

# VENTURA COUNTY TRANSPORTATION COMMISSION

TRANSFORMING TRANSPORTATION IN VENTURA COUNTY



**SERVING:** Camarillo, Fillmore, Moorpark, Ojai, Oxnard,  
Port Hueneme, San Buenaventura, Santa Paula,  
Simi Valley, Thousand Oaks and the County of Ventura

## Budget

*Fiscal Year 2021/2022  
Ventura County, CA  
Approved June 4, 2021*

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# VENTURA COUNTY TRANSPORTATION COMMISSION

*“Transforming Transportation in Ventura County, California.”*

## FISCAL YEAR 2021/2022 BUDGET

Presented by:

Darren Kettle, Executive Director  
Sally DeGeorge, Finance Director



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## EXECUTIVE SECTION

### BUDGET LETTER

June 4, 2021

Honorable Commissioners  
Ventura County Transportation Commission  
Subject: Fiscal Year 2021/2022 Annual Budget

Dear Chair Long, Vice Chair Trembley, and Commissioners:

On behalf of myself, Ms. Sally DeGeorge, Director of Finance, and the entire VCTC staff, the Fiscal Year 2021/2022 Ventura County Transportation Commission Annual Budget is submitted to the Commission for your consideration and approval. This budget is both a fiscal document and policy directive that conveys the goals, programs, and priorities VCTC has set to serve its community and fulfill its mission. As presented, the Fiscal Year 2021/2022 Budget is a balanced budget with no bond debt obligation. The total annual budget for this fiscal year is approximately \$82.3 million, a 16% percent decrease from the prior year.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 25, 2021. The Commission reviewed the Draft Budget and held a public hearing on April 2, 2021. The Finance Committee reviewed the proposed Final Budget on May 24, 2021. As staff has prepared this final budget, we have done so with very conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures.

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

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



VCTC will continue to rely on federal and state revenue sources to fund transportation projects and services. At the federal level, in December 2015, Congress passed a five-year authorization, known as Fix America's Surface Transportation Act (or FAST Act) which authorized federal transportation spending through September 30, 2020. Just as the FAST Act was set to expire, Congress passed, and the President signed a one-year extension. So, we enter Fiscal Year 2021/2022 with only three months remaining in that one-year extension. However, unlike last year, which was a presidential election year and in the middle of the COVID-19 crisis, this year there appears to be genuine interest on both sides of the aisle to pass a long-term federal transportation authorization act. Furthermore, there is serious discussion by both parties that a major infrastructure package could serve as long-term economic stimulus so there is further optimism for substantial additional federal funds for transportation infrastructure.

During the COVID-19 pandemic Congress passed three substantial funding bills intended to address economic relief and recovery through and coming out of the global pandemic. The first was the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which among many other provisions made a \$25 billion emergency appropriation for public transportation in the Country. The law specifies that these funds are distributed following the same formula that is used for the regular Federal Transit Administration (FTA) programs. VCTC received \$71 million in transit funds through the CARES Act. The CARES Act specified that these funds be used for expenditures related to the COVID-19 emergency and economic fallout, including lost transit operator revenues, and paid administrative leave of workers due to reduced transit service. VCTC distributed CARES Act funds to all transit operators in Ventura County and it is expected that some of those funds will be available for transit operations in future years. The second act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), brought a modest amount of funding to rural transit operations but no new transit funding to urban areas. Lastly, in March 2021, Congress passed, and President Biden signed the American Recovery Plan Act (ARPA) that includes additional COVID-19 related transit funding relief for both urban and rural areas which will provide financial assistance to several Ventura County transit systems.

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

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



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

VCTC does receive one stream of locally generated revenues and that is the \$1 for each vehicle registered in Ventura County. These funds support VCTC in its role as the Service Authority for Freeway Emergencies, or SAFE. The SAFE administers motorist aid programs such as the Call Box program, the newly launched Freeway Service Patrol, and Incident Responder grant program.

Now a brief description of the tasks ahead for Fiscal Year 2021/2022:

### **Financial Management**

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

### **Transportation Development Act Administration**

VCTC is the State's designated Regional Transportation Planning Agency for Ventura County, VCTC is responsible for the administration of the Transportation Development Act (TDA) funds and associated programs which include Local Transportation Funds (LTF), State Transit Assistance (STA) funds, as well as, State of Good Repair (SGR) funds, Proposition 1B funds and Local Carbon Transit Operations Program (LCTOP) funds. VCTC processes claims and allocates funds in compliance with State laws and regulations. VCTC monitors receipt of these funds throughout the year to make sure funds received are in line with apportionment estimates. When there are downturns in the economy, VCTC reviews the funds received and evaluates if a revision to the annual apportionment is necessary. There were 53 TDA and specialized audits conducted last year through this program.



## **Transit Grant Administration**

VCTC will continue to administer transit grants including funds that are passed through to local transit agencies and non-profit organizations. Although most of the CARES funds for subrecipients are anticipated to have been already spent, there will remain an unexpended balance to be used in Fiscal Year 2021/2022, with the City of Camarillo projected to still have CARES funds remaining for the following year. There will also be ARPA funds for subrecipients, to be added later through a budget amendment. Non-profit organization projects for the upcoming year include the continued rollout of the new One-Call / One-Click transportation information program to be operated by Interface Family Services / 211. VCTC will continue its ongoing work to submit the required federal and state grants, file necessary reports, and ensure compliance with requirements.

## **Transportation Programming**

During the upcoming year, VCTC will continue work to advance local projects through various programs including calls-for-projects for CMAQ and TDA Article 3 Funds. Staff will also submit annual requests for funding through the State Low Carbon Transit Operations (LCTOP) Program and the State of Good Repair (SGR) Program and continue to monitor and facilitate the delivery of many smaller projects funded from various state and federal sources. This year, staff will prepare the 2022 FTIP submittal to SCAG which includes Air Quality Calculations for projects. Staff also expects to provide significant support to the new Comprehensive Transportation Plan identifying Ventura County long range funding needs and revenue streams looking out 25 years to a 2045 horizon. VCTC also anticipates reauthorization of the new federal Transportation Act in the coming year as well as passage of the American Jobs Plan expected to infuse additional investments in rebuilding transportation infrastructure.

## **Highway Program Management**

The Commission is focusing its efforts on the U.S. 101 HOV/Express Bus Lane Project Approval and Engineering Design (PAED) phase. VCTC is in the fourth year of a multi-year process of highly complex engineering, environmental studies, and robust public outreach that will define the ultimate project and pave the way for final project engineering prior to construction. The Commission's decision to prioritize the use of Surface Transportation Program (STP) funds to expedite the project development work, and eventual implementation of this project, will position the County to have a major "shovel ready" project should additional funding become available. During the upcoming year VCTC expects to release the draft environmental document for public review. Since existing funding is inadequate to fund the entire project within the next ten years, VCTC will be developing an "Early Action" package of improvements that will provide the maximum benefit with the projected available funds.

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



## **Service Authority for Freeway Emergencies (SAFE)**

For Fiscal Year 2021/2022, the Emergency Roadside Callbox system enters the second year of 3-year maintenance and management support contracts. A second cycle of Incident Responder Grant Program (IRGP) awards are planned. Operation of SpeedInfo speed sensors continues and includes an evaluation of alternative approaches to speed data collection and dissemination.

