



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**
www.goventura.org

AGENDA*

**Actions may be taken on any item listed on the agenda*

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/86895057685?pwd=RzdqYUFpU0tkaThQN3FFaGIMajNXZz09>

FRIDAY, JUNE 5, 2020

9:00 AM

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at ribarra@goventura.org by 4:30PM, Thursday, June 4, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to ribarra@goventura.org or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENTS** – *Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*
- 5. CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.*

6. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORT** - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
7. **ADDITIONS/REVISIONS** – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
8. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*

8A. APPROVE MINUTES FROM MAY 1, 2020 VCTC COMMISSION MEETING - PG.5

Recommended Action:

- Approve the summary minutes of MAY 1, 2020.

Responsible Staff: Roxanna Ibarra

8B. MONTHLY BUDGET REPORT - PG.9

Recommended Action:

- Receive and file the monthly budget report for APRIL 2020

Responsible Staff: Sally DeGeorge

8C. RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2020/2021 TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS AND STATE OF GOOD REPAIR FUNDS - PG.17

Recommended Action:

- Approve the attached Resolution #2020-03 authorizing VCTC's claims for Fiscal Year 2020/2021 Transportation Development Act Local Transportation Funds, State Transit Assistance funds and State of Good Repair funds for transit, planning, and administration.

Responsible Staff: Sally DeGeorge

8D. QUARTERLY VCTC BUS AND RAIL TRANSIT RIDERSHIP AND PERFORMANCE MEASURES REPORT- PG.21

Recommended Action:

- Receive and File Quarterly VCTC Bus and Rail Transit Ridership and Performance Measures Report.

Responsible Staff: Heather Miller

8E. CSUCI COOPERATIVE AGREEMENT FISCAL YEAR 2020-2021 EXTENSION - PG.35

Recommended Action:

- Approve the FY 2020-2021-Cooperative Funding Agreement for bus service to California State Channel Islands (CSUCI) and CSUCI providing \$100,100 for the services in FY 2020-2021

Responsible Staff: Aaron Bonfilio

8F. AWARD CONTRACT FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES - PG.39

Recommended Action:

- Approve contract with CASE Emergency Systems, Inc. for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023.

Responsible Staff: Amanda Fagan

8G. AWARD CONTRACT FOR MOTORIST AID CALLBOX MANAGEMENT SUPPORT SERVICES - PG.41

Recommended Action:

- Approve contract with TELETRAN TEK SERVICES, Inc. (T-Cubed) for Motorist Aid Callbox Management Support Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023

Responsible Staff: Amanda Fagan

8H. REQUEST FOR PROPOSAL FOR MOTORIST AID FREEWAY SERVICE PATROL TOW VENDOR SERVICES FOR BEATS 1, 2 AND 3 - PG.43

Recommended Action:

- Approve Release of Request for Proposals for Freeway Service Patrol Tow Contractors (Attachment #8H-1)

Responsible Staff:

Andrew Kent

8I. REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM - PG.47

Recommended Action:

- Approve reprogramming \$2,938 and any accumulated interest from the Ventura County Sheriff's Camarillo and Moorpark Metrolink Station Security Camera Project balance to provide safety and security improvements to prevent the spread of COVID-19 onboard the VCTC Intercity fleet.
- Amend the FY 2019/2020 VCTC budget to transfer \$2,938 and any accumulated interest of Proposition 1B revenue from the Transit Grant Administration program task to the VCTC Intercity program task; adding \$2,938 and any accumulated interest to a new revenues line-item titled "Proposition 1B OES Transit Safety and Security," and, by adding the same amount to a new expenditures line-item of "Bus and Equipment – COVID Response".

Responsible Staff:

Aaron Bonfilio, Program Manager Transit Contracts

8J. REVISION TO SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY'S (SCRRA) FY 2019/2020 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) REVENUE FORMULA PROJECT - PG.49

Recommended Action:

- Approve programming Southern California Regional Rail Authority's (SCRRA) LCTOP revenue formula amount for the portion of the service within Ventura County which totals \$164,435, for implementation of Metrolink service during peak periods.

Responsible Staff: Judith Johnduff

8K. LEGISLATIVE UPDATE - PG.51

Recommended Action:

- Adopt "Support" position on SB 1291 (Transportation Committee).

Responsible Staff: Peter De Haan

9. TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUND (LTF) REVISED APPORTIONMENT FOR FISCAL YEAR 2019/2020 AND FINAL APPORTIONMENT FOR FISCAL YEAR 2020/2021 - PG.69

Recommended Action:

- Approve the revised Local Transportation Fund Apportionment for Fiscal Year 2019/2020, apportioning \$38.2 million as shown in Attachment A.
- Approve the final Local Transportation Fund Final Apportionment for Fiscal Year 2020/2021 apportioning \$27.61 million as shown in Attachment B.

Responsible Staff: Sally DeGeorge

10. FISCAL YEAR 2020/2021 BUDGET- PUBLIC HEARING - PG.79

Recommended Action:

- *Conduct a Public Hearing to receive testimony on the Fiscal Year 2020/2021 Budget.*
- *Adopt the Fiscal Year 2020/2021 Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2020/2021 Budget) effective July 1, 2020*
- *Adopt by Resolution 2020-04, the proposed Fiscal Year 2020/2021 Budget.*

Responsible Staff: Darren Kettle & Sally DeGeorge

11. FISCAL YEAR 2020/2021 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS - PG.85

Recommended Action:

- *Approve the Fiscal Year (FY) 2020/2021 Unmet Transit Needs Findings and determination that there are no Unmet Transit Needs that are reasonable to meet*

Responsible Staff: Martin Erickson & Claire Grasty

12. TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA RECIPIENTS - PG.89

Recommended Action:

- *Receive and file the Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County.*
- *Approve submittal of triennial performance audits to Caltrans*

Responsible Staff: Martin R. Erickson & Claire Grasty

14. VCTC GENERAL COUNSEL'S REPORT

15. AGENCY REPORTS

16. CLOSED SESSION:

17. ADJOURN to 9:00 a.m. Friday July 10, 2020



Item #8A

**VENTURA COUNTY TRANSPORTATION COMMISSION
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**MEETING MINUTES OF MAY 1, 2020 VCTC COMMISSION MEETING
AT 9:00AM VIA ZOOM**

CALL TO ORDER:

Chair Bill-de la Peña called the regular meeting of the Ventura County Transportation Commission to order at 9:09am VIA-ZOOM.

ROLL CALL/MEMBERS PRESENT:

Claudia Bill-de la Peña, City of Thousand Oaks, Chair
Robert Huber, County of Ventura, Vice-Chair
Tony Trembley, City of Camarillo
Manuel Minjares, City of Fillmore
Ken Simons, City of Moorpark
Randy Haney, City of Ojai
Bryan MacDonald, City of Oxnard
Cheryl Heitmann, City of San Buenaventura
Jenny Crosswhite, City of Santa Paula
Mike Judge, City of Simi Valley
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep., Cities
Will Berg, City of Port Hueneme
Steve Bennett, County of Ventura
Kelly Long, County of Ventura
Linda Parks, County of Ventura
Jim White, Citizen Rep., County
John Bulinski, Caltrans District 7

PLEDGE OF ALLEGIANCE was led by Chair Bill-de la Peña.

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA: Executive Director Darren Kettle announced the public comment opportunity was to email or call-in any public comment to Clerk of the Commission, Roxanna Ibarra-there were no public comments received.

5. CALTRANS REPORT- Commissioner Bulinski emailed VCTC the Caltrans report for email distribution to the Commission. The report was distributed via-email to the Commissioners. Commissioner Bulinski reported:

- Caltrans continues to work on performance maintenance projects since there's lighter traffic due to COVID-19 this has been possible.
- Caltrans staff continues to telework, in District 7, 85% of the staff are teleworking.
- Special permits such as the overweight permits have been expedited due to making sure delivery of emergency COVID-19 equipment is delivered.
- "Safety Road Side Rest" implemented to help truckers rest, take meals and such, in order for truck drivers to continue on their delivery routes during COVID-19.
- "Mission Tasking" to support other public entities such as Ventura County, recently helping to close off shoulders along PCH to prevent parking along the closed beaches
- Interstate Highway I-5 Project closure allowed Caltrans to remove a bridge and performance maintenance along I-5.

6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT- Executive Director Darren Kettle stated there were two items he wanted to bring forward to the Commissioners. Mr. Kettle talked about change.org and stated commissioners might have received or will receive an email that has been circulating from change.org a petition website. The petition is calling for a bus rapid transit alternative on the 101 corridor as it relates to a couple of VCTC projects VCTC is working on. In particular, the study which is known as the connected communities, this connected communities study is looking into a variety of transit alternatives. Mr. Kettle also informed the Commission, VCTC anticipates it will have in the June agenda an item regarding Local Transportation Funds (LTF) which will address revenue forecasts/reductions.

Commissioner Judge reported SCAG would be meeting this next upcoming Thursday, Commissioner Judge should have an update to the Commission at the next month's Commission meeting.

7. ADDITIONS/REVISIONS- None

8. CONSENT CALENDAR- Commissioner Long made a motion to approve items 8A thru 8H on the Consent Calendar as recommended. **The motion was seconded by Commissioner Judge and passed unanimously.**

8A. APPROVE SUMMARY MEETING MINUTES FROM MAY 1, 2020 VCTC MEETING-

- *Approve the summary minutes from the MAY 1, 2020 Commission meeting.*

8B. MONTHLY BUDGET REPORT-

- *Receive and file the monthly budget report for the month of MARCH 2020.*

8C. MOTORIST AID CALL BOX MONTHLY BUDGET REPORT-

- *Receive and file monthly report on the Motorist Aid Callbox Program.*

8D. MOTORIST AID BUDGET AMENDMENT REQUEST-

- *Amend the General Fund Motorist Aid Services budget by decreasing the Consultant Services line item by \$15,000, and increasing the staff line item by \$7000 for Salaries, \$2,900 for Fringe and Tax and \$5,100 for Indirect Costs Allocation.*
- *Amend the Service Authority for Freeway Emergencies (SAFE) fund budget by increasing the transfer-out line item by \$15,000, and increase the General fund Motorist Aid Services SAFE revenues and fund transfer-in by \$15,000.*

8E. RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES-

- *Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021- Fiscal Year 2022/2023.*

8F. RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX AND FREEWAY SERVICE PATROL MANAGEMENT SUPPORT SERVICES-

- *Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox and Freeway Service Patrol (FSP) Management Support Services for Fiscal Year 2020/2021-Fiscal Year 2022/2023*

8G. COOPERATIVE AGREEMENT FOR AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM-

- *Approve the Cooperative Funding Agreement between VCTC and the County of Ventura for the Automatic Vehicle Location and Passenger Information System Project and authorize the Executive Director to execute the agreement.*
- *Approve amendment to the Regional Transit Technology program budget by adding revenue line-item, Local Contributions in the amount of \$29,000.00; and by increasing the expenditures line-item of Professional Services by a commensurate total amount of \$29,000.*

8H. CONTRACT AND BUDGET AMENDMENT FOR HUMAN RESOURCES CONSULTANT SERVICE CONTRACT-

- *Approve Amendment with Regional Government Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.*
- *Approve a budget amendment increasing revenues and expenditures in the FY 2019/20 indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is indirect funds.*

9. DISTRIBUTION OF VENTURA COUNTY TRANSIT APPORTIONMENT FROM CORONA VIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT- A revision to item #9 Distribution of Ventura County Transit Apportionment from the Corona Virus Aid, Relief and Economic Security (CARES) ACT. For the record, the revision that was made was in the approval of fund distribution which was based on the revised table provided to the commission during the presentation rather than what was in the original agenda.

- *Approve distribution of \$71,424,776 in CARES Act transit funds to the transit operators as shown in the attached table.*
- *Amend the VCTC Fiscal Year 2019/20 budget for Transit Grant Administration to add 2,000,000 in Pass Through expenditures, to address potential current year sub-recipient CARES Act spending as recommended.*

Commissioner Zaragoza moved staff recommendation. The motion was seconded by **Vice-Chair Huber** and passed unanimously.

10. AMENDMENT TO VCTC INTERCITY AND VALLEY EXPRESS PROGRAM BUDGETS AND SERVICES CONTRACTS IN RESPONSE TO COVID-19 PANDEMIC-

- *Approve amendment of the VCTC Intercity Transit Service Program Budget by: adding the revenue line-item "FTA (CARES) Act" in the amount of \$435,000; and Decreasing the Local Fee-Revenue line-item by \$310,000 to \$690,000; and increasing the Contract Services line-item by \$125,000.*
- *Approve Amendment of the Valley Express Bus Service Program Budget by: adding the revenues line-item FTA (CARES Act)" in the amount of \$80,000; and decreasing the Local Fee-Revenues line-item by \$44,000 to \$51,000; and increasing the Contract Services line-item by \$36,000.*
- *Approve Amendment No. 3 to the Transit Services Agreements with RATP Dev, DBA Roadrunner Management Services, and increase the total not to exceed amount by \$125,000; to \$83,175,000; and approve finding of the sole source justification; and authorize the VCTC Executive Director to Execute the Agreement.*
- *Approve Amendment No. 3 to the Transit Services Agreement with MV Transportation, and increase the total not-to-exceed amount by \$36,000 to \$18,300,000; approve finding of the sole source justification; and, authorize the VCTC Executive Director to Execute the Agreement.*

Commissioner Zaragoza moved staff recommendation. The motion was seconded by **Commissioner Judge** and passed unanimously.

11. AMENDMENT TO THE FY 2020/2021 MANAGEMENT AND ADMINISTRATION BUDGET-

- *Approve a budget amendment to increase the Fiscal Year 2020/2021 Management and Administration Hardware & Software line item by \$60,000 for additional hardware and security software to enhance remote work capabilities and increase the revenues by \$60,000 of FTA CARES Act funding.*

Vice-Chair Huber moved staff recommendation. The motion was seconded by **Commissioner Haney** and passed unanimously.

12. COST INCREASE FOR 101/23 INTERCHANGE IMPROVEMENT PROJECT-

- *Approve increase of \$2.2 million for the Route 101/23 Interchange Improvement Project in Thousand Oaks, using federal Highway Improvement Program funds (part of the Ventura County Surface Transportation Program apportionment funds).*
- *Authorize the Chair to sign the Attachment A, Amendment to the Cooperative Agreement Funding Summary, committing the additional funds on behalf of VCTC.*

Commissioner MacDonald moved staff recommendation. The motion was seconded by **Commissioner White** and passed unanimously.

13. VCTC GENERAL COUNSEL'S REPORT- None.

14. AGENCY REPORTS- None.

15. CLOSED SESSION: At 10:09 a.m. Chair Bill-de la Pena announced the Commission would now move into closed session.

15A. CONFERENE WITH REAL PROPERTY NEGOTIATORS (PURSUANT TO GOVERNMENT CODE SECTION 54956.8) PROPERTY: SANTA PAULA BRANCH LINE RAILROAD RIGHT OF WAY
NEGOTATING PARTIES: VCTC AND FILLMORE AND WESTERN UNDER NEGOTIATION: PRICE AND TERMS FOR LEASE

15B. CONFERENE WITH REAL PROPERTY NEGOTIATORS (PURSUANT TO GOVERNMENT CODE SECTION 54956.8) PROPERTY: SANTA PAULA BRANCH LINE RAILROAD RIGH TOF WAY
NEGOTIATING PARTIES: VCTC AND POTENTIAL BIDDERS UNDER NEGOTIATIONS: PRICE AND TERMS FOR LEASE

16. The meeting was adjourned to **9:00 a.m. Friday June 5, 2020.**



Item #8B

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for April 2020

DISCUSSION:

The monthly budget report is presented in a comprehensive, agency-wide format on a modified accrual basis. The reports include a combined Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balance detailed by fund and an Investment Report by institution. There are seven funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the State of Good Repair (SGR) fund, the Service Authority for Freeway Emergencies (SAFE) fund, the Santa Paula Branch Line (SPBL) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The April 30, 2020 budget report indicates that the revenues were approximately 52.76% of the adopted budget while expenditures were approximately 57.65% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, the Ventura County Transportation Commission (VCTC) incurs expenditures and then submits for reimbursement from federal, state, and local agencies which may also cause a slight lag in reporting revenues. Furthermore, the STA, SGR, LTF and SAFE revenues are received in arrears. The State Board of Equalization collects the taxes and remits them to the Commission after the reporting period for the business. STA and SGR revenues are paid quarterly with a two to three month additional lag and LTF receipts are paid monthly with a two month lag. For example, the July through September STA and SGR receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicle collects the SAFE funds and remits them monthly with a two-month lag.

The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway callbox equipment and office furniture and equipment. Capital assets and depreciation are adjusted annually at the end of the fiscal year.

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the Government Accounting Standards Board (GASB) Statement 68 (pensions) and Statement 75 (other postemployment benefits). This information is based on actuarial information that is provided once a year. The deferred outflows, deferred inflows and pension liability are adjusted annually at the end of the fiscal year.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF APRIL 30, 2020**

Assets and Deferred Outflows

Cash and Investments	\$ 29,235,422
Petty Cash	130
Receivables/Due from other funds	2,357,564
Prepays and Deposits	156,677
Capital Assets, undepreciated	26,496,812
Capital Assets, depreciated, net	31,324,877
Deferred Outflows	724,799
Total Assets and Deferred Outflows	<u>\$ 90,296,281</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 2,752,074
Deferred Revenue	3,008,204
Deposits	67,059
Accrued Vacation	168,123
Pension Liability	1,933,376
OPEB Liability	319,425
Deferred Inflows	146,000
Total Liabilities and Deferred Inflows:	<u>\$ 8,394,261</u>

Net Position:

Invested in Capital Assets	\$ 57,428,081
Fund Balance	24,473,939
Total Net Position	<u>\$ 81,902,020</u>

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED APRIL 30, 2020

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	% Year
Revenues												
Federal Revenues	\$ 4,866,906	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,584,481	\$ 461,291	\$ 6,912,678	\$ 23,781,542	(16,868,864)	29.07
State Revenues	1,103,474	25,080,667	3,857,985	535,468	892,600	0	570,033	0	32,040,227	53,734,785	(21,694,558)	59.63
Local Revenues	361,544	0	0	0	0	320,969	2,106,806	1,224,786	4,014,105	4,682,174	(668,069)	85.73
Other Revenues	2,126	0	0	0	0	0	167,599	2,859	172,584	20,174	152,410	855.48
Interest	53,597	102,673	133,781	70,816	44,332	203	8,920	3,625	417,947	344,000	73,947	121.50
Total Revenues	6,387,647	25,183,340	3,991,766	606,284	936,932	321,172	4,437,839	1,692,561	43,557,541	82,562,675	(39,005,134)	52.76
Expenditures												
Administration												
Personnel Expenditures	2,172,449	0	0	0	0	0	209,699	43,208	2,425,356	3,234,700	(809,344)	74.98
Legal Services	20,922	0	0	0	0	0	0	0	20,922	26,000	(5,078)	80.47
Professional Services	101,289	0	0	0	0	0	0	0	101,289	134,200	(32,911)	75.48
Office Leases	122,613	0	0	0	0	0	0	0	122,613	151,900	(29,287)	80.72
Office Expenditures	183,933	0	0	0	0	0	107,303	22,109	313,345	303,900	9,445	103.11
Total Administration	2,601,206	0	0	0	0	0	317,002	65,317	2,983,525	3,850,700	(867,175)	77.48
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	595,312	0	0	0	0	0	0	0	595,312	2,745,717	(2,150,405)	21.68
Senior-Disabled Transportation	191,845	0	0	0	0	0	0	0	191,845	303,500	(111,655)	63.21
VCTC Intercity Bus Services	0	0	0	0	0	0	11,978,835	0	11,978,835	15,615,734	(3,636,899)	76.71
Valley Express Bus Services	0	0	0	0	0	0	0	1,075,540	1,075,540	1,837,600	(762,060)	58.53
Transit Grant Administration	491,269	0	0	0	0	0	0	0	491,269	6,891,900	(6,400,631)	7.13
Total Transit and Transportation	1,278,426	0	0	0	0	0	11,978,835	1,075,540	14,332,801	27,394,451	(13,061,650)	52.32
Highway Program												
Motorist Aid Services	0	0	0	1,168,937	0	0	0	0	1,168,937	1,524,220	(355,283)	76.69
Highway Program Management	2,700,289	0	0	0	0	0	0	0	2,700,289	9,798,883	(7,098,594)	27.56
SpeedInfo Highway Speed Sensor	0	0	0	91,000	0	0	0	0	91,000	144,000	(53,000)	63.19
Total Highway	2,700,289	0	0	1,259,937	0	0	0	0	3,960,226	11,467,103	(7,506,877)	34.54

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED APRIL 30, 2020**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Yearl
Rail Program												
Metrolink and Commuter Rail	4,491,742	0	0	0	0	0	0	0	4,491,742	12,703,574	(8,211,832)	35.36
LOSSAN and Coastal Rail	5,012	0	0	0	0	0	0	0	5,012	9,400	(4,388)	53.32
Santa Paula Branch Line	0	0	0	0	0	441,680	0	0	441,680	811,000	(369,320)	54.46
Total Rail	4,496,754	0	0	0	0	441,680	0	0	4,938,434	13,523,974	(8,585,540)	36.52
Commuter Assistance Program												
Reg Transit Information Center	1,689	0	0	0	0	0	0	0	1,689	43,500	(41,811)	3.88
Rideshare Programs	159,849	0	0	0	0	0	0	0	159,849	291,000	(131,151)	54.93
Total Commuter Assistance	161,538	0	0	0	0	0	0	0	161,538	334,500	(172,962)	48.29
Planning and Programming												
TDA Administration	113,000	25,463,807	436,700	0	91,679	0	0	0	26,105,186	33,548,066	(7,442,880)	77.81
Transportation Programming	3,781	0	0	0	0	0	0	0	3,781	64,400	(60,619)	5.87
Regional Transportation Planning	198,814	0	0	0	0	0	0	0	198,814	570,300	(371,486)	34.86
Airport Land Use Commission	10,328	0	0	0	0	0	0	0	10,328	14,000	(3,672)	73.77
Regional Transit Planning	775,598	0	0	0	0	0	0	0	775,598	1,520,106	(744,508)	51.02
Freight Movement	1,804	0	0	0	0	0	0	0	1,804	12,200	(10,396)	14.79
Total Planning and Programming	1,103,325	25,463,807	436,700	0	91,679	0	0	0	27,095,511	35,729,072	(8,633,561)	75.84
General Government												
Community Outreach	187,722	0	0	0	0	0	0	0	187,722	264,400	(76,678)	71.00
State and Federal Relations	78,272	0	0	0	0	0	0	0	78,272	105,200	(26,928)	74.40
Management and Administration	105,692	0	0	0	0	0	0	0	105,692	726,700	(621,008)	14.54
Total General Government	371,686	0	0	0	0	0	0	0	371,686	1,096,300	(724,614)	33.90
Total Expenditures	12,713,224	25,463,807	436,700	1,259,937	91,679	441,680	12,295,837	1,140,857	53,843,721	93,396,100	(39,552,379)	57.65

