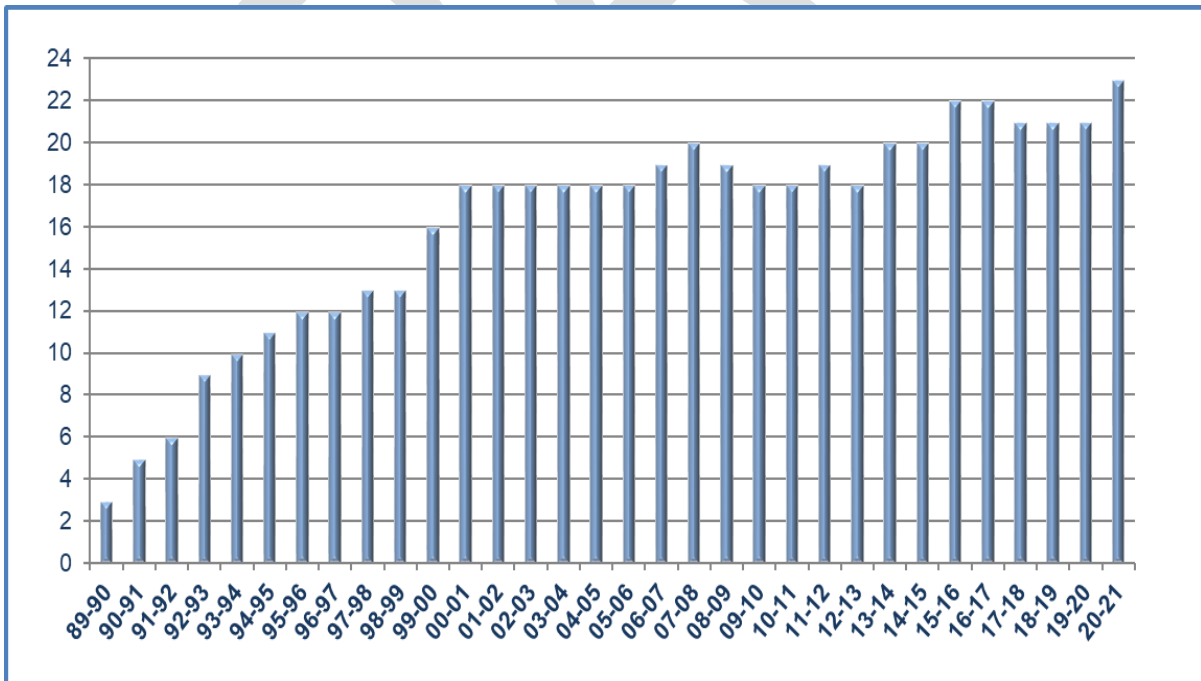


Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours

| Core - Countywide Services | | Regional Services | | Pass-Through Services | |
|--|---------------|--|---------------|--|--------------|
| Airport Land Use Commission Motorist Aid Services Community Outreach Management and Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Reporting | | Highway Program Management LOSSAN and Coast Rail Council Metrolink Commuter Rail Santa Paula Branch Line Senior & Disabled Transp. Services Regional Transit Information Center Regional Transit Technology Valley Express VCTC Intercity Services | | TDA Administration Transit Grant Administration | |
| Staff Hours | 31,244 | Staff Hours | 14,950 | Staff Hours | 1,646 |
| Total Staff Hours = 47,840 | | | | | |

Growing from three employees in 1989 to its current proposed roster of twenty-three regular full-time employees, staffing includes sixteen professional positions and seven support and customer service positions (see *Chart 6 - Number of Employees*, *Chart 12 - Staff Organization*, and *Chart 13 - Functional Organization*).

Chart 6 – Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-one full-time employees budgeted. In February 2020, after the Clerk of the Board/Public Information Officer retired, the Commission supported the Executive Director's reorganization of staff duties and approved the addition of a new Manager position for Government and Community Relations. This year the Draft Budget includes the addition of a new program analyst position to support the Programming department. There are additional State programming and meeting requirements along with a planned reduction of consultant assistant for this position to support. (see *Table 3 - Full Time Equivalent by Program*).

Table 3 – Full Time Equivalent by Program

| Program | Fiscal Year | Fiscal Year | Fiscal Year |
|----------------------------|---------------------|---------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Budget | 2020/2021 Budget |
| Transit and Transportation | 5.7 | 5.5 | 5.8 |
| Highway | 0.4 | 0.6 | 0.7 |
| Rail | 0.9 | 1.2 | 1.1 |
| Commuter Assistance | 1.5 | 1.8 | 1.7 |
| Planning and Programming | 5.4 | 5.6 | 6.6 |
| General Government | 6.3 | 6.7 | 7.1 |
| TOTAL | 20.2 | 21.4 | 23.0 |

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

Table 4 – Schedule of Salary Ranges

| Staffing Level | No. of Employees | Range | |
|--------------------|------------------|----------------------|-----------|
| Executive Director | 1 | No established range | \$248,843 |
| Director | 4 | \$109,108 | \$170,939 |
| Manager | 7 | \$ 70,132 | \$121,133 |
| Planner/Analyst | 4 | \$ 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 \$3,848,900 is 4.7% of the Fiscal Year 2020/2021 budget (see *Table 5 - Personnel Budget* and *Chart 7- Personnel Costs*). This represents an increase of \$614,200 or 19.0% from the Fiscal Year 2019/2020 budget. Of the increase, \$323,800 is for salaries and wages. The Wages total of \$2,480,700 includes approximately \$70,500 for potential merit increases for eligible employees not at the top of their range and \$68,900 as a salary/benefit placeholder while the budget is being developed. These costs increases also include two unfilled positions that are budgeted at fully burdened rates. One of the budgeted vacant positions, Government and Community Relations

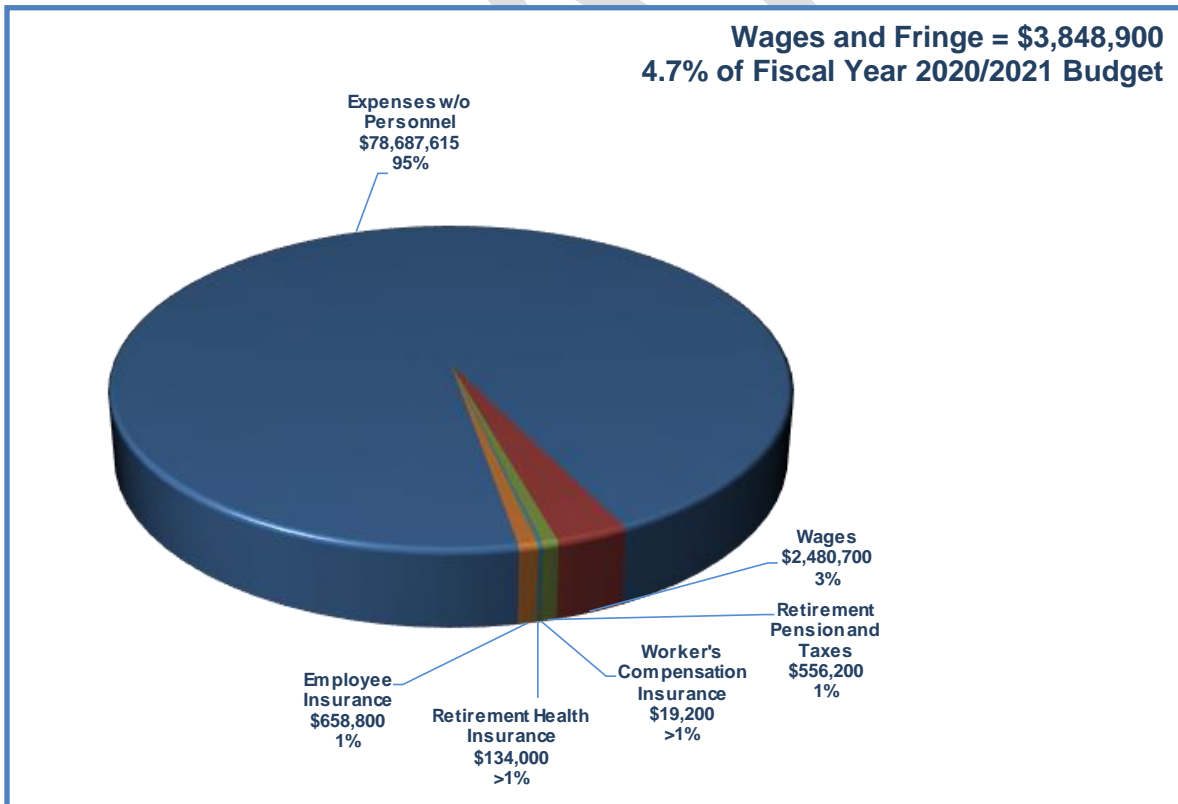


Manager, was also not budgeted for a full year as the position was not approved until February 2020 and is currently vacant. Actual costs are expected to come in lower, but are unknown until the positions are filled. Benefits account for 1.7% of the budget or \$1,368,200. The increase of \$290,400 is the result of several factors: insurance premium increases (including Ventura County reclassified into a new, more expensive region), two fully burdened positions and increases to pension and OPEB costs discussed later in this section.

Table 5 – Personnel Budget

| Personnel Costs | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|----------------------------------|---|---|---|
| Wages | \$1,984,804 | \$2,156,900 | \$2,480,700 |
| Retirement Pensions and Taxes | 453,480 | 488,400 | 556,200 |
| Worker’s Compensation Insurance | 14,429 | 12,400 | 19,200 |
| Retirement Health Insurance/OPEB | 108,000 | 109,000 | 134,000 |
| Employee Insurance | 407,030 | 468,000 | 658,800 |
| Total Expenditures | \$2,967,743 | \$3,234,700 | \$3,848,900 |

Chart 7 – Personnel Costs



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

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

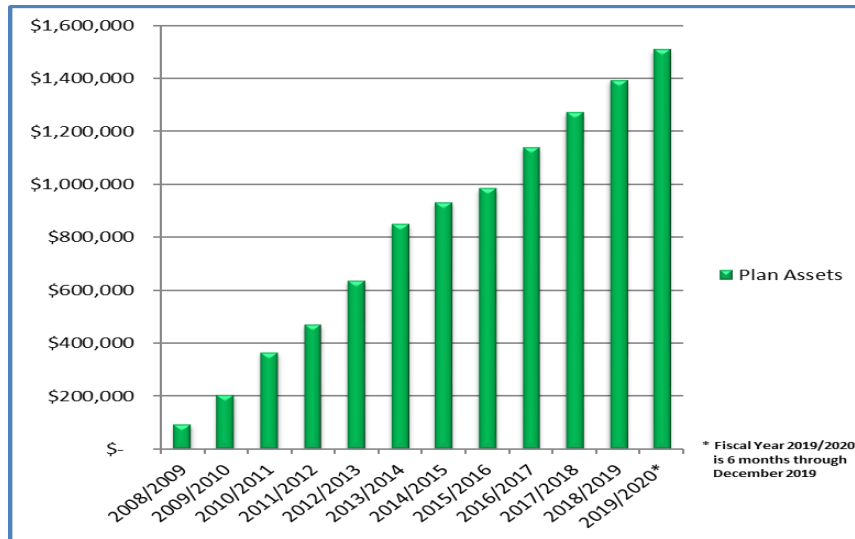
Table 6 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status

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



In June 2009, the Commission started prefunding its OPEB trust (with the California Employer’s Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. The OPEB Trust fund’s balance at December 2019 was \$1,507,652 (see *Chart 8 - OPEB Trust Assets by Fiscal Year*) and the funded ratio was 79.8%. Twelve other agencies within the County also contribute to the CERBT with an average funded level of 54.76%.

Chart 8 – OPEB Trust Assets by Fiscal Year



Contributions to the trust are flattening out as more people retire from VCTC and the OPEB costs are used to pay for the retiree benefit (see *Chart 9 - OPEB Trust Earnings and Contributions by Fiscal Year*). As of December 2019, VCTC has contributed \$872,000 into the trust and the Commission’s OPEB trust has earned approximately \$644,000 in net earnings. The average annual internal rate of return since inception is 8.14%.

Chart 9 – OPEB Trust Earnings and Contributions by Fiscal Year

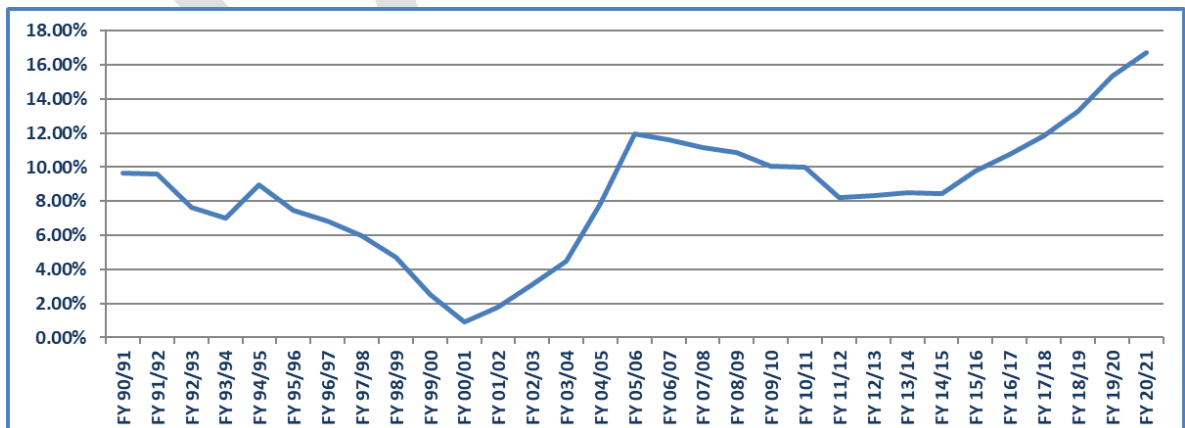


VCTC belongs to the California Public Employee’s Retirement System (CalPERS) and has three pension tiers. The first tier includes “CalPERS Classic” employees hired before May 1, 2015 receiving the 2% at 60-retirement formula with the employee portion paid by the Commission. This tier was closed by Commission 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 Classic” employees 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. The third tier includes the “CalPERS PEPRAs” employees receiving the 2% at 62-retirement formula with employee paying the employee portion. Currently there are eight employees within this tier. PEPRAs were originally effective January 2013, but were temporarily stayed and then returned back to original guidance after a transit lawsuit was deliberated. 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. VCTC contributes 100% of the annual requirement related to its proportionate share of the net pension liability. In Fiscal Year 2020/2021 (based on the June 30, 2018 valuation), the weighted average, blended employer’s current contribution is 16.71% of payroll. This blended rate includes the UAL payment of \$154,708 towards VCTC’s total UAL of \$2,317,032.

VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60 for Classic employees. VCTC is also starting to benefit from PEPRAs. Although the rates have fluctuated over the years (see *Chart 10 - Historical Pension Employer Rates*), VCTC’s weighted average, blended employer rate since 1989 (or 30 years) is 8.562%.

Chart 10 – Historical Pension Employer Rates



The UAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. and 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 PEPR. Other adjustments occur annually, such as the adjustment for investment returns. One recent assumption change affecting the current rates is the lowering of the discount rate from 7.5% to 7%. A change that will affect rates beginning in Fiscal Year 2021/2022 is the shortening of the amortization period (from 30 years to 20 years) used to recognize gains and losses. The new policies will result in faster amortization of future changes in unfunded liability. 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 7 – Projected CalPERS Pension Employer Blended Contribution Rates*.

Table 7 – Projected CalPERS Pension Employer Blended Contribution Rates

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

Pension benefits are largely funded (58%) from investment earnings (see *Chart 11 - CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. CalPERS investment returns averaged 6.7% for the last year, 5.8% for the last five years, and 9.1% for the last 10 years and 8.1% for the last 30 years. As of June 30, 2018 (the latest actuary valuation), VCTC has pension assets of \$8,760,920 with a weighted average, blended funded ratio of 79.1% (slightly higher than the average CalPERS public agency at 70.4%). When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

Chart 11 – CalPERS Pension Buck



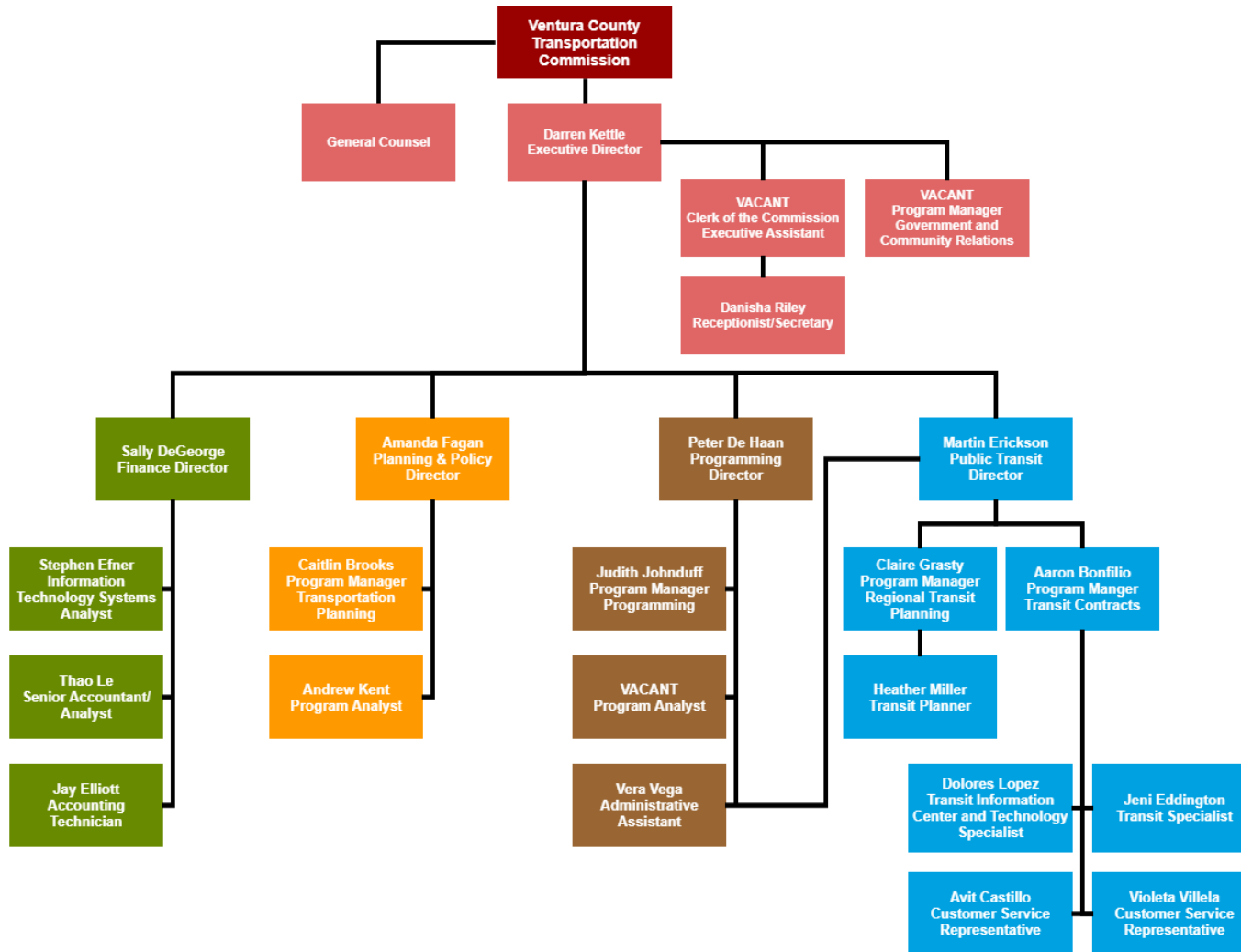
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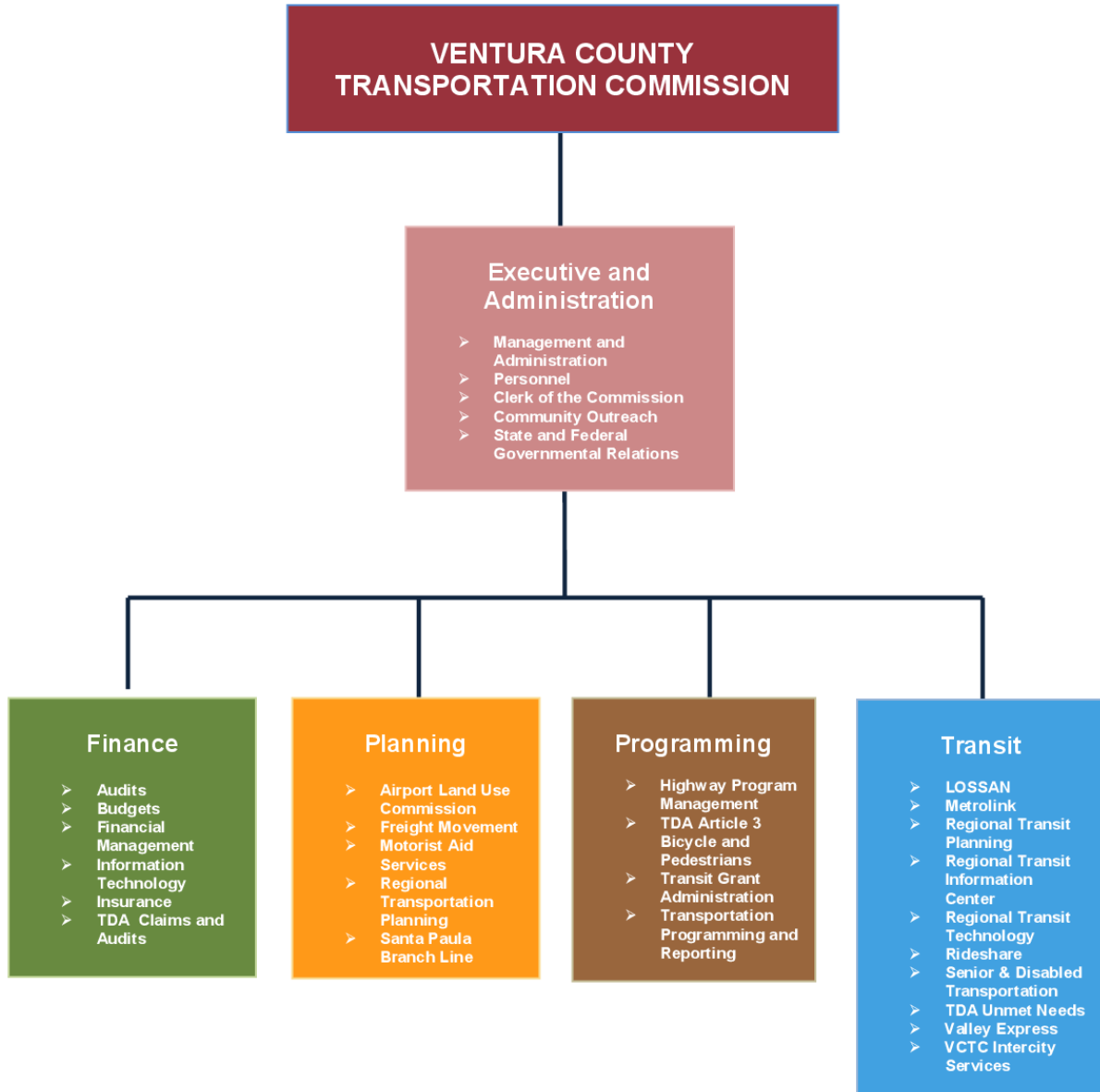
Staff Organizational Chart

Chart 12 – Staff Organization



Functional Organizational Chart

Chart 13 – Functional Organization



INDIRECT COST ALLOCATION PLAN

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

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

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

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

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



A few budgeted indirect costs have changed from the previous years. The Salaries and Benefits line item increased by \$172,100 for additional IT staff time as well as adjustments to employee costs including merit increases and benefit changes. The Bank Fees item went up \$200. Insurance is estimated to increase by \$31,000 overall largely due to the losses suffered by insurance agencies the last several years. Office and Printing costs are expected to increase by \$3,000 and \$1,000 respectively. Costs for office lease and storage are expected to increase with the move to new office space and an increase of \$44,900 based on anticipated rental costs until the lease is signed and costs are known. The audits and actuary services was reduced by \$12,500 as the OPEB valuation is not due this year. Legal increased by \$9,000.

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

Table 8 – Indirect Cost Allocation Plan

| Operating and Professional Costs: | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget | \$ Change | % of Change |
|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------|----------------|
| Salaries and Benefits | \$ 645,424 | \$ 680,100 | \$ 852,200 | \$172,100 | 25.3% |
| Bank Fees | 4,210 | 4,000 | 4,200 | 200 | 5.0% |
| Books and Publications | 1,051 | 1,500 | 1,500 | 0 | 0.0% |
| Business Meals | 30 | 500 | 500 | 0 | 0.0% |
| Communications | 15,890 | 20,000 | 20,000 | 0 | 0.0% |
| Insurance | 235,483 | 255,000 | 286,000 | 31,000 | 12.2% |
| Maintenance and Repairs | 10,994 | 15,000 | 15,000 | 0 | 0.0% |
| Membership and Dues | 4,848 | 6,000 | 6,000 | 0 | 0.0% |
| Mileage | 951 | 1,500 | 1,500 | 0 | 0.0% |
| Miscellaneous | 1,189 | 10,000 | 10,000 | 0 | 0.0% |
| Office | 57,188 | 25,000 | 28,000 | 3,000 | 12.0% |
| Postage | 4,574 | 5,000 | 5,000 | 0 | 0.0% |
| Printing | 2,576 | 5,000 | 6,000 | 1,000 | 20.0% |
| Lease | 144,619 | 151,900 | 196,800 | 44,900 | 29.6% |
| Training | 2,379 | 5,000 | 5,000 | 0 | 0.0% |
| Travel and Conferences | 3,068 | 5,000 | 5,000 | 0 | 0.0% |
| Audit and Actuary Services | 46,007 | 70,200 | 57,700 | -12,500 | -17.8% |
| Legal Services | 23,359 | 26,000 | 35,000 | 9,000 | 34.6% |
| Professional and Human Resources | <u>47,785</u> | <u>60,000</u> | <u>60,000</u> | 0 | 0.0% |
| Subtotal | \$1,251,625 | \$1,346,700 | \$1,595,400 | | |
| Adjusted Overhead Rate | 58.54% | 51.17% | 56.36% | | |

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BUDGET SUMMARY BY PROGRAM

PROGRAM OVERVIEW

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

Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section and provide information about budget objectives, accomplishments, description, work elements, product, funding and expenditures that support VCTC’s mission. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2020/2021 are \$82,536,515 and include an estimated \$11 million for capital and depreciation expenses/expenditures. The significant nonrecurring capital expenditures within this budget are found within the Metrolink task budget of approximately \$9 million and the VCTC Intercity task budget of approximately \$1.9 million for depreciation. The total budget expenditures decreased by 11.4% and are briefly explained in the individual program summaries.