Operation, administration, and oversight of three Freeway Service Patrol (FSP) beats will continue, including coordination with Caltrans and California Highway Patrol. VCTC staff will continue to assess the impact of the COVID-19 global pandemic on traffic volumes and communicate with Caltrans and other SAFEs around the State and nation to set appropriate safety protocols to ensure health and safety of both tow operators and motorists. While the long-term impact of COVID-19 to vehicle registrations and SAFE revenues remains to be seen, the SAFE Fund includes a sizeable reserve balance that helps to insulate revenues from this program area from fluctuations in the economy.

## **Regional Transportation Planning**

VCTC's Regional Transportation Planning staff will continue to work closely with local jurisdictions, neighboring counties, and the Southern California Association of Governments (SCAG) to provide a regional perspective on Ventura County's regional transportation planning needs through review and comment on plans, projects, and environmental documents and participation in local, regional, and statewide planning efforts. Staff will continue to use the updated Ventura County Traffic Model (VCTM) to support local member agencies with their respective studies and plans. The Traffic Model will also assist with the transition to use of Vehicle Miles Traveled (VMT) in accordance with Senate Bill (SB) 743. Through a partnership with Ventura Council of Governments (VCOG), funded through a Regional Early Action Planning (REAP) grant from SCAG and the California Department of Housing and Community Development, VCTC staff will work jointly with VCOG to develop a Vehicle Miles Travelled (VMT) Adaptive Mitigation Program, which will also support local agencies to implement SB 743.

With support from a Caltrans Sustainable Transportation Planning - Sustainable Communities grant, VCTC will undertake a coordinated effort to update the Comprehensive Transportation Plan (2013) and Congestion Management Plan (2009). The Comprehensive Transportation Plan will be a long-range policy document, built from community-based, local priorities and community-expressed need to enhance regional connections. The plan will ultimately inform the Commission on transportation investments to help reduce congestion, improve mobility, and support economic resilience, while encouraging robust linkages between transportation, housing, and land use.



## **Airport Land Use Commission**

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

## **Rideshare Programs**

The Rideshare Program for commuter services has been incorporated into the transit department to allow a more concerted focus on overall mobility options for Ventura County residents and build upon the growing consensus that *Mobility as a Service* (MAAS) is the vantage point that transportation agencies will need to craft mobility solutions. Data sharing from commuter services with transit user data has already provided an enhanced mobility database, which has been and will continue to be important to understand travel patterns during the COVID-19 pandemic and as we begin to recover. Strategic outreach is being emphasized in the upcoming year with focused efforts on encouraging commuters consider alternatives to single occupancy vehicles whenever possible, including a renewed focus on “telecommuting” or what has become known in the COVID-19 vernacular as “work remote”.

## **Senior and Disabled Transportation**

VCTC administers the countywide certification process for persons with disabilities, as required by the Americans with Disabilities Act (ADA), with the evaluation service performed through a contract. This is done centrally on behalf of all transit operators in Ventura County. Considering the COVID-19 pandemic, the certification services temporarily transitioned to remote processes (on-line and by phone). The importance of this regional service—to provide door-to-door transportation to our most vulnerable riders—was highlighted during the unprecedented events of the COVID-19 pandemic. In the upcoming year, VCTC and the Contractor look ahead to returning to in-person evaluations as circumstances warrant.

## **Regional Transit**

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



In this fiscal year, VCTC will continue working with our consultant to complete the Transit Integration and Efficiency Study (TIES). The TIES study seeks to improve the public transit network in Ventura County. It is an important study initiated at the request of the Commissioners, and as such the Commissioners will play an integral role in its development. Taking the time to do a thorough, comprehensive analysis of how transit operations and structure are delivered in Ventura County is a timely and prudent exercise, particularly considering the extraordinary economic and social impacts of the pandemic on public transit.

Another major project to be completed this year is the five-year update of the Public Transit-Human Services Coordinated Plan. Staff will also begin the updates of the short-range transit plan. Staff will continue the College Ride Pilot Program which will allow students from Moorpark, Oxnard and Ventura Colleges, Cal State University Channel Islands and Cal Lutheran University to ride the bus for free.

### **Valley Express**

The Valley Express bus service serves the Santa Clara River Valley community, including the cities of Fillmore and Santa Paula, as well as the neighboring unincorporated areas of the County, such as Piru and Bardsdale. The service is managed by a policy advisory committee, which is made up of the VCTC Commissioners representing the two cities and the County. As the administrator service, Commission staff works with the committee and local staff to ensure the service meets the needs of the community. The Valley Express has provided essential transit service to residents throughout the COVID-19 pandemic. This includes, fixed routes, school “boosters”, general purpose dial-a-ride and ADA paratransit services. The upcoming year will include planning and implementation of transit services associated with the “re-opening” of the economy and the local schools and colleges. Associated projects include Valley Express’ launch of the new regional contactless fare system, provided through the Regional Transit Technology program.

### **VCTC Intercity Transit Service**

VCTC has operated intercity commuter bus service for twenty-six years. Prior to the pandemic, VCTC’s ridership was steady and growing in some areas of the system. This past year, VCTC Intercity experienced a significant decline in overall ridership in excess of 75% during the height of the pandemic. Measures were instituted that included implementation of mask requirements and social distancing, per bus capacity limitations, modification of boarding procedures, reduction of services, and suspension of fare collection. Due to both service refinements, and stimulus funding provided through federal legislation, VCTC Intercity was not impacted budgetarily from the decline in fare revenues. Similarly, State requirements associated with farebox revenues, that adversely affect transit agencies, were suspended due to the pandemic.



The upcoming year will be filled both with challenge and opportunity, as VCTC Intercity will face unprecedented rebuilding as the economy re-opens, and transit service is re-instituted for the commuters in Ventura County. Hard questions remain: Will ridership return to what it was pre-COVID-19? Will variants of the pandemic continue to be present throughout the country and will that affect public transit usage? As the County begins to “re-open”, VCTC will continue to analyze and adjust service where needed, ensuring that when services resume or are reimagined, the VCTC Intercity program remains financially sustainable for VCTC and its long-time funding partners.

### **Regional Transit Information Center**

The Regional Transit Information Center (RTIC) provides trip planning assistance and mobility management information for the residents and travelers in the greater Ventura County region. This includes wrap-around information for people new to the set of services offered by the many providers and programs offered in the region, such as new-rider “orientation materials”, customized “end-to-end” itineraries using public transit, as well as general information and materials for services offered by social service agencies and agency-sponsored or eligibility-based transportation programs. As the COVID-19 pandemic impacted service levels and policies of nearly all transit operators, the RTIC provides a centralized clearinghouse for passenger information (1-800-438-1112).

Additionally, the RTIC is the primary point of contact for customer service matters related to the VCTC Intercity and manages the federally required formal complaint process for VCTC agency-wide, including the VCTC Intercity, ADA Certification and Valley Express programs.

### **Regional Transit Technology**

The Regional Transit Technology provides countywide technology services, and platforms utilized by Ventura County’s transit operators to both streamline transit operations and enhance the public transit passenger experience. This past year, VCTC led the countywide implementation of a new contactless fare collection system, the *VCbuspass* system, which will be deployed this year. This system will provide all fixed route transit providers, as well as the general-public dial-a-ride services to accept mobile fare payments and payments via “tap” or contactless smartcards. With future options to include more fleets such as paratransit services, and layer on additional technologies such as contactless credit cards, the system will grow with Ventura County’s needs, while providing a single, fast, contactless payment platform across the many transit services. The new *VCbuspass* system provides customers convenience with the ability to purchase online and use mobile passes, or by reloading their account using an expanded network of brick-and-mortar retailers, such as pharmacies and convenience stores, in addition to traditional transit ticket counters.