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED APRIL 30, 2020

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	% Year
Revenues over (under) expenditures	(6,325,577)	(280,467)	3,555,066	(653,653)	845,253	(120,508)	(7,857,998)	551,704	(10,286,180)	(10,833,425)	547,245	94.95
Other Financing Sources												
Transfers Into GF From LTF	5,786,897	0	0	0	0	0	0	0	5,786,897	5,713,343	73,554	101.29
Transfers Into GF From STA	271,105	0	0	0	0	0	0	0	271,105	3,072,169	(2,801,064)	8.82
Transfers Into GF From SAFE	36,093	0	0	0	0	0	0	0	36,093	34,200	1,893	105.54
Transfers Into GF from SGR	17,818	0	0	0	0	0	0	0	17,818	3,789,531	(3,771,713)	0.47
Transfers Into GF From SPBL	59,133	0	0	0	0	0	0	0	59,133	128,100	(68,967)	46.16
Transfers Into SPBL From LTF	0	0	0	0	0	54,546	0	0	54,546	128,100	(73,554)	42.58
Transfers Into SPBL From STA	0	0	0	0	0	152,078	0	0	152,078	524,200	(372,122)	29.01
Transfers Into VI From STA	0	0	0	0	0	0	8,488,893	0	8,488,893	9,707,630	(1,218,737)	87.45
Transfers Out of LTF Into GF	0	(5,786,897)	0	0	0	0	0	0	(5,786,897)	(5,713,343)	(73,554)	101.29
Transfers Out of LTF Into SPBL	0	(54,546)	0	0	0	0	0	0	(54,546)	(128,100)	73,554	42.58
Transfers Out of STA Into GF	0	0	(271,105)	0	0	0	0	0	(271,105)	(3,072,169)	2,801,064	8.82
Transfers Out of STA Into SPBL	0	0	(152,078)	0	0	0	0	0	(152,078)	(524,200)	372,122	29.01
Transfers Out of STA Into VI	0	0	(8,488,893)	0	0	0	0	0	(8,488,893)	(9,707,630)	1,218,737	87.45
Transfers Out of SAFE Into GF	0	0	0	(36,093)	0	0	0	0	(36,093)	(34,200)	(1,893)	105.54
Transfers Out SPBL Into GF	0	0	0	0	0	(59,133)	0	0	(59,133)	(128,100)	68,967	46.16
Transfers Out of SGR into GF	0	0	0	0	(17,818)	0	0	0	(17,818)	(3,789,531)	3,771,713	0.47
Total Other Financing Sources	6,171,046	(5,841,443)	(8,912,076)	(36,093)	(17,818)	147,491	8,488,893	0	0	0	0	0.00
Net Change in Fund Balances	(154,531)	(6,121,910)	(5,357,010)	(689,746)	827,435	26,983	630,895	551,704	(10,286,180)	(10,833,425)	547,245	94.95
Beginning Fund Balance w/o capital assets	2,297,167	11,311,532	15,217,900	5,141,310	25,362		0	2,608,974	36,602,245	33,572,663	3,029,582	109.02
Long-term Pension/OPEB/Vacation Adjustment*	(1,723,355)	0	0	0	0	0	(118,770)	0	(1,842,125)	0	(1,842,125)	0.00
Ending Fund Balance	\$ 419,281	\$ 5,189,622	\$ 9,860,890	\$ 4,451,564	\$ 852,797	\$ 26,983	\$ 512,125	\$ 3,160,678	\$ 24,473,940	\$ 22,739,238	\$ 1,734,702	107.63

*Government Accounting Standards Board (GASB) Statements 68 and GASB 75 require full accrual of pension and OPEB liabilities, deferred inflows and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF APRIL 30, 2020**

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, return on investment, prudence, diversification and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission's investments that comply with the Commission's investment policy and bond documents, as applicable.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	\$3,228.39	0.006%	\$ 2,125,967.79
County of Ventura	Treasury Pool	N/A	350,019.72	2.13%	20,904,543.56
LAIF	State Pool	N/A	56,181.02	2.29%	6,059,972.82
Total			\$409,429.13		\$29,090,484.17

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank. Small portion of interest earned in the Wells Fargo accounts is for unearned revenues and the interest is not recognized until the revenues are recognized.

The Commission's pooled checking account is transitioning from interest bearing to an earnings credit against fees because of the low interest rate environment. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

The Commission's LTF, STA, SGR and a portion of the SAFE funds received from the State are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. Amounts shown above are not adjusted for fair market value.

The Commission's funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. Amounts shown above are not adjusted for fair market value.

Wells Fargo Bank, County of Ventura and LAIF statements are the source for provided information.



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Item #8C

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

**SUBJECT: RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2020/2021
TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION
FUNDS, STATE TRANSIT ASSISTANCE FUNDS AND STATE OF GOOD REPAIR
FUNDS**

RECOMMENDATION:

- Approve the attached Resolution #2020-03 authorizing VCTC's claims for Fiscal Year 2020/2021 Transportation Development Act Local Transportation Funds, State Transit Assistance funds and State of Good Repair funds for transit, planning, and administration.

DISCUSSION:

The State Transportation Development Act (TDA) authorizes designated Transportation Planning Agencies (TPA) such as VCTC to claim money from the Local Transportation Fund (LTF), State Transit Assistance (STA) and State of Good Repair (SGR) accounts for a variety of specified purposes. These include VCTC planning, programming, administration and passenger rail expenditures as well as funding for transit project including Metrolink and Bus operations and other related expenditures.

In accordance with State regulations, the attached resolution authorizes staff to claim LTF Article 3 for passenger rail services for Metrolink commuter rail operations; the LTF authorized amounts for planning, programming and administration; and, the STA and SGR money for transit purposes as detailed in the Commission's Fiscal Year 2020/2021 budget.

RESOLUTION #2020-03
RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCATION OF TRANSPORTATION
DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS
AND STATE OF GOOD REPAIR FUNDS FOR FISCAL YEAR 2020/2021

WHEREAS, the Transportation Development Act (TDA) as amended (Public Utilities Section 99200 et seq.) provides for the allocation of funds from the Local Transportation Fund (LTF), State Transit Assistance (STA) and State of Good Repair (SGR) fund for use by eligible claimants for transportation purposes and,

WHEREAS, pursuant to the provisions of the TDA as amended and pursuant to the applicable rules and regulations hereunder (California Code of Regulations, Title 21, Section 6600 et seq.) an authorizing resolution with its claim(s) with designated Transportation Planning Agency, the Ventura County Transportation Commission (VCTC); and,

WHEREAS, the Ventura County Transportation Commission is the claimant of LTF, STA and SGR funds for Metrolink commuter rail as well as other rail, transit, planning, programming and administration projects in Ventura County.

NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Executive Director is authorized to execute and file the appropriate claims pursuant to applicable rules and regulations, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of LTF, STA, SGR funds in Fiscal Year 2020/2021.

Section 2. The authorized claims shall include LTF Article 3 funds and all necessary STA and SGR funds for Fiscal Year 2020/2021 expenditures for Metrolink commuter rail costs, other related local rail and transit costs and Santa Paula Branch Line expenditures.

Section 3. The authorized claims shall include the designated amounts for VCTC planning and administrative purposes.

Section 4. The Ventura County Transportation Commission finds all of the following pursuant to the California Code of Regulations, Title 21, Section 6754:

- The proposed expenditures are in conformity with the Regional Transportation Plan;
- The level of passenger fares and charges is sufficient to enable the operator (where applicable) to meet the fare revenue requirements;
- The claimant is making full use of federal funds available under Title 49, Chapter 523 of the United States Code;
- The proposed allocations from LTF, STA and SGR do not exceed the amount the claimant is eligible to receive during the fiscal year;
- Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increases in the cost of fuel, to enhance public transportation services, and to meet high priority regional, Countywide, or area-wide public transportation needs;

- The operation(s) where applicable is(are) in compliance with the eligibility requirements of Public Utilities Code Section 99314.6;
- The operator(s) where applicable has(have) made a reasonable effort to implement any recommended operator productivity improvements;
- The operator(s) where applicable is(are) not precluded from employing part-time workers.

PASSED AND ADOPTED on this 5th day of June 2020 by VCTC action.

Claudia Bill-de la Peña, Chair

ATTEST:

APPROVED TO FORM:

Roxanna Ibarra, Clerk of the Board

Steve Mattas, General Counsel



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Item #8D

June 8, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: HEATHER MILLER, TRANSIT PLANNER
SUBJECT: QUARTERLY VCTC BUS AND RAIL TRANSIT RIDERSHIP AND PERFORMANCE MEASURES REPORT

RECOMMENDATION:

Receive and File

DISCUSSION:

In an effort to continue VCTC's objective to become a more data driven and transparent organization, VCTC provides quarterly reports that detail ridership, performance measures, and goals for the VCTC Intercity Bus transit and Metrolink/LOSSAN rail services. The intent of presenting this report is twofold: 1. To establish a quarterly reporting method of the bus and rail ridership and performance measures to the Commission; and 2. to memorialize what has been internal staff practice over the years in tracking transit performance measures and utilizing planning guidelines to develop new service, and improve existing service. The data reports are built around the four following priorities of VCTC transit service provision:

1. Safety
2. Increasing Mobility and Transportation for as Many People as Possible
3. Providing Effective, Efficient and Reliable Service
4. Providing Outstanding Customer Service

This reporting period covers the third quarter of FY19/20, which includes January, February, and March 2020. The impact of the COVID-19 pandemic can be seen as early as February but the severest impact was realized on March 19, 2020 when the State of California and the County of Ventura both issued "stay-at-home" orders limiting residents to essential travel only.

Third quarter FY19/20 saw a 12% decline year-over-year in VCTC Intercity ridership. The full breadth of the pandemic's impact, however, can be seen in February to April ridership which saw a precipitous drop of 83%. In response to the COVID-19 crisis, the Intercity service immediately adopted precautionary measures to ensure the safety of our riders including: increased cleaning of vehicles, establishing social distancing protocols, providing PPE to drivers, eliminating fare collection to minimize touch points, adjusting levels of service to better serve ridership and ensure essential workers still had transit service, providing public announcements, and other measures. Throughout, VCTC's primary focus has been on

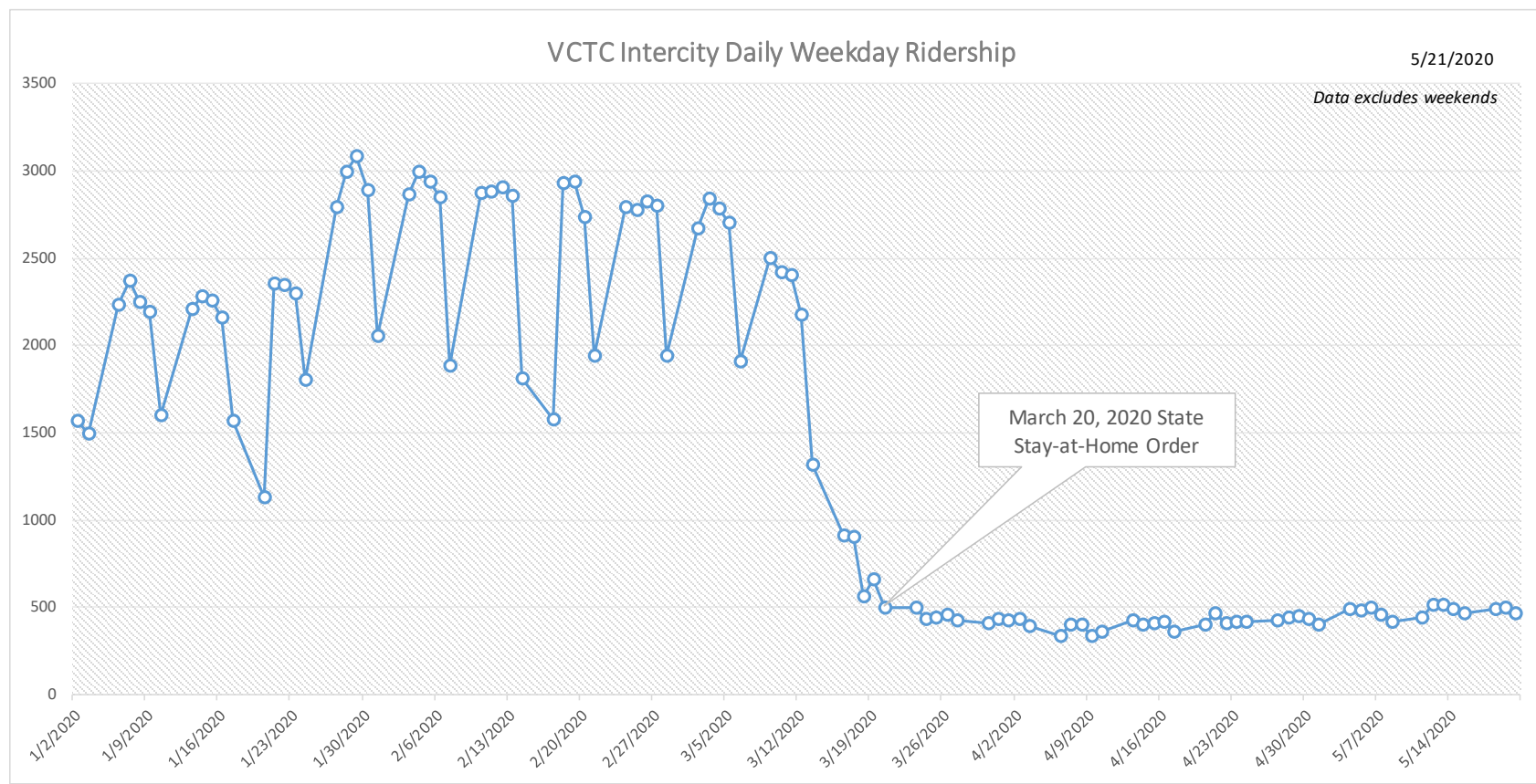
providing passengers their essential transit needs as safely and efficiently as possible while the “re-opening” begins.

VCTC Transit Key Performance Measures Quarterly Report

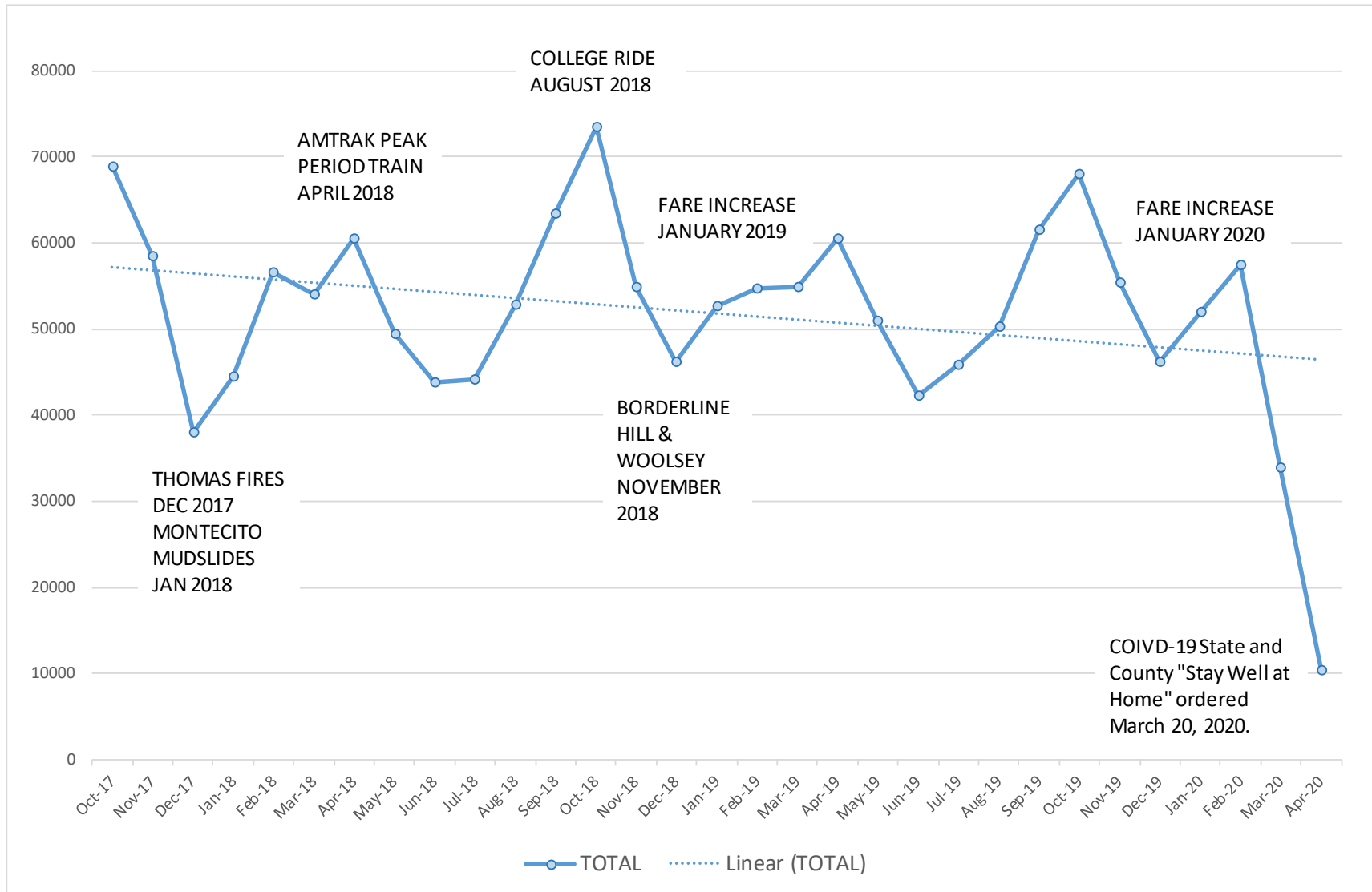
Third Quarter FY 2019-2020

Ridership

The graph below shows the drop in ridership after “stay-at-home” orders were issued on March 19, 2020 by the State to address the COVID-19 pandemic. Daily weekday ridership fell from an average of 3,000 to an average of 500 daily passengers. The decline began in the week or two prior and has only recently seen modest improvement (chart current to May 20, 2020.)



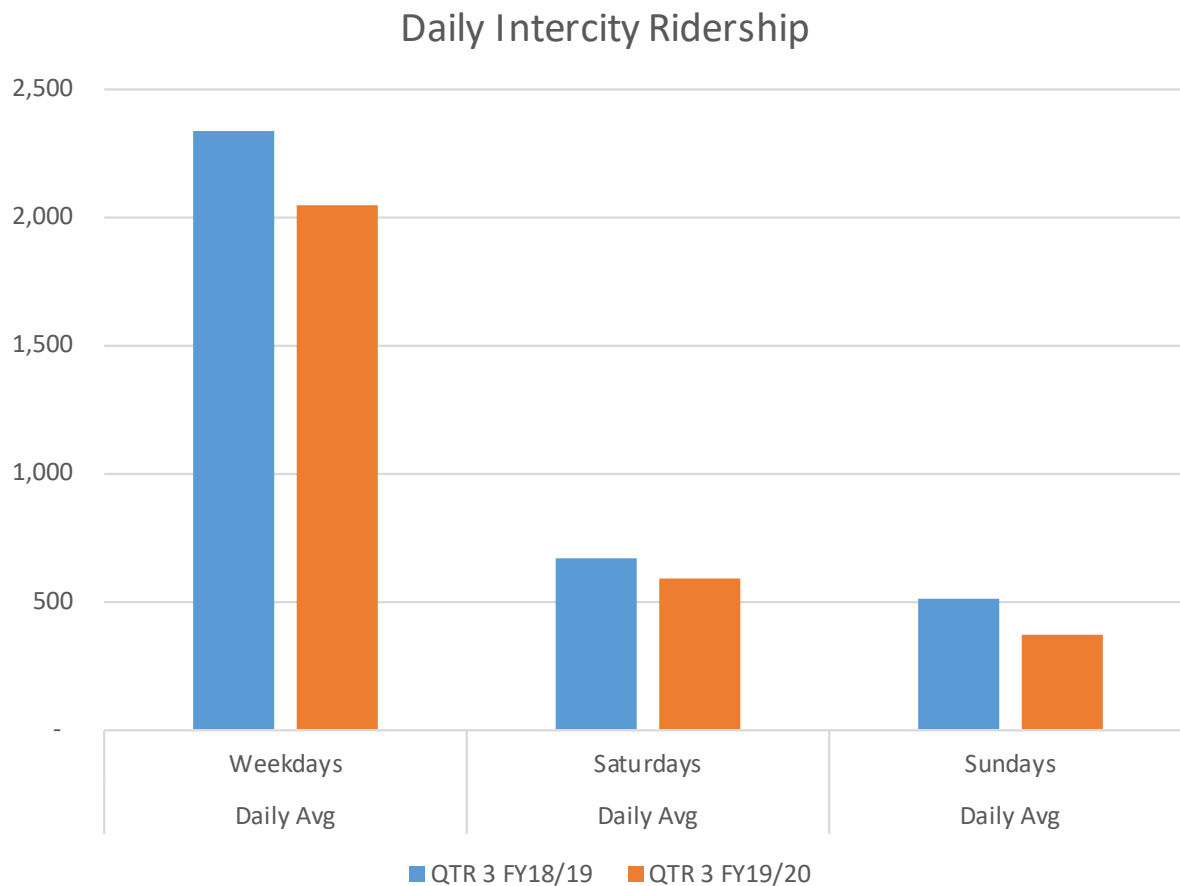
The following graph shows total Intercity ridership since the Thomas Fires in 2017. Ridership saw a modest recovery aided by the College Ride Program, despite fare increases adopted in January 2019 and 2020, until the COVID-19 pandemic saw ridership drop to a monthly total of just over 10,000 passengers. April ridership had averaged 60,000 over the last two years making the drop an 83% plunge from normal levels.