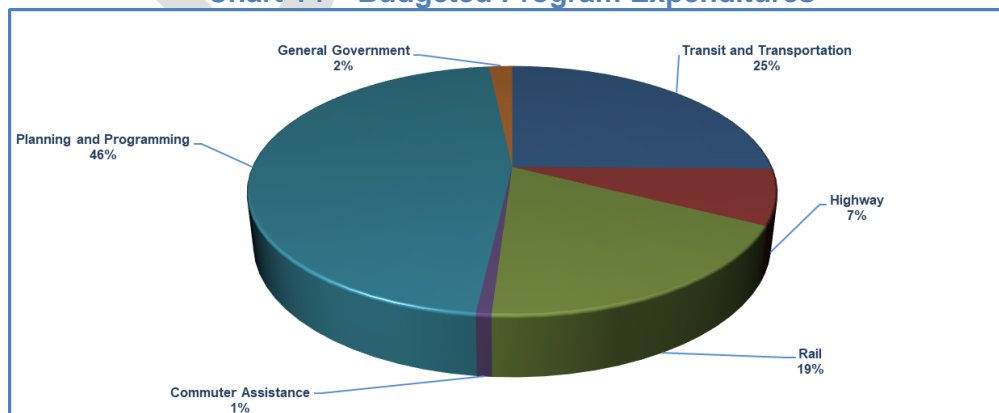
Below is a table and chart, which summarize these six programs: *Table 9 - Budgeted Expenditures Summary by Program*, and *Chart 14 - Budgeted Program Expenditures*.

Table 9 – Budgeted Expenditures Summary by Program

| Program Budget Categories | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|-----------------------------------|------------------------------------|-------------------------------------|------------------------------------|----------------|
| Transit and Transportation | \$21,430,489 | \$28,485,251 | \$20,798,500 | -27.0% |
| Highway | 3,114,572 | 11,621,103 | 5,954,500 | -48.8% |
| Rail | 4,352,690 | 13,833,974 | 15,364,474 | 11.1% |
| Commuter Assistance | 459,912 | 621,400 | 650,300 | 4.7% |
| Planning and Programming | 33,240,367 | 36,850,272 | 38,361,741 | 4.1% |
| General Government | 1,081,422 | 1,780,100 | 1,407,000 | -21.0% |
| Total Program Budget | \$63,679,452 | \$93,192,100 | \$82,536,515 | -11.4% |

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

Chart 14 – 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 \$20,798,500, the Transit and Transportation Program is 25% 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 Senior and Disabled Transportation Services budget increased \$154,100 largely due to the increased costs for consultant services for certifying Ventura County residents. The Transit Grant Administration budget decreased approximately \$1.5 million with the completion of pass-through projects. It is anticipated that this budget will increase with the final budget for new pass-through projects. The VCTC Intercity budget decreased approximately \$4.2 million with the completion of the new bus purchases offset by depreciation expenses. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 – Transit and Transportation Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|---|--------|------------------------------|-------------------------------|------------------------------|-------------|
| Regional Transit Technology | 64 | \$ 772,685 | \$ 3,053,817 | \$ 912,800 | -70.1% |
| Senior & Disabled Transportation Service | 66 | 275,247 | 345,600 | 499,700 | 44.6% |
| Transit Grant Administration | 68 | 5,572,446 | 7,100,200 | 5,567,100 | -21.6% |
| Valley Express | 70 | 1,685,580 | 1,937,600 | 2,006,800 | 3.6% |
| VCTC Intercity Services | 72 | <u>13,124,531</u> | <u>16,048,034</u> | <u>11,812,100</u> | -26.4% |
| Total Transit and Transportation Budget | | <u>\$21,430,489</u> | <u>\$28,485,251</u> | <u>\$20,798,500</u> | -27.0% |
| Program Costs: | | | | | |
| Personnel | | \$ 702,909 | \$ 721,600 | \$ 800,500 | |
| Indirect | | 411,483 | 369,200 | 451,100 | |
| Project | | <u>20,316,097</u> | <u>27,394,451</u> | <u>19,546,900</u> | |
| Total Transit and Transportation Budget | | <u>\$21,430,489</u> | <u>\$28,485,251</u> | <u>\$20,798,500</u> | |
| Full-Time Employee Equivalent | | | 5.7 | 5.5 | 5.8 |

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



HIGHWAY PROGRAM

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

At \$5,954,500, the Highway Program is 7% of the budget. Major changes to the Program budget tasks include the incorporation of the SpeedInfo budget into the Motorist Aid Services budget. The Motorist Aid Services budget decreased \$230,020 largely due to the one-time Incident Responder Grant in the previous year offset by 9 months of the new FSP program. The Highway Program Management budget decreased approximately \$5.4 million for completed consultant work on the U.S. 101 for preliminary engineering and environmental documents. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 – Highway Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|--------------------------------------|--------|------------------------------|-------------------------------|------------------------------|-------------|
| Highway Program Management | 76 | \$2,416,685 | \$ 9,918,683 | \$4,482,100 | -54.8% |
| Motorist Aid Services | 78 | 697,887 | 1,702,420 | 1,472,400 | -13.5% |
| Total Highway Budget | | <u>\$3,114,572</u> | <u>\$11,621,103</u> | <u>\$5,954,500</u> | -48.8% |
| Program Costs: | | | | | |
| Personnel | | \$ 71,978 | \$ 101,800 | \$ 143,600 | |
| Indirect | | 42,136 | 52,200 | 81,000 | |
| Project | | 3,000,458 | 11,467,103 | 5,729,900 | |
| Total Highway Budget | | <u>\$3,114,572</u> | <u>\$11,621,103</u> | <u>\$5,954,500</u> | |
| Full-Time Employee Equivalent | | 0.4 | 0.6 | 0.7 | |

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



RAIL PROGRAM

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

At \$15,364,474, the Rail Program is 19% 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 \$1.5 million largely due to increased operation costs and capital rehabilitation projects. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 – Rail Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|---|--------|------------------------------|-------------------------------|------------------------------|-------------|
| LOSSAN - Coast Rail Coordinating Council | 82 | \$ 37,435 | \$ 43,900 | \$ 53,900 | 22.8% |
| Metrolink Commuter Rail | 84 | 3,601,617 | 12,850,974 | 14,373,874 | 11.9% |
| Santa Paula Branch Line | 86 | 713,638 | 939,100 | 936,700 | -0.3% |
| Total Rail Budget | | <u>\$4,352,690</u> | <u>\$13,833,974</u> | <u>\$15,364,474</u> | 11.1% |
| Program Costs: | | | | | |
| Personnel | | \$ 149,363 | \$ 205,000 | \$ 209,700 | |
| Indirect | | 87,437 | 105,000 | 118,200 | |
| Project | | 4,115,890 | 13,523,974 | 15,036,574 | |
| Total Rail Budget | | <u>\$4,352,690</u> | <u>\$13,511,974</u> | <u>\$15,364,474</u> | |
| Full-Time Employee Equivalent | | 0.9 | 1.2 | 1.1 | |

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



COMMUTER ASSISTANCE PROGRAM

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

At \$650,300, the Commuter Assistance Program is 1% of the budget. There were minor staff increases and consultant costs to both budgets totaling \$28,900. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 – Commuter Assistance Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|--|--------|------------------------------|-------------------------------|------------------------------|-------------|
| Regional Transit Information Center | 90 | \$209,615 | \$293,900 | \$306,100 | 4.2% |
| Rideshare Programs | 92 | <u>250,297</u> | <u>327,500</u> | <u>344,200</u> | 5.1% |
| Total Commuter Assistance Budget | | <u>\$459,912</u> | <u>\$621,400</u> | <u>\$650,300</u> | 4.7% |
| Program Costs: | | | | | |
| Personnel | | \$139,481 | \$189,700 | \$197,100 | |
| Indirect | | 81,652 | 97,200 | 111,100 | |
| Project | | <u>238,779</u> | <u>334,500</u> | <u>342,100</u> | |
| Total Commuter Assistance Budget | | <u>\$459,912</u> | <u>\$621,400</u> | <u>\$650,300</u> | |
| Full-Time Employee Equivalent | | 1.5 | 1.8 | 1.7 | |

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



PLANNING AND PROGRAMMING PROGRAM

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

At \$38,361,741, the Planning and Programming programs is 46% of the budget. Major changes to the Program budget tasks include the incorporation of the Freight Movement budget task into the Regional Transportation Planning budget. The ALUC budget increased approximately \$10,000 for legal staff costs. The Regional Transit Planning budget decreased approximately \$117,000 for reduced consultant, outreach and college ride expenses. The College Pass Program, which provides free rides to students attending five colleges within Ventura County, will be in its third year. The Regional Transportation Planning budget increased approximately \$453,000 for an updated Comprehensive Transportation Plan. The Transportation Development Act budget increased approximately \$1 million for carry-over TDA Article 3 funds and additional pass-through funding to local agencies including funding from SB 1 and State of Good Repair. The Transportation Programming and Reporting budget increased \$105,000 for increased staff time. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 14 – Planning and Programming Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|---|--------|------------------------------|-------------------------------|------------------------------|-------------|
| Airport Land Use Commission | 96 | \$ 5,811 | \$ 29,600 | \$ 39,100 | 32.1% |
| Regional Transit Planning | 98 | 1,208,124 | 1,974,406 | 1,857,262 | -5.9% |
| Regional Transportation Planning | 100 | 485,070 | 1,087,600 | 1,540,900 | 41.7% |
| TDA Administration | 102 | 31,245,298 | 33,401,166 | 34,461,979 | 3.2% |
| Transportation Programming & Reporting | 104 | 296,064 | 357,500 | 462,500 | 29.4% |
| Total Planning & Programming Budget | | <u>\$33,240,367</u> | <u>\$36,850,272</u> | <u>\$38,361,741</u> | 4.1% |
| Program Costs: | | | | | |
| Personnel | | \$ 825,869 | \$ 876,600 | \$ 1,115,500 | |
| Indirect | | 483,358 | 448,600 | 628,500 | |
| Project | | 31,931,140 | 35,525,072 | 36,617,741 | |
| Total Planning & Programming Budget | | <u>\$33,240,367</u> | <u>\$36,850,272</u> | <u>\$38,361,741</u> | |
| Full-Time Employee Equivalent | | 5.4 | 5.6 | 6.6 | |

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



GENERAL GOVERNMENT PROGRAM

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

At \$1,407,000, the General Government Program is 2% of the budget. Major changes to the Program budget tasks include adjusting staff time within the Community Outreach, which includes additional hours for the Manager of Governmental, and Community Relations offset by the reduction of the Information Technology System Analyst hours and reduction of consultant assistance for a decrease of \$25,000. The Management and Administration budget decreased by \$400,900 as most of the office relocation and furniture and equipment for the new office space is expected to occur in the previous fiscal year. The State and Federal Governmental Relations budget increased by \$52,800 for additional staff time. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 15 – General Government Program Budget Tasks

| Budget Tasks | Page # | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget | % of Change |
|---|--------|------------------------------|-------------------------------|------------------------------|--------------|
| Community Outreach | 108 | \$ 455,628 | \$ 520,000 | \$ 495,000 | -4.8% |
| Management and Administration | 110 | 408,801 | 1,019,700 | 618,800 | -39.3% |
| State and Federal Governmental Relations | 112 | <u>216,993</u> | <u>240,400</u> | <u>293,200</u> | <u>22.0%</u> |
| Total General Government Budget | | <u>\$1,081,422</u> | <u>\$1,780,100</u> | <u>\$1,407,000</u> | 21.0% |
| Program Costs: | | | | | |
| Personnel | | \$ 432,899 | \$ 465,000 | \$ 530,600 | |
| Indirect | | 253,419 | 223,800 | 299,000 | |
| Project | | <u>395,104</u> | <u>1,091,300</u> | <u>577,400</u> | |
| Total General Government Budget | | <u>\$1,081,422</u> | <u>\$1,780,100</u> | <u>\$1,407,000</u> | |
| Full-Time Employee Equivalent | | 6.3 | 6.7 | 7.1 | |

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

FUND BUDGETS AND BALANCES

FUND BUDGETS

VCTC’s budget is comprised of eight funds: a general fund, five special revenue funds and two enterprise funds. The Governmental Funds consist of the general fund and 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 15 – Budget Task by Fund Type*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting.

Chart 15 – Budget Tasks by Fund Type

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

Details of the Fiscal Year 2020/2021 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in *Table 16 - Budget Summary by Fund*.