The Regional Transit Technology program also administers the countywide computer-automated dispatching and automatic vehicle location system (“GOVCbus”). The GOVCbus system includes public-facing features such as real-time trip arrival information with LED-signs at bus stops and terminals, as well as provides online tools via mobile apps, which can provide detailed crowding information for waiting passengers. This project also included the provision and implementation of Automatic Passenger Counters (APC’s) for transit operators, as well as options for Automatic Voice Annunciator technology. The GOVCbus system includes an alert feature that allowed alerts to be sent to users during the COVID-19 pandemic about transit service updates. VCTC was able to leverage this investment made for the GOVCbus system, installed on over 160 vehicles, with its deployment of the new contactless fare system, VCbuspass.

The Regional Transit Technology program provides operational tools to transit agency staff and passenger-facing tools to improve and standardize the level of technology available to Ventura County transit services. The systems give agencies data for planning and operational needs, as well as for VCTC a clearinghouse of transit data across all operators. These shared regional platforms, provided by VCTC, allow for the planning, operation and fare policies of a more coordinated system and network of transit operators.

### **Passenger Rail (Metrolink and LOSSAN/Pacific Surfliner)**

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

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

### **Santa Paula Branch Line**

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



With expiration of the current 20-year lease with the rail operator on June 30, 2021, VCTC evaluated options to determine the future of the SPBL consistent with Commission guidance to achieve self-sustaining rail operations and management so as not to require an ongoing subsidy of a private enterprise with funds intended for public transit. During Fiscal Year 2021/2022, VCTC will facilitate transition of the rail operator lease consistent with Commission guidance and Agreements. In addition, the public and government response to the COVID-19 pandemic has demonstrated additional demand for outdoor recreational opportunities and active transportation options that allow for appropriate physical distance. VCTC staff will continue to support local partner efforts to implement the Santa Paula Branch Line Recreational Trail Master Plan to complete the SPBL bike path from Ventura to Piru, informed by the Santa Paula Branch Line Recreational Trail Compatibility Survey.

### **Community Outreach**

In the 2020/2021 fiscal year, VCTC relied on digital outreach more than ever to connect with the community as the COVID-19 pandemic disrupted daily life. The year was filled with ongoing campaigns on social media to alert transit riders to changes in bus service, to update passengers about VCTC's commitment to clean and sanitize buses, as well as to reassure riders that public transit remained a safe option for essential trips. For the second consecutive year, VCTC partnered with local Boys & Girls Clubs for an art contest. Transportation-inspired drawings created by young artists decorated the windows of VCTC Intercity buses and strengthened an important connection between VCTC and Ventura County youths. Although in-person events were canceled, VCTC participated virtually in community events, including workshops and summits on jobs, housing and the economy.

In the next fiscal year, VCTC will continue efforts to rebuild ridership in the wake of the COVID-19 pandemic. Outreach also will include supporting community engagement in the transit and transportation planning projects underway across the agency; encouraging alternative forms of transportation, such as bicycling, walking and ridesharing; and finding new ways to connect with Ventura County residents and agencies across the region. VCTC will continue to participate in community events, both virtual and in person as COVID-19 health restrictions are lifted.

### **State and Federal Relations**

The impacts of the COVID-19 pandemic were the focus of the state Legislature during most of the past year. The Legislature provided relief to transit agencies by suspending transit farebox recovery and cost penalties contained in the state funding program. An extension of that relief has been proposed in trailer bill language and could provide additional support to transit agencies in Fiscal Year 2021/2022. Among other actions, legislators have proposed bills related to regional transportation planning, which could affect future planning decisions in Ventura County and the Southern California region.



The COVID-19 pandemic and the resulting drop in transit ridership across the country spurred much-needed federal relief in Fiscal Year 2020/2021. Congress passed and Presidents Trump and Biden signed three coronavirus relief bills that provided emergency funding to public transit and transportation infrastructure. The first and second, the Coronavirus Aid, Relief and Economic Security (CARES) Act and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), respectively were signed by President Trump. The third, the American Recovery Plan Act, was signed by President Biden. In addition, Congress approved a one-year reauthorization of the Fixing America's Surface Transportation (FAST) Act, which is now set to expire in September 2021. Additionally, the coming year could bring another infusion of federal dollars through proposals for investing billions in infrastructure over the next several years, including transportation and public transit projects. Transportation infrastructure is often bipartisan, and it is possible an infrastructure package and full reauthorization could occur before September.

### ***Looking Ahead***

As I prepared this section of the budget message last year the world was in the early stages of global pandemic and most of the United States was on strict “stay at home” orders. There were so many unknowns and ominous warnings wherever we turned. Given how transportation is funded in the Country, generally coming from gasoline taxes and retail sales tax, the concern of an economic recession rivaling the Great Recession just ten years ago, would have a massive impact on transportation projects and public transit services. Public transit ridership had been dropping prior to the pandemic and with “stay at home” orders in place that decline fell off a cliff as bus transit systems in our county experienced a drop in ridership of 80-85%. Thanks to the CARES Act, CRRSA Act, and ARP Act, Ventura County public transit systems weathered the storm and have an opportunity to come back even stronger. One thing we learned through this crisis is that public transit has a new-found sense of purpose transporting essential workers and realizing there is a segment of our population who have no other transportation option to make an essential trip. Public transportation is a public service.

The transportation sector will be watching Washington DC quite closely over the next several months as first, a major federal infrastructure funding package is debated, and second, what happens with reauthorization of the FAST Act. Republicans and Democrats alike agree in principal that a transportation infrastructure economic stimulus is timely although currently the parties are divided on the amount and programs in that package and how to pay for it. There is also strong support on both sides of the aisle for passing a long-term federal transportation authorization act that will set out funding levels for all modes of transportation for the next five years.

As the California economy reopens there are early indications that State gas tax revenues will come in lower than projected as part of the 2020 State Transportation Improvement Plan (STIP). This should not be a surprise in that who could have possibly forecasted a global pandemic that led to “stay at home” orders and a virtually closing of the economy and people simply not driving for the better part of a year. This matters because the STIP is a primary funding source used by VCTC for projects such as the US 101 improvements.



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

While maintaining transportation infrastructure is important, so too is fixing bumper-to-bumper traffic on the 101 and 118 freeways that has already returned as the State of California reopens the economy on the heels of the pandemic, improving bus and passenger train service, and safer bicycle and pedestrian facilities. VCTC does receive Federal and State formula funds that pays for a share of these projects and services. However, those two funding streams are insufficient long term. Unlike 25 counties in California, Ventura County has not yet passed a local transportation sales tax measure. Besides not being able to leverage the Federal and State funds with local transportation funds, VCTC is also not eligible for taxpayer-funded programs specifically created to reward transportation sales tax measure counties or be competitive for grant programs that reward project sponsors that include a substantial local match. It will likely take such a measure, where the revenues generated remain in Ventura County, to pay for our most critical transportation projects and public transit services. Until then, and in this budget for Fiscal Year 2021/2022, VCTC will continue its role as the region’s recognized leader in transportation and capable steward of taxpayer dollars dedicated to transportation.

Respectfully Submitted,



Darren M. Kettle  
Executive Director



## BUDGET SUMMARY

The Commission utilizes a comprehensive agency-wide task driven budget that emphasizes the Commission's commitment to greater transparency and accountability to the residents of Ventura County. This budget is both a fiscal document and policy directive that conveys the goals, programs, and priorities that VCTC sets to serve its community and fulfill its mission. The budget is first reviewed by the Finance Committee and the Commission as a Draft Budget where staff receives further guidance, public comment, and direction from the Commission. The budget is then revised into a Final Budget based on Commission comments and updated with new and revised information. The budget is then reviewed again by the Finance Committee before forwarding to the Commission for review, to receive public comment and to either approve or request changes.