Third Quarter FY 2019-2020 (JAN-FEB-MAR) Intercity Bus Performance Measures and Goals

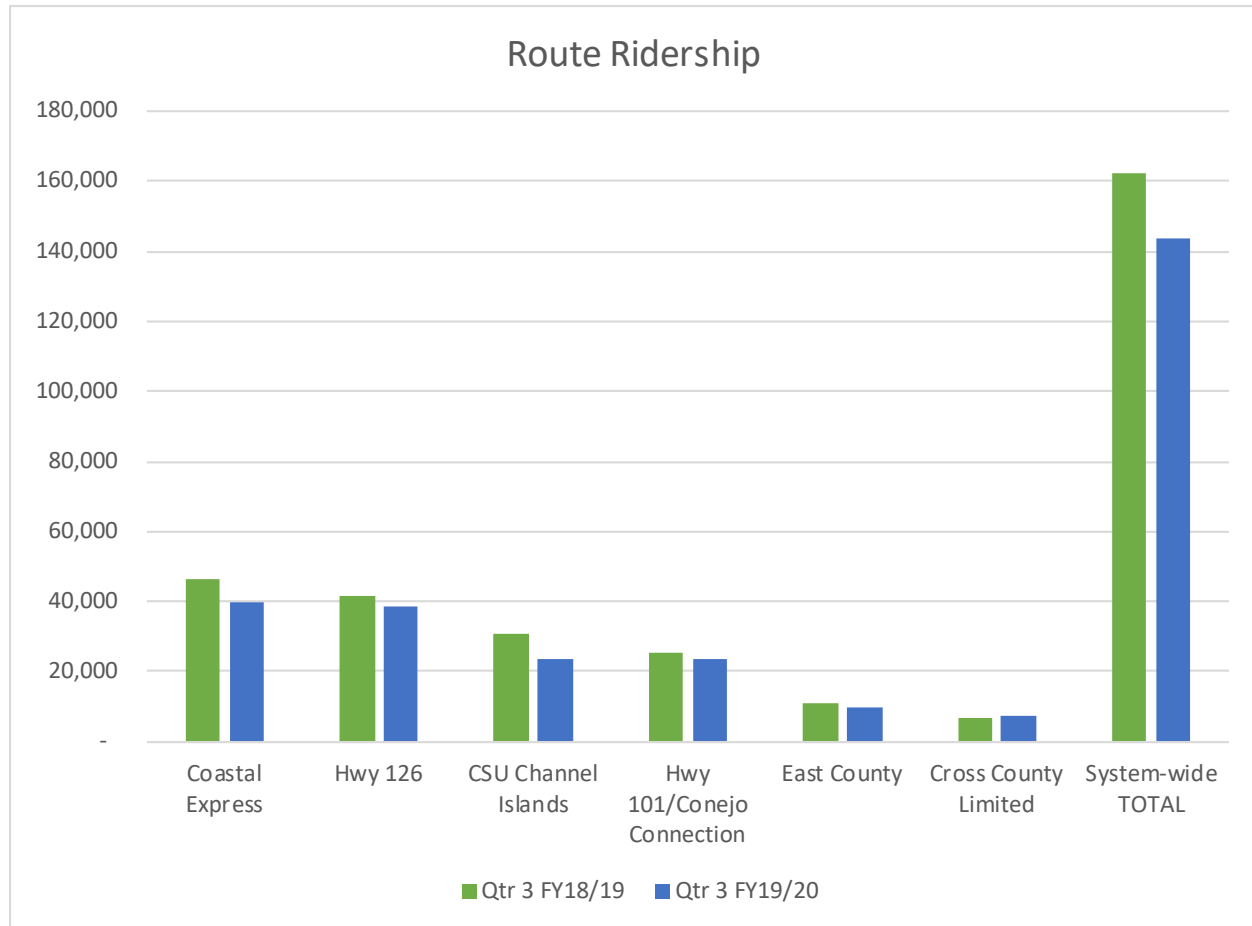
Performance goal: Increase in passengers quarter over quarter

The figure below provides 3rd quarter FY 2019-2020 Weekday, Saturday and Sunday system-wide daily ridership totals compared to the same quarter last year. COVID-19 stay-at-home orders were issued halfway through the third month of the quarter, so the quarterly declines do not reflect the full impact. Overall, system ridership declined 12% compared to the same quarter last year; daily average weekday ridership decreased by 12% while weekend service declined 12% and 27% for Saturdays and Sundays respectively






INTERCITY	DAY	QTR 3 FY18/19	QTR 3 FY19/20	% CHANGE
Daily Avg	Weekdays	2,333	2,047	-12%
Daily Avg	Saturdays	671	590	-12%
Daily Avg	Sundays	508	372	-27%

All Intercity routes saw a downward trend this quarter with the exception of the Cross County Limited. CSUCI classes were canceled on March 16, 2020 due to the COVID-19 pandemic, consequently service greatly reduced on routes serving the campus. Additionally, Intercity routes were reduced overall to Saturday levels of service effective March 26, 2020 as ridership levels dropped with the exception of the Coastal Express and the Cross County Limited which remained at normal service levels.



Route #	Line	Qtr 3 FY18/19	Qtr 3 FY19/20	% Change
80-89	Coastal Express	46,621	40,055	-14%
60-62	Hwy 126	41,622	38,738	-7%
90,97,99	CSU Channel Islands	30,945	23,524	-24%
50-55	Hwy 101/Conejo Connection	25,153	23,676	-6%
70-73	East County	11,182	10,058	-10%
77	Cross County Limited	6,795	7,432	9%
System-wide TOTAL		162,318	143,483	-12%

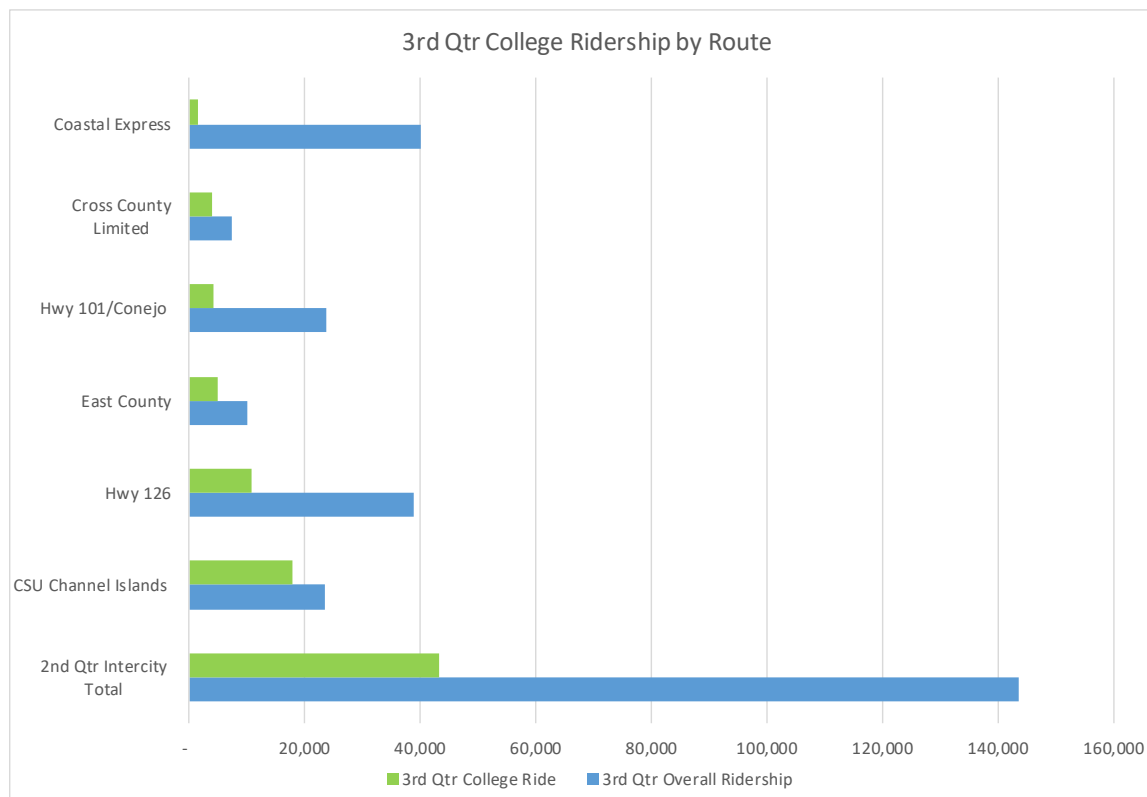
The following table provides additional information on Intercity boardings. Tracking these metrics helps VCTC understand the composition of ridership to better identify special customer needs, transfer needs, potential contributing factors to on-time performance delays and other needed service improvements. The increase in train transfers is likely due to the introduction of the “Peak Period” Amtrak train which promoted a synergy between the Coastal Express bus service and concurrent train service. The free bus transfer is a grant funded program provided by the LOSSAN Rail Corridor Agency. The increase in bicycle boardings is likely due to improved capacity potential with the addition of front mounted racks installed on nearly all VCTC Intercity buses last year.

	3rd Quarter FY19/20	Boardings	% of Ridership	% change FY18/19
 Wheelchair Boardings		647	0.5%	-24%
 Bicycle Boardings		5,619	4%	32%
 Train Transfers		4,099	3%	92%

College Ride Ridership

In the 3rd quarter of FY 2019-2020, 30% of Intercity passengers were “College Riders” with over 43,000 students participating for the quarter. Classes were canceled due to the COVID-19 crisis in mid-March of the quarter; subsequently, February to March college ridership numbers saw a 50% drop. Overall, the quarter dropped 8% year-over-year. All 23 CSU campuses will be virtual instruction in the upcoming FALL semester.

FY2018/2019	FY 2019/2020	% Change
47,094	43,281	-8%



Third Quarter College Ride

Route	Overall Ridership	College Ridership	% College Ride
CSU Channel Islands	23,524	17,872	76%
Hwy 126	38,738	10,864	28%
East County	10,058	4,881	49%
Hwy 101/Conejo	23,676	4,194	18%
Cross County Limited	7,432	4,015	54%
Coastal Express	40,055	1,455	4%
3rd Qtr Intercity Total	143,483	43,281	30%

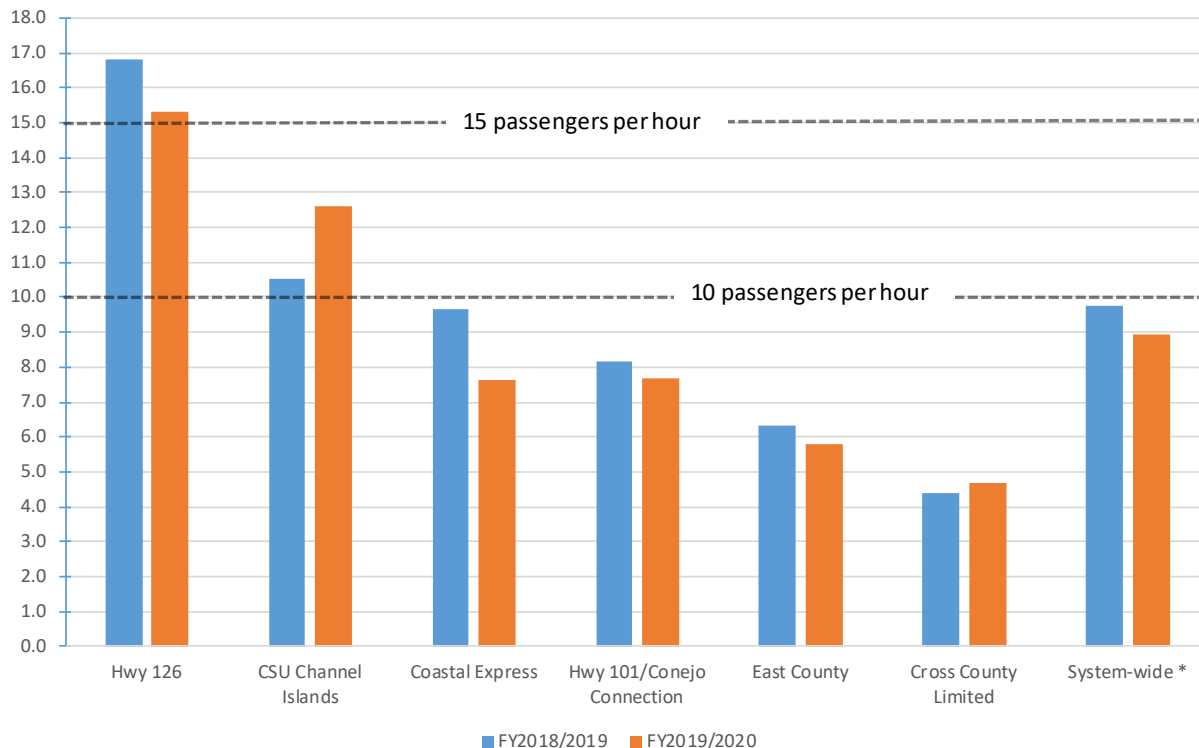
Productivity & Efficiency of Service

Performance goal: “Trunk” routes (designed to connect cities via local freeway and arterial streets and with few stops) carry at least 10 passengers per hour and “commuter” routes (peak period routes to employment centers with fewer stops and longer distances) carry at least 15 passengers per hour.

3rd Quarter: 8.9 passengers per hour average system-wide

In the 3rd Quarter of FY 2019-2020, Highway 126 and CSU Channel Islands routes met or exceeded standards while remaining routes fell short of the performance goal. Overall, Intercity declined 8% averaging 10.6 passengers per hour for the quarter. CSU Channel Island saw 20% gains in efficiency of service with the elimination of the Ox-Cam Connector, while Coastal slipped 21% due to declining ridership on the route.

Passengers per Service Hour



Passengers Per Hour		3rd Quarter			Performance
Route #	Line	FY2018/2019	FY2019/2020	% Change	Goal
60-62	Hwy 126	16.8	15.3	-9%	10-15
90,97	CSU Channel Islands	10.5	12.6	20%	15
80-89	Coastal Express	9.6	7.6	-21%	10-15
50-55	Hwy 101/Conejo Connection	8.2	7.7	-6%	10-15
70-73	East County	6.3	5.8	-8%	10
77	Cross County Limited	4.4	4.7	7%	10
System-wide *		9.8	8.9	-8%	10-15

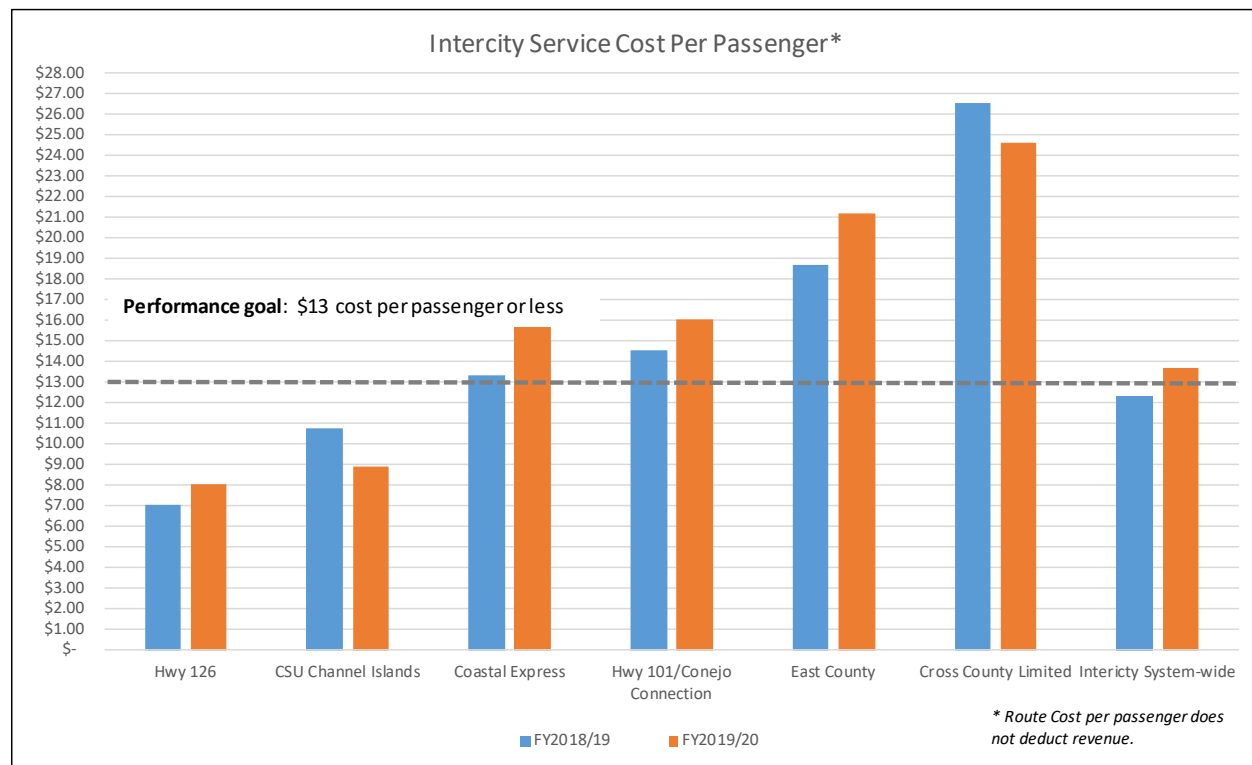
Operating Costs and Revenue

Operating Costs

Performance goal: Less than \$13.00 cost per passenger (adjusted annually according to CPI)

3rd Quarter: \$13.35 system-wide average cost per passenger

Overall Intercity cost per passenger increased this quarter primarily due to lower ridership. Additionally, passenger fare collection was suspended by VCTC on March 18th in order to reduce/eliminate “touch points” and driver/passenger interaction in response to the CVOID-19 pandemic. This contributed to the 26% drop in passenger revenue for the quarter and increased costs. The Ox-Cam Connector route was eliminated from the CSU Channel Islands route grouping which reduced costs substantially. The Cross County Limited continues to see a growth in ridership, in turn improving cost per passenger.



System-wide*	Qtr 3 FY2018/2019	Qtr 3 FY2019/2020	Qtr % Change
Revenue Miles	392,645	391,134	0%
Revenue Hours	16,646	16,046	-4%
Operating Cost	\$ 2,151,818	\$ 2,113,462	-2%
Passenger Revenue	\$ 267,697	\$ 197,987	-26%
Operating Cost less Revenue	\$ 1,884,121	\$ 1,915,475	2%
Cost per Hour	\$ 113	\$ 119	5%
Cost per Mile	\$ 4.80	\$ 4.90	2%
Passengers	162,318	143,483	-12%
Cost per Passenger	\$ 11.61	\$ 13.35	15%

** includes demonstration route Cross County Limited*

Revenue

Performance goal: 25% farebox recovery ratio

3rd Quarter: 27.7%

Farebox recovery ratio (FRR) is the ratio of passenger fares and other locally generated revenues divided by operating costs. Revenue typically includes passenger fares but may also include revenue generated from other sources and are often referred to as "route guarantees." Although the FRR is normally calculated on an annual basis and excludes demonstration routes, quarterly reporting of this metric does provide some indication of operational efficiency and includes the grant funded demonstration route Cross County Limited.

With the 26% drop in passenger revenue described earlier, mostly due to the elimination of fare collection in mid-March, the Farebox Recovery Ratio fell to 9.4% this quarter. Route guarantees, however, lift the FRR to 26%. In addition, the federal CARES package provides a means to replace lost revenues due to the COVID-19 crisis. Operating costs fell slightly due to a reduction in level of service and benefit from declining fuel costs averaging from \$2.79 per gallon in January to \$1.79 in April.

Passenger Revenue, Operating Cost and Farebox Recovery Ratio:

System-wide*	Qtr 3 FY2018/2019	Qtr 3 FY2019/2020	% Change
Operating Cost	\$ 2,151,818	\$ 2,113,462	-2%
Passenger Revenue	\$ 267,697	\$ 197,987	-26%
Farebox Recovery Ratio not including route guarantees	12.4%	9.4%	
Passengers	162,318	143,483	-12%
Revenue per Passenger	\$ 1.65	\$ 1.38	-16%
Cost per Passenger	\$ 12	\$ 13	15%
Subsidy per Passenger	\$ 10	\$ 12	20%
Passenger Revenue including Route Guarantees	\$ 590,142	\$ 548,737	-7%
Farebox Recovery Ratio including route guarantees	27.4%	26.0%	

** includes demonstration route Cross County Limited*

Intercity Service Customer Satisfaction

Performance goal: Valid complaints are not to exceed ten per 100,000 boarded passengers

3rd Quarter: 6 valid complaints per 100,000 passenger boardings

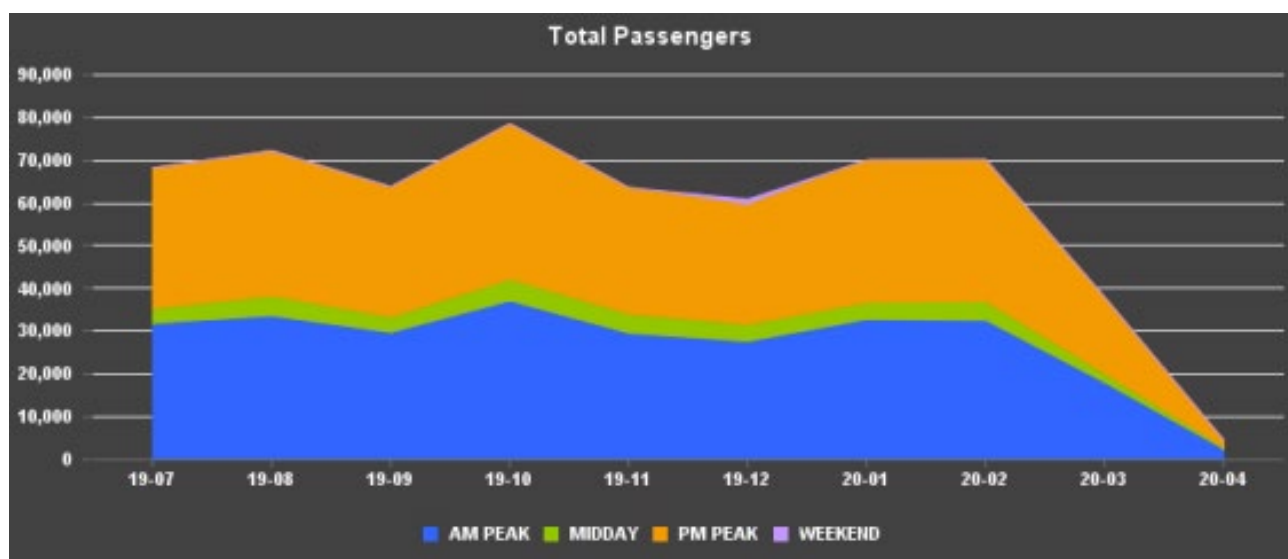
Customer complaints are documented by VCTC when a rider reports dissatisfaction with the service. The complaint is then investigated for validity. VCTC's expectation is to respond to or resolve the complaint within five days of the reported incident.