Table 16 – Budget Summary by Fund

| BUDGET SUMMARY BY FUND FISCAL YEAR 2020/2021 | | | | | | | | | | |
|---|-------------------|-------------------|------------------|------------------|------------------|----------------|-------------------|-------------------|-------------------|--|
| | GENERAL FUND | LTF | STA | SAFE | SGR | SPBL | VCTC INTERCITY | VALLEY EXPRESS | TOTAL | |
| REVENUES | | | | | | | | | | |
| Federal Grants | 12,582,939 | - | - | - | - | - | 2,842,814 | 664,138 | 16,089,891 | |
| State Grants | 3,354,072 | - | - | 715,200 | - | 20,000 | 550,000 | - | 4,639,272 | |
| Local Transportation Fund | - | 38,500,000 | - | - | - | - | - | - | 38,500,000 | |
| State Transit Assistance | - | - | 8,666,444 | - | - | - | - | - | 8,666,444 | |
| State of Good Repair | - | - | - | - | 1,386,450 | - | - | - | 1,386,450 | |
| Vehicle Registration Fees | - | - | - | 825,000 | - | - | - | - | 825,000 | |
| Local, Investment, and Other Revenues | 57,500 | 140,000 | 180,000 | 100,000 | 50,000 | 316,000 | 2,456,600 | 1,342,662 | 4,642,762 | |
| Total Revenues | 15,994,511 | 38,640,000 | 8,846,444 | 1,640,200 | 1,436,450 | 336,000 | 5,849,414 | 2,006,800 | 74,749,819 | |
| EXPENDITURES | | | | | | | | | | |
| Transit and Transportation | | | | | | | | | | |
| Regional Transit Technology | 912,800 | - | - | - | - | - | - | - | 912,800 | |
| Senior and Disabled Transportation Services | 499,700 | - | - | - | - | - | - | - | 499,700 | |
| Transit Grant Administration | 5,567,100 | - | - | - | - | - | - | - | 5,567,100 | |
| Valley Express | - | - | - | - | - | - | - | 2,006,800 | 2,006,800 | |
| VCTC Intercity Services | - | - | - | - | - | - | 11,812,100 | - | 11,812,100 | |
| Total Transit and Transportation Budget | 6,979,600 | - | - | - | - | - | 11,812,100 | 2,006,800 | 20,798,500 | |
| Highway | | | | | | | | | | |
| Highway Program Management & Monitoring | 4,482,100 | - | - | - | - | - | - | - | 4,482,100 | |
| Motorist Aid Services | 50,400 | - | - | 1,422,000 | - | - | - | - | 1,472,400 | |
| Total Highway Budget | 4,532,500 | - | - | 1,422,000 | - | - | - | - | 5,954,500 | |



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

| | GENERAL FUND | LTF | STA | SAFE | SGR | SPBL | VCTC INTERCITY | VALLEY EXPRESS | TOTAL |
|--|-------------------|-------------------|----------------|------|---------------|----------------|----------------|----------------|-------------------|
| Rail | | | | | | | | | |
| LOSSAN - Coast Rail Coordinating Council | 53,900 | - | - | - | - | - | - | - | 53,900 |
| Metrolink Commuter Rail | 14,373,874 | - | - | - | - | - | - | - | 14,373,874 |
| Santa Paula Branch Line | 130,700 | - | - | - | - | 806,000 | - | - | 936,700 |
| Total Rail Budget | 14,558,474 | - | - | - | - | 806,000 | - | - | 15,364,474 |
| Commuter Assistance | | | | | | | | | |
| Regional Transit Information Center | 306,100 | - | - | - | - | - | - | - | 306,100 |
| Rideshare Programs | 344,200 | - | - | - | - | - | - | - | 344,200 |
| Total Commuter Assistance Budget | 650,300 | - | - | - | - | - | - | - | 650,300 |
| Planning and Programming | | | | | | | | | |
| Airport Land Use Commission | 39,100 | - | - | - | - | - | - | - | 39,100 |
| Regional Transit Planning | 1,857,262 | - | - | - | - | - | - | - | 1,857,262 |
| Regional Transportation Planning | 1,540,900 | - | - | - | - | - | - | - | 1,540,900 |
| TDA Administration | 196,400 | 33,719,579 | 471,000 | - | 75,000 | - | - | - | 34,461,979 |
| Transportation Programming and Reporting | 462,500 | - | - | - | - | - | - | - | 462,500 |
| Total Planning and Programming Budget | 4,096,162 | 33,719,579 | 471,000 | - | 75,000 | - | - | - | 38,361,741 |
| General Government | | | | | | | | | |
| Community Outreach | 495,000 | - | - | - | - | - | - | - | 495,000 |
| Management and Administration | 618,800 | - | - | - | - | - | - | - | 618,800 |
| State and Federal Governmental Relations | 293,200 | - | - | - | - | - | - | - | 293,200 |
| Total General Government Budget | 1,407,000 | - | - | - | - | - | - | - | 1,407,000 |



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

| | GENERAL FUND | LTF | STA | SAFE | SGR | SPBL | VCTC INTERCITY | VALLEY EXPRESS | TOTAL |
|--|----------------------|----------------------|--------------------------|-------------------------|-----------------------|----------------------|--------------------|-------------------|--------------------------|
| Total Expenditures | 32,224,036 | 33,719,579 | 471,000 | 1,422,000 | 75,000 | 806,000 | 11,812,100 | 2,006,800 | 82,536,515 |
| Revenues Over (Under) Expenditures | (16,229,525) | 4,920,421 | 8,375,444 | 218,200 | 1,361,450 | (470,000) | (5,962,686) | - | (7,786,696) |
| Other Financing Sources (Uses) | | | | | | | | | |
| Transfers In (Out) | 15,719,265 | (7,195,492) | (7,926,381) | (50,400) | (5,102,178) | 470,000 | 4,085,186 | - | - |
| Fund Balance Beginning of Year | 619,228 | 10,804,403 | 13,189,019 | 4,318,890 | 3,842,425 | 25,362 | 8,293,767 | - | 41,093,094 |
| Less Contingency Reserve | (50,000) | (3,250,000) | - | (1,515,000) | - | - | - | - | (4,815,000) |
| Less Capital and Accrual Adjustments | - | (5,200,000) | - | - | - | - | (6,416,267) | - | (11,616,267) |
| Unassigned Fund Balance End of Year | <u>58,968</u> | <u>79,332</u> | <u>13,638,082</u> | <u>2,971,690</u> | <u>101,697</u> | <u>25,362</u> | <u>-</u> | <u>-</u> | <u>21,357,231</u> |

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



General Fund

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

The sources for the general fund consist of various federal, state and local reimbursements, investment income and transfers from LTF, STA, SAFE, SPBL and SGR. These resources are utilized to support and administer activities within all programs and budgets except for the enterprise funds (VCTC Intercity and Valley Express) that are fully contained within those funds (see *Chart 16 - General Fund Sources* and *Chart 17 General Fund Uses*).

Chart 16 – General Fund Sources

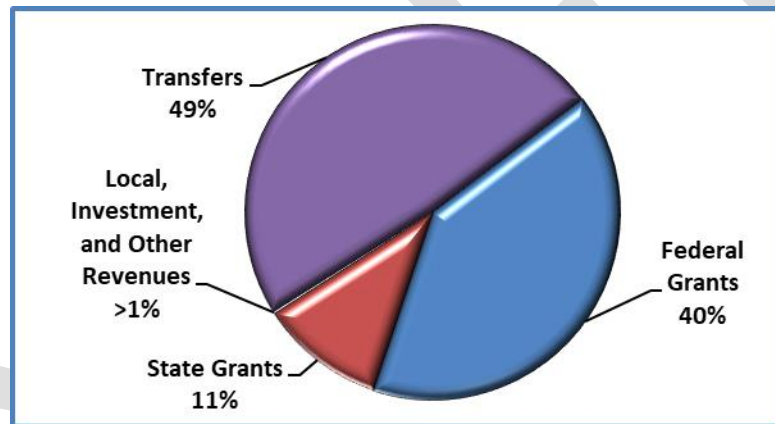
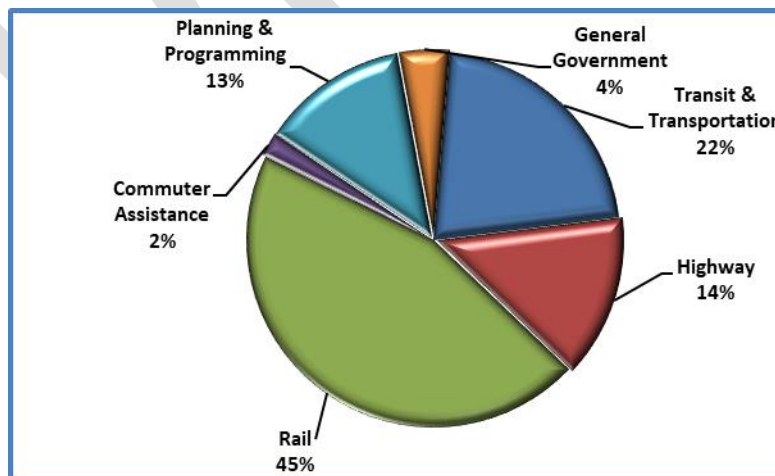


Chart 17 – General Fund Uses



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

- The Revenues decreased by 37.1% overall in Fiscal Year 2020/2021 as follows:
 - Within the federal funds, the FTA funds decreased by \$3 million largely due to completion of projects but also the pass-through funds for “new” projects will not be included until the Final Budget. The STP funds for the Highway Project Managements project are about \$5.3 million lower as the project continues toward completion.
 - State grant funding within the general fund decreased by \$0.5 million over three grant types (PPM, Prop 1B and LCTOP) with the completion of capital and demonstration projects.
 - Local funds decreased by \$0.6 million largely due to the one-time local match revenues associated with the purchase of AVL equipment in the prior year.
- The Expenditures decreased 18.4% overall in Fiscal Year 2020/2021 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 but missing “new” pass-through projects.
 - In the Highway Program:
 - A \$5.4 million decrease is largely due to the expected partial completion of the U.S. 101 PAED study.
 - In the Rail Program:
 - A \$1.5 million increase for Metrolink Commuter Rail capital rehabilitation projects and carry-over projects.
 - In the Planning and Programming Program:
 - A \$0.1 million decrease in Regional Transit Planning for the completion of consultant studies.
 - A \$0.4 million increase for the update of the Comprehensive Transportation Plan.
 - A \$0.1 million increase for additional staff time on TIP projects.
 - In the General Government Program:
 - A \$0.4 million decrease in Management and Administration for the partial completion of office relocation and associated furniture and equipment expenses paid for in the prior year.
- Transfers in/out increased by 23.4% or \$3 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.
- The fund balance is expected to decrease to \$58,968 after the beginning fund balance was adjusted for anticipated changes.

The Fiscal Year 2020/2021 budget for the general fund is presented in *Table 17 - General Fund Fiscal Years 2018/2019 to 2020/2021*. The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Year 2019/2020 are also included.

Table 17 – General Fund Fiscal Years 2018/2019 to 2020/2021

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



Special Revenue Funds

The Commission's special revenue funds are restricted legally or by Commission action to use for revenues from the Local Transportation Fund, State Transit Assistance, State of Good Repair, Service Authority for Freeway Emergencies and the Santa Paula Branch Line funds. Individual special revenue fund budgets are presented in Tables 18-22.

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 2020/2021 resulting in a \$1.1 million increase in sales tax revenues. It is estimated interest revenues will increase by \$46,000. There is a \$1.5 million increase in pass-through expenditures to local agencies and a \$1.3 million increase in transfers to the General Fund and the Santa Paula Branch Line Special Revenue Funds for activities. A contingency reserve of approximately 10% that is passed-through to local agencies for Article 4 and 8 activities is set aside to act as a buffer for economic downturns and if revenues are not received as budgeted. This allows VCTC to adjust for decreases in revenue in the following year instead of revising the LTF allocations in the current year. A portion of the fund balance is set aside for accrued revenue that is not available for distribution in the fiscal year due to delays in receipt of funds from the State and for this fiscal year. The fund balance is expected to decrease by \$1.1 million due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in *Table 18 - Local Transportation Fund Fiscal Years 2018/2019 to 2020/2021*.

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

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



State Transit Assistance Fund

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

The STA fund is estimated to decrease by slightly by \$53,000 in STA revenues. Interest is estimated to increase by \$30,000. There is a \$0.4 million decrease in expenditures for pass-through funds as the previous year included “unclaimed” funds from prior years. A \$5.3 million decrease in transfers to the General Fund, Santa Paula Branch Line Special Revenue Fund and VCTC Intercity Fund for associated activities largely due to additional federal funds utilized in Fiscal Year 2020/2021 for the VCTC Intercity budget. The fund balance is expected to decrease by \$3.7 million due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes. Although not budgeted, these funds could be used (thus lowering the fund balance) for nonrecurring capital costs associated with Metrolink Capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County.

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

Table 19 – State Transit Assistance Fund Fiscal Years 2018/2019 to 2020/2021

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



Service Authority for Freeway Emergencies Fund

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

In Fiscal Year 2020/2021, revenues are expected to increase by \$0.76 million for new FSP funds, a small increase in vehicle registration fees, and interest. Expenditures are approximately \$250,000 lower with the award of one-time incident responder grant funds in the prior fiscal year offset by expenses for the new FSP program. Transfers out to the general fund cover staff time associated with SAFE funded projects. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance is expected to decrease by \$0.1 million due after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in *Table 20 - Service Authority for Freeway Emergencies Fund Fiscal Years 2018/2019 to 2020/2021*.

**Table 20 – Service Authority for Freeway Emergencies Fund
Fiscal Years 2018/2019 to 2020/2021**

| | Service Authority for Freeway Emergencies Fund | | | | |
|--|--|------------------|------------------|------------------|----------------|
| | FY 2018/2019 | FY 2019/2020 | FY 2020/2021 | \$ Change | % Change |
| | Actual | Projected Budget | Budget | Budget Years | Budget Years |
| REVENUES | | | | | |
| Vehicle Registration Fees | 817,104 | 800,000 | 825,000 | 25,000 | 3.1% |
| State Grants | - | - | 715,200 | 715,200 | 0.0% |
| Local, Investment, and Other Revenues | 127,184 | 80,000 | 100,000 | 20,000 | 25.0% |
| Total Revenues | 944,288 | 880,000 | 1,640,200 | 760,200 | 86.4% |
| EXPENDITURES | | | | | |
| Highway | | | | | |
| Motorist Aid Services | 674,598 | 1,668,220 | 1,422,000 | (246,220) | -14.8% |
| Total Highway Budget | 674,598 | 1,668,220 | 1,422,000 | (246,220) | -14.8% |
| Total Expenditures | 674,598 | 1,668,220 | 1,422,000 | (246,220) | -14.8% |
| Revenues Over/(Under) Expenditures | 269,690 | (788,220) | 218,200 | 1,006,420 | -127.7% |
| Other Financing Sources (Uses) | | | | | |
| Transfers In (Out) | (23,289) | (34,200) | (50,400) | (16,200) | 47.4% |
| Fund Balance Beginning of Year | 4,894,909 | 5,141,310 | 4,318,890 | (822,420) | -16.0% |
| Less Contingency Reserve | - | (1,515,000) | (1,515,000) | - | 0.0% |
| Less Capital and Accrual Adjustments | - | - | - | - | 0.0% |
| Unassigned Fund Balance End of Year | 5,141,310 | 2,803,890 | 2,971,690 | 167,800 | 6.0% |

State of Good Repair Fund

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

The State of Good Repair funds are expected to increase by \$39,000. Interest revenues will increase by \$30,000. It is expected that approximately \$75,000 will be passed-through to local agencies and SCRRA funds of \$5.1million (including prior year accumulation) will pass-through the general fund for associated activities. The fund balance is expected to decrease by approximately \$50,000 due to pass-through disbursements after the beginning fund balance was adjusted for anticipated changes.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in *Table 21 - State of Good Repair Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 21 – State of Good Repair Fund Fiscal Years 2018/2019 to 2020/2021

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



Santa Paula Branch Line Fund

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

At this time, it is expected that local revenues will increase slightly in Fiscal Year 2020/2021 offset by lower transfers-in. It is expected that expenditures will decrease slightly. Transfers out to the general fund cover staff time associated with SPBL funded projects. The fund balance at \$25,362 consists of one-time funds received in a prior fiscal year and will be available for future one-time expenditures.