The Proposed Fiscal Year 2021/2022 Final Budget is a balanced budget with no bond debt obligations. Total sources (see Table 1 - *Total Sources Fiscal Year 2019/2020 to 2021/2022*) are budgeted at \$82.3 million, a 16% percent decrease from the prior year. Total sources consist of new revenues of \$70.9 million and fund Transfers-In/fund balance sources of \$11.4 million. The projected fund balance at June 30, 2022 (including restricted balances) is \$16.5 million. Accordingly, total funding available (Total sources plus projected fund balance) for the Fiscal Year 2021/2022 budget is \$98.7 million.

**Table 1 – Total Sources Fiscal Year 2019/2020 to Fiscal Year 2021/2022**

	Actual Sources FY 19/20	Revised Budget FY 20/21	Final Budget FY 21/22	Dollar Change	Percent Change
Federal	\$ 12,843,149	\$ 37,915,206	<b>\$20,098,225</b>	\$(17,816,981)	-47%
LTF Sales Tax	36,011,764	35,600,000	<b>35,200,000</b>	(400,000)	-1%
STA Sales Tax	8,387,793	7,366,477	<b>6,764,938</b>	(601,539)	-8%
Other State	4,168,218	7,430,968	<b>5,376,240</b>	(2,054,728)	-28%
Local and Other	4,563,632	2,528,908	<b>3,466,820</b>	937,912	37%
Transfers-In/Fund Balance	4,351,865	7,122,842	<b>11,352,760</b>	4,229,918	59%
<b>Total Sources</b>	<b>\$ 70,326,421</b>	<b>\$ 97,964,401</b>	<b>\$82,258,983</b>	<b>\$(15,705,418)</b>	<b>-16%</b>

Federal revenues decreased by \$17.8 million from the previous year due to several factors. In Fiscal Year 2020/2021, the federal revenues included Coronavirus Aid, Relief and Economic Securities Act (CARES) funding of \$14.9 million whereas in Fiscal Year 2021/2022 the budget contains only \$1.8 million in CARES funding. The CARES funds require no local match which temporarily increased the amount of federal funds in the budget. Also, the prior year had more Federal Transit Administration (FTA) revenues passed through to local agencies (both CARES and regular FTA) decreasing the pass-through FTA funding for the current year. Although new pass-through projects were added, they did not eclipse the completed projects in the prior year. It is normal for some years to have larger carry-overs than others. This resulted in a net decrease of \$13.1 million in FTA funds. Finally, the federal Surface Transportation Program (STP) funds budgeted within the Highway Project Management and Monitoring task decreased by \$4.6 million for partial completion of consultant work on the U.S. 101 PAED study.



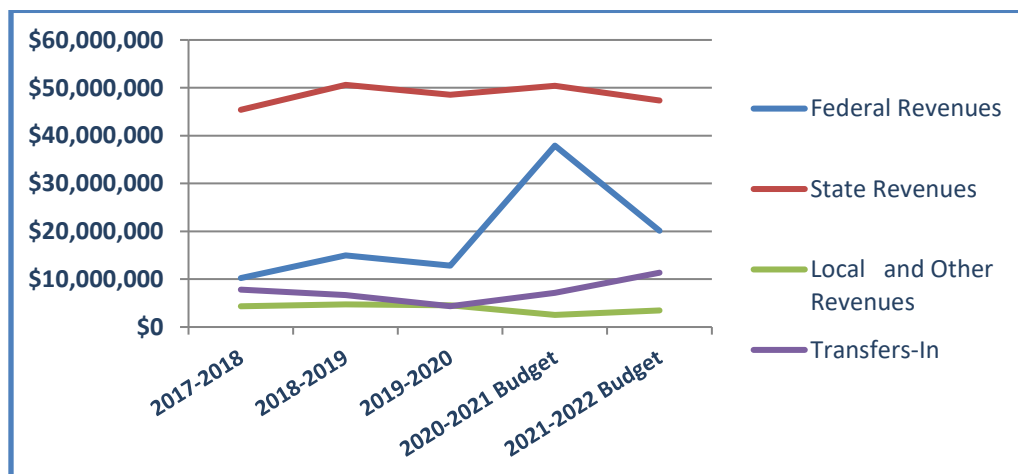
State revenues decreased from the previous year by \$3 million. The LTF sales tax revenues decreased slightly by \$0.4 million based on the County Auditor-Controller's estimate that LTF sales would slow as the economy opened and spending shifted from goods to services. The State estimates that STA revenues will decrease by \$0.6 million due to lower diesel fuel consumption. Other State funding decreased by \$2 million such as LCTOP and Proposition 1B as projects as one-time project money was expended in the prior year offset slightly by an increase in the SGR funding.

Local revenues, other revenues and investment income increased by \$0.9 million from the previous fiscal year. Local revenues (consisting of contributions and fees) are expected to increase by \$1.2 million as the bus services begin to charge fares and local agencies provide route guarantees that were not utilized in Fiscal Year 2020/2021 when CARES funding was available. The other revenues and interest are expected to decrease by \$0.3 million as one-time funding for the mobile bus pass and fuel credits for VCTC Intercity were used in the prior year.

Transfers-In (moving revenues from one fund to another) and fund balance (prior unspent earnings) sources vary from year to year based on estimated expenditures of operating and capital projects. Transfers-In from the LTF and STA accounts often provide the required federal match. In Fiscal Year 2020/2021 when most of the transit projects funded with FTA funds did not require a local match because CARES funding was used, the Transfers-In were reduced. Also, the SPBL budget does not include any LTF or STA Transfers-In this fiscal year as some operating and capital costs are expected to be absorbed partially by the new operator. These adjustments total about \$3 million. Finally, the majority of the new SGR funds will be Transferred-In (approximately \$1.4 million) to the General Fund for Metrolink capital projects. The fund balance is used when new revenues exceed new revenues and for depreciation of capital assets in the VCTC Intercity budget.

The funding source amounts will vary each year depending on customer spending (for LTF and STA), grants availability for (State and Federal grants) and local amounts required for match and contributions. These sources are used for both on-going costs and one-time capital projects. Below in Chart 1 - *Total Sources Five Year Trend*, indicates three years' worth of actual funding sources and two years of budgeted funding sources for comparison.

**Chart 1 - Sources Five Year Trend**



Total Uses for Fiscal Year 2021/2022 consist of expenditures divided into six programs (see Table 2 - *Total Uses Fiscal Years 2019/2020 to Fiscal Year 2021/2022*). The program (each consisting of multiple budget tasks) usage amount changes from year to year depending on the on-going operational costs, planned studies and one-time capital costs. In Fiscal Year 2021/2022, the expenses dropped \$15.7 million for a total budget of \$82,258,983.