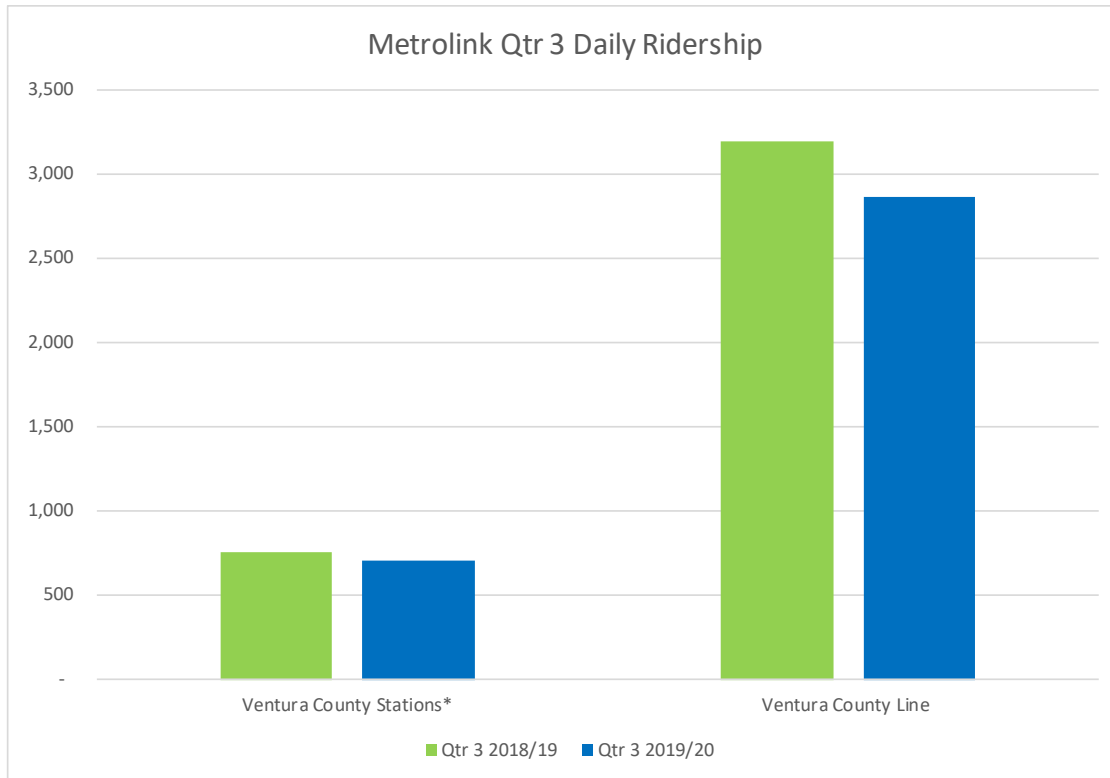
FY 2019-2020 Quarter 3 totaled eight (8) valid complaints for 143,483 passenger trips, equal to six (6) complaints per 100,000 passengers. Two less than last quarter. Of the valid complaints, four (4) were associated with driver activity (late bus, rude driver, unsafe driving); two related to on-board equipment (Wi-Fi); one related to the condition of the bus; and one referred to an Agency complaint. Drivers are counseled with respect to customer service and timely service; in the case of unsafe driving, the driver is both counseled and re-trained by the operator RATP Dev.

Third Quarter FY 2019/2020 Rail (Metrolink/Amtrak) Performance Measures

Metrolink

Consistent with statewide COVID-19 impacts to public transit, Metrolink ridership began to see a decline in February then a precipitous drop in April. The Metrolink system overall saw ridership drop 50% in February and 81% in April down to less than 4,000 daily commuters for the month of April. Ridership normally averages 38,000 commuters. Monthly ridership dropped on the Ventura County Line from between 60-70,000 total passengers to less than 10,000 in April, an approximate 85% drop. Ventura County Line Ridership fiscal year to date (July 2019 – April 2020):

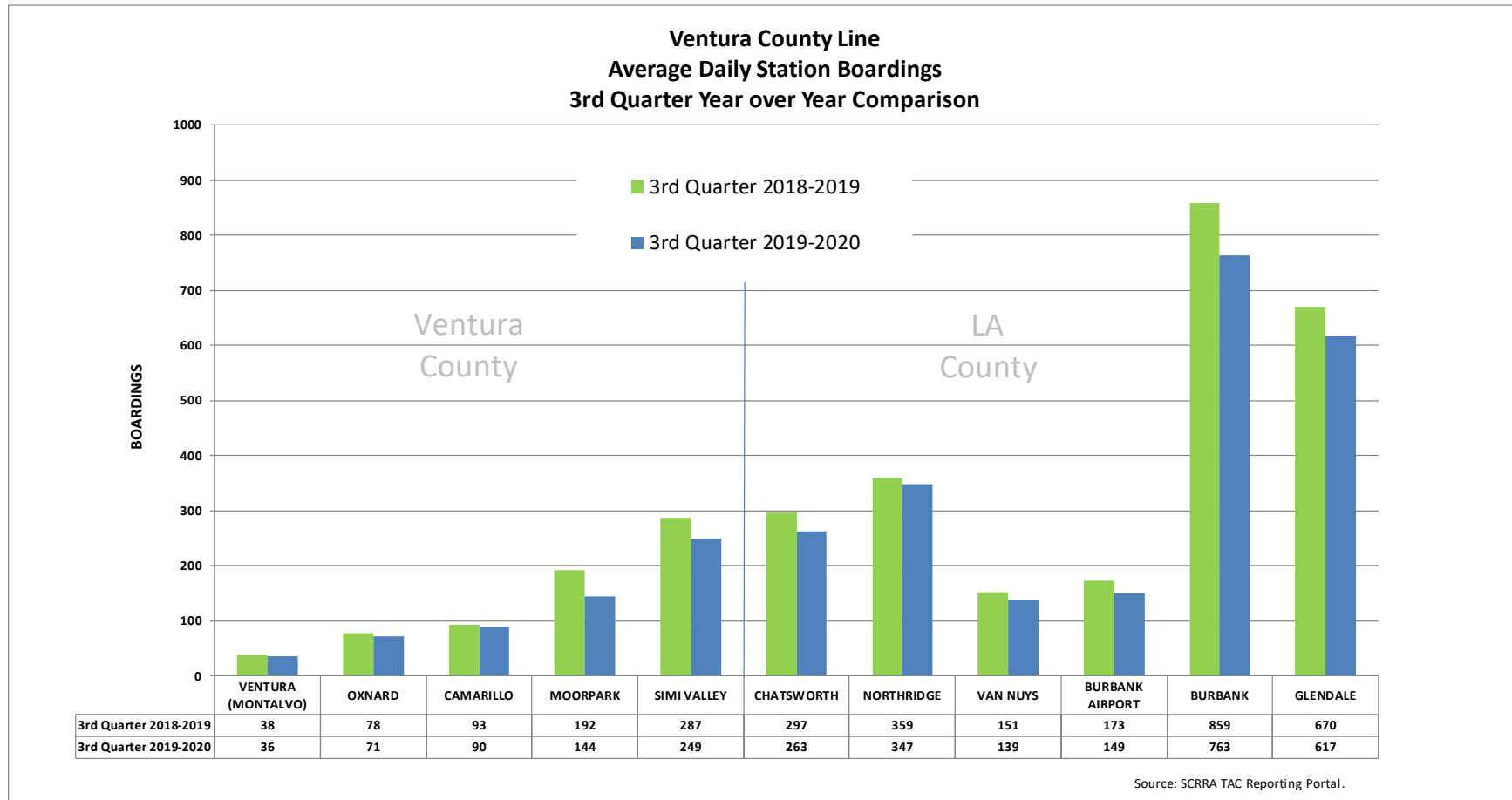




Daily Passenger Trips

Qtr FY	Ventura County Stations*	Ventura County Line	System Total
Qtr 3 2018/19	754	3,197	38,436
Qtr 3 2019/20	703	2,869	33,238
Change	-6.76%	-10.26%	-13.52%

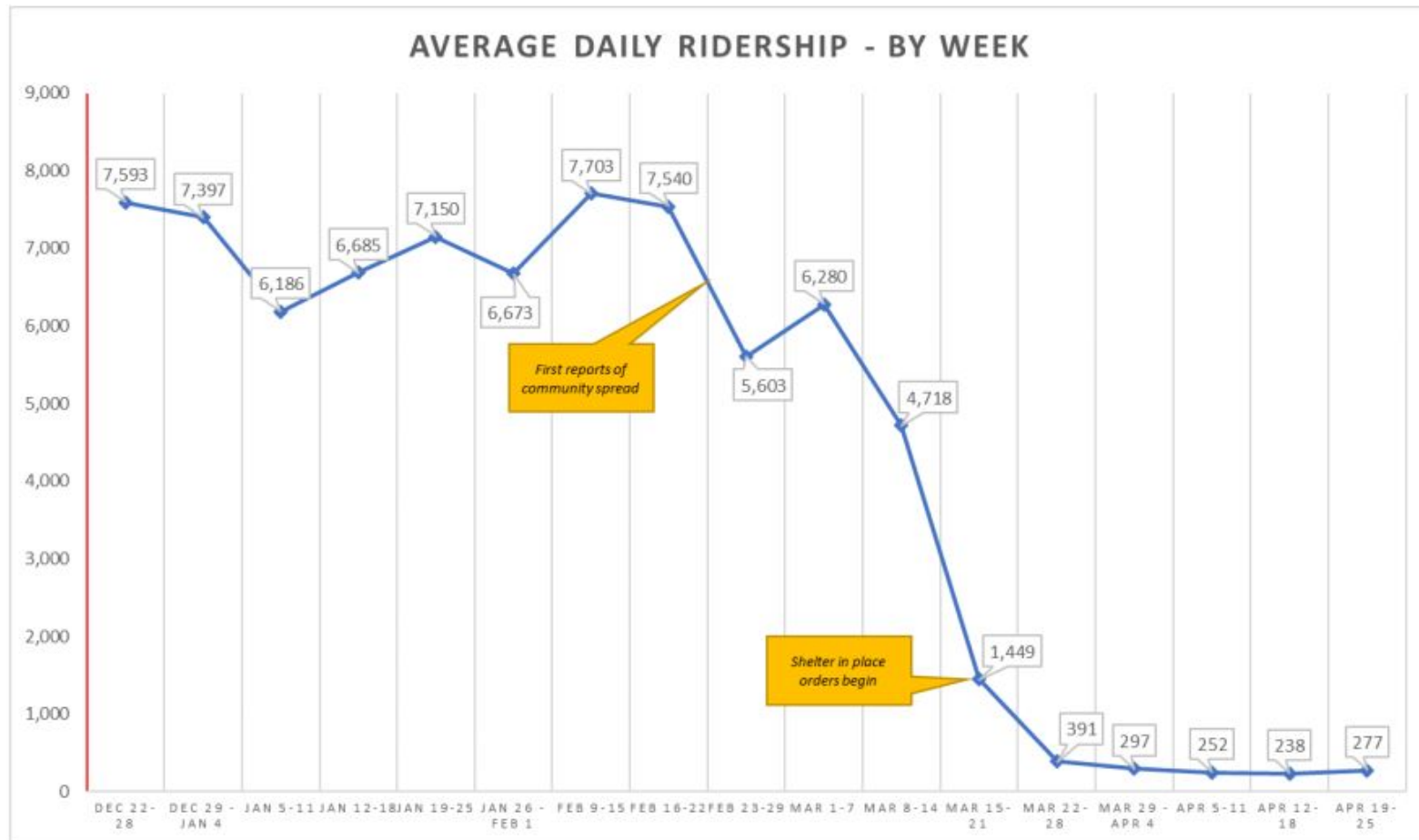
Metrolink Ventura County Station 3rd Qtr Daily Boardings



* East Ventura, Oxnard, Camarillo, Moorpark and Simi Valley.

Amtrak Pacific Surfliner

The LOSSAN corridor Pacific Surfliner service, extending from San Diego to San Luis Obispo, reduced level of service from thirteen (13) to six (6) roundtrips in response to the COVID-19 pandemic, eliminating service as far North as San Luis Obispo. The peak period train from Ventura to Santa Barbara was also suspended with the reduced service. Daily ridership on the Surfliner plummeted from over 7,000 daily riders to under 300 by March, 2020. However, ridership has seen recent improvements in the last two weeks.





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Item #8E

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: CSUCI COOPERATIVE AGREEMENT FISCAL YEAR 2020-2021 EXTENSION

RECOMMENDATION:

- Approve the FY2020-2021 Cooperative Funding Agreement for bus service to California State Channel Islands (CSUCI) and CSUCI providing \$100,100 for the services in FY2020-2021.

BACKGROUND:

For the past twenty-one years, VCTC has operated bus service to and from California State University Channel Islands (CSUCI). The service is governed by an agreement, which VCTC and CSUCI extend annually.

The service initially qualified as a CMAQ (Congestion Management and Air Quality) demonstration project and received federal funding for 80% of the total cost. Beginning 2002-2003, the routes became a regular VCTC service and, as such, generate FTA revenues. This includes generating additional FTA revenues from the recently passed Coronavirus, Aid Relief, and Economic Security (CARES Act). For Fiscal Year 2020-2021, total FTA funding will amount to \$792,680, which is more than double Fiscal Year 2019-2020's allocation. This funding is significant as it offsets what otherwise would be required locally by CSUCI for operation and administration of the service. Local revenues which are primarily derived from on-campus parking revenues and fees.

In light of the ongoing public health emergency, and the California State University system's recently announced transition to "virtual classroom" instruction this year, CSUCI and VCTC staff are currently planning a modified level of service for the academic year to take effect this August. During this past semester, CSUCI's service was reduced to match its weekend level of service. While planning is still ongoing, a similar level is anticipated for the fall. Any FTA and local Funding not utilized during the fiscal year, will be carried over as is traditionally the case.

Attachments: Amendment No. 22 to Cooperative Agreement between CSUCI and VCTC

**AMENDMENT TWENTY-TWO TO
COOPERATIVE AGREEMENT
BETWEEN
TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
ON BEHALF OF CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS
AND
THE VENTURA COUNTY TRANSPORTATION COMMISSION
FOR THE REVISED TERM APRIL 1, 1999 - JUNE 30, 2021**

This Twenty-second Amendment to the COOPERATIVE AGREEMENT is entered into by and between the Trustees of the California State University, on behalf of California State University Channel Islands, hereinafter referred to as CAMPUS or CSUCI, and the Ventura County Transportation Commission, hereinafter referred to as VCTC, for fiscal year 2020/2021 and is based on the following facts which are material to its execution by the parties:

- I. As a part of its certification of the Environmental Impact Report for the development, the CAMPUS agreed to develop an alternative transportation system to move employees and students at CSUCI to and from the campus. This provision was designed to reduce the negative impacts of increased traffic from development of CSUCI and promote improved air quality;
- II. As a central element in the development of a "Green Campus" university dedicated to the enhancement of the environment in Ventura County, shuttle bus service has been implemented at key transfer points to increase transportation alternatives available to students, staff members and visitors to and from the CAMPUS. The objectives are to reduce traffic congestion, protect air quality, mitigate noise and protect agriculture;
- III. For the first three years (August 1999 through June 2002) VCTC provided a grant of federal Congestion Management and Air Quality (CMAQ) Funds to the CAMPUS for the development and operation of a shuttle bus system. The CMAQ Grant was managed by VCTC on behalf of the Trustees of the California State University.

- IV. The CMAQ program provided funds for a maximum of three years, which was considered a "demonstration period." The demonstration period ended in August 2002. Therefore, the CAMPUS shuttle bus service no longer qualifies for CMAQ funds but does qualify for partial funding from the Federal Transportation Administration (FTA). During the following years, FY 2002/2003 through 2020/2021, VCTC obtained FTA funds to pay for a portion of the cost of providing CAMPUS shuttle bus service.
- V. It is expected that FTA funds, obtained by VCTC on behalf of the CAMPUS, will total approximately \$792,680 for FY 2020/2021; which includes approximately \$485,300 of one-time FTA "CARES Act" revenues.
- VI. VCTC and CSUCI agree to work together to develop a plan which will enhance revenue through increased ridership resulting in a self-sustaining shuttle bus service. CAMPUS recognizes that it may need to subsidize the shuttle bus pass for the students, faculty, and staff.
- VII. VCTC and CSUCI agree to work together in the development of emergency preparedness and disaster response transportation planning activities related to the VCTC transit bus system and potential evacuation scenarios.

NOW, THEREFORE, in consideration for the foregoing material facts and other consideration by and between the parties, CSUCI and VCTC agree as follows:

- A. During the period from July 1, 2020 through June 30, 2021, CSUCI shall provide \$100,100 to VCTC to maintain, operate, and manage the CAMPUS shuttle bus system. This amount consists of the Trustees of the California State University local matching cost, which, together with FTA payments will provide full funding for this bus service and VCTC administrative and other operating costs. CSUCI may choose to apply accrued credit from prior year payments towards current amount due. The amount of \$100,100 shall be due and payable during FY 2020/2021 according to the following schedule:

Due Sept 1, 2020	\$ 25,025
Due Nov 1, 2020	\$ 25,025
Due Jan 1, 2021	\$ 25,025
Due April 1, 2021	\$ 25,025

- B. VCTC will continue to provide to CSUCI a variety of analytical, technical and management services designed to facilitate the operation of the system from designated points in Oxnard and Camarillo to the CAMPUS for use by students, employees and visitors. The specific services to be provided by VCTC to CSUCI are as follows:
 - 1. Management and coordination of all CAMPUS shuttle bus service and park and ride locations throughout FY 2020/2021.
 - 2. Continued identification of future CAMPUS shuttle bus service route opportunities, service adjustments and/or additional park and ride locations with a focus toward promoting and advancing the CSUCI "Green Campus" concept.

3. Provide analytical and technical expertise in support of the CSUCI Transit Twenty Year Plan and the CSUCI Parking and Transportation Demand Management Study and participate as an ex-officio member of the CSUCI Transportation Subcommittee.
4. Provide input to CSUCI for its emergency preparedness planning activities related to transit services and disaster response and coordinate applicable transit service adjustments during extreme weather events and exigent circumstances.
5. Maintain CAMPUS ridership data and trends.
6. Facilitate access to CAMPUS shuttle bus service during special events at the CAMPUS.
7. VCTC will provide a fiscal year financial statement listing actual cost and revenue for operating the CSUCI service and provide information on any adjustment necessary.

THIS TWENTY-SECOND AMENDMENT TO THE AGREEMENT HAS BEEN EXECUTED AS OF JUNE 5, 2020.

ATTEST:

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY


erika.beck (May 26, 2020 15:54 PDT)

ERIKA D. BECK, PRESIDENT
CSU CHANNEL ISLANDS

VENTURA COUNTY TRANSPORTATION COMMISSION

CLAUDIA BILL-DE LA PEÑA, CHAIR, VCTC

APPROVED AS TO FORM

STEVEN T. MATTAS, GENERAL COUNSEL, VCTC

APPROVED AS TO CONTENT

DARREN M. KETTLE, EXECUTIVE DIRECTOR, VCTC



Item #8F

June 5, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY
SUBJECT: APPROVE CONTRACT AWARD FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES

RECOMMENDATION:

- Approve contract with CASE Emergency Systems, Inc. for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023.

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of approximately 429 emergency call boxes that provide motorists with a direct link to California Highway Patrol to request roadway assistance. The system currently averages approximately 1,200 calls for motorist assistance per year.

The existing system of call boxes requires extensive year-round maintenance, repairs, and other related fieldwork to ensure proper functioning and appearance. Corrective and preventative maintenance, knockdown and vandalism repairs, temporary removals and reinstallations, and callbox system management is provided through a contract for services. The current contract, inclusive of contract extensions, expires on June 30, 2020.

To ensure continuity of service and to provide enough time for prospective proposers to respond during these unusual circumstances of the COVID-19 global pandemic, VCTC staff released a Request for Proposals (RFP) for Callbox Maintenance Services administratively on April 15, 2020. The RFP was posted online at <https://www.goventura.org/work-with-vctc/contracts/>. The Commission ratified release of the RFP on May 1, 2020.

The RFP aligned closely with the previous request issued in 2015, with the addition of three special projects: (1) implement a callbox reduction program, (2) upgrade callboxes to 4G cellular service prior to the cutoff date for 3G service, and (3) ensure callbox pathways provide proper drainage to meet Caltrans roadway drainage standards. Funding for these services is included within the Fiscal Year 2020/2021 Motorist Aid Program budget within the Consultant Services line item.

DISCUSSION:

Per the RFP, proposals were due by May 13, 2020 at 3:00 PM, providing 21 business days and 29 total days to respond. VCTC staff attempted to contact each of the firms that had previously responded to a VCTC Callbox Maintenance RFP. Of the previous respondents, only three remain in business and could be reached. In addition, VCTC staff reached out to statewide Motorist Aid agency contacts to ask for recommendations for prospective proposers. No additional firms were identified in the search. As such, VCTC staff notified by email three prospective proposers of the availability of the RFP. As of the closing period for the RFP, one bid was received by VCTC. The responsive bid is from CASE Emergency Systems, Inc.

CASE Emergency Systems (CASE) is a leader in emergency callbox systems across California and several other states and has served as the callbox maintenance contractor for Ventura County SAFE since 2008. CASE has an existing field office in Oxnard with experienced staff to perform preventative maintenance and repairs, monitor and manage the callbox system, and complete special projects described in the scope of work.

The Agreement provides for a three-year contract beginning July 1, 2020 and continuing through June 30, 2023. The RFP also included two additional two-year options, or seven years total. The Agreement is consistent with the Standard Agreement included in the RFP, with one change, a reduced performance bond from \$1,000,000 in the RFP to \$350,000 in the final Agreement. The bond is in line with the estimated annual amount of the contract and consistent with other similarly sized callbox programs.