The actual information for Fiscal Year 2018/2019 and the budgeted information for Fiscal Years 2019/2020 and 2020/2021 are included in *Table 22 - Santa Paula Branch Line Fund Fiscal Years 2018/2019 to 2020/2021*.

Table 22 – Santa Paula Branch Line Fund Fiscal Years 2018/2019 to 2020/2021

| | Santa Paula Branch Line Fund | | | | |
|--|------------------------------|----------------------------------|------------------------|---------------------------|--------------------------|
| | FY 2018/2019 Actual | FY 2019/2020 Projected Budget | FY 2020/2021 Budget | \$ Change Budget Years | % Change Budget Years |
| REVENUES | | | | | |
| State Grants | 43,750 | 17,800 | 20,000 | 2,200 | 12.4% |
| Local, Investment, and Other Revenues | 383,952 | 269,000 | 316,000 | 47,000 | 17.5% |
| Total Revenues | 427,702 | 286,800 | 336,000 | 49,200 | 17.2% |
| EXPENDITURES | | | | | |
| Rail | | | | | |
| Santa Paula Branch Line | 632,551 | 811,000 | 806,000 | (5,000) | -0.6% |
| Total Rail Budget | 632,551 | 811,000 | 806,000 | (5,000) | -0.6% |
| Total Expenditures | 632,551 | 811,000 | 806,000 | (5,000) | -0.6% |
| Revenues Over/(Under) Expenditures | (204,849) | (524,200) | (470,000) | 54,200 | -10.3% |
| Other Financing Sources (Uses) | | | | | |
| Transfers In (Out) | 230,211 | 524,200 | 470,000 | (54,200) | -10.3% |
| Fund Balance Beginning of Year | - | 25,362 | 25,362 | - | 0.0% |
| Less Contingency Reserve | - | - | - | - | 0.0% |
| Less Capital and Accrual Adjustments | - | - | - | - | 0.0% |
| Unassigned Fund Balance End of Year | 25,362 | 25,362 | 25,362 | - | 0.0% |

Enterprise Funds

The Commission has two enterprise funds: VCTC Intercity and Valley Express. These funds reflect the business-type operations of two transit systems within the County of Ventura. Individual enterprise fund budgets are presented in Tables 23-24.

VCTC Intercity Fund

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

Revenues increased 9.5% largely due to availability of federal funds at an increase of \$0.6 million while State and local funding decreased by \$0.1 million. The drop in expenses is largely due to the completion of the purchase of new buses in the prior fiscal year offset by the depreciation expense. Transfers in from STA decreased by \$5.6 million as the bus purchase was completed in the prior year. The presented fund balance is \$8.2 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses.

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

Table 23 – VCTC Intercity Fund Fiscal Years 2018/2019 to 2020/2021

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



Valley Express Fund

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

Revenues decreased by 3.6% overall, or \$69,000. The expenditures increased accordingly for additional contract services in the upcoming fiscal year. This fund is designed to have a zero fund balance.

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

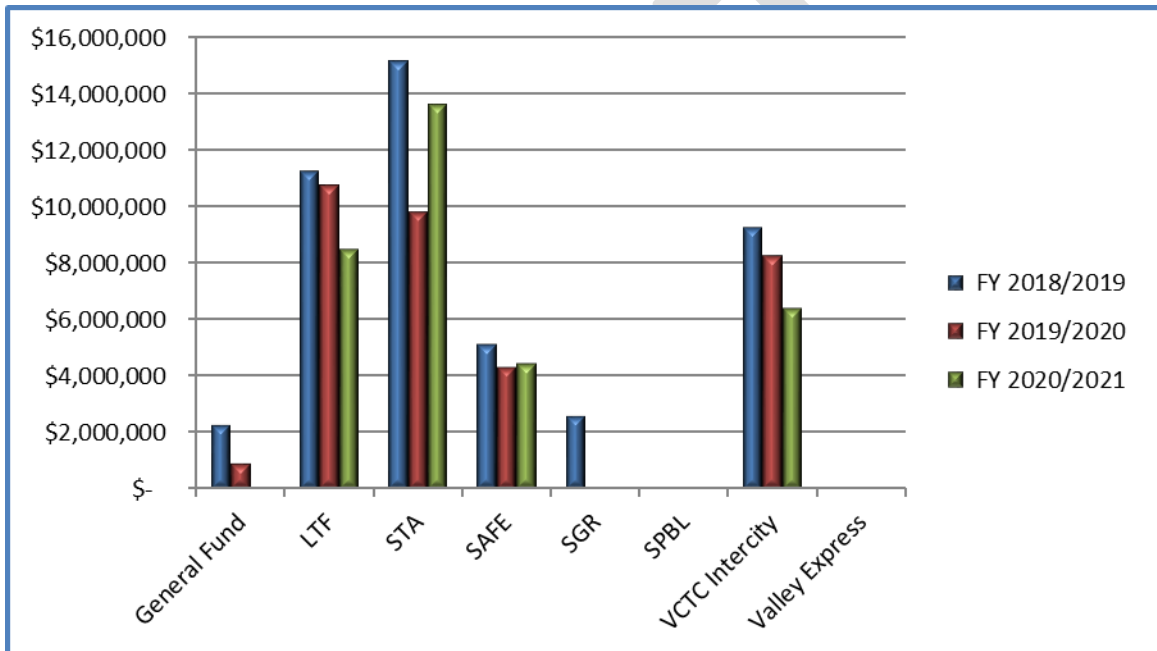
Table 24 – Valley Express Fund Fiscal Years 2018/2019 to 2020/2021

| | Valley Express Fund | | | | |
|--|------------------------|----------------------------------|------------------------|---------------------------|--------------------------|
| | FY 2018/2019 Actual | FY 2019/2020 Projected Budget | FY 2020/2021 Budget | \$ Change Budget Years | % Change Budget Years |
| REVENUES | | | | | |
| Federal Grants | 624,254 | 627,198 | 664,138 | 36,940 | 5.9% |
| State Grants | - | - | - | - | 0.0% |
| Local, Investment, and Other Revenues | 1,061,326 | 1,310,402 | 1,342,662 | 32,260 | 2.5% |
| Total Revenues | 1,685,580 | 1,937,600 | 2,006,800 | 69,200 | 3.6% |
| EXPENSES | | | | | |
| Transit and Transportation | | | | | |
| Valley Express | 1,685,580 | 1,937,600 | 2,006,800 | 69,200 | 3.6% |
| Total Transit and Transportation Budget | 1,685,580 | 1,937,600 | 2,006,800 | 69,200 | 3.6% |
| Total Expenditures | 1,685,580 | 1,937,600 | 2,006,800 | 69,200 | 3.6% |
| Revenues Over/(Under) Expenditures | - | - | - | - | 0.0% |
| Other Financing Sources (Uses) | | | | | |
| Transfers In (Out) | - | - | - | - | 0.0% |
| Fund Balance Beginning of Year | - | - | - | - | 0.0% |
| Less Contingency Reserve | - | - | - | - | 0.0% |
| Less Capital and Accrual Adjustments | - | - | - | - | 0.0% |
| Unassigned Fund Balance End of Year | - | - | - | - | 0.0% |

FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2020/2021 are expected to be \$74,749,819 with expected expenditures to be \$82,536,515. These activities will result in an anticipated net decrease of \$7.8 million. The total fund balance of \$34,479,104 is reduced for a reserve of \$4,815,000 and a fund balance adjustment for capital and accruals of \$12,716,267 with the available total fund balance at June 30, 2021 is anticipated to be \$16,947,837. Below in Chart 18 - *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2018/2019) and projected (Fiscal Years 2019/2020 and 2020/2021) fund balances for all of VCTC's funds for a three-year period. Details of the projected Fiscal Year 2020/2022 fund balances are reflected in *Table 16 - Budget Summary by Fund*.

Chart 18 – Comparison of Fund Balances by Fund



VENTURA COUNTY TRANSPORTATION COMMISSION

PROGRAM TASK BUDGETS

DRAFT



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| Judy Johnduff – Program Manager, Programming | |
| Transportation Programming and Reporting | 104-105 |
| Martin Erickson - Transit Director | |
| Aaron Bonfilio - Program Manager, Transit Contracts | |
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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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

ACCOMPLISHMENTS: During Fiscal Year 2019/2020, VCTC completed over sixty new vehicle installations of the new countywide real-time passenger information system for the Gold Coast Transit District fleet. In total, over 150 transit vehicles, across the nine different bus transit operators are live on the GoVCBus real-time passenger information system. The system provides live GTFS feeds (or “Google transit”) to the public through the VCTC-specific app “GoVCBus” and to third-party services, such as Google Maps, Apple, Microsoft, and “Transit App.” In addition, working in coordination with the cities across the county, real-time passenger information signs were installed, and additional signs and facility improvements are planned for the upcoming year. Each on-board system is integrated with automatic passenger counters, fareboxes and onboard fleet technologies. All passenger boarding and on-time performance data are connected to a central repository at VCTC. The system includes automatic voice announcement and visual “announcement” services for Thousand Oaks, Moorpark, Simi Valley, Ojai and Gold Coast passengers. This year, staff will explore options to deploy this technology to the remaining transit providers: Kanan Shuttle, VCTC Intercity, Valley Express and Camarillo. Such service greatly helps to improve accessibility for the visually and hearing impaired and is considered an ADA best-practice for transit.

Over the past year, VCTC has transitioned more and more riders to ordering their passes online. VCTC is also engaging firms to pilot mobile ticketing solutions and is looking forward to implementing a regional mobile ticketing program to alleviate requirements for pass sales locations and grow ridership.

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

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 online fulfillment office and, conduct reconciliation of revenues for point-of-sales network.
4. Assist with the procurement of the countywide standard fare media equipment for smaller transit agencies.
5. Oversee management and updates to RTP1 and GTFS database.

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

FUNDING:

| Funding Source | Funding Dollars |
|----------------------|------------------|
| FTA | \$730,240 |
| LTF Fund Transfer | 182,560 |
| Total Funding | \$912,800 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|-----------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| Salaries | \$131,813 | \$ 121,400 | \$117,500 |
| Fringe and Tax | 86,130 | 82,400 | 86,900 |
| Indirect Cost Allocation | 127,584 | 104,300 | 115,200 |
| Business Meals | 11 | 300 | 300 |
| Communications | 480 | 2,200 | 2,300 |
| Mileage | 1,147 | 3,500 | 3,600 |
| Notices | 0 | 0 | 100 |
| Office Support | 1,597 | 2,000 | 2,000 |
| Postage | 468 | 1,400 | 1,600 |
| Printing | 16,030 | 21,000 | 23,000 |
| Training | 0 | 1,000 | 1,000 |
| Travel and Conferences | 902 | 3,000 | 3,300 |
| Bank Credit Card Processing Fees | 8,673 | 21,000 | 25,000 |
| Consultant Services | 3,000 | 30,000 | 25,000 |
| Legal Services | 2,193 | 6,000 | 6,000 |
| Professional Services | 390,429 | 2,654,317 | 400,000 |
| Equipment / Equipment Maintenance | 2,228 | 0 | 100,000 |
| Total Expenditures | \$772,685 | \$3,053,817 | \$912,800 |

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



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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

ACCOMPLISHMENTS: Provided oversight to the contractor-based Americans with Disabilities Act (ADA) certification program. Administered a request for proposals and proposal evaluation process and awarded a new multi-year agreement.

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

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

In the spring of 2020, VCTC awarded a new contract (effective July 1, 2020) to its selected service provider. A competitive bidding process is underway during budget development for Fiscal Year 2020/2021 and final contract rates are not yet available. Additional expense is budgeted as a contingency to facilitate potentially higher costs associated with contact services, as well as, modest increases to staff costs to manage the contractor transition and startup.

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



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)**DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

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

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

FUNDING:

| Funding Source | Funding Dollars |
|----------------------|------------------|
| LTF Fund Transfer | \$499,700 |
| Total Funding | \$499,700 |

EXPENDITURE COMPARISONS:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|------------------------------------|-------------------------------------|------------------------------------|
| Salaries | \$ 4,353 | \$ 18,100 | \$ 24,300 |
| Fringe and Tax | 2,265 | 9,800 | 11,900 |
| Indirect Cost Allocation | 3,874 | 14,200 | 20,400 |
| Business Meals | 0 | 100 | 100 |
| Mileage | 220 | 400 | 500 |
| Office Support | 0 | 0 | 500 |
| Printing | 1,074 | 3,400 | 5,000 |
| Travel and Conferences | 974 | 1,200 | 2,000 |
| Consultant Services | 262,454 | 295,300 | 425,000 |
| Legal Services | 33 | 3,100 | 10,000 |
| Total Expenditures | \$275,247 | \$345,600 | \$499,700 |

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



BUDGET TASK: TRANSIT GRANT ADMINISTRATION

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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

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

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

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. The FTA grant funds are reduced due to the anticipated completion of some subrecipient projects. However, the Fiscal Year 2020/2021 Program of Projects has not yet been developed, so the final version of the budget will be increased to incorporate funds that the Commission approves in the POP.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including a new Moorpark station entrance, Thousand Oaks Transit Center improvements, bus stop improvements in Oxnard and Ojai, a bus purchase for Camarillo.