**Table 2 – Total Uses Fiscal Year 2019/2020 to Fiscal Year 2021/2022**

	Actual Uses FY 19/20	Revised Budget FY 20/21	Final Budget FY 21/22	Dollar Change	Percent Change
Transit and Transportation	\$ 22,829,631	\$ 32,823,267	<b>\$23,759,200</b>	\$ (9,064,067)	-28%
Highway	5,948,114	11,318,330	<b>7,804,400</b>	(3,513,930)	-31%
Rail	4,736,779	14,491,259	<b>14,812,796</b>	321,537	2%
Commuter Assistance	462,517	703,454	<b>662,800</b>	(40,654)	-6%
Planning and Programming	35,309,801	35,817,950	<b>33,955,187</b>	(1,862,763)	-5%
General Government	1,039,579	2,810,141	<b>1,264,600</b>	(1,545,541)	-55%
Total Sources	\$ 70,326,421	\$ 97,964,401	<b>\$82,258,983</b>	\$(15,705,418)	-16%

Each program and associated budget tasks contain VCTC staff and allocated indirect costs. This year VCTC increased its staffing by one position for a total of 23 full time staff positions. Total staff costs are \$3.9 million consisting of \$2.5 million in salaries and \$1.4 in taxes and benefits. This year's budget includes a three percent cost-of-living-adjustment and a merit pool increase of \$86,000 for eligible employees not at the top of their range. Indirect costs represent expenditures that are attributable to the general operation of the organization but not directly tied to a particular task. Indirect costs vary from year to year and in Fiscal Year 2021/2022 the allocation is 59.89%.

The Transit and Transportation Program consists of five tasks and program uses decreased by 28% from the prior year. The major changes to the program occurred in three of the five tasks. These changes include a decrease of \$2.8 million in the Regional Transit Technology task with the completion of the real time bus tracking system and mobile ticketing projects. The Transit Grant Administration task decreased by \$6.1 million as pass-through projects were completed especially FTA CARES projects that passed-through 100% reimbursement instead of the normal 80% or 50% because of local matching requirements. There was also a decrease of \$0.2 million in the VCTC Intercity task due to lower equipment needs.

The Highways Program consists of two tasks and program uses decreased 31%. Major changes occurred in both tasks. The Highway Program Management budget decreased \$4.6 million for the partial completion of the on-going consultant work on the U.S. 101 preliminary engineering and environmental documents. The Motorist Aid task increased by \$1.1 million as a second cycle of the Incident Responder Grant was added to the current fiscal year.

The Rail Program consists of three tasks and program uses increased by 2% from the prior year. The major changes occurred within two tasks. The Metrolink Commuter Rail task increased by \$1.1 million for operating costs that were paid with CARES funding in the previous year that went directly to SCRRA. The Santa Paula Branch Line task decreased by \$0.8 million as operating and capital costs in the previous year's budget are anticipated being shared by the new operator.



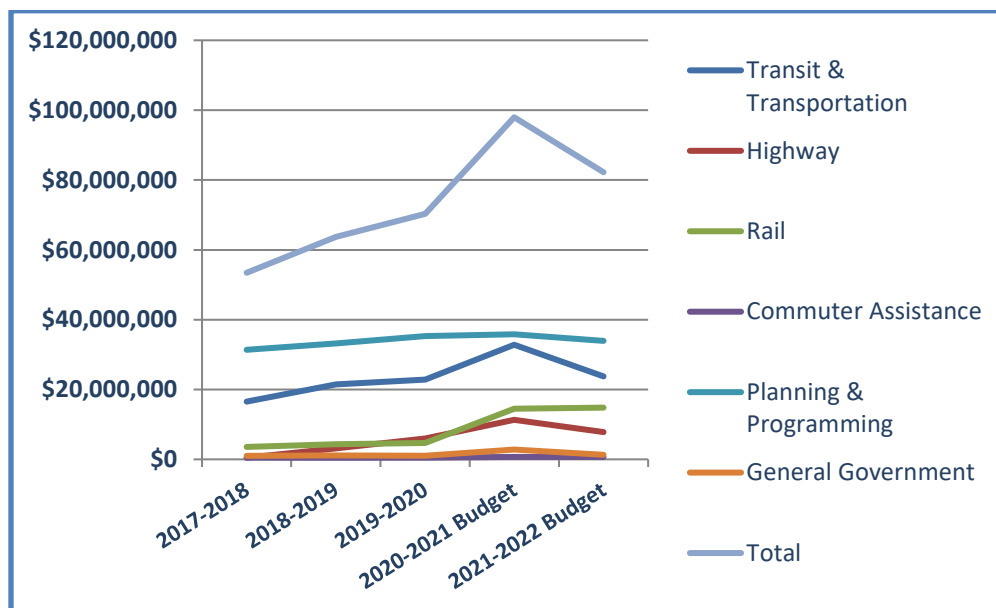
The Commuter Assistance Program consists of two tasks and program uses decreased by 6% from the previous year. This is largely due to a \$40,000 decrease in the Rideshare tasks as the prior year contained higher consultant costs that were expended last year.

The Planning and Programming Program consists of five tasks and decreased by 5% from the previous year. The major changes within this program can be found within four tasks. The Regional Transit Planning task decreased by \$0.8 million for the completion of the Transportation Emergency Preparedness Plan and the Countywide Transit System Map as well the current year only includes one year of College Ride funding. The Regional Transportation Planning task decreased by \$0.1 million for the completion of the 101 Communities Connected study and the Ventura County Freight Corridor study offset by two new studies, the Comprehensive Transportation Plan and the Congestion Management Plan. The Transportation Development Act Administration task decreased \$1 million for a reduction in pass-through funding due to lower sales tax revenues. The Transportation Programming and Reporting task increased by \$0.1 million for staffing costs for the new position.

The General Government Program consists of three tasks and decreased by 55% from the previous year. The major changes were a \$0.1 million decreases in staff and consultant costs in the Community Outreach and State and Federal Governmental Relations tasks. There was also a \$1.4 million decrease in the Management and Administration task as last fiscal year include a one-time \$1 million payment toward VCTC's pension unfunded accrued liability and a \$0.4 million decrease for the completion of the office relocation.

The Uses will vary each year depending on the on-going operational costs, planned studies and one-time capital costs as well as the sources available to pay for the uses. Below in Chart 2 - *Total Uses Five Year Trend*, indicates three years' worth of actual funding sources and two years of budgeted funding sources for comparison.

**Chart 2 - Uses Five Year Trend**



At the end of Fiscal Year 2021/2022 the spendable (both discretionary and non-discretionary funds) is expected to be \$16.4 million. This is a decrease of 17.7% from the prior year. The ending available fund balances (excluding contingency reserves) are expected to be approximately \$11,000 for the General fund, \$42,000 for the Local Transportation Fund, \$14.1 million for the State Transit Assistance fund, \$2.1 million for the Service Authority for Freeway Emergencies fund, \$0.1 million for the State of Good Repair fund, and \$25,000 for the Santa Paula Branch Line fund. The VCTC Intercity and Valley Express funds are designed to have \$0 spendable fund balances.

It is important to remember that the budget is more than just numbers. Regardless of the current and future economic conditions, the Commission faces on-going challenges to provide the on-going services, meet the necessary requirements while improving the quality of life of its constituents. To achieve this, VCTC has program goals with detailed task objectives and work elements (and accomplishments for accountability) based on VCTC's mission statement which is:

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

Staff prepares each program budget and associated tasks based on key assumptions, guidance by the Commission and Executive Director, accomplishments in Fiscal Year 2020/2021, program goals and related objectives as they support VCTC's mission. Below is a summary of program goals:

#### ***Transit and Transportation Program***

- Provide regional leadership and support to local transit agencies and transit riders.
- Prioritize public transportation projects in the County.
- Facilitate State and federal public transit funding in the County.
- Provide mobility policies for both public transit and paratransit services.
- Utilize technology to better serve community transit and transportation needs.
- Improve mobility within the County especially where there are gaps in local jurisdiction's boundaries.
- Provide commuter-oriented public transit services.