The base rate for the Agreement is \$40.81 per callbox, not to exceed \$17,508 per month based on the current number of call boxes (429). The base rate reflects an increase of \$5.50 per call box over the 2015 contract base rate. Staff determines this is a reasonable cost increase over the previous agreement rate and reflects an increase of \$1.10 per call box across five years. The Agreement also includes a rate of \$93.73 per hour for special projects during regular work hours (an increase of \$2.73 per hour over the 2015 contract) and \$125 per hour for night work (equal to the current contract rate).

The Fiscal Year 2020/2021 proposed budget includes \$210,096 for the estimated total annual cost for call box maintenance and an additional \$20,000 for special projects. Future Fiscal Year budgets will include funding for subsequent contract years and special projects.



Item #8G

June 5, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY

SUBJECT: APPROVE CONTRACT AWARD FOR MOTORIST AID CALLBOX MANAGEMENT SUPPORT SERVICES

RECOMMENDATION:

- Approve contract with TELETRAN TEK SERVICES, Inc. (T-Cubed) for Motorist Aid Callbox Management Support Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of approximately 428 emergency call boxes that provide motorists with a direct link to California Highway Patrol to request roadway assistance. The system currently averages approximately 1,200 calls for motorist assistance per year.

VCTC Staff receives support to manage and oversee the Motorist Aid program through a contract for preparation of management information reports, statistical analysis, callbox knockdown collections, and related services. The management support contractor also coordinates with the callbox maintenance services provider to ensure proper function of the system and keep VCTC Staff apprised of maintenance, repairs, and knockdown activities. The current contract, inclusive of contract extensions, expires on June 30, 2020.

To ensure continuity of service and to provide sufficient time for prospective proposers to respond during the unusual circumstances of the COVID-19 global pandemic, VCTC staff released a Request for Proposals (RFP) for Motorist Aid Management Support Services administratively on April 15, 2020. Proposals are due by May 13, 2020 at 3:00 PM. Staff anticipates returning to the Commission to approve a resultant contract at the June Commission meeting. The RFP posted online at <https://www.goventura.org/work-with-vctc/contracts/>. The Commission ratified release of the RFP on May 1, 2020.

The RFP aligned closely with the previous request issued in 2015 but included an optional element to provide analytical and reporting services for the Freeway Service Patrol (FSP) program in addition to the Callbox program. Funding for these services is included within the Fiscal Year 2020/2021 Motorist Aid Program budget within the Consultant Services line item.

DISCUSSION:

Per the RFP, proposals were due by May 13, 2020 at 3:00 PM, providing 21 business days and 29 total days to respond. VCTC staff notified by email three prospective proposers with known experience in the callbox analytics field of the availability of the RFP. As of the closing period for the RFP, two proposals were received by VCTC. A review panel of two VCTC staff and one partner agency staff from Kern Council of Governments evaluated the proposals. VCTC convened a virtual selection panel via Zoom on May 20, 2020.

The panel selected TELETRAN TEK Services, Inc. (T-Cubed) to provide Callbox Management Support Services for Fiscal Years 2020/2021 – 2022/2023. T-Cubed has extensive experience within the Motorist Aid program management support and data analytics field, and the firm has supported the Ventura County SAFE since its inception. The T-Cubed proposal also provided the lower cost option of the proposals received.

Subsequent to issuance of the Motorist Aid Management Support RFP, as the final proposal specifications for the Freeway Service Patrol (FSP) program have been developed, VCTC staff determined that reporting and program management for FSP can be completed in-house using reports generated by the software used by tow vendors for a program of our size. Should additional management support be required once the FSP program begins, VCTC can reconsider entering into a contract for such services in the future. Only Option A (Callbox Program) is included in the T-Cubed proposal and resulting Agreement.

The Agreement provides for a three-year contract beginning July 1, 2020 and continuing through June 30, 2023. The RFP also included two additional two-year options, or seven years total. The Agreement is consistent with the Standard Agreement included in the RFP. The Agreement includes an hourly rate of \$125 (equal to the current contract rate) for a total yearly cost not to exceed \$27,250. The Fiscal Year 2020/2021 budget includes funding for this annual cost of \$27,250, and future Fiscal Year budgets will include funding for subsequent contract years.



Item #8H

June 5, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

FROM: ANDREW KENT, PLANNING ANALYST

SUBJECT: REQUEST FOR PROPOSALS FOR FREEWAY SERVICE PATROL BEATS 1, 2 AND 3

RECOMMENDATION:

- Approve Release of Request for Proposals for Freeway Service Patrol Tow Contractors (Attachment #8H-1)

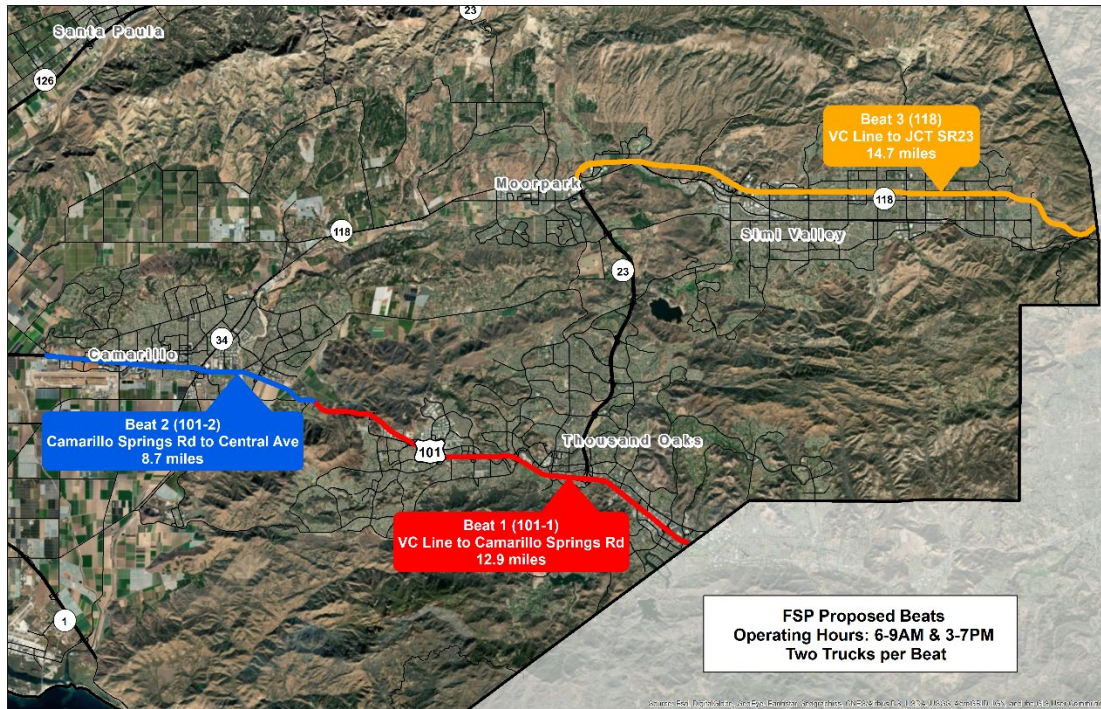
DISCUSSION:

In November 2019, the Ventura County Service Authority for Freeway Emergencies (SAFE) Board directed Staff to submit an application to Caltrans for Freeway Service Patrol (FSP) funding and adopted Resolution 2019-07 to provide twenty-five percent (25%) local matching funds. The FSP program provides roving tow trucks on portions of the highway network (referred to as “beats”) during peak traffic periods for rapid clearing of disabled vehicles and motorist assistance. The program is a partnership between Caltrans, California Highway Patrol (CHP), and the local SAFE. The local SAFE contracts with tow contractors to provide the FSP patrol service. The CHP provides daily oversight and direction to the contractors and their drivers.

The submitted FSP application plans for implementation of three (3) FSP patrol beats in Ventura County beginning in the winter of 2020. Following submission of the application, Staff consulted with established FSP programs, Caltrans, and CHP to develop a Request for Proposals (RFP) for tow contractors to patrol three (3) beats Monday through Friday from 6:00am – 9:00am and 4:00pm – 7:00pm. The full text of the RFP is provided as Attachment #8G-1.

FSP Patrol Beats:

1. (101-1) HWY 101 from Los Angeles County Line to Camarillo Springs Rd
2. (101-2) HWY 101 from Camarillo Springs Rd to Central Ave
3. (118) HWY 118 From Los Angeles County Line to SR 23



Tow contractors will propose to provide service on each patrol beat individually. A tow contractor may propose for one or more patrol beats. Contractors must commit to patrolling with two (2) dedicated trucks per beat and maintain one (1) backup truck per beat. Contractors must comply with technology requirements for monitoring truck activity and data collection. Contractors must comply with FSP Standard Operating Procedures (SOP), submit to inspections, complete driver background checks and fulfill all requirements of the Scope of Work (SOW).

A proposal evaluation committee with representatives from each of the partner agencies will score contractor proposals and make recommendations for SAFE Board approval. Evaluation will consider the value the contractor provides, and the contractor's ability to fulfill the SOW and maintain compliance with the SOPs. Selected tow contractors will undergo a site inspection and drivers will complete CHP required training.

Staff recommends the SAFE Board release the RFP for FSP tow contractors. In the coming months, Staff will return to the SAFE Board to approve an additional procurement for FSP technology requirements and a Memorandum of Understanding (MOU) to formalize the relationship between Caltrans, CHP and SAFE.

RFP Issue Date:	Friday, June 5, 2020
Pre-Proposal WebX and Conference Call Date & Time:	Wednesday, June 16, 2020 at 1:00 p.m.
Question Submittal Deadline:	Tuesday, June 24, 2020 by 3:00 p.m.
VCTC Responses to Questions Issued By:	Wednesday, July 1, 2020
Proposal Due Date & Time:	Monday, August 3, 2020 by 4:00 p.m.
Tentative Site Interview Date & Time:	Tuesday, August 17 and/or Wednesday August, 18, 2020 from 8:00 a.m. to 5:00 p.m.
VCTC Approval and Contract Award:	Friday, September 4, 2020 at 9:00 a.m.
CHP Certified Drivers/Truck Inspected and Approved By CHP No Later Than:	Monday, November 30, 2020
Service Shall Commence On:	All Beats begin Monday, December 14, 2020

The Ventura County SAFE is funded by a \$1 per vehicle annual registration fee. The State has projected that vehicle registrations are expected to remain stable despite the economic downturn associated with the COVID-19 pandemic. Sufficient funds are available in the SAFE Fund to cover the cost of local match funds for the program.

Though traffic congestion has been reduced during the statewide Stay Safe at Home orders, as the economy recovers, it is expected that congestion will increase over time. The FSP program will help to alleviate congestion during economic recovery as traffic and congestion increase. Many other California counties and States with similar FSP programs have continued service during the Stay Home orders, and many have seen similar levels of service needs.



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Item #81

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM

RECOMMENDATION:

- Approve reprogramming \$2,938 and any accumulated interest from the Ventura County Sheriff's Camarillo and Moorpark Metrolink Station Security Camera Project balance to provide safety and security improvements to prevent the spread of COVID-19 onboard the VCTC Intercity fleet.
- Amend the FY 2019/2020 VCTC budget to transfer \$2,938 and any accumulated interest of Proposition 1B revenue from the Transit Grant Administration program task to the VCTC Intercity program task; adding \$2,938 and any accumulated interest to a new revenues line-item titled *"Proposition 1B OES Transit Safety and Security,"* and, by adding the same amount to a new expenditures line-item of *"Bus and Equipment – COVID Response"*.

BACKGROUND:

The Proposition 1B California Transit Security Grant Program (CTSGP) has allocated \$1 billion of bond funds statewide for security related transit capital projects since 2006. As with all bond measures the funds were authorized by the voters on a one-time basis. The final year of allocation of new funds was 2016.

On April 6, 2019, VCTC approved programming \$85,000 of Proposition 1B California Transit Security Grant Program (CTSGP) for the Camarillo and Moorpark Metrolink Station Security Cameras Project. The cameras were purchased and installed and the project has been completed with a small remaining balance of \$2,938.

In an effort to close out the project and expend all funds as soon as possible, CALOES and staff identified eligible projected VCTC expenditures associated with those costs to prevent the spread of COVID-19. This includes purchasing barriers and face masks. The transfer and utilization of funds by VCTC, decreases the potential use of recurring funds or those funds (such as from the CARES Act) taken off the top by VCTC.



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Item #8J

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: JUDITH JOHNDUFF, PROGRAM MANAGER
SUBJECT: REVISION TO SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY'S (SCRRA) FY 2019/20 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) REVENUE FORMULA PROJECT

RECOMMENDATION:

- Approve programming Southern California Regional Rail Authority's (SCRRA) LCTOP revenue formula amount for the portion of the service within Ventura County which totals \$164,435, for implementation of Metrolink service during peak periods.

BACKGROUND AND DISCUSSION

On April 3, 2020 the Ventura County Transportation Commission (VCTC) approved programming the Southern California Regional Rail Authority's direct LCTOP allocation for the portion of the service within Ventura County, in the amount of \$164,435, to provide limited term discounted ticket fares for a university student discount pass program. However, following the impacts of the COVID-19 pandemic and resulting service reductions, SCRRA determined the LCTOP funds could be used to meet a more immediate need to subsidize operating costs of adding back a roundtrip weekday, peak direction, peak period train to serve Ventura County. Caltrans has determined this project is eligible for funding under the LCTOP guidelines and meets the goals and requirements of the program.



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Item #8K

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: LEGISLATIVE UPDATE

RECOMMENDATION:

- Adopt "Support" position on SB 1291 (Transportation Committee).

DISCUSSION:

Federal Issues

As anticipated, the U.S. Environmental Protection Agency (EPA) has adopted Part II of the Safer Affordable Fuel Efficient (SAFE) Vehicles rule, to further reduce fuel efficiency requirements. Although the Part I rule affected California's air quality conformity, the California Air Resources Board (CARB) was able to obtain federal Environmental Protection Agency (EPA) approval of model adjustment factors such that conformity could be maintained. CARB has evaluated the impact of the Part II changes and concluded that no further modeling revisions are required. The EPA has concurred in this conclusion, so projects and plans will continue to be able to receive air quality conformity determinations.

State Issues

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist. As the Commission is well aware, the state faces a \$54 billion shortfall which must be addressed in the upcoming budget. The Legislative committees have resumed meetings after a lengthy break due to the health emergency. The Committee chairs have directed that agendas be limited to urgent legislation, so many if not all of the bills VCTC was tracking are likely to remain on hold.

With regard to transportation, the California Transit Association (CTA) has recommended that the package of urgent legislation include regulatory relief for transit operators to facilitate provision of public transportation during the COVID-19 emergency. VCTC has submitted letters to the Ventura County delegation in support of CTA's position. The requested regulatory relief includes the following:

- Temporarily suspend the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares.
- Authorize the use of Low Carbon Transit Operations Program dollars to support all operating and capital expenses associated with COVID-19 relief.
- Temporarily suspend the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year.

Due to the uncertainty with the SAFE Rule over the past year, there has been a statewide delay in the process for adopting the Transportation Improvement Program (TIP). Under state law, a state-approved TIP is only good for two years before it expires, so the current delay creates a risk that the regional TIPs will lapse in December causing project approvals to stop. The Senate Transportation Committee has introduced SB 1291 which provides flexibility so that if the TIP adoption is delayed the old TIP can remain in force thereby allowing projects to continue receiving approval. Attachment B provides an analysis of this bill. SB 1291 has been identified in the Legislature as being urgent legislation to be considered this session. Staff recommends the Commission support this bill.

Attachment C provides the status of bills being tracked by the Commission. The status of the previously-tracked bills is unchanged since the last report.



CALIFORNIA ADVISORS, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT MAY 2020

Legislative Update

The Legislature voted to go on an extended recess starting on March 16th due to the COVID-19 pandemic. After seven weeks away, the Assembly returned to session on May 4th and the Senate on May 11th. Their return to Sacramento was done so they could perform essential legislative functions, including committee hearings and working on the state budget. Due to COVID-19, customary procedures were modified to ensure the health and safety of the public, media, employees and legislators. We have seen a dramatic reduction of bills moving forward during this condensed legislative process and there have been only one or two committee hearings each day.

Due to their time away, the normal legislative calendars had to be changed to reflect the reality of missing almost two months of session. The Senate and the Assembly are taking different approaches on how they will each manage the remaining legislative year that ends on August 31st. Their new calendars reflect these philosophical differences and they will not be identical moving forward. For example, the Assembly's last day to pass bills introduced in their house is on June 19th and the Senate's is on June 25th. The Assembly is planning on taking a three-week summer recess starting after they adjourn on June 19th and the Senate is only planning on taking a weeklong break starting only July 2nd.

California Advisors will continue to update VCTC on the status of the Legislature as the state progresses through these difficult times.

Budget May Revise

As a result of the COVID-19 pandemic, California's economy is experiencing a sudden and dramatic downturn. The proposed May Revision for the California 2020-21 budget has cuts in virtually every area of state government, including devastating cuts to education, environmental programs, health care, public benefits, in-home supportive services, and wages for state employees. For the most part, only programs directly fighting the pandemic will see budget increases.

In eight short weeks, what was shaping up to be a \$7 billion surplus in 2020-21 has turned into a \$54.3 billion General Fund deficit over the next fiscal year. That \$54.3 billion deficit is a result of General Fund revenue reductions of \$41.2 billion relative to the January revenues assumptions, coupled with increased COVID-19 related caseload and response expenditures of \$13.1 billion.

The 2020-21 budget solutions include the following:

- \$6.1 billion in cancelled program expansions and spending increases that had been proposed in the January budget and elimination of one-time expenditures included in the 2019 Budget Act.
- \$8.3 billion in reserve spending, including \$7.8 billion from the Budget Stabilization Account (a.k.a. the Proposition 2 Rainy Day Fund) and \$450 million from the Safety Net Reserve.
- \$4.1 billion in borrowing and transfers from state special funds.
- \$4.5 billion in new revenues resulting from a temporary suspension of net operating losses for corporations and a temporary limit of \$5 million on the amount of credits a taxpayer can use in any given tax year.
- \$8.3 billion in federal CARES Act funding.
- \$14 billion in trigger cuts that will be suspended (i.e., will not happen) if additional “sufficient” federal funds are provided.

In the immediate term, Caltrans will accelerate projects to achieve cost savings, support the creation of new jobs in the transportation sector, and improve roads. The Federal Highway Administration estimates that approximately 13,000 jobs are created for every billion dollars spent on highway infrastructure. While fuel tax revenues used to fund transportation projects are expected to drop by a total of \$1.8 billion through 2024-25, the May Revision maintains current planning and engineering staffing levels to continue developing and designing previously programmed projects. This will support preparedness for when stimulus funding becomes available.

The Governor’s Budget proposed a \$965 million Cap and Trade Expenditure Plan, which continued support for several existing ongoing programs while prioritizing community air protection, where emissions have a disproportionate impact on disadvantaged populations in both urban and rural communities. In light of current economic conditions, there is significant uncertainty surrounding the amount of Cap and Trade proceeds that will be generated in the upcoming auctions, which could result in lower auction proceeds than previously estimated as statewide emissions of greenhouse gases have decreased significantly. The May Revision maintains the Governor’s Budget Cap and Trade Expenditure Plan and establishes a “pay-as-you-go” budget mechanism to authorize budget act expenditures based on actual proceeds received at each quarterly auction. This proposed budget mechanism will prioritize initial auction proceeds for the following programs:

- Air Quality in Disadvantaged Communities: AB 617 Community Air Protection Program and agricultural diesel emission reduction.
- Forest Health and Fire Prevention, including implementation of the requirements of Chapter 391, Statutes 2019 (AB 38).
- Safe and Affordable Drinking Water.

LAO's 2020-21 Budget: California's Spring Fiscal Outlook Report

The report provides an update on the budget's condition in light of the public health emergency and economic downturn associated with the coronavirus disease 2019. LAO's outlook presents two potential scenarios—a somewhat optimistic “U-shaped” recession and a somewhat pessimistic “L-shaped” recession—and assumes a baseline level of expenditures. Under these two scenarios, the state would have to address an \$18 billion or \$31 billion budget problem. The state's newly emergent fiscal challenges are likely to extend well beyond the end of the public health crisis. Under both of their economic scenarios, budget deficits persist until at least 2023-24 with multiyear deficits summing to \$64 billion in the U-shaped recession and \$126 billion in the L-shaped recession.

Upcoming Bill Deadlines and 2 Year Bills

SENATE:

May 29 - Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house

June 5 – Last day for policy committees to hear and report to the floor non-fiscal bills introduced in their house

June 15 – Budget Bill must be passed by midnight

June 19 - Last day for fiscal committees to hear and report to the floor bills introduced in their house

June 22-26 – Floor Sessions Only

June 26 - Last day for the Senate to pass bills introduced in that house

July 2-13 – Summer Recess

ASSEMBLY:

May 29 - Last day for policy committees to hear and report to the floor non-fiscal bills introduced in their house

June 5 – Last day for fiscal committees to hear and report to the floor bills introduced in their house

June 15 – Budget Bill must be passed by midnight

June 15-19 – Floor Sessions Only

June 19 - Last day for the Assembly to pass bills introduced in that house

June 19 – July 13 – Summer Recess

Below is a list of VCTC tracked bills:

AB 145 (Frazier D) High-Speed Rail Authority: Senate confirmation.

Introduced: 12/13/2018

Status: 1/17/2020-Read third time. Passed. Ordered to the Senate. In Senate. Read first time. To Committee on Rules for assignment.

Summary: Current law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. The authority is composed of 11 members, including 5 voting members appointed by the Governor, 4 voting members appointed by the Legislature, and 2 nonvoting legislative members. This bill would provide that the members of the

authority appointed by the Governor are subject to appointment with the advice and consent of the Senate.

AB 313 (Frazier D) Road Maintenance and Rehabilitation Account: University of California: California State University: reports.

Introduced: 1/30/2019

Status: 5/29/2019-Referred to Committee on Rules.

Summary: Would require the University of California and the California State University, on or before January 1 of each year, to each submit a report to the Transportation Agency and specified legislative committees detailing its expenditures of those moneys for the previous fiscal year, including, but not limited to, research activities and administration.

AB 352 (Garcia, Eduardo D) Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020.