Staff is recommending that the budget include the addition of a Program Analyst position, with the new staff person's work to be split between Transportation Programming and Transit Grant Administration. This staff addition will help VCTC to ensure adequate monitoring of FTA compliance of VCTC and subrecipients. Consultant assistance was used in the past two years to supplement staff efforts in this area, but with the addition of new staff that consultant cost has been removed.



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:

| Funding Source | Funding Dollars |
|--|------------------------|
| FTA 5307, 5310, CMAQ Transfers | \$ 250,071 |
| FTA 5307, 5310, CMAQ Transfers, Carry-over | 5,227,400 |
| LTF Fund Transfer | 89,629 |
| Total Funding | \$5,567,100 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$ 86,366 | \$ 89,800 | \$ 127,700 |
| Fringe and Tax | 42,351 | 48,000 | 79,100 |
| Indirect Cost Allocation | 75,351 | 70,500 | 116,500 |
| Business Meals | 0 | 100 | 100 |
| Mileage | 373 | 400 | 600 |
| Notices | 19 | 1,100 | 1,300 |
| Travel and Conferences | 710 | 300 | 900 |
| Consultant Services | 12,464 | 29,200 | 10,000 |
| Legal Services | 3,015 | 3,500 | 3,500 |
| Equipment | 169,496 | 0 | 0 |
| Pass-Through Grants | 5,182,301 | 6,857,300 | 5,227,400 |
| Total Expenditures | \$5,572,446 | \$7,100,200 | \$5,567,100 |

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



BUDGET TASK: VALLEY EXPRESS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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

ACCOMPLISHMENTS: Under the guidance of the local jurisdictions, VCTC oversaw the administration of the Valley Express bus service. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014. 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. Following the direction of the Policy Committee, VCTC negotiated and entered into a contract extension with the service provider, MV Transportation. The first of three extension years began March 2020. In coordination with its outreach and marketing consultant, Celtis Ventures, VCTC completed a website and printed bus-book redesign. The agreement with Celtis Ventures is planned for a one-year extension, effective July 1, 2020. Lastly, as part of the website redesign, the Valley Express began selling its passes online January 2020, leveraging VCTC’s pre-existing pass sales infrastructure. Riders may now purchase passes 24/7 and have their order fulfilled the next business day.

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

DESCRIPTION: The Valley Express service provides General Public Dial-a-Ride, Fixed Route, and Americans with Disabilities Act (ADA) Paratransit/Senior transit services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service is driven primarily by contract service provider rates and level of service provided. Recurring costs include a fixed administrative fee of \$100,000 (for VCTC salaries, fringe and indirect costs), contract operator expense, printing, marketing, legal and professional services. Future years’ costs may include capital expenditures related to fleet rehabilitation and replacement. 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 contracts related to consultants and other procurements, as applicable.
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 asset management including maintenance performance, and recommend capital expenditures, such as replacements and expansions.

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

| Funding Source | Funding Dollars |
|--|------------------------|
| FTA | \$ 664,138 |
| Local Contribution – Bus Operations* | 1,029,662 |
| Local Contribution – Route Guarantee** | 120,000 |
| Local Fee – Contract Administration* | 100,000 |
| Local Fee – Farebox | 93,000 |
| Total Funding | \$2,006,800 |

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

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

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|---|---|---|---|
| Salaries | \$ 44,023 | \$ 44,500 | \$ 41,500 |
| Fringe and Tax | 20,737 | 21,600 | 22,500 |
| Indirect Cost Allocation | 37,911 | 33,900 | 36,000 |
| Mileage | 314 | 2,000 | 2,000 |
| Office Support | 400 | 500 | 500 |
| Postage | 0 | 100 | 200 |
| Printing | 3,889 | 25,000 | 26,300 |
| Bank Fees | 430 | 800 | 800 |
| Legal Services | 2,310 | 12,000 | 12,000 |
| Professional Services | 51,390 | 75,000 | 68,000 |
| Bus Purchase/ Farebox Capital Equipment | 0 | 4,000 | 4,000 |
| Communications Wi-Fi | 6,842 | 15,500 | 9,000 |
| Contract Services | 1,437,483 | 1,634,700 | 1,714,000 |
| Outreach | 79,851 | 68,000 | 70,000 |
| Total Expenditures | \$1,685,580 | \$1,937,600 | \$2,006,800 |



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: During Fiscal Year 2019/2020, VCTC acquired Intercity service provider RATP Dev’s fleet vehicles and now owns 100% of the buses required to operate the service. In addition, VCTC completed the second phase of a two-step fare increase, which took effect January 2020. Service changes included resumption of CSU Channel Islands’ two routes, as well as increased service on Coastal Express between Santa Barbara county and Camarillo. The Oxnard/Camarillo demonstration route concluded, while the Cross County Limited (formerly branded the “East/West Connector”) entered its second full year. The Cross County Limited’s demonstration will continue for a third year in Fiscal Year 2020/2021 using a combination of demonstration grants and State Transit Assistance (STA). Ridership for Fiscal Year 2019/2020 (YTD) is thus far similar to the prior year. The below table reflects current ridership during the first six months this year as compared to the previous two years, including the two demonstration routes’ performance:

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

DESCRIPTION: VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus 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. Farebox revenues projection assumes similar revenues from last year. In light of annual service interruptions and delays experienced due to extreme weather events, a modest contingency (\$60,000) is included in this year’s contract services expense.

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

WORK ELEMENTS:

1. Oversee contract compliance, budget performance, and monitor maintenance of rolling stock and regulatory compliance.
2. Plan and implement regular service changes and adjustments to timetables.
3. Monitor service demonstrations and explore opportunities for ridership and revenue growth.
4. Track clean-air mandates related to fleet and assess procurement opportunities.
5. Administer Cooperative funding agreements and prepare related budgets.
6. Manage development and reporting of service indicators and system information.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

7. Promote the system, conduct outreach, ridership surveys, and solicit rider input.
8. Oversee the deployment of new VCTC fleet vehicle technologies including potential countywide mobile ticketing, and automatic audio-visual announcement systems.

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

FUNDING:

| Funding Source | Funding Dollars |
|---------------------------------------|------------------------|
| FTA | \$ 2,842,814 |
| STA Fund Transfer | 4,085,186 |
| LCTOP | 550,000 |
| Local Contribution – Route Guarantee* | 1,381,600 |
| Local Fee – CSUCI Administration | 35,000 |
| Local Fee – Farebox | 1,040,000 |
| VCTC Intercity Fund Balance | 1,877,500 |
| Total Funding | \$11,812,100 |

*Local Contribution provided by Moorpark College, CSUCI and SBCAG

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$ 186,281 | \$ 186,300 | \$ 181,300 |
| Fringe and Tax | 98,590 | 99,700 | 107,800 |
| Indirect Cost Allocation | 166,763 | 146,300 | 163,000 |
| Business Meals | 55 | 300 | 300 |
| Mileage | 1,084 | 2,700 | 3,000 |
| Office Support | 865 | 1,200 | 1,500 |
| Printing | 3,488 | 24,000 | 25,000 |
| Training | 414 | 1,900 | 2,000 |
| Travel and Conferences | 2,962 | 6,100 | 6,400 |
| Bank Fees | 2,901 | 4,100 | 4,300 |
| Consultant Services | 21,086 | 22,000 | 50,000 |
| Legal Services | 9,788 | 58,000 | 35,000 |
| Bus and Equipment | 2,116,825 | 5,583,340 | 50,000 |
| Communications Wi-Fi | 15,052 | 23,000 | 26,000 |
| Contract Services | 9,366,415 | 8,769,094 | 9,164,000 |
| Outreach | 104,045 | 120,000 | 115,000 |
| Depreciation | 1,027,917 | 1,000,000 | 1,877,500 |
| Total Expenditures | \$13,124,531 | \$16,048,034 | \$11,812,100 |

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

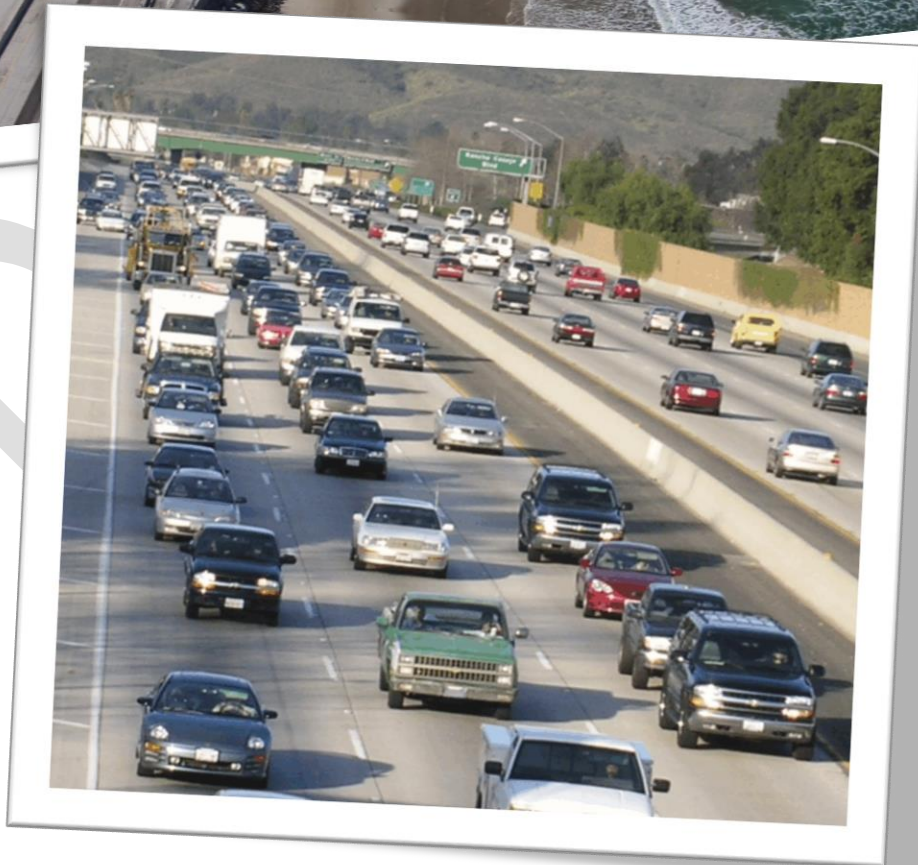
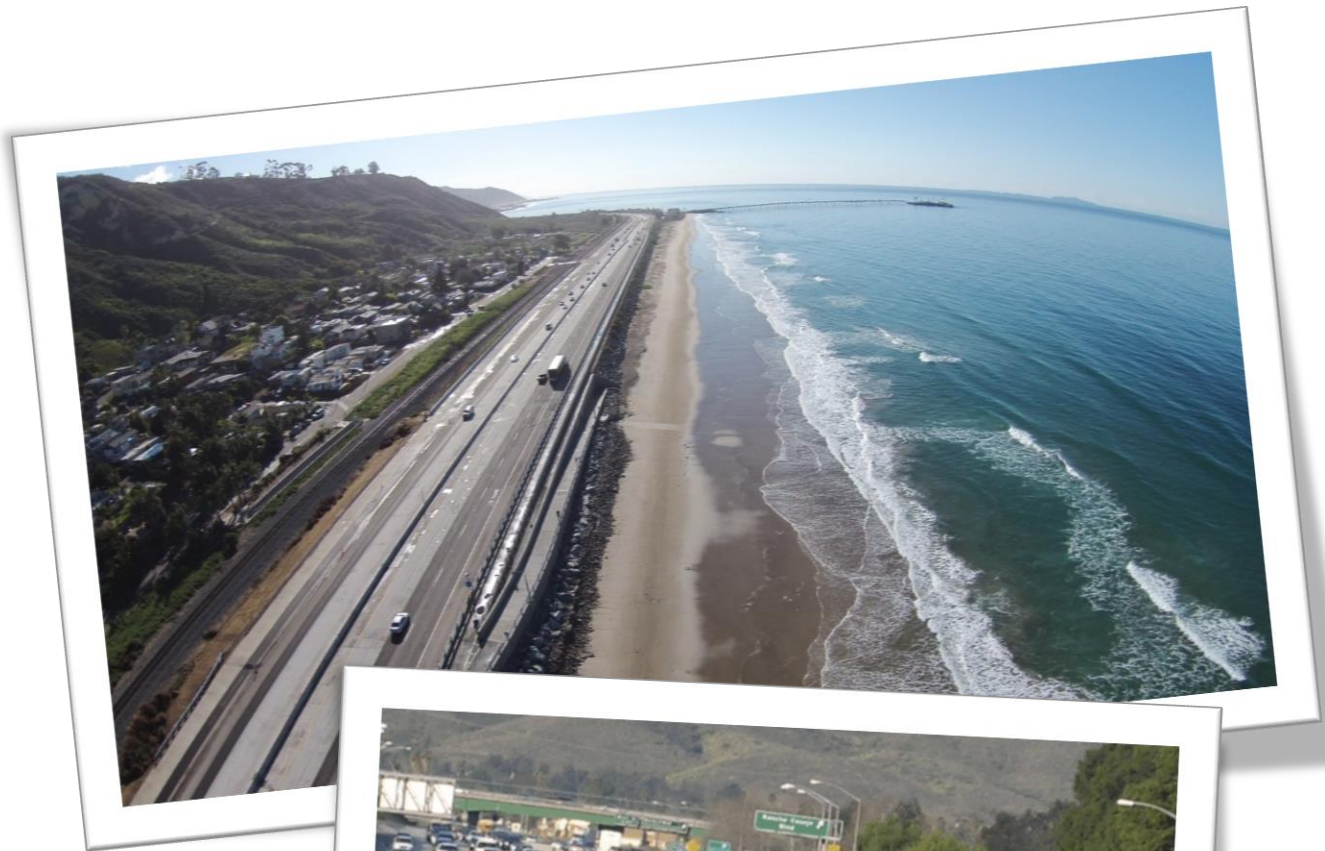