#### ***Highway Program***

- Implements, co-partners, and oversees highway projects within the County.
- Manage highway development.
- Prioritize federal and state funds for highway improvements.
- Focus on safety, efficiency, and mobility of the motoring public.
- Congestion relief on State highways.



***Rail Program***

- Support a safe and reliable Metrolink and Amtrack alternative for long and/or inter-county trips.
- Ensure residents have a broad spectrum of mobility choices.
- Increase train service and ridership in partnership with sister agencies.
- Preserve the right-of-way for future rail service while providing active transportation opportunities through a recreational multi-use path.

***Commuter Assistance Program***

- Promote mobility by connecting people to different modes of travel such as biking, walking and carpooling.
- Encourage residents and employers to reduce single vehicle trips and use alternative modes of transportation including ridesharing, public transportation, etc.
- Increase commuter awareness of alternative modes of mobility.

***Planning and Programming Program***

- 
- Program federal and State funds to local jurisdictions and agencies.
- Provide comprehensive, countywide transportation planning, congestion management, modeling, and forecasting.
- Reduce congestion.
- Improve mobility needs within the County.
- Provide a mechanism to pass-through funding to local agencies for transit, bicycles and pedestrians, and streets and roads projects.

***General Government Program***

- Administer and support the activities that do not fall under the more defined programs.
- Support the day-to-day operations and activities of the Commission.
- Ensures that funding flows smoothly and are accounted for according to the applicable regulations.
- Increase community awareness of transit and transportation needs of the County.
- Monitor and support transit and transportation legislative activities.
- Provide intergovernmental relations.

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

VCTC will continue to aggressively seek new revenues to support the County's transit and transportation needs. Whether residents use public transit or not, public transit benefits all Ventura County residents by reducing congestion and improving air quality. In its role as the region's transit and transportation leader, VCTC will remain a capable steward of taxpayer dollars dedicated to transportation.



# VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

## THE ORGANIZATION AND ITS RESPONSIBILITIES

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; and two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District #7 Director. Below in Table 3 - *Current Commissioners*, are the current representatives of the Commission.

**Table 3 – Current Commissioners**

<b>Commissioner</b>	<b>Area Representation</b>
<b>Kelly Long</b>	<b>County of Ventura, Chair</b>
<b>Tony Trembley</b>	<b>City of Camarillo, Vice-Chair</b>
<b>Claudia Bill-de la Peña</b>	<b>City of Thousand Oaks, Past Chair</b>
<b>Daniel Chavez</b>	<b>Citizen Representative (Cities)</b>
<b>Lynn Edmonds</b>	<b>City of Fillmore</b>
<b>Chris Enegren</b>	<b>City of Moorpark</b>
<b>Robert Huber</b>	<b>County of Ventura</b>
<b>Mike Johnson</b>	<b>City of San Buenaventura</b>
<b>Mike Judge</b>	<b>City of Simi Valley</b>
<b>Matt LaVere</b>	<b>County of Ventura</b>
<b>Bryan MacDonald</b>	<b>City of Oxnard</b>
<b>Linda Parks</b>	<b>County of Ventura</b>
<b>Carmen Ramirez</b>	<b>County of Ventura</b>
<b>Richard Rollins</b>	<b>City of Port Hueneme</b>
<b>Andy Sobel</b>	<b>City of Santa Paula</b>
<b>William Weirick</b>	<b>City of Ojai</b>
<b>Jim White</b>	<b>Citizen Representative (County)</b>
<b>Tony Tavares</b>	<b>Caltrans (Ex-Officio)</b>

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



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

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



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

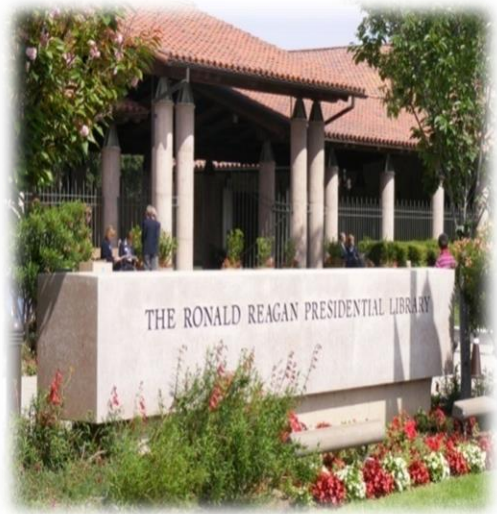
- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC)
- Heritage Valley Policy Advisory Committee (HVPAC)
- Managers Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)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

## THE COMMUNITY WE SERVE

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

The California Department of Finance (DOF) now estimates that Ventura County's population is just over 835,000 (a 0.7% decline since 2020 estimates) but remains the thirteenth largest county in the State. Ventura County's population is largely concentrated in its ten cities, with four cities having a population in excess of 100,000: Oxnard (204,675), Thousand Oaks (125,426), Simi Valley (124,468) and San Buenaventura (105,415).

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



According to the 2019 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 45.4% and Hispanic at 42.7%. The median age of County residents is 38.1 which is slightly higher than the State's median age of 36.5. The senior population (over 65) at 15.1% continues to slowly grow while the population under 18 years at 23.2% continues to slowly decline. Over the next decade, it is estimated that the 55 and over population will continue to grow faster, bringing significant changes to Ventura's economy, social structure, and workforce composition.

Ventura County residents enjoy a favorable comparison to the State as a whole in median household income and education levels. The United States Census ACS states the County's median household income increased slightly to \$88,131 in 2019 (\$84,017 in 2018) and remains higher than the State's median household income of \$75,235. The percentage of people below the poverty level in Ventura County improved slightly to 8.9% in 2019 (9.6% in 2018), and the County is better off than the State as a whole at 13.4%. The percentage of Ventura County residents holding a bachelor's degree or higher has increased from 33.1% in 2018 to 33.8% in 2019 while the State is slightly higher at 33.9%.

The 2019 United States Census American Community Survey identifies Ventura County's civilian workforce of 415,752 workers, sixteen years old and above, in a wide variety of industries. More than half of Ventura County workers are found within four employment categories:

- Educational, health care and social assistance workers – 82,176
- Government – 57,955
- Professional, scientific, management, administrative and waste management workers – 50,340
- Retail trade – 43,035
- Manufacturing workers – 40,738

Considering VCTC's mission of improving mobility, it is especially important to note how the County's workers travel to their jobs. With a mean travel time to work of 27.2 minutes (up from 26.8 minutes in 2018), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2018 in Ventura County was:

- Drove alone – 78.7%
- Carpooled – 11.1%
- Worked at home – 6.0%
- Walked – 1.7%
- Other means – 1.4%
- Public Transportation – 1.1%



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

## THE LOCAL ECONOMY

Although 2020 started solidly, by March/April 2020 concerns of a recession or even a depression sored. Within a few months, the COVID-19 pandemic dramatically changed the world economy. As the global pandemic hit the United States and spread throughout the nation, the severe economic impacts were felt at every level. In hopes of slowing the spread of the new virus, schools, bars, restaurants, and entertainment venues were closed and shelter in place orders were issued by States, Counties and Cities. The results were record levels of rapidly increasing unemployment rates only surpassed by the Great Depression and a stock market plunge with volatile swings like the Great Recession.

The last year was unprecedented and unpredictable. Much of the nation remained in lockdown for many months. While some sectors such as hospitality and leisure saw high unemployment levels and negative financial impacts as business were shuttered, other sectors shifted to remote work and continued with small disruptions. The federal government infused the nation with federal aid that supported many individuals and companies to keep the economy from entering a depression as feared. In fact, many individuals simply shifted their spending from services to goods with on-line sales thriving during the pandemic. Despite multiple surges in covid cases, as vaccines rolled out to individuals, covid cases began to drop, business began to reopen, and people started to be hopeful for the upcoming year.