Introduced: 2/4/2019

Status: 8/14/2019-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Committee on Environmental Quality.

Summary: Would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$3,920,000,000 pursuant to the State General Obligation Bond Law to finance a wildfire prevention, safe drinking water, drought preparation, and flood protection program. The bill would provide for the submission of these provisions to the voters at the November 3, 2020, statewide general election. The bill would provide that its provisions are severable.

AB 992 (Mullin D) Open meetings: local agencies: social media.

Introduced: 2/21/2019

Status: 1/30/2020-Read third time. Passed. Ordered to the Senate. In Senate. Read first time. To Committee on Rules for assignment.

Summary: The Ralph M. Brown Act generally requires that the meetings of legislative bodies of local agencies be conducted openly. That act defines "meeting" for purposes of the act and prohibits a majority of the members of a legislative body, outside a meeting authorized by the act, from using a series of communications of any kind to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. This bill would provide that the prohibition described above does not apply to the participation, as defined, in an internet-based social media platform, as defined, by a majority of the members of a legislative body, provided that a majority of the members do not discuss among themselves, as defined, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

AB 1350 (Gonzalez D) Youth Transit Pass Pilot Program.

Introduced: 2/22/2019

Status: 1/28/2020-In Senate. Read first time. To Committee on Rules for assignment.

Summary: Would require transit agencies to offer free youth transit passes to persons 18 years of age and under in order to be eligible for state funding under the Mills-Deddeh Transit Development Act, the State Transit Assistance Program, or the Low Carbon Transit Operations Program. The bill would also require a free youth transit pass to count as a full price fare for purposes of calculating the ratio of fare revenues to operating costs.

AB 1442 (Rivas, Luz D) Income taxes: credits: Share Our Values Tax Credit.

Introduced: 2/22/2019

Status: 8/30/2019-In committee: Held under submission.

Summary: The Personal Income Tax Law and the Corporation Tax Law allow a motion picture credit for taxable years beginning on or after January 1, 2020, to be allocated by the California Film Commission on or after July 1, 2020, and before July 1, 2025. This bill, for taxable years beginning on or after January 1, 2020, would allow an additional tax credit, for qualified motion pictures in the same manner as described above, with modifications including revising the definition of “qualified motion picture” to mean a qualified motion picture that either relocated to California from, or chose not to pay or incur qualified expenditures for a qualified motion picture in, a state that has pending legislation or existing law that prohibits access to, criminalizes the provision of, or otherwise restricts a woman’s access to abortion services after 8 weeks from the beginning of the pregnancy or earlier and would limit on the aggregate amount of these new credits to be allocated in each fiscal year to \$50,000,000 plus additional specified amounts.

AB 1848 (Lackey R) High-speed rail: Metrolink commuter rail system.

Introduced: 1/6/2020

Status: 1/17/2020-Referred to Committee on Transportation

Summary: The California High-Speed Rail Act creates the High-Speed Rail Authority to develop and implement a high-speed rail system in the state. The Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9,000,000,000 in general obligation bonds for high-speed rail purposes and \$950,000,000 for other related rail purposes. This bill would appropriate \$4,000,000,000 of those bond revenues to the Southern California Regional Rail Authority to fund improvements to the Metrolink commuter rail system.

AB 1908 (Chen R) Department of Transportation: Homeless Encampment and Litter Program.

Introduced: 1/8/2020

Status: 2/27/2020-Referred to Committees on Transportation and Human Services

Summary: Would require the Department of Transportation, within its maintenance program, to establish a Homeless Encampment and Litter Program to provide timely abatement and cleanup of homeless encampments on department property and expedited and coordinated access to housing and supportive services. The bill would require the department to coordinate with homeless service provider agencies and to establish homeless adult and family multidisciplinary personnel teams. The bill would require the department, upon receiving a report of a homeless encampment, to deploy a multidisciplinary personnel team to expedite and coordinate access to housing and supportive services for occupants of the encampment.

AB 1991 (Friedman D) Transit and Intercity Rail Capital Program: passenger tramways.

Introduced: 1/27/2020

Status: 3/17/2020-In committee: Hearing postponed by committee.

Summary: Would expand the purpose of the Transit and Intercity Rail Capital Program to authorize funding for passenger tramway transit systems. By expanding the purposes for which continuously appropriated moneys may be used, the bill would make an appropriation.

AB 1992 (Friedman D) Transportation: asset management plan: California Transportation Plan: transportation infrastructure: climate change.

Introduced: 1/27/2020

Status: 3/12/2020-Re-referred to Committee on Transportation

Summary: Would state the intent of the Legislature to enact legislation that would establish a new program to fund climate change adaptation planning for transportation impacts, data collection, modeling, and training. The bill would require the department, in consultation with the commission, to update the asset management plan on or before December 31, 2022, and for the update to also address the forecasted transportation infrastructure impacts of climate change. The bill would require both the 3rd update to the California Transportation Plan, which is due in 2025, and the Strategic Growth Council's report to include a forecast of the transportation impacts of climate change and measures to address those impacts.

AB 2011 (Holden D) West San Bernardino County Rail Construction Authority.

Introduced: 1/28/2020

Status: 2/14/2020-Referred to Committee on Transportation.

Summary: Would create the West San Bernardino County Rail Construction Authority for purposes of awarding and overseeing all design and construction contracts for completion of an extension of the Metro Gold Line light rail project from the duties of the construction authority.

AB 2012 (Chu D) Free senior transit passes: eligibility for state funding.

Introduced: 1/28/2020

Status: 2/14/2020-Referred to Committee on Transportation.

Summary: Would require transit agencies to offer free senior transit passes to persons over 65 years of age in order to be eligible for state funding under the Mills-Deddeh Transit Development Act, the State Transit Assistance Program, and the Low Carbon Transit Operations Program. The bill would require those free senior transit passes to count as full price fares for purposes of calculating the ratio of fare revenues to operating costs.

AB 2062 (Boerner Horvath D) San Diego Association of Governments: LOSSAN Rail Corridor: study.

Introduced: 2/4/2020

Status: 5/5/2020-Re-referred to Committee on Transportation

Summary: Would appropriate \$5,000,000 from the General Fund to the San Diego Association of Governments to conduct a study of higher speed and safety alternatives for the LOSSAN Rail Corridor in the County of San Diego. As a condition of receiving the funding, the bill would require the San Diego Association of Governments to conduct the study, as specified, and would require the San Diego Association of Governments to submit a report to specified committees of the Legislature summarizing the results of the study.

AB 2176 (Holden D) Free student transit passes: eligibility for state funding.

Introduced: 2/11/2020

Status: 2/27/2020-Referred to Committees on Transportation and Higher Education

Summary: Would require transit agencies to offer free student transit passes to persons attending the California Community Colleges, the California State University, or the University of California in order to be eligible for state funding under the Mills-Alquist-Deddeh Act, the State Transit Assistance Program,

or the Low Carbon Transit Operations Program. The bill would also require a free student transit pass to count as a full price fare for purposes of calculating the ratio of fare revenues to operating costs.

AB 2186 (Grayson D) Public contracting: contractor retention withholding.

Introduced: 2/11/2020

Status: 2/20/2020-Referred to Committee on Local Government

Summary: Current law authorizes the legislative body of a local agency, as defined, to prescribe how the local agency makes payment on a contract with the local agency for the creation, construction, alteration, repair, or improvement of any public structure, building, road, or other improvement of any kind that will exceed a total of \$5,000. Current law limits this authority by requiring progress payments on the contract to not be made in excess of 95% of the percentage of actual work completed plus a like percentage of the value of material delivered on the ground or stored subject to, or under the control of, the local agency, and unused. Current law also requires the local agency to not withhold less than 5% of the contract price until final completion and acceptance of the project, unless, at any time after 50% of the work has been completed, the local agency finds that satisfactory progress is being made. This bill would eliminate the above described limitations on a local agency's authority to prescribe payments on these contracts.

AB 2249 (Mathis R) High-speed rail: legislative oversight.

Introduced: 2/13/2020

Status: 2/14/2020-From printer. May be heard in committee March 15.

Summary: Would create the Joint Legislative Committee on High-Speed Rail Oversight consisting of 3 Members of the Senate and 3 Members of the Assembly and would require the committee to ascertain facts, review documents, and take action thereon, and make recommendations to the Legislature concerning the state's programs, policies, and investments related to high-speed rail, as specified. The bill would require the authority and any entity contracting with the authority to give and furnish to the committee upon request information, records, and documents as the committee deems necessary and proper to achieve its purposes.

AB 2262 (Berman D) Regional transportation plans: sustainable communities strategies: zero-emission vehicle readiness plan.

Introduced: 2/14/2020

Status: 5/5/2020-Re-referred to Committees on Transportation

Summary: Current law requires the sustainable communities strategy to, among other things, identify a transportation network to service the transportation needs of the region. After adopting a sustainable communities strategy, current law requires a metropolitan planning organization to submit the strategy to the state board for review to determine whether the strategy, if implemented, would achieve the greenhouse gas emission reduction targets. Current law requires each transportation planning agency to adopt and submit to the California Transportation Commission and the Department of Transportation an updated regional transportation plan every 4 or 5 years, as specified. This bill would require each sustainable communities strategy to also include a zero-emission vehicle readiness plan, as specified. By imposing new requirements on local agencies, the bill would impose a state-mandated local program.

AB 2284 (Calderon D) Local Agency Public Construction Act: change orders.

Introduced: 2/14/2020

Status: 5/5/2020-Re-referred to Committee on Local Government.

Summary: The Local Agency Public Construction Act, for a county, imposes a \$5,000 cap when the total amount of the original contract does not exceed \$50,000. For any original contract that exceeds \$50,000, but does not exceed \$250,000, the cap is 10% of the amount of the original contract. For contracts whose original cost exceeds \$250,000, the cap is \$25,000 plus 5% of the amount of the original contract cost in excess of \$250,000, and prohibits a change or alteration cost from exceeding \$210,000. This bill would require that the existing caps be adjusted annually to reflect the percentage change in the California Consumer Price Index. The bill would modify the cap applicable to contracts exceeding \$250,000 to apply only to contracts exceeding that amount but not exceeding \$25,000,000. The bill would add a new change order cap of \$500,000 for contracts whose original cost exceeds \$25,000,000 and of \$1,000,000 for contracts whose original cost exceeds \$50,000,000, both of which would be adjusted annually to reflect the percentage change in the California Consumer Price Index.

AB 2285 (Committee on Transportation) Right of way.

Introduced: 2/14/2020

Status: 5/5/2020- Re-referred to Committee on Transportation. From committee: Do pass and re-refer to Committee on Appropriations with recommendation: To Consent Calendar.

Summary: Would require a person driving a vehicle on a highway approaching, among other things, a stationary authorized emergency vehicle that is displaying emergency lights to approach with due caution and, before passing in a lane immediately adjacent to one of those specified vehicles, absent other direction by a peace officer, either proceed to make a lane change into an available lane not immediately adjacent to one of those specified vehicles, or slow to a reasonable and prudent speed that is safe for existing weather, road, and vehicular or pedestrian traffic conditions, as specified. Because this bill would expand the application of this provision from highways to freeways, it would expand the scope of an existing crime and would impose a state-mandated local program.

AB 2305 (Ting D) Vehicles: local regulation of traffic: private roads.

Introduced: 2/14/2020

Status: 2/15/2020-From printer. May be heard in committee March 16.

Summary: Current law authorizes a local entity to declare by ordinance that there are privately owned and maintained roads within the jurisdiction that are generally held open for use by the public for vehicular travel or for vehicular travel to serve commercial establishments, or that there are privately owned and maintained offstreet parking facilities that are generally held open for use of the public for purposes of vehicular parking, or that there are privately owned and maintained roads that are not generally held open for use of the public for purposes of vehicular travel but, in the interests of any residents residing along the roads and the motoring public will best be served by application of the provisions of the Vehicle Code to those roads. Current law requires that, before such an ordinance is passed, a public hearing be held and notice be given to the owners or occupants of a privately owned road or parking facility 10 days before the public hearing. This bill would increase the notice of hearing requirement to 15 days.

AB 2310 (Daly D) Road Maintenance and Rehabilitation Account: apportionment of funds: accrued interest.

Introduced: 2/14/2020

Status: 3/17/2020-In committee: Hearing postponed by committee.

Summary: Would continuously appropriate interest earnings derived from revenues deposited in the Road Maintenance and Rehabilitation Account to the Department of Transportation for maintenance of the state highway system or for purposes of the State Highway Operation and Protection Program.

AB 2542 (Kalra D) Local transportation funds: State Transit Assistance Program: reports.

Introduced: 2/19/2020

Status: 5/5/2020- From committee: Do pass and re-refer to Committee on Appropriations with recommendation: To Consent Calendar.

Summary: Current law, for purposes of the State Transit Assistance Program, requires local transportation agencies to report to the Controller by June 15 of each year the public transportation operators within its jurisdiction that are eligible to claim specified local transportation funds. This bill would instead require local transportation agencies to report this information within 7 months after the end of each fiscal year.

AB 2620 (Boerner Horvath D) North County Transit District: pilot program.

Introduced: 2/20/2020

Status: 2/21/2020-From printer. May be heard in committee March 22.

Summary: Current law creates the North County Transit District, with various powers and duties relative to the planning and operation of a transit system in north San Diego County. This bill would state the intent of the Legislature to enact subsequent legislation that would allocate funding to the North County Transit District to purchase shuttles for use in a 3-year pilot program to implement and operate an on-demand shared ride service as a transit option for specified cities within the district.

AB 2698 (Gray D) High-Speed Rail Authority: locomotives.

Introduced: 2/20/2020

Status: 3/12/2020-Re-referred to Committee on Transportation.

Summary: Would prohibit the High-Speed Rail Authority from directly or indirectly using local, state, federal, or any other public or private funding to purchase, lease, operate, or maintain a diesel passenger locomotive engine or a passenger locomotive engine that directly emits particulate matter from the onboard combustion of fossil fuels for propulsion.

AB 2730 (Cervantes D) Paratransit providers.

Introduced: 2/20/2020

Status: 5/13/2020- From committee: Do pass and re-refer to Committee on Appropriations with recommendation: To Consent Calendar.

Summary: Would express the intent of the Legislature to enact legislation that would establish memoranda of understanding and mutual aid agreements with paratransit providers to aid in the evacuation of the access and functional needs population in an emergency.

AB 2738 (Quirk-Silva D) Highway Users Tax Account: apportionment to counties: expenditure.

Introduced: 2/20/2020

Status: 3/2/2020-Referred to Committee on Transportation.

Summary: Would expand the purposes for which a county may spend moneys deposited into its road fund to include any street or road within the county. If a county expends moneys received from the Highway Users Tax Account for streets and roads within the county, the bill would require the county to use those funds equitably throughout the county to identify and improve streets and roads that have the highest need.

AB 2773 (Burke D) Los Angeles County Metropolitan Transportation Authority.

Introduced: 2/20/2020

Status: 2/21/2020-From printer. May be heard in committee March 22.

Summary: Current law vests the Los Angeles County Metropolitan Transportation Authority with specified powers and duties relative to transportation planning, programming, and operations in the County of Los Angeles. Current law provides that, on the date of the merger of the Los Angeles Metropolitan Transit Authority with the Southern California Rapid Transit District, which occurred in 1964, all employees of the transit authority became employees of the district with all of the same rights, privileges, and compensation they had as employees of the authority. This bill would make nonsubstantive changes to the latter provision.

AB 2828 (Friedman D) Traffic Safety.

Introduced: 2/20/2020

Status: 3/2/2020-Referred to Committee on Transportation

Summary: Would require, beginning June 1, 2022, and every 6 months thereafter, Caltrans to convene a committee of external design experts to advise on revisions to the Highway Design Manual.

AB 2860 (O'Donnell D) California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program

Introduced: 2/21/2020

Status: 3/5/2020-Referred to Committees on Transportation and Natural Resources.

Summary: The California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program provides that projects eligible for funding include, among others, technology development, demonstration, precommercial pilots, and early commercial deployments of zero- and near-zero-emission medium- and heavy-duty truck technology, and requires, until December 31, 2020, no less than 20% of funding made available for that purpose to support early commercial deployment of existing zero- and near-zero-emission heavy-duty truck technology. The program defines "zero- and near-zero-emission" for its purposes. This bill would extend the requirement that 20% of that funding be made available for that same purpose until December 31, 2025. The bill would create a separate definition for "near-zero emission" and revise the definition for "zero-emission," as provided.

AB 2873 (Kalra D) Public transit operators: bus procurement: new technology considerations.

Introduced: 2/21/2020

Status: 3/5/2020-Referred to Committee on Transportation.

Summary: Current law requires a public transit operator, before the procurement of a new bus to be used in revenue operations, to take into consideration recommendations of, and best practices standards developed by, the exclusive representative of the recognized organization representing bus operators of the transit operator for specified purposes, including, among other purposes, preventing accidents caused by blind spots created by bus equipment or bus design. This bill would require a public transit operator, for these purposes, to also take into consideration recommendations of, and best practices standards developed by, that exclusive representative for the purpose of changing or introducing new technology that can affect the nature of work for employees of the transit operator or require job training for employees of the transit operator.

AB 3209 (Aguiar-Curry D) Local alternative transportation improvement program: County of Napa.

Introduced: 2/21/2020

Status: 3/16/2020-Referred to Committee on Transportation.

Summary: Would, for state transportation facilities at the intersection of State Route 29 and State Route 221 in the County of Napa that are no longer planned to be constructed, authorize the transportation planning agency having jurisdiction over the facilities, acting jointly with the County of Napa, to develop and file with the California Transportation Commission a local alternative transportation improvement program that addresses transportation problems and opportunities in the county. The bill would give the commission the final authority regarding the content and approval of the local alternative, and would prohibit the commission from approving the local alternative if it is submitted after July 1, 2022.

AB 3213 (Rivas, Luz D) High-Speed Rail Authority: high-speed rail service: priorities.

Introduced: 2/21/2020

Status: 5/5/2020- From committee: Do pass and re-refer to Committee on Appropriations.

Summary: Current law establishes the High-Speed Rail Authority within the state government with various powers and duties related to developing and implementing high-speed passenger rail service. Current law requires the authority to direct the development and implementation of intercity high-speed rail service that is fully integrated with specified forms of transit. This bill would require the authority, in directing the development and implementation of intercity high-speed rail service, to prioritize projects based on specified criteria.

AB 3278 (Patterson R) High-Speed Rail Authority: passenger train service.

Introduced: 2/21/2020

Status: 5/5/2020- From committee: Do pass and re-refer to Committee on Appropriations

Summary: Current law requires the High-Speed Rail Authority, before committing those bond proceeds for expenditure for construction and real property and equipment acquisition, to have approved and concurrently submitted to the Director of Finance and the Chairperson of the Joint Legislative Budget Committee both a detailed funding plan and a report, prepared by one or more financial services firms, financial consulting firms, or other consultants involved in funding or constructing the high-speed train system, indicating that, among other things, the planned passenger train service to be provided by the authority, or pursuant to its authority, will not require an operating subsidy. This bill would state that passenger train service is provided by the authority, or pursuant to its authority for those purposes when high-speed train service uses the high-speed train system owned by the authority, regardless of whether the service is provided directly by the authority or provided by a third party pursuant to a lease agreement with the authority.

AB 3280 (Chu D) Trade Corridor Enhancement Account.

Introduced: 2/21/2020

Status: 5/5/2020-Re-referred to Committee on Transportation

Summary: Existing law creates the Solutions for Congested Corridors Program, with funding available for the program to be allocated by the California Transportation Commission to projects designed to achieve a balanced set of transportation, environmental, and community access improvements within highly congested travel corridors throughout the state and that are part of a comprehensive corridor plan. Current law authorizes regional transportation planning agencies or county transportation commissions or authorities and the Department of Transportation to nominate projects, with preference to be given to projects that demonstrate collaboration between the regional agencies and the department. This bill would expand "regional transportation planning agency" to include specified transportation planning agencies, certain county transportation commissions, the Santa Clara Valley

Transportation Authority, a joint exercise of powers authority, or any other local or regional transportation entity that is designated by statute as a regional transportation agency.

AB 3335 (Friedman D) California Environmental Quality Act: transit priority projects.

Introduced: 2/21/2020

Status: 4/24/2020-Referred to Committee on Natural Resources.

Summary: CEQA provides for limited CEQA review or exempts from its requirements transit priority projects meeting certain requirements, including the requirement that the project be within 1/2 mile of a major transit stop or high-quality transit corridor included in a regional transportation plan. CEQA specifies that a project is considered to be within 1/2 mile of a major transit stop or high-quality transit corridor if, among other things, all parcels within the project have no more than 25% of their area farther than 1/2 mile from the stop or corridor. This bill, for a transit priority project to meet the requirements for limited CEQA review, would increase that percentage to 50%.

ACA 1 (Aguiar-Curry D) Local government financing: affordable housing and public infrastructure: voter approval.

Introduced: 12/3/2018

Status: 8/19/2019-Read third time. Refused adoption. Motion to reconsider made by Assembly Member Aguiar-Curry.

Summary: The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements.

SB 757 (Allen D) State highways: relinquishment.

Introduced: 2/22/2019

Status: 1/30/2020-In Assembly. Read first time. Held at Desk.

Summary: Current law vests the Department of Transportation with full possession and control of all state highways. Current law describes the authorized routes in the state highway system and establishes a process for adoption of a highway on an authorized route by the California Transportation Commission. Current law also provides for the commission to relinquish to local agencies state highway segments that have been deleted from the state highway system by legislative enactment or have been superseded by relocation, and in certain other cases. This bill would revise and recast these provisions to delete the requirement that the portion to be relinquished be deleted from the state highway system by legislative enactment, except as provided with respect to a specified segment of Route 710.

SB 931 (Wieckowski D) Local government meetings: agenda and documents.

Introduced: 2/5/2020

Status: 4/2/2020- From committee with author's amendments. Read second time and amended. Re-referred to Committee on Governance and Finance

Summary: The Ralph M. Brown Act requires meetings of the legislative body of a local agency to be open and public and also requires regular and special meetings of the legislative body to be held within

the boundaries of the territory over which the local agency exercises jurisdiction, with specified exceptions. Current law authorizes a person to request that a copy of an agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. This bill would require, if the local agency has an internet website, a legislative body or its designee to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the items be delivered by email. The bill would require, where the local agency determines it is technologically infeasible to send a copy of all documents constituting the agenda packet or a website link containing the documents by electronic mail or by other electronic means, the legislative body or its designee to send by electronic mail a copy of the agenda or a website link to the agenda and mail a copy of all other documents constituting the agenda packet in accordance with the mailing requirements.