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HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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

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

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

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

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

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

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



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

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

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

FUNDING:

| Funding Source | Funding Dollars |
|--------------------------------------|------------------------|
| Surface Transportation Program (STP) | \$4,450,000 |
| PPM | 32,100 |
| Total Funding | \$4,482,100 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$ 40,702 | \$ 56,300 | \$ 71,600 |
| Fringe and Tax | 16,586 | 22,900 | 39,800 |
| Indirect Cost Allocation | 33,536 | 40,600 | 62,800 |
| Mileage | 301 | 1,000 | 700 |
| Office Support | 0 | 1,000 | 500 |
| Travel and Conferences | 0 | 500 | 1,000 |
| Consultant Services | 2,325,560 | 9,794,383 | 4,303,000 |
| Legal Services | 0 | 2,000 | 2,700 |
| Total Expenditures | \$2,416,685 | \$9,918,683 | \$4,482,100 |

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



BUDGET TASK: MOTORIST AID SERVICES**DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan

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

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

As cellular phones have proliferated, callbox volumes decreased over time, from well over 10,000 calls per year to the current average of 2,200 calls annually. From 2014 to 2019, VCTC analyzed and implemented callbox system efficiency improvements, technology updates, and Americans with Disabilities Act (ADA) compliance upgrades. VCTC reduced the total number of call boxes by 25% and upgraded the remaining 427 callboxes to 3G technology, and completed work to make all remaining callboxes ADA compliant and to install asphalt transition pathways and concrete pads where necessary.

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

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

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

For Fiscal Year 2020/2021, the SpeedInfo Highway Speed Sensors budget task has been combined with Motorist Aid Services. The combined Motorist Aid Services - SpeedInfo budget is \$230,020 less than the previous fiscal year (compared against the combined Motorist Aid and SpeedInfo Task Budgets for Fiscal Year 2019/2020), given that Incident Responder Grant Program funds were awarded and disbursed during Fiscal Year 2019/2020, offset in part by 9 months of FSP operational costs added to the budget for Fiscal Year 2020/2021.



BUDGET TASK: MOTORIST AID SERVICES (continued)**DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan**WORK ELEMENTS:**

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

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

FUNDING:

| Funding Source | Funding Dollars |
|-------------------------------------|--------------------|
| SAFE Revenues and Fund Transfer | \$ 757,200 |
| State Highway Account – FSP Program | 178,800 |
| Senate Bill 1 (SB1) – FSP Program | 536,400 |
| Total Funding | \$1,472,400 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|----------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| Salaries | \$ 10,364 | \$ 15,900 | \$ 22,400 |
| Fringe and Tax | 4,325 | 6,700 | 9,800 |
| Indirect Cost Allocation | 8,600 | 11,600 | 18,200 |
| Mileage | 515 | 500 | 500 |
| Office Support | 0 | 500 | 500 |
| Training | 0 | 500 | 500 |
| Travel and Conferences | 289 | 3,000 | 3,000 |
| Consultant Services | 622,863 | 701,500 | 398,700 |
| Legal Services | 266 | 4,500 | 5,000 |
| CHP | 11,989 | 12,000 | 20,000 |
| Communications Callbox | 34,959 | 36,000 | 36,000 |
| Contract Services - FSP | 0 | 0 | 953,600 |
| DMV Processing Fees | 3,717 | 4,200 | 4,200 |
| Incident Responder Grant Program | 0 | 905,520 | 0 |
| Total Expenditures | \$697,887 | \$1,702,420 | \$1,472,400 |

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



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RAIL PROGRAM TASK BUDGETS



BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

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

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

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

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

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

WORK ELEMENTS:

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



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

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

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

PRODUCT: Quarterly updates on rail operations and issues.

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| STA Fund Transfer | \$53,900 |
| Total Funding | \$53,900 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$15,126 | \$16,100 | \$18,200 |
| Fringe and Tax | 6,019 | 6,725 | 8,400 |
| Indirect Cost Allocation | 12,379 | 11,675 | 15,000 |
| Business Meals | 125 | 100 | 200 |
| Membership and Dues | 2,500 | 2,500 | 2,500 |
| Mileage | 392 | 800 | 600 |
| Office Support | 56 | 500 | 500 |
| Travel and Conferences | 337 | 2,500 | 2,500 |
| Legal Services | 501 | 1,000 | 1,000 |
| Community Outreach | 0 | 2,000 | 5,000 |
| Total Expenditures | \$37,435 | \$43,900 | \$53,900 |

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



BUDGET TASK: METROLINK COMMUTER RAIL

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

OBJECTIVES: Provide safe and reliable commuter rail transportation in Ventura County as part of the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) 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 2018/2019, Metrolink served about 700 weekday passengers boarding trains at Ventura County stations, shown below. During the past year, Metrolink helped improve the customer experience by providing free service on Earth Day, reintroducing holiday trains and revising their customer service policy.

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

DESCRIPTION: 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 \$11,130,000 for the existing service plus funding (\$150,000) to continue the seasonal Saturday service.

This year, the Metrolink Fiscal Year 2019/2020 program will cost VCTC a total of \$14,373,874 for operations, capital expenditures and VCTC staff costs. An additional \$11,955,201 of federal funds generated by running Metrolink service through Ventura County will support this program. With the inclusion of Metrolink's LCTOP funding, the total Metrolink program is \$26,493,510.

Capital expenditures continue to be a significant cost, totaling over \$7.1 million for the year in both federal and State of Good Repair funding. Overall, VCTC has nearly \$7.5 million for capital expenditures in its budget including: about \$1.3 million for Fiscal Year 2020/2021, \$4.1 million of Fiscal Year 2018/2019 funds and \$2.1 million of Fiscal Year 2019/2020 funds that have not yet been spent. Metrolink multi-year budget process allows for four years for capital projects to be completed, which helps to complete necessary projects to maintain service levels and safety compliance and prevent "slow orders" where infrastructure is deteriorating. This budget also includes \$1.5 million in Proposition 1B security grant funds, for a total of \$7.7 million of funding for capital rehabilitation for prior years.

WORK ELEMENTS:

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



BUDGET TASK: METROLINK COMMUTER RAIL (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

5. Maintain vegetation control and encroachments along track right-of-way between Moorpark and the Los Angeles County Line.

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

FUNDING:

| Funding Source | Funding Dollars |
|---|------------------------|
| LTF Fund Transfer | \$ 4,264,093 |
| LTF Fund Transfer Carry-over | 160,860 |
| STA Fund Transfer | 989,037 |
| STA Fund Transfer Carry-over | 2,214,083 |
| STA State of Good Repair Fund Transfer | 1,312,647 |
| STA State of Good Repair Fund Transfer Carry-over | 3,789,531 |
| Proposition 1B Carry-over | 1,486,123 |
| LCTOP Funds | 150,000 |
| Local Fees | 7,500 |
| Total Funding | \$14,373,874 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---|---|--|---|
| Salaries | \$ 54,595 | \$ 68,100 | \$ 66,800 |
| Fringe and Tax | 22,477 | 29,375 | 32,700 |
| Indirect Cost Allocation | 45,118 | 49,925 | 56,100 |
| Business Meals | 317 | 500 | 500 |
| Mileage | 649 | 1,000 | 1,000 |
| Office Support | 165 | 1,000 | 500 |
| Travel and Conferences | 2,666 | 4,000 | 4,000 |
| Legal Services | 13,019 | 10,000 | 10,000 |
| Capital Rehabilitation | 0 | 6,446,674 | 7,477,121 |
| Community Outreach | 0 | 4,000 | 3,000 |
| Equipment/Sealed Corridor/Crossings | 388,689 | 2,003,000 | 1,486,123 |
| Right of Way Vegetation Control | 33,016 | 85,000 | 100,000 |
| SCRRRA Operations/Maintenance-of-Way | 3,040,906 | 3,998,400 | 4,986,030 |
| Seasonal Saturday Service | 0 | 150,000 | 150,000 |
| Total Expenditures | \$3,601,617 | \$12,850,974 | \$14,373,874 |
| Total including funds disbursed directly to SCRRRA | \$14,582,527 | \$23,705,106 | \$26,493,510 |

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



BUDGET TASK: SANTA PAULA BRANCH LINE

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

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

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

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

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

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

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

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

The Fiscal Year 2020/2021 SPBL Budget is \$2,400 below the previous fiscal year due to modest reductions in the personnel and consultant services categories.



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Amanda Fagan

WORK ELEMENTS:

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

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

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| LTF Fund Transfer | \$130,700 |
| STA Fund Transfer | 420,000 |
| STA Fund Carry-Over | 50,000 |
| Signal Revenue | 20,000 |
| Local Fee – Leases | 311,000 |
| Local Fee – Permits | 5,000 |
| Total Funding | \$936,700 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|-------------------------------|---|--|---|
| Salaries | \$ 36,184 | \$ 60,100 | \$ 58,900 |
| Fringe and Tax | 14,961 | 24,600 | 24,700 |
| Indirect Cost Allocation | 29,941 | 43,400 | 47,100 |
| Mileage | 379 | 500 | 500 |
| Office Support | 0 | 500 | 500 |
| Consultant Services | 58,270 | 140,000 | 135,000 |
| Legal Services | 27,436 | 50,000 | 50,000 |
| Non-Rail Maintenance | 77,573 | 100,000 | 100,000 |
| Signal Repair and Replacement | 0 | 70,000 | 70,000 |
| Track Maintenance | 468,894 | 450,000 | 450,000 |
| Total Expenditures | \$713,638 | \$939,100 | \$936,700 |

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



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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

ACCOMPLISHMENTS: Served as a central repository for all public transportation information within the County for new and regular riders. VCTC staffed the toll-free information line for all Ventura County transit services, including VCTC Intercity transit service, Metrolink, LOSSAN, Amtrak, local bus, and paratransit, 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 “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 VCTC’s regional fare media. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm). VCTC staff duties include, but are not limited to: providing public transit assistance in the areas of countywide bus transit information, including trip planning, pass information, and general user guidance; Ridesharing programs, including Guaranteed Ride Home and Ride Match; disseminating information and liaison to rider/community groups and social service agencies. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak, as well as senior and ADA paratransit and dial-a-ride services are available at the Center.

The Regional Transit Information Center supports several programs 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/or 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, and online.
6. Provide countywide information to sales outlet network, Job Career Centers, schools, private and public agencies, and employer transportation coordinators.



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

7. Coordinate and address the formal comment program to assure a prompt response, follow-up and/or resolution.
8. Process formal complaints related to ADA or Title VI.
9. Assist transit operators with support on countywide bus promotions.

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

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| FTA | \$244,880 |
| LTF Fund Transfer | 61,220 |
| Total Funding | \$306,100 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$ 72,915 | \$ 94,400 | \$ 91,600 |
| Fringe and Tax | 58,295 | 71,200 | 76,200 |
| Indirect Cost Allocation | 76,811 | 84,800 | 94,500 |
| Communications | 1,440 | 2,200 | 2,400 |
| Mileage | 9 | 400 | 400 |
| Office Support | 145 | 200 | 200 |
| Training | 0 | 2,700 | 2,700 |
| Travel and Conferences | 0 | 1,000 | 1,100 |
| Temporary/Extra Help | 0 | 14,000 | 12,000 |
| CRM Software | 0 | 23,000 | 25,000 |
| Total Expenditures | \$209,615 | \$293,900 | \$306,100 |

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



BUDGET TASK: RIDESHARE PROGRAMS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

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

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

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

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

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

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

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

WORK ELEMENTS:

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



BUDGET TASK: RIDESHARE PROGRAMS (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

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

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

FUNDING:

| Funding Source | Funding Dollars |
|----------------------|------------------|
| CMAQ | \$341,200 |
| LTF Fund Transfer | 3,000 |
| Total Funding | \$344,200 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|---------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Salaries | \$ 5,716 | \$ 16,800 | \$ 19,400 |
| Fringe and Tax | 2,554 | 7,300 | 9,900 |
| Indirect Cost Allocation | 4,841 | 12,400 | 16,600 |
| Membership and Dues | 0 | 500 | 0 |
| Mileage | 0 | 500 | 300 |
| Office Support | 0 | 1,000 | 500 |
| Travel and Conferences | 0 | 0 | 2,000 |
| Database Administration | 86,320 | 130,000 | 136,500 |
| Legal Services | 169 | 1,000 | 1,000 |
| Guaranteed Rides (Taxi or Rental Car) | 278 | 5,000 | 5,000 |
| Outreach | 150,419 | 153,000 | 153,000 |
| Total Expenditures | \$250,297 | \$327,500 | \$344,200 |



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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



BUDGET TASK: AIRPORT LAND USE COMMISSION

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

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

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

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

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

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

The Fiscal Year 2020/2021 budget increases the Legal Services category from \$500 to \$5,000 and includes additional staff hours to reflect experience during the preceding Fiscal Year. As such, the Fiscal Year 2020/2021 budget is \$9,500 higher than the budget for the preceding year.



BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

WORK ELEMENTS:

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

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

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| LTF Fund Transfer | \$39,100 |
| Total Funding | \$39,100 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|---|--|---|
| Salaries | \$2,598 | \$ 7,300 | \$ 9,200 |
| Fringe and Tax | 1,067 | 3,000 | 4,000 |
| Indirect Cost Allocation | 2,146 | 5,300 | 7,400 |
| Mileage | 0 | 500 | 500 |
| Notices | 0 | 1,000 | 1,000 |
| Travel and Conferences | 0 | 1,000 | 1,000 |
| Consultant Services | 0 | 10,000 | 10,000 |
| Legal Services | 0 | 500 | 5,000 |
| Public Outreach | 0 | 1,000 | 1,000 |
| Total Expenditures | \$5,811 | \$29,600 | \$39,100 |

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



BUDGET TASK: REGIONAL TRANSIT PLANNING

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

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

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

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

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

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

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

WORK ELEMENTS:

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



BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Claire Grasty

WORK ELEMENTS (continued):

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

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

FUNDING:

| Funding Source | Funding Dollars |
|------------------------------|------------------------|
| FTA | \$ 596,900 |
| FTA Carry-over | 121,600 |
| LTF Fund Transfer | 212,200 |
| LTF Fund Transfer Carry-over | 24,400 |
| STA Fund Transfer Carry-over | 14,175 |
| LCTOP | 737,844 |
| Adaptation Planning Grant | 150,143 |
| Total Funding | \$1,857,262 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|----------------------------|---|--|---|
| Salaries | \$ 213,087 | \$ 206,800 | \$ 226,100 |
| Fringe and Tax | 92,005 | 93,700 | 112,900 |
| Indirect Cost Allocation | 178,601 | 153,800 | 191,000 |
| Business Meals | 129 | 0 | 200 |
| Membership and Dues | 800 | 900 | 900 |
| Mileage | 2,351 | 2,500 | 2,500 |
| Office Support | 889 | 1,600 | 1,500 |
| Training | 2,220 | 2,000 | 2,000 |
| Travel and Conferences | 3,692 | 6,000 | 6,000 |
| Consultant Services | 175,173 | 554,583 | 522,318 |
| Legal Services | 1,058 | 4,000 | 4,000 |
| College Ride Pilot Program | 477,474 | 878,523 | 737,844 |
| Outreach | 52,450 | 60,000 | 40,000 |
| Unmet Needs | 8,195 | 10,000 | 10,000 |
| Total Expenditures | \$1,208,124 | \$1,974,406 | \$1,857,262 |

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



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING

DIRECTOR: Amanda Fagan

BUDGET MANAGER: Caitlin Brooks

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

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

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

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

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

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

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

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

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

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



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)**DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Caitlin Brooks**DESCRIPTION (continued):**

The Regional Transportation Planning Budget for Fiscal Year 2020/2021 is \$497,000 more than the previous fiscal year due to continuation of the 101 CC and FCS studies, addition of the CTP in coordination with the CMP update, expanded participation in local planning efforts to encourage robust linkages between transportation, housing, and land use, and a shift of work elements from the Freight Movement Budget Task to Regional Transportation Planning.

WORK ELEMENTS:

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

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

| Funding Source | Funding Dollars |
|-------------------------------|--------------------|
| LTF Fund Transfer | \$ 667,500 |
| LTF Fund Transfer Carry-over | 325,000 |
| PPM | 60,000 |
| PPM Carry-over | 40,000 |
| Sustainable Communities Grant | 398,400 |
| Local Contribution – APCD | 50,000 |
| Total Funding | \$1,540,900 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual* | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|---------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| Salaries | \$205,450 | \$ 235,700 | \$ 300,900 |
| Fringe and Tax Allocation | 86,894 | 98,400 | 134,200 |
| Indirect Cost Allocation | 171,138 | 171,000 | 245,200 |
| Membership and Dues | 10,000 | 15,000 | 15,000 |
| Mileage | 1,219 | 1,400 | 1,000 |
| Notices | 0 | 500 | 500 |
| Office Support | 2,346 | 3,000 | 3,000 |
| Printing | 409 | 15,000 | 15,000 |
| Travel and Conferences | 6,114 | 5,100 | 6,000 |
| Consultant Services | 1,500 | 536,800 | 815,000 |
| Legal Services | 0 | 2,700 | 2,000 |
| Software Licenses | 0 | 3,000 | 3,100 |
| Total Expenditures | \$485,070 | \$1,087,600 | \$1,540,900 |



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

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

ACCOMPLISHMENTS: VCTC continued to process LTF, STA, and SGR claims 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 funds. In Fiscal Year 2020/2021 the LTF revenues are estimated to be \$1.1 million higher than Fiscal Year 2019/2020 with a carry-in fund balance of \$4.2 million. It is estimated there will be \$32.38 million 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 likely occur in late 2020/2021; therefore, the project funds of \$572,671 from Fiscal Years 2018/2019 and 2019/2020 will be carried-over to Fiscal Year 2020/2021.

It is estimated that there will be \$471,000 in STA PUC Section 99314 funds and \$75,000 SGR funds (including accrued interest) passed-through to eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District.

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

WORK ELEMENTS:

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

| Funding Source | Funding Dollars |
|-----------------------------------|------------------------|
| LTF Revenues and Fund Transfer | \$33,915,979 |
| STA Fund Transfer - Section 99314 | 461,332 |
| SGR Fund Transfer - Section 99314 | 73,803 |
| Interest | 10,865 |
| Total Funding | \$34,461,979 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|--|---|--|---|
| Salaries | \$ 28,291 | \$ 25,600 | \$ 29,700 |
| Fringe and Tax | 13,130 | 12,200 | 16,300 |
| Indirect Cost Allocation | 24,247 | 19,300 | 25,900 |
| Mileage | 66 | 500 | 500 |
| Office Support | 53 | 1,000 | 1,000 |
| Audits | 53,070 | 120,000 | 120,000 |
| Legal Services | 564 | 3,000 | 3,000 |
| County Auditor Administration | 14,500 | 14,500 | 14,500 |
| Pass-Through State Transit Assistance | 381,084 | 925,803 | 471,000 |
| Pass-Through State of Good Repair | 85,803 | 134,077 | 75,000 |
| Article 3 - Bicycles and Pedestrians | 872,135 | 182,958 | 1,320,601 |
| Article 4 - Transit | 19,962,106 | 21,396,647 | 21,679,314 |
| Article 8 – Transit, Streets and Roads | 9,810,249 | 10,565,581 | 10,705,164 |
| Total Expenditures | \$31,245,298 | \$33,401,166 | \$34,461,979 |

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



BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING

DIRECTOR: Peter De Haan

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

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

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

Over the last few years, significant changes have occurred in Transportation Project Financing. Funding programs have become more complex and now include performance targets to meet safety, congestion, innovation, economic development, and climate and land use goals while requiring more in matching funds. Consequently, there is likely to be significant staff work over the next few years to ensure Ventura County maintains its competitive position for new grant funds. During Fiscal Year 2020/2021 VCTC will develop a regional funding strategy to pursue new opportunities and better manage existing funding sources to support VCTC's priority projects and programs.

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

This task includes partial funding for one analyst level position to the Programming Department to meet the demands of the increased workload.



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

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

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

FUNDING:

| Funding Source | Funding Dollars |
|----------------------|------------------|
| FTA | \$135,648 |
| LTF Fund Transfer | 27,390 |
| PPM | 259,462 |
| PPM Carry-over | 40,000 |
| Total Funding | \$462,500 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|---------------------------|------------------------------------|------------------------------------|------------------------------------|
| Salaries | \$128,530 | \$137,900 | \$189,500 |
| Fringe and Tax | 54,636 | 56,000 | 92,700 |
| Indirect Cost Allocation | 107,226 | 99,200 | 159,000 |
| Business Meals | 20 | 300 | 300 |
| Membership and Dues | 603 | 700 | 700 |
| Mileage | 811 | 1,400 | 1,600 |
| Notices | 578 | 800 | 1,000 |
| Travel and Conferences | 2,664 | 4,700 | 4,700 |
| Consultant Services | 0 | 52,000 | 8,000 |
| Legal Services | 996 | 4,500 | 5,000 |
| Total Expenditures | \$296,064 | \$357,500 | \$462,500 |



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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



BUDGET TASK: COMMUNITY OUTREACH

DIRECTOR: Darren Kettle

BUDGET MANAGER: Vacant

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

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

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

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

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

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



BUDGET TASK: COMMUNITY OUTREACH (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Vacant

WORK ELEMENTS:

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

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| FTA | \$485,000 |
| LTF Fund Transfer | 10,000 |
| Total Funding | \$495,000 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|---------------------------|---|---|---|
| Salaries | \$ 89,457 | \$112,400 | \$117,800 |
| Fringe and Tax | 45,412 | 56,700 | 63,700 |
| Indirect Cost Allocation | 78,952 | 86,500 | 102,300 |
| Mileage | 74 | 100 | 1,200 |
| Office Support | 0 | 1,000 | 1,000 |
| Consultant Services | 151,386 | 180,000 | 140,000 |
| Legal Services | 0 | 500 | 3,000 |
| Collateral Materials | 0 | 20,000 | 10,000 |
| Community Events | 42,824 | 35,000 | 30,000 |
| Youth Programs | 47,523 | 27,800 | 26,000 |
| Total Expenditures | \$455,628 | \$520,000 | \$495,000 |



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. In spring of 2020, the Commission approved a lease for new office space at 751 Daily Drive, Camarillo. As of the development of the draft budget, costs associated with tenant improvements that exceed the tenant improvement allowance in the lease, furniture purchase and moving costs are not known. This task includes placeholder funding for these purposes and is expected that through the final budget that number will be refined.

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

WORK ELEMENTS:

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



BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: 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:

| Funding Source | Funding Dollars |
|------------------------------|------------------|
| LTF Fund Transfer | \$518,800 |
| STA Fund Transfer carry-over | 100,000 |
| Total Funding | \$618,800 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget* | Fiscal Year 2020/2021 Budget |
|--|------------------------------------|-------------------------------------|------------------------------------|
| Salaries | \$158,740 | \$137,500 | \$159,700 |
| Fringe and Tax | 65,028 | 56,300 | 74,900 |
| Indirect Cost Allocation | 130,993 | 99,200 | 132,200 |
| Business Meals | 690 | 1,000 | 1,000 |
| Membership and Dues | 3,235 | 3,500 | 4,000 |
| Mileage | 239 | 1,000 | 1,000 |
| Travel and Conferences | 2,573 | 7,500 | 10,000 |
| Consultant Services | 6,000 | 75,000 | 50,000 |
| Legal Services | 417 | 1,000 | 5,000 |
| Commissioner Expenses | 17,992 | 30,000 | 30,000 |
| Hardware/Software & Network Infrastructure | 22,367 | 30,500 | 25,000 |
| Education Reimbursement | 0 | 25,000 | 25,000 |
| Employee Recognition | 527 | 1,000 | 1,000 |
| Indirect Cost Adjustment | 0 | 51,200 | 0 |
| Office Relocation, Furniture & Equipment | 0 | 500,000 | 100,000 |
| Total Expenditures | \$408,801 | \$1,019,700 | \$618,800 |

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

BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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

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

DESCRIPTION: VCTC's legislative priorities have been set out in its two-year Legislative Program, which the Commission adopted in January 2019. During the upcoming year, the work to advance VCTC's program will encompass: monitoring of transportation legislation and regulations under development which could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), and the Southern California Transportation Legislative Roundtable. 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 the various proposals for free public transit for different groups.

In Washington D.C., the current transportation authorization, the Fixing America's Surface Transportation Act, or FAST Act, is scheduled to expire September 2020, with the federal transportation account projected to become insolvent at around the same time. There has been minimal action to date on reauthorization, 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 personnel costs in the proposed budget reflect the creation of the Government and Community Relations Manager position approved by the Commission in February 2020. The decision to add this position will allow staff to provide a more focused, experienced direction to the Commission's legislative relations efforts. The budget also provides for the continuation of the state advocacy contract with Delaney Hunter of California Advisors, with no increase in the annual cost as specified by that contract. The Membership and Dues item has increased due to VCTC's transit operations budget having now surpassed a threshold that changes the dues categories for American Public Transportation Association and California Transit Association. There are also increased expenses budgeted to support the work of the added staff. The Business Meals item is reduced, because VCTC is no longer being asked to share in the cost of the annual Washington DC transportation reception, since the Southern California Association of Governments is now covering that cost on an ongoing basis.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

WORK ELEMENTS:

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

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

FUNDING:

| Funding Source | Funding Dollars |
|-----------------------|------------------------|
| LTF Fund Transfer | \$293,200 |
| Total Funding | \$293,200 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2018/2019 Actual | Fiscal Year 2019/2020 Budget | Fiscal Year 2020/2021 Budget |
|---------------------------|---|---|---|
| Salaries | \$ 51,619 | \$ 66,800 | \$ 75,500 |
| Fringe and Tax | 22,644 | 30,300 | 39,000 |
| Indirect Cost Allocation | 43,474 | 38,100 | 64,500 |
| Business Meals | 80 | 1,000 | 500 |
| Membership and Dues | 35,863 | 36,200 | 42,600 |
| Mileage | 397 | 800 | 900 |
| Travel and Conferences | 7,670 | 10,500 | 13,500 |
| Consultant Services | 54,021 | 55,000 | 55,000 |
| Legal Services | 1,225 | 1,700 | 1,700 |
| Total Expenditures | \$216,993 | \$240,400 | \$293,200 |



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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION

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APPENDIX A – ACRONYMS

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



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



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



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



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



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

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APPENDIX B – GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Trustee – A fiduciary holding property on behalf of another.

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

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



APPENDIX C – SALARY SCHEDULE

Ventura County Transportation Commission

Salary Schedule by Department

Fiscal Year 2020/2021

Effective July 1, 2020

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



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