In March 2020, after a long period of low unemployment both nationally and locally, some workers, almost overnight, found themselves out of work as many businesses closed due to shelter in place orders caused by the COVID-19 pandemic. In Ventura County, unemployment rose from 3.7% in February 2020 to 14.5% by April 2020. The State was at 16% in April 2020.

Millions of workers were unemployed or furloughed in a short period of time. As the State navigated the pandemic, some businesses were opened and closed multiple times while other business changed the way they did business or ultimately closed over the last year as the COVID-19 cases surged several times. Hardest hit industries were service industries such as food services, hospitality, leisure, travel, and entertainment. Other industries were able to shift to remote work sites and regular employment continued.

As the COVID-19 daily case numbers dropped and residents are receiving vaccinations, the State and local economies started to reopen. Service industries are opening for business and some industries like restaurants and hotels are having trouble finding employees. March 2021 unemployment rates have dropped to 6.4% in Ventura County and 8.2% for the State as a whole. It is expected that the unemployment rate will continue to fall as the State continues to “open” especially with the likelihood of a “full reopening” by mid-June.



In March 2020 when the COVID-19 pandemic started financially impacting the nation, the stock market entered a 33 percent freefall decline in just 19 days going dropping over 10,000 points from February to March 2020. Neither an automatic trigger nor the \$1.5 trillion Federal Reserve pledge for the bond market could stem the selloff caused by fears related to the spreading COVID-19, high unemployment rates, and low oil prices that plagued the markets. Then about a month later, the stock market began to rebound (and continued over the last year) largely due to an unprecedented monetary policy support from the Federal Reserve and fiscal packages from the U.S. Government (about \$3.5 Trillion over the last year). The market has climbed back to a new high over 34,000 in April 2021. Chart 3 - *Dow Jones Industrial Average Twelve Year History* shows the Market in 2009 at a low of 6,547 to a high of 34,200 in Mid-April 2021.

**Chart 3 - Dow Jones Industrial Average Eleven Year History**



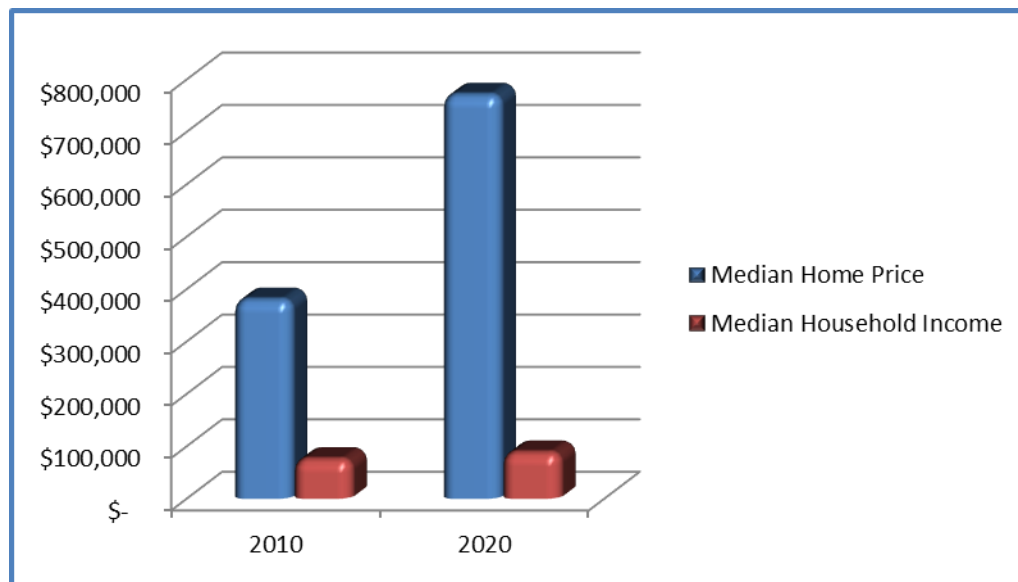
Consumer confidence also plunged as the spread of the COVID-19 prompted widespread business shutdowns resulting in high unemployment and a bear stock market. In April 2020, the index fell to its lowest since June 2014. The Consumer confidence index for April 2020 was 86.9. Although many struggled over the last year, the Consumer Confidence Index surged in March 2021 to 109.7 – the highest level since the onset of the pandemic. The Conference Board indicated that consumers' assessment of current conditions and their short-term outlook has improved significantly, an indication that economic growth is likely to strengthen further in the coming months. Consumers are showing renewed optimism as they have purchased or plan to purchase homes, autos, and big-ticket items. However, growing concerns of inflation and rising gas prices could dampen this momentum.

In 2020, the COVID-19 pandemic hit as the house selling season was set to begin. By the end of March 2020, housing listings in California and much of Ventura County were down 33 percent or more since the same time the previous year, but house listings began to increase slightly in April. The National Association of Realtors indicated that rising home prices appeared to stop by mid-April. Over 3.5 million, or seven percent of, mortgage borrowers in the United States requested forbearance (skipping or making a reduced monthly mortgage payment for up to one year) from March through April 2020. Some feared that the uncertainty of the COVID-19 pandemic, high unemployment and the faltering economy could delay home buying and negatively affect property values.

A year later the housing market did not follow the fears that arose in March/April 2020. In fact, after the initial slowdown, the housing market did just the opposite. According to the California Association of realtors, in March 2021, single-family home sales in California were up 23.9% from March 2020 and up 9.3% in Ventura County. The California median home price for single-family home in March 2021 was \$758,990 (up from \$612,440 in March 2020) and the Ventura County median home price for single-family home in March 2021 was \$770,750 (up from \$705,000 in March 2020). Foreclosures have dropped significantly in Ventura County going from one in 3,198 in March 2020 to one in 8,137 in March 2021.

California has the ninth highest median income in the U.S., but the high costs of housing and living erode the consumers buying power. The same problem is amplified in Ventura County as housing costs remain high compared to household income (see Chart 4 - *Median Home Price to Median Household Income*.) As housing prices continue to rise faster than incomes, the affordability index (percentage of households that can afford to purchase the median priced home) continues to decline. In Ventura, the affordability index at the end of 2020 and 2019 was 27% and 31% respectively as opposed to 50% in 2010. This imbalance of housing costs to income continues to force young families to look outside Ventura County to raise their families resulting in a loss of sales tax revenue and property tax revenue that pay for government services and allow for improvements within the County.