SB 992 (Beall D) Road Repair and Accountability Act of 2017: reporting website.

Introduced: 2/12/2020

Status: 2/20/2020-Referred to Committee on Transportation

Summary: Would require the Transportation Agency to oversee the development and implementation of a comprehensive one-stop reporting interface available to the public through an internet website maintained by the agency. The bill would require the interface to provide timely fiscal information regarding the development and implementation status of each transportation program or project funded, at least in part, by revenues from the Road Repair and Accountability Act of 2017.

SB 1238 (Hueso D) Road project contracts: preference: recycle plastics.

Introduced: 2/12/2020

Status: 5/13/2020-RSet for hearing May 29

Summary: Would require the Department of Transportation to conduct a study to determine if including recycled plastics in asphalt used for a construction and repair project of a state highway is feasible. If the department determines that this use of recycled plastics is feasible, the bill would require the department, when awarding a contract for a construction or repair project of a state highway, to award a preference of an unspecified percentage to a bidder who proposes to use asphalt that includes recycled plastics for the construction or repair project. The bill would declare it to be the goal of the state that, by 2045, the department and each local agency use asphalt that includes recycled plastics in every construction or repair project of a local road or state highway that will use asphalt.

SB 1283 (Beall D) Transit buses: Counties of Monterey and Santa Cruz.

Introduced: 2/21/2020

Status: 3/26/2020- From committee with author's amendments. Read second time and amended. Re-referred to Committee on Rules

Summary: Current law authorizes the Monterey-Salinas Transit District and the Santa Cruz Metropolitan Transit District to conduct a transit bus-only program using the shoulders of certain state highways as transit bus-only traffic corridors, subject to approval by the Department of Transportation and the Department of the California Highway Patrol. Current law requires that the highway segments to be used for the program are to be jointly determined by the districts, the department, and the Department of the California Highway Patrol, as provided. This bill would authorize the Department of Transportation to establish a pilot program to authorize a transit operator or operators to operate transit buses on the shoulders of state highways, under a project selected under the program.

SB 1291 (Beall D) State highway system.**Introduced:** 2/21/2020**Status:** 5/13/2020-Set for hearing May 29

Summary: Current law requires each metropolitan planning organization and transportation planning agency, not later than October 1 of each even-numbered year, to submit its Federal Transportation Improvement Program to the Department of Transportation for incorporation into the Federal Statewide Transportation Improvement Program, which current law requires the department to submit to the United States Secretary of Transportation by not later than December 1 of each even-numbered year. This bill would provide that a metropolitan planning organization or transportation planning agency is not required to submit a Federal Transportation Improvement Program to the department, and the department is not required to submit the Federal Statewide Transportation Improvement Program to the secretary, for 2020.

SB 1351 (Beall D) Department of Transportation: state highways.**Introduced:** 2/21/2020**Status:** 5/13/2020-Set for hearing May 29

Summary: Current law requires transportation planning agencies to conduct certain transportation planning and programming activities, including to prepare and adopt regional transportation plans. Current law authorizes certain statutorily created transportation planning agencies to allocate up to 3% of their annual revenues for transportation planning and programming processes, and alternatively authorizes the allocation of a greater amount upon approval by the Director of Transportation. This bill would prohibit the director from approving an allocation of an amount greater than 5% of a transportation planning agency's annual revenues.

SB 1372 (Monning D) Wildlife corridors and connectivity: Wildlife and Biodiversity Protection and Movement Act of 2020.**Introduced:** 2/21/2020

Status: 5/12/2020- Referral to Committee on Natural Resources & Water, rescinded due to the shortened 2020 Legislative Calendar.

Summary: Current law requires the Department of Fish and Wildlife, contingent upon funding being provided by the Wildlife Conservation Board or from other appropriate bond funds, upon appropriation by the Legislature, to investigate, study, and identify those areas in the state that are most essential as wildlife corridors and habitat linkages, as well as the impacts to those wildlife corridors from climate change, and requires the department to prioritize vegetative data development in these areas. This bill would additionally require the department to investigate, study, and identify impacts to those wildlife corridors from state infrastructure projects, including transportation and water projects, large-scale development projects not covered by an existing natural community conservation plan or habitat conservation plan, and planned or potential land conversions.

SB 1390 (Portantino D) Montclair to Ontario Airport Construction Authority.**Introduced:** 2/21/2020**Status:** 3/12/2020-Referred to Committee on Transportation.

Summary: Would create the Montclair to Ontario Airport Construction Authority for purposes of awarding and overseeing all design and construction contracts for completion of an extension of the Metro Gold Line light rail project from the City of Montclair to the Ontario International Airport. The bill would prescribe the powers and duties of the construction authority.

SB 1291 (Committee on Transportation)**Summary:**

SB 1291 by the Senate Transportation Committee would provide that a Metropolitan Planning Organization (MPO) or transportation planning agency is not required to submit a Federal Transportation Improvement Program (FTIP) to the Department of Transportation, and the Department is not required to submit the Federal Statewide Transportation Improvement Program (FSTIP) to the US Secretary of Transportation for 2020.

Purpose:

The U.S. EPA and the National Highway Traffic Safety Administration (NHTSA) published the Safer Affordable Fuel-Efficient (SAFE) Vehicles Rule Part One: One National Program. (84 Fed. Reg. 51,310 (Sept. 27, 2019).), which went into effect on November 26, 2019. This Rule revokes California's authority to set its own passenger car and light truck greenhouse gas emissions standards and set zero emission vehicle mandates. It results in increased emissions, making it harder for California to attain federal air quality standards and achieve the state's climate goals. The rule also increased emissions and affected the delivery of transportation plans, programs, and projects. After the release of CARB's adjustment factors to account for Part One, FHWA stated that the EMFAC did not reflect the SAFE Vehicles Rule Part One and that the agency would not approve RTP or FTIP updates that require the use of EMFAC until U.S. EPA provides FHWA further direction. EPA accepted Part One adjustments March 12, 2020 – a six month process from rule publication to approval.

The SAFE Vehicles Rule Part 2 was published by US EPA and NHTSA (85 Fed Reg. 24,174 (April 30, 2020)) and goes into effect June 29, 2020. This rule rolls back federal greenhouse gas emissions and CAFE standards for passenger cars and light trucks. Since this change will increase emissions, it seemed likely that additional EMFAC adjustment factors would be necessary to address Part 2. However, at the May 13, 2020 California Transportation Commission (CTC) meeting, CARB announced that Part 2 would increase upstream emissions, and therefore not impact transportation conformity determinations. FHWA also stated that EMFAC, as adjusted to address Part 1, may continue to be used.

This guidance comes after months of uncertainty and leaves inadequate time for the FTIP process to be completed by the state's October 1, 2020 deadline. On average, FTIPs take over half a year to complete, and not all MPOs meet during the summer months.

This bill helps to ensure that transportation projects, and the associated safety benefits and jobs, can proceed despite the uncertainty created by the SAFE Vehicles Rule Part One and Two. Eliminating the state requirement that MPOs submit a FTIP in 2020 enables projects consistent with the 2018 FTIP to proceed. MPOs would return to the regular two- year FTIP cycle no later than 2022.

Previous measures:

SB 491 (2015) – Committee on Transportation and Housing: This bill at least once a year, required one or more public meetings to adopt criteria for expenditure of funds, if the criteria have been modified from the previous year, and one or more public meetings to review those expenditures. Chaptered.

Support/Opposition (as of 5/20/2020):

Support: California Association of Councils of Governments (Sponsor), Transportation California, Southern California Association of Governments, Santa Barbara Association of Governments, Transportation Agency for Monterey County, San Benito Council of Governments, San Luis Obispo Council of Governments, Santa Cruz Co. Regional Transportation Commission, Association of Monterey Bay Area Governments, Shasta Regional Transportation Agency, Stanislaus Council of Governments, Sacramento Area Council of Governments

Opposition: Not Known

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY May 27, 2020			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 1350 Gonzalez	Requires free youth transit passes as a condition for receipt of state transit funds.	Work with Author	In Senate – awaiting committee assignment
AB 2011 Holden	Requires that a specific project in San Bernardino County be implemented by a separate joint powers authority.	Oppose	In Assembly Transportation Committee.
AB 2012 Chu	Requires free senior transit passes as a condition for receipt of state transit funds.	Work with Author	In Assembly Transportation Committee.
AB 2176 Holden	Requires free community college and state university student transit passes as a condition for receipt of state transit funds. Prohibits community colleges and state universities from charging transit fees.	Work with Author	In Assembly Transportation and Higher Education Committees.
ACA 1 Aguiar-Curry	Places measure before voters to lower to 55% the supermajority requirement for new local taxes funding specified infrastructure including housing and transportation.	Support	In Assembly.
SB 1291 Transportation Committee	Allows a delay of approval of the Transportation Improvement Program	Support	In Senate Transportation Committee.
SB 1390 Portantino	Requires that a specific project in San Bernardino County be implemented by a separate joint powers authority.	Oppose	In Senate Transportation Committee.

Recommended VCTC position shown in **bold**.



Item #9

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA)
LOCAL TRANSPORTATION FUND (LTF)
REVISED APPORTIONMENT FOR FISCAL YEAR 2019/2020 and
FINAL APPORTIONMENT FOR FISCAL YEAR 2020/2021**

RECOMMENDATION:

- Approve the revised Local Transportation Fund Apportionment for Fiscal Year 2019/2020, apportioning \$38.2 million as shown in Attachment A.
- Approve the final Local Transportation Fund Final Apportionment for Fiscal Year 2020/2021 apportioning \$27.61 million as shown in Attachment B.

BACKGROUND:

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

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

In order to operate Commuter Rail (Metrolink) services, VCTC has historically “swapped” its federal funds with Los Angeles County Metropolitan Transportation Authority’s local transportation sales tax funds. Although this practice had worked in the past, this “swapping” of funds was unsustainable. In 2013, as the economy continued to recover and the LTF receipts rebounded, the Commission saw an opportunity to become more self-reliant in meeting its Metrolink operations costs obligations. The Commission decided that each time there was an increase in estimated LTF revenues, the increase would be split one-third to Commuter Rail and two-thirds to bus transit.

DISCUSSION:

Each year the Ventura County Auditor-Controller provides a Local Transportation Fund estimate to VCTC for the upcoming fiscal year and notifies VCTC if the previous projection for the current Fiscal Year needs revision (either up or down). In January 2020, the County projected that that Fiscal Year 2020/2021 Local Transportation Fund sales tax receipts would increase to \$38.5 million (see Attachment C). Then in mid-March 2020, the economy took a severe and sudden downturn due to the global coronavirus pandemic and shelter in place orders. At that time, VCTC requested an updated projection from the County of Ventura Auditor-Controller’s Office.

Due to the dramatic changes since January and the unprecedented economic environment, the County engaged HDL Companies to assist with the revised estimate. In late April, VCTC received the revision from the County (see Attachment C). HDL prepared their estimates based on projections assuming the shelter in place and closure of non-essential businesses through May 2020. However, HDL and the County cautioned that the situation contained numerous uncertainties.

In addition to not knowing how long the shelter in place and the downturn in the economy would last, the projections also accounted for the Governor’s executive order to provide relief for businesses. This order allows for a 90-day extension for business to file their sales tax returns and a potential 12-month interest free payment plan for up to \$50,000 in sales tax liability. Neither HDL, the County nor VCTC is able to predict how these sales tax remittance deferrals will affect the County’s receipt of sales tax revenues. Therefore, the County indicated that HDL’s projection does not include any impacts of the Governor’s executive order.

Fiscal Year 2019/2020 Revision:

HDL estimates that Fiscal Year’s 2019/2020 LTF sales tax receipts would be approximately \$31 million. This revision is \$6.4 million less than the original apportionment of \$37.4 million from June 2019. Because the loss in revenue is greater than the 10% contingency approved with the Final Fiscal Year 2019/2020 apportionment, the Fiscal Year 2019/2020 apportionment needs to be revised to prevent deficit spending in the LTF fund.

Based on the April LTF receipts received, the County revised the estimate for Fiscal Year 2019/2020 to \$31.3 million. The April remittance (for February) included an advance of \$1.8 million for sales tax not yet collected. Because the May and June remittances would be for the months of March and April when the County was under shelter in place orders and the Governor’s executive order was executed, the County felt it prudent to not expect any further sales tax receipt revenues beyond the \$1.8 million advance.

A week before staff finalized this agenda item, VCTC received good news. The State issued the LTF statement for the May payment, which reconciles the January through March 2020 sales tax receipts. The County would receive an additional \$1.9 million in LTF tax receipts at the end of May. Staff revised the Fiscal Year 2019/2020 sales tax receipts to reflect the additional payment of \$1.9 million and the estimated annual receipts increased to \$33.2 million. As the month of April (June LTF payment) was the first full month of shelter in place, VCTC will follow the County’s conservative estimate with no additional LTF payments anticipated for the year.

In order to soften the reduction in LTF receipts that were already budgeted by local agencies, VCTC staff is recommending using the entire contingency and the projected cash balance. Staff is excluding the interest payments in case they are not received as anticipated and the return of Article 3 project funding from the projected cash balance (approximately \$0.2 million).

After accounting for the \$5 million beginning fund balance (which was \$0.65 million higher than estimated back in June 2019), \$33.2 million revised estimated sales tax receipts and \$0 reserve, there will be \$38.2 million to apportion for Fiscal Year 2019/2020 (see Attachment A). This amount is \$350,000 lower than originally apportioned. The June payment will be reduced by the reduction in the apportionment – first to Article 8a, Streets and Roads and then to Articles 8c and 4, Transit.

The Fiscal Year 2019/2020 revised apportionment as shown in Attachment 1 includes the following:

- \$5,717,776 (a total reduction of \$123,667) Article 3 funds for Commission activities including:
 - \$3,780,796 for Metrolink commuter rail purposes (a reduction of \$116,667).
 - \$764,000 (or 2% off the top) for planning activities (a reduction of \$7,000).
 - \$1,172,980 for administration of Commission activities (no reduction).
- \$14,500 Article 3 funds for the County Auditor-Controller's administrative costs (no reduction).
- \$724,970 Article 3 funds for Bicycle and Pedestrian for maintenance and projects (a reduction of \$6,860).
- \$31,742,754 for apportionment to local jurisdictions as allowed by TDA based on the California Department of Finance population estimates from May 2019 (a \$219,473 reduction).

Fiscal Year 2020/2021:

For Fiscal Year's 2020/2021, HDL estimates that LTF sales tax receipts would be approximately \$29.8 million. This revision is \$8.7 million less than the Draft apportionment of \$38.5 million. With the revision for Fiscal Year 2019/2020, the beginning balance is \$0 and the contingency used in the revision needs to be replaced. The new 10% contingency is \$2.19 million leaving \$27.61 million to be apportioned in Fiscal Year 2020/2021 (see Attachment B) as follows:

- \$5,181,603 Article 3 funds for Commission activities:
 - \$2,647,463 for Metrolink commuter rail purposes. This number is \$0.5 million lower than last year as one-third of the decreased estimated revenue is allocated to passenger rail in keeping with the Commission's policy.
 - \$552,200 (or 2%) for planning activities which include Regional Transportation Planning, Regional Transit Planning, and Transportation Programming. This number is \$173,800 lower than last year.
 - \$1,981,940 for administration of Commission activities including ADA and Senior projects, Regional Transit Technology, Grant Administration, Regional Transit Information Center, TDA Administration, Transportation Programming as well as supporting the Commission's administrative and management functions. This number is \$808,960 higher than last year for funding changes, staffing increases and new studies. First, the ADA certification process is no longer eligible for FTA funds and will now be funded with LTF funds while the previously used FTA funds will now be available to local agencies. Second, one new position, Manager of Government and Community Relations, is partially funded with LTF Funds. Finally, there are two new studies planned this fiscal year – the Congestion Management plan and the Comprehensive Transportation Plan.

- \$14,500 Article 3 funds for the County Auditor-Controller's administrative costs.
- \$501,227 Article 3 funds for Bicycle and Pedestrian projects. This number is \$186,503 lower than last year.
- \$21,912,670 for apportionment to local jurisdictions as allowed by TDA. This is a decrease of approximately \$8.6 million from last year. The Commission apportions these funds based on the California Department of Finance population estimates that were issued in May 2020.

CARES Relief:

Although the LTF revenues are down considerably from last fiscal year, local transit agencies will feel some short-term, temporary relief because of the Coronavirus Aid, Relief and Economic Securities (CARES) Act. The CARES Act funds are to be for expenditures related to the COVID 19 emergency and economic fallout, including lost transit operator revenues. As indicated below, Ventura County will receive \$71.4 million in federal transit funding that does not require a local match. The Act specifies that these funds are distributed following the same formula as is used for the regular Federal Transit Administration (FTA) programs. For more information about the CARES Act funding see the VCTC May 1, 2020 agenda, item #9.

Agency	Cares Amount
Metrolink	\$ 32,053,845
Gold Coast Transit District	13,883,352
VCTC Intercity	3,630,510
Valley Express	1,882,370
VCTC Countywide Planning	3,450,000
Thousand Oaks/Moorpark	4,512,631
Camarillo	3,765,723
Simi Valley	7,437,879
JARC Projects	808,466
Total	\$ 71,424,776

Attachment A

VENTURA COUNTY TRANSPORTATION COMMISSION REVISED - TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2019/2020

			REVISED	CCR § 6633.9	REVISED	FINAL	Change Rev	REVISED
			FY 2019/2020	Adjustment	FY 2019/2020	FY 2019/2020	vs Final	FY 2018/2019
Estimated Unapportioned Cash Balance			5,000,000	0	5,000,000	4,350,000	650,000	2,700,000
Contingency Reserve			0	0	0	-3,200,000	3,200,000	-2,850,000
Estimated Annual LTF Receipts			33,200,000	0	33,200,000	37,400,000	-4,200,000	35,400,000
Total Funds Available			38,200,000	0	38,200,000	38,550,000	-350,000	35,250,000
Auditor's Administration			14,500	0	14,500	14,500	0	14,500
VCTC Administration			1,172,980	0	1,172,980	1,172,980	0	854,747
VCTC Planning and Programming			764,000	0	764,000	771,000	-7,000	704,000
Subtotal			36,248,520	0	36,248,520	36,591,520	-343,000	33,676,753
Article 3 Pedestrian and Bicycle Facilities			724,970	0	724,970	731,830	-6,860	673,535
Subtotal			35,523,550	0	35,523,550	35,859,690	-336,140	33,003,218
Article 3 Rail Passenger Service Operations/Capital			3,780,796	0	3,780,796	3,897,463	-116,667	3,230,863
Total to be Apportioned			31,742,754	0	31,742,754	31,962,227	-219,473	29,772,355
Article 4 and Article 8 by Agency	Population	Pop %	REVISED	CCR § 6633.9	REVISED	FINAL	Change Rev	REVISED
			FY 2019/2020	Adjustment	FY 2019/2020	FY 2019/2020	vs Final	FY 2018/2019
Camarillo	69,880	8.16%	2,589,527	0	2,589,527	2,607,431	-17,904	2,382,314
Fillmore	15,925	1.86%	590,129	0	590,129	594,209	-4,080	552,873
Moorpark	37,020	4.32%	1,371,842	0	1,371,842	1,381,327	-9,485	1,283,811
Santa Paula	30,779	3.59%	1,140,570	0	1,140,570	1,148,456	-7,886	1,079,130
Simi Valley	127,716	14.91%	4,732,742	-691,004	4,041,738	4,074,461	-32,723	4,462,355
Thousand Oaks	129,557	15.12%	4,800,964	0	4,800,964	4,834,158	-33,194	4,512,121
Gold Coast Transit District:				691,004	691,004	691,004	0	
Ojai	7,769	0.91%	287,894	0	287,894	289,885	-1,991	266,126
Oxnard	209,879	24.50%	7,777,438	0	7,777,438	7,831,212	-53,774	7,156,507
Port Hueneme	23,526	2.75%	871,797	0	871,797	877,826	-6,029	829,292
San Buenaventura	108,170	12.63%	4,008,431	0	4,008,431	4,036,145	-27,714	3,856,180
Ventura County- Unincorporated	96,377	11.25%	3,571,420	0	3,571,420	3,596,113	-24,693	3,391,646
Total	856,598	100.00%	31,742,754	0	31,742,754	31,962,227	-219,473	29,772,355

Attachment B

VENTURA COUNTY TRANSPORTATION COMMISSION TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2020/2021

			FINAL FY 2020/2021	REVISED FY 2019/2020	Change vs. FY 2019/2020	DRAFT FY 2020/2021	Change vs. Draft FY 2020/2021
Estimated Unapportioned Cash Balance			0	5,000,000	-5,000,000	4,200,000	-4,200,000
Contingency Reserve			-2,190,000	0	-2,190,000	-3,250,000	1,060,000
Estimated Annual LTF Receipts			29,800,000	31,300,000	-1,500,000	38,500,000	-8,700,000
Total Funds Available			27,610,000	36,300,000	-8,690,000	39,450,000	-11,840,000
Auditor's Administration			14,500	14,500	0	14,500	0
VCTC Administration			1,981,940	1,172,980	-808,960	1,250,000	-731,940
VCTC Planning and Programming			552,200	726,000	173,800	789,000	236,800
Subtotal			25,061,360	34,386,520	-9,325,160	37,396,500	-12,335,140
Article 3 Pedestrian and Bicycle Facilities			501,227	687,730	186,503	747,930	246,703
Subtotal			24,560,133	33,698,790	-9,138,657	36,648,570	-12,088,437
Article 3 Rail Passenger Service Operations/Capital			2,647,463	3,147,463	500,000	4,264,093	1,616,630
Total to be Apportioned			21,912,670	30,551,327	-8,638,657	32,384,477	-10,471,807
Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2020/2021	REVISED FY 2019/2020	Change vs. FY 2019/2020	DRAFT FY 2020/2021	Change vs. Draft FY 2020/2021
Camarillo	70,261	8.34%	1,826,589	2,492,332	-665,743	2,641,878	-815,289
Fillmore	15,566	1.85%	404,672	567,979	-163,307	602,059	-197,387
Moorpark	36,278	4.30%	943,126	1,320,351	-377,225	1,399,575	-456,449
Santa Paula	30,389	3.61%	790,029	1,097,761	-307,733	1,163,629	-373,601
Simi Valley	125,115	14.84%	3,252,640	3,864,100	-611,460	4,828,421	-1,575,781
Thousand Oaks	126,484	15.01%	3,288,229	4,620,765	-1,332,536	4,898,022	-1,609,793
Gold Coast Transit District:				691,004	-691,004		
Ojai	7,557	0.90%	196,461	277,088	-80,627	293,714	-97,253
Oxnard	206,352	24.48%	5,364,573	7,485,521	-2,120,949	7,934,669	-2,570,096
Port Hueneme	23,607	2.80%	613,716	839,076	-225,360	889,422	-275,706
San Buenaventura	106,276	12.61%	2,762,878	3,857,979	-1,095,101	4,089,467	-1,326,589
Ventura County - Unincorporated	95,001	11.27%	2,469,759	3,437,371	-967,612	3,643,621	-1,173,862
Total	842,886	100.00%	21,912,670	30,551,327	-8,638,657	32,384,477	-10,471,807

Attachment C

JEFFERY S. BURGH
AUDITOR-CONTROLLER

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



ASSISTANT
AUDITOR-CONTROLLER
JOANNE McDONALD

CHIEF DEPUTIES
BARBARA BEATTY
AMY HERRON
JILL WARD
MICHELLE YAMAGUCHI

April 21, 2020

APR 28 2020

Mr. Darren Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

SUBJECT: LOCAL TRANSPORTATION FUND REVISED FY 2020-21 AND FY 2019-20 ESTIMATES

Dear Mr. Kettle:

On January 14, 2020 the Auditor-Controller's Office provided you estimates for FY2020-21 and revised estimates for FY2019-20 for the Local Transportation Fund (LTF). Subsequently, the COVID-19 pandemic gripped Ventura County, and the nation, with abrupt stay at home orders that began mid-March. Among the many other impacts, the closure of non-essential business is having a dramatic and unprecedented impact on the economy, including sales tax revenue.

Given the dramatic changes since January, you requested updated estimates. The Auditor-Controller determined it would be in everyone's best interest to engage HdL Companies (HdL), due to their experience and expertise as a sales tax consultant. Even with their experience, these are unprecedented times. The situation is fluid and unpredictable. Their projections were prepared assuming the home confinements and closure of non-essential business will extend through May. However, there are a number of uncertainties on how everything will evolve, and you should understand that the projections are a moving target.

Additionally, to assist businesses during these volatile times, the Governor signed an executive order to provide a 90-day extension for businesses to file their sales tax returns. In addition, small businesses can request a 12-month interest free payment plan for up to \$50,000 in sales tax liability. Neither HdL nor the Auditor-Controller can predict the impact that either of these deferred cash programs will have on the state's distribution of sales tax. Therefore, the estimates noted below do not include any impact that may result from these delayed cash payments.

HdL's projection for FY2020-21 is \$29.8 million. That is a decrease of \$8.7 million from our January estimate of \$38.5 million.

HdL's projection for FY2019-20 is \$31.0 million. That is a decrease of \$6.5 million from our January estimate of \$37.5 million. The LTF has already received, through the April remittance, \$31.3 million, which is slightly more than HdL's estimate for the fiscal year. The April remittance (for February) of \$2.4 million includes an advance of \$1.8 million. Remittances for May and June cover the months of March and April, when the economy was at a standstill. While we hope that the state will remit some funds to the LTF in May and June, due to the volatile nature of the current economy and the fact that you have already received an advance of \$1.8 million, we believe it would be prudent to expect no further revenue in FY2019-20.

Phone: (805) 654-3151 Fax: (805) 654-5081 auditor.countyofventura.org Jeff.Burgh@ventura.org

Based on HdL April 2020 Estimates, and April 2020 Remittance

ATTACHMENT 1

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
LOCAL TRANSPORTATION FUND
PROJECTED ACTIVITY AND FUND BALANCE
AS OF JUNE 30, 2020**

Audited Fund Balance as of June 30, 2019	\$ 5,084,314	
Reversal of FY19 Fair Value adjustment	<u>(6,724)</u>	
Subtotal:		5,077,590
<u>ADD:</u>		
FY 19-20 Actual LTF Receipts as of April 30, 2020	\$ 31,307,886	
Projected LTF receipts for remainder of FY 19-20 (CONSERVATIVE ESTIMATE)	<u>0</u>	
Subtotal: (A)		31,307,886
City of Simi Valley Return Allocations (March 17, 2020)		82,310
FY 19-20 interest earnings apportioned as of March 30, 2019	\$ 54,168	
Projected interest earnings for the remainder of FY 19-20	<u>58,537</u>	
Total Interest (B)		112,705
Funding Available		\$ 36,580,491
<u>LESS:</u>		
FY 19-20 allocations as of March 31, 2020	\$ 28,080,770	
Scheduled Allocations April, May & June	9,920,358	
April 3,306,790		
May 3,306,790		
June 3,306,778		
Total 9,920,358		
Projected remainder of FY 19-20 Budgeted Amounts (C)	<u>548,872</u>	
Subtotal:		38,550,000
Projected Fund Balance as of June 30, 2020		\$ <u>(1,969,509)</u>

(A) FY 19-20 projected LTF receipts are based on FY19-20 actual receipts through April 30, 2020.
The April remittance (for February) includes an Advance of \$1,771,800.

(B) Based on actual first, second and third quarter earnings and projected fourth quarter earnings.

(C) Based on VCTC FY 19-20 Transportation Development Act (TDA) allocations adopted
on June 1, 2019.

LOCAL TRANSPORTATION FUND REVISED FY 2020-21 AND FY 2019-20 ESTIMATES
Page 2


The attached projection of June 30, 2020 fund balance (Attachment 1) assumes no further revenues are received in FY2019-20, that the currently scheduled allocations are paid for April, May and June (totaling \$9.9 million) and that the remaining budgeted but unallocated funds are disbursed (\$0.5 million). **These assumptions will result in a negative fund balance of \$2.0 million.**

To avoid negative fund balance, we highly recommend that you prepare contingency plans in the event no further revenues are received during FY 2019-20.

These are challenging times for us all. Please know that the Auditor-Controller's Office is here to provide assistance in any way possible. We will continue to monitor revenue trends and will provide additional information as it becomes available.

If you have any questions, please contact Jill Ward at (805) 654-3153.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffery S. Burgh', with a large, stylized loop at the end.

JEFFERY S. BURGH
Auditor-Controller

Enclosure



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Item #10

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2020/2021 PROPOSED BUDGET

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2020/2021 Budget.
- Adopt the Fiscal Year 2020/2021 Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2020/2021 Budget) effective July 1, 2020.
- Adopt, by Resolution 2020-04, the proposed Fiscal Year 2020/2021 Budget.

DISCUSSION:

The proposed Fiscal Year 2020/2021 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 VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

The Budget is a "continuation" budget for the majority of VCTC programs and projects. At \$78,556,244, the Fiscal Year 2020/2021 Budget is \$17,089,856 or 17.9% lower than Fiscal Year 2019/2020 and \$13,109,585 lower than the Draft Fiscal Year 2020/2021 budget. The proposed budget includes a substantial reduction in Local Transportation Fund sales tax receipts caused by the economic fallout from COVID-19 pandemic offset by the one-time temporary relief from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The proposed budget is a balanced budget with an estimated spendable ending fund balance of \$16,193,944.

- The draft budget contains six programs:
- Transit and Transportation program at \$29,684,200
- Highway program at \$5,947,700
- Rail program at \$13,431,755
- Commuter Assistance program at \$644,600
- Planning and Programming program at \$27,497,389
- General Government program at \$1,350,600

Personnel costs for Fiscal Year 2020/2021 are budgeted at \$3,648,200 or 4.6% of the budget, which is an increase of \$403,600 from the previous fiscal year. The wage cost of \$2,330,800 is an increase of \$166,900. This increase is largely due to two vacant Manager positions budgeted at fully burdened rates. One of the fully burdened positions is the new Manager of Government and Community Relations that was approved late in Fiscal Year 2019/2020. The actual costs are expected to be lower but will not be known until the positions are filled. The wage cost also includes a \$70,500 pool for merit increases for employees not at the top of their range. Benefits account for 1.7% of the Budget. A salary/benefit placeholder of \$68,900 was included with the Draft Budget but has been removed from the final budget along with the proposed Program Analyst position for a savings of \$200,700. Further information about personnel can be found within the Personnel Section of the budget.

Below are some of the major changes in the proposed Fiscal Year 2020/2021 budget as compared to the Draft Fiscal Year 2020/2021 Budget. Additional details of these major changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes were:

- All budgets included changes and reductions in staffing costs.
- The Senior and Disabled Transportation Services budget decreased \$51,500 for lower staff and consultant cost.
- The Transit Grant Administration budget increased by \$8,955,800 largely for new Federal Transit Administration (FTA) pass-through funds and additional CARES Act funding passed-through to local agencies to provide temporary relief for loss of revenues caused by the COVID-19 pandemic.
- The Metrolink Commuter Rail budget decreased by \$1,928,219 largely due to operational cost funded by the CARES Act going directly to SCRRA instead of VCTC.
- The Regional Transportation Planning budget decreased \$163,800. Because of lower LTF funding passed-through to VCTC, funding available for consultant studies decreased.
- The Transportation Development Act budget decreased \$10.6 million. The decrease in LTF sales tax receipts caused by the COVID-19 pandemic economic fallout started in Fiscal Year 2019/2020. When the Fiscal Year 2019/2020 apportionment was revised, the contingency and fund balance were consumed; therefore, the 10% contingency had to be replaced in Fiscal Year 2020/2021 reducing the funds available for pass-through to local agencies even further.

The major changes presented with the Draft Budget at the April Commission meeting from the previous fiscal year were:

- The Regional Transit Technology budget decreased by \$2,141,017 in anticipation that the CAD/AVL equipment project will be completed in Fiscal Year 2019/2020.
- The Senior and Disabled Transportation Services budget increased by \$154,100 for the Americans with Disabilities Act certification process.
- The Transit Grant Administration budget decreased by \$1,533,100 as FTA pass-through projects were completed.
- The Valley Express budget increased by \$69,200 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget decreased by \$4,235,934 due to the completion of the bus purchase in Fiscal Year 2019/2020 offset by increased depreciation expense as VCTC now owns the whole fleet.
- The Motorist Aid Services budget has been combined with the SpeedInfo budget and decreased by \$230,020 due to the one-time Incident Responder Grant in the previous year offset by 9 months of the new FSP program.
- The Highway Project Management budget decreased by \$5,436,583 for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Metrolink Commuter Rail budget increased by \$1,522,900 largely due to carry-over of the capital rehabilitation projects.
- The Regional Transit Planning budget decreased by \$117,144 largely due to the completion of consultant studies and completion of outreach.
- The Regional Transportation Planning budget has been combined with the Freight Movement budget and has increased by \$453,300 for consultant assistance to prepare a Congestion Management Plan and Comprehensive Transportation Plan.
- The Transportation Development Act budget increased \$1,060,813 for additional pass-through funding to local agencies including Article 3, Bicycle and Pedestrian funds.
- The Transportation Programming and Reporting budget increased by \$105,000 large due to increased staffing costs including the new program analyst position.
- The Management and Administration budget decreased by \$400,900 in anticipation of expenditures associated with the office relocation and furniture and equipment for the new office occurring in the prior year.

The estimated ending Fiscal Year 2020/2021 fund balance (after contingency set aside) is expected to be \$16.2 million. The Commission's available General Fund balance is estimated at \$89,725. The other funds are restricted and the estimated fund balance are \$70,000 for the Local Transportation Fund, \$13.0 million for the State Transit Assistance fund, \$2.9 million for the Service Authority for Freeway Emergencies fund, \$83,446 for the State of Good Repair Fund, \$36,037 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$13.0 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed as well as cashflow for the Highway 101 study. Also, these funds although not currently budgeted, could be used 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 funds could also provide operational assistance for the VCTC Intercity services if the economy does not recover quickly.

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2020/2021 budget went to the Finance Committee on March 25, 2020 and the full Commission on April 10, 2020 which included a public hearing. On May 28, 2020 the Financial Committee consisting of (Chair Bill de la Pena, Vice-Chair Huber, and Past-Chair Minjares) met to review the proposed Final Budget. After review and discussion, the Finance Committee recommended forwarding the proposed Final Budget and associated resolution to the full Commission for review and a public hearing at the June 2020 meeting where a public hearing will be held.

The proposed Fiscal Year 2020/2021 Budget is a balanced budget and is a separate attachment to the agenda. After the Fiscal Year 2020/2021 Budget and Salary Schedule are approved by the Commission, they will be available on the VCTC website at www.goventura.org.

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

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

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

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

NOW, THEREFORE, the Commission hereby resolves as follows:

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

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

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

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

Adopted this 5th day of June 2020.

ATTEST:

Claudia Bill-de la Peña
APPROVED AS TO FORM:

Roxanna Ibarra, Clerk of the Commission

Steven T. Mattas, General Counsel

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

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



Item #11

June 5, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARTIN ERICKSON, PUBLIC TRANSIT DIRECTOR
CLAIRE GRASTY, PROGRAM MANAGER**

**SUBJECT: FISCAL YEAR 2020/2021 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET
TRANSIT NEEDS FINDINGS**

RECOMMENDATION:

- Approve the Fiscal Year (FY) 2020/2021 Unmet Transit Needs Findings and determination that there are no Unmet Transit Needs that are reasonable to meet

DISCUSSION:

As part of the annual Unmet Transit Needs process, VCTC presents the Findings to the Commission. The Findings have been approved by the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC), as they are required to review and comment on the recommendations. The Findings have also been reviewed by Transcom.

Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark, and Camarillo are subject to the Unmet Needs process. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

Adopted Criteria

In order for a request to be considered an Unmet Transit Need, it must meet either of the two following definitions and must receive at least 15 requests for general public service or 10 requests for disabled service:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

Public Input Process

VCTC held a noticed Unmet Transit Needs public hearing at its Commission meeting on February 7, 2020 and held five community meetings. VCTC collected public input online, over the phone and in person, with the majority of the comments received through the online survey and community meetings. About 500 comments were received this year, significantly more than in previous years. About 140 of those comments were for a particular bus stop.

Analysis

Staff screened each comment received based on the criteria; two requests met the 15-comment threshold:

- Service to Santa Clarita
- Service between Fillmore and Moorpark.

Service to Santa Clarita

Service to Santa Clarita was requested 36 times, most of the comments requesting service from Fillmore to Santa Clarita, and some requesting the service start in Santa Paula, Ventura or Piru. This service also met the 15-comment threshold last year but was not considered reasonable to meet because the service could not be provided with the existing fleet, due to the long distance of the route. Also, since the service request occurs outside of Ventura County, it is technically not an “Unmet Need” within the jurisdiction of VCTC as the Regional Transportation Planning Agency (RTPA) for Ventura County. However, VCTC staff has endeavored to plan for a scenario to bring the service forward as a potential partnership with the Santa Clarita. Since the conclusion of the Unmet Transit Needs process last year, VCTC has:

- Reviewed fleet capacity and conducted capital needs assessment
- Planned and costed out a potential route that would extend the VCTC Intercity *Highway 126* service into Santa Clarita
- Met with Santa Clarita Transit to discuss proposed route configuration(s) and partnership opportunities
- Submitted Capital and Operating Budget assumptions to SCAG through FTIP process which projected potential use of grants for service operation.

Additionally, VCTC plans to hold follow up meetings with Santa Clarita Transit, as well as the cities of Fillmore and Santa Paula, the County of Ventura and Gold Coast Transit District. The goals of the meetings include:(1) build consensus on the route path, (which will determine demonstration costs) and (2) develop the long-term funding plan. Historically, VCTC demonstrations that connect multiple cities, and which require additional fleet vehicles, utilize outside grant funding (initially) to purchase necessary buses and support operations during the demonstration period. As this service is a regional need that will serve more than Fillmore and Santa Paula and will cost more their LTF funds not being spent on transit, planning for this route has highlighted a structural issue with TDA law and the Unmet Needs process. The Unmet Needs process is intended to make sure necessary transit service is operated before municipalities spend LTF dollars on spent on streets and roads. However, this request, like the majority of requests received through the Unmet Needs process, is for regional connecting service, rather than municipal services. Because of this, planning includes multiple jurisdictions, and multiple potential funding entities in the short-term and long-term. VCTC is exploring State and Federal grant opportunities for the initial timeframe but will work with local LTF recipients to establish ongoing funding.

Service Between Fillmore and Moorpark

This year, service between the Heritage Valley and the East County was requested 32 times, 25 of which were for service between Fillmore and Moorpark. This comment has been common request over the last couple years and now reaches the threshold for consideration. As the service between Fillmore and Moorpark is a regional service within Ventura County, involving multiple jurisdictions, it will require planning with the cities of Fillmore and Moorpark, as well as the County of Ventura. Additional vehicles will also be needed to implement this service (and the vehicles will likely need to be smaller, cutaway style, transit vehicles due to the terrain of the route). At the conclusion of the Unmet Needs process, VCTC will begin the planning process in coordination with local agencies, Fillmore, Santa Paula, Moorpark and the County, with the goal of future implementation of this service. Areas for

consideration/determination include the designated operator for the service, route orientation, vehicle type and identification of available funding sources.

CARES Act and COVID-19 Effect

Due to the significant projected loss of LTF revenue and fare revenue as a result of COVID-19, the Coronavirus Aid, Relief, and Economic Security (CARES) Act made funds available to transit operators to help fund continue operation of transit service. The CARES Act funds will likely provide relief for one to two years for county transit operators but LTF revenues will likely be needed to continue to fund existing service and forestall reducing service levels further once the funding has been expended. Increases in service such as the requested route between Fillmore and Moorpark would lead to the loss of other services, and therefore would not be equitable. It is for this reason that implementing service at this time is not found to be "reasonable to meet." Nevertheless, VCTC will begin planning for the feasibility and potential implementation with the goal to implementing service once revenues have stabilized and are available.

Other Requests

Additionally, VCTC received over 140 requests for a bus stop at Central and Del Norte in Camarillo from employees of SAGE Services. SAGE Services employees or supports over 600 people and hosts activities 4-5 times a week. Their current office is located near the Pacific View Mall and is well served by transit and they will be moving to Del Norte Road in Camarillo in the Summer of 2020. However, as this location is currently served by Camarillo Area Transit (CAT)'s general purpose dial-a-ride and adding bus stops to a route is not considered an Unmet Need under the definitions, this request is not considered an Unmet Need. However, because this was so highly requested, VCTC and CAT staff will monitor the need for this stop after SAGE Services relocates. VCTC will also facilitate a meeting between the three entities to better understand the need.

VCTC and the local operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

Comments received spanned a range of service requests from increased frequency to better information. While not at a level to be defined as an Unmet Transit Need, frequently requested comments received were in the following areas:

- Direct service between Fillmore and Oxnard
- Weekend and increased Metrolink service
- Increased Highway 101 and Conejo Connection service
- Additional service on the East/West Connector (i.e. *Cross County Limited*)
- Increased service in the Heritage Valley overall

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- More frequency and extended service on the Coastal Express
- More frequency on numerous routes and services
- Later evening service
- Improved service to LA county
- Bus stop additions or improvements

At this time, staff is recommending that there are no Unmet Transit Needs that are reasonable to meet. As noted above, staff will continue to examine the feasibility of the highly requested routes while ridership demand and revenues rematerialize.



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June 5, 2020

Item #12

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR
CLAIRE GRASTY, PROGRAM MANAGER**

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE
AUDITS FOR VENTURA COUNTY TDA RECIPIENTS**

RECOMMENDATION:

- Receive and file the Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County.
- Approve submittal of triennial performance audits to Caltrans.

DISCUSSION:

Every three years, the State requires that VCTC, in its role as the County Transportation Commission and Transportation Planning Agency (RPTA) for Ventura County, undergo a performance audit to certify that agencies claiming Local Transportation Funds (LTF) are fully complying with the TDA legislative intent and regulations. Operators that receive funding under Article 4 of the TDA are required to have a performance audit. Between fiscal years (FY) 2017 and 2019, this includes the County of Ventura, Gold Coast Transit District (GCTD), Ojai Trolley, Simi Valley Transit, Thousand Oaks Transit, and Valley Express (in the cities of Fillmore, and Santa Paula).

While claimants that receive funding only under Article 4.5 and/or Article 8 are not statutorily required to have a performance audit, this cycle VCTC chose to continue conducting performance audits of all operators that are allocated funding under the TDA¹ to enable a comprehensive and objective review that serves the benefit of both the RPTA and the transit providers. This includes Camarillo Area Transit, Moorpark City Transit, and VCTC Intercity services. Doing so also contributes to and facilitates VCTC's preparation of its required annual SB 203 Report of transit operator's performance countywide.

In October 2019, VCTC released a Request for Proposal (RFP) for a consultant to perform the TDA audits for VCTC claimants (including non-Article 4 claimants). In December 2019 VCTC awarded the contract to Moore & Associates to complete the Triennial Performance audits.

Public Utilities Code (PUC) Section 99246(d) states that the performance audit of an operator providing public transportation services shall include, but is not limited to, a verification of the performance indicators defined in PUC Section 99247. These performance indicators include:

¹ Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities (Caltrans, 2008)

- Operating cost per passenger
- Operating cost per vehicle service hour
- Passengers per vehicle service hour
- Passengers per vehicle service mile
- Vehicle service hours per employee

VCTC received one functional finding, which is to implement a process for operators to submit the implementation status of performance audit recommendations to VCTC's Transit Operations and Planning department on an annual basis as VCTC does not formally track the progress of recommendations arising from triennial performance audits or other key documents. VCTC staff will implement this in the upcoming year. The other agencies that received findings were Camarillo, Moorpark, Ojai, Simi Valley and the County of Ventura.

At the March 12, 2020 TRANSCOM meeting, the committee reviewed the draft findings and recommendations and was provided with the opportunity to ask questions of the auditor. The audits were subsequently finalized, and the final audits are reflective of operator and VCTC comments and revisions. The final audits and submission to Caltrans was approved by TRANSCOM at the May 14, 2020 meeting.

This item is to receive and file the TDA performance audits and approve the submission of the audits to Caltrans. The attached Summary of Findings and Recommendations from Moore & Associates provides an overview of the TDA performance audits completed, and recommendations going forward. Each individual performance audit is also posted on the VCTC website, www.goventura.org

Attachment: Summary of Findings and Recommendations from Moore & Associates