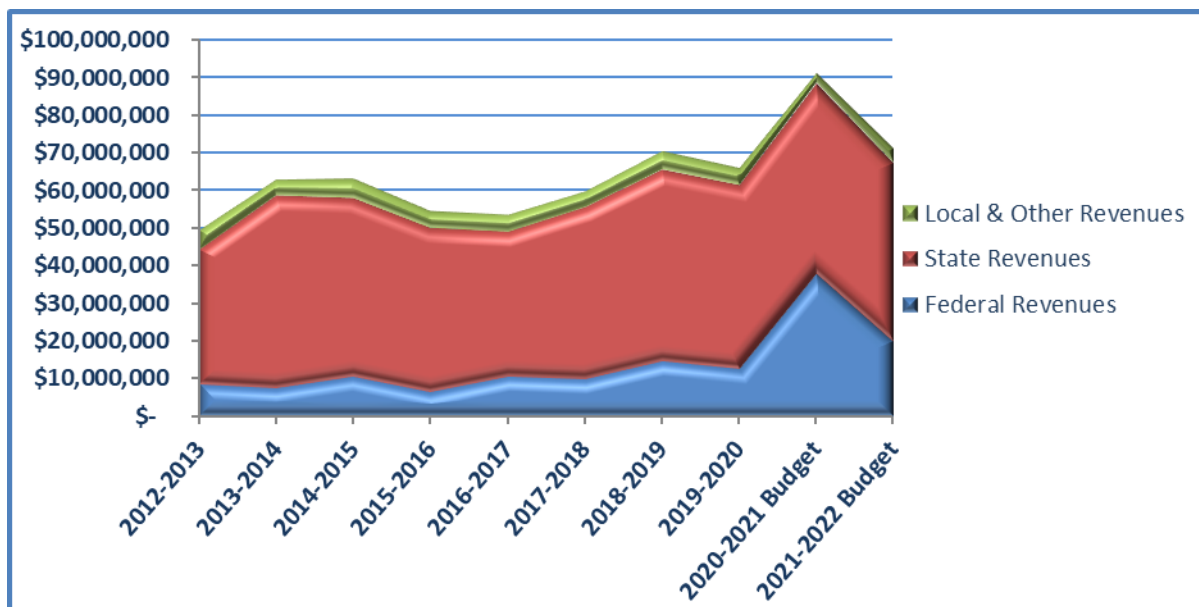
**Chart 4 – Median Home Price to Median Household Income**



Local, state, and federal governments are dependent on revenues generated by property taxes, income taxes, and sales taxes. Although housing prices have remained strong, the associated property taxes are slow to catch up. Furthermore, State, and local government agencies continue to struggle to meet the demand for services they provide along with providing additional “relief” to their constituents due to the COVID-19 recession while resources are dwindling. VCTC is in similar circumstances and is entirely reliant on federal and state funds. Even a small cut to federal or state funds has a large impact on the services and projects VCTC provides to the County’s residents.

Federal funds comprise 28% of the budget. Usually, the majority of the federal funds require a State or local match, but last year VCTC received one-time federal aid funding via the Coronavirus Aid, Relief and Economic Securities (CARES) Act that did not require a local match. VCTC budgeted \$14.9 million of CARES funding in Fiscal Year 2020/2021 and anticipates carrying over \$1.6 million of those CARES funds along with an additional \$0.2 million of CARES funding in Fiscal Year 2021/2022. In Fiscal Year 2021/2022, the majority of the federal transit administration funds require a State or local match. If these funds were unavailable or not eligible to be used on specific projects, VCTC would be unable to utilize federal funds that might be available causing those funds to go to other counties with the ability to provide local matching funds. Of the federal funds received this fiscal year, 54% of the funds are passed through to local agencies. Ventura County will receive additional federal pandemic aid through the American Rescue Plan Act (ARPA). These funds need to go through the formal planning processes which includes local agencies and will be amended into the budget after the process is completed. Chart 5 - *Federal, State and Local Revenues Ten Year History*, reflects the historical funding mix of VCTC.

**Chart 5 - Federal, State and Local Revenues Ten Year History**



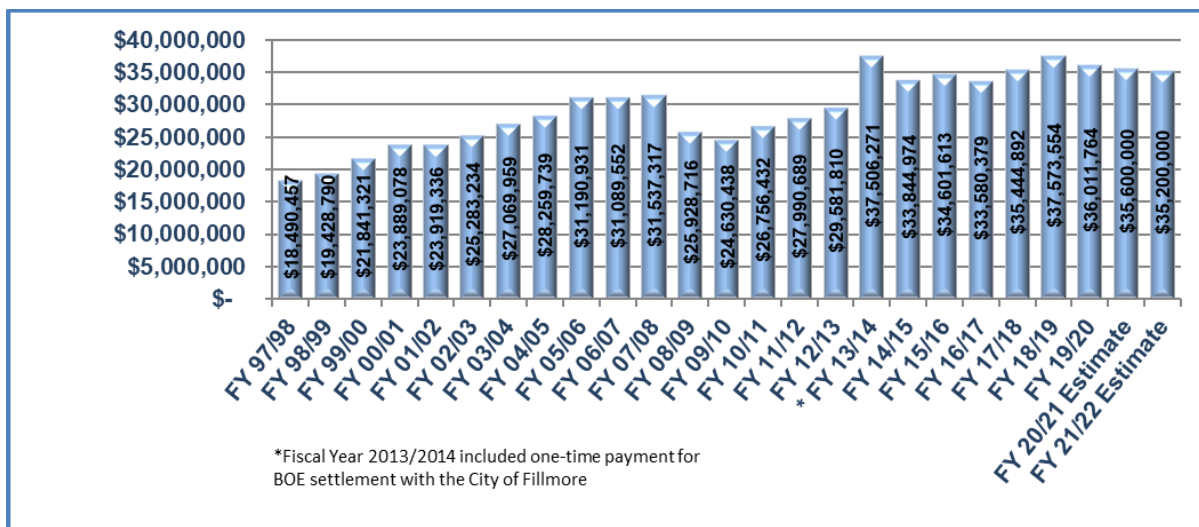
The federal budget and transportation programs continue to be highly unstable and difficult to forecast. Congress passed multiple short-term extensions of the previous Transportation Act continuing to make transportation funding unpredictable. In December 2015, President Obama signed the five-year Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first law enacted in many years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects bringing some stability back to local governments. Unfortunately, the FAST Act was a slight reduction in revenues after adjusting for inflation. The Act was extended for one year and is set to expire in September 2021. With the chaos caused by the global pandemic and subsequent economic downturn and the inability of congress to function due to partisanship politics, it is even more uncertain what will happen.

State and local communities have lost needed funding to not only fund the day-to-day activities but provide the additional relief necessary in these unprecedented times. It was originally anticipated that the State and local agencies would lose millions of dollars in sales tax revenues as unemployment increased and businesses remained closed. However, at least with sales tax revenues, the loss was offset by consumers shifting their spending from services to goods and increasing their on-line sales.

This year VCTC will receive 49.6% of its revenue from the statewide one-quarter cent Local Transportation Fund (LTF) sales tax. The Ventura County Auditor-Controller expects LTF sales tax revenues to be relatively flat with a slight decrease as consumers shift spending to services from goods as we move out of the shelter in place lock down caused by the pandemic. VCTC passes through the majority (80.3% in Fiscal Year 2021/2022) of the LTF funds to local agencies. With the passage of SB 716, SB 203, SB 508, and AB 664 a larger portion of LTF funds is used for transit. A small portion will still be used for bicycles and pedestrian projects and cities with a population under 100,000 receiving TDA allocations can use these funds for streets and roads purposes after transit needs are met. With a legislative exemption from SB 848, the City of Thousand Oaks is now allowed to claim streets and roads funds even though its population is over 100,000. VCTC uses the majority of its LTF funds for passenger rail with a smaller portion used for planning and administrative purposes.

The County's LTF receipts are subject to the economy (see Chart 6 - *Local Transportation Fund Revenues Twenty-five Year History*). Although the County has enjoyed periods of LTF receipt growth, sharp downturns in the economy cause disruption in the transit revenue stream. This occurred in 2008/2009 during the Great Recession when it took almost five years for LTF funding to return to previous levels. Although the COVID-19 pandemic caused an initial drop in LTF sales tax receipts, again, with the consumer shifting its spending from services to good and on-line sales, the loss was minimized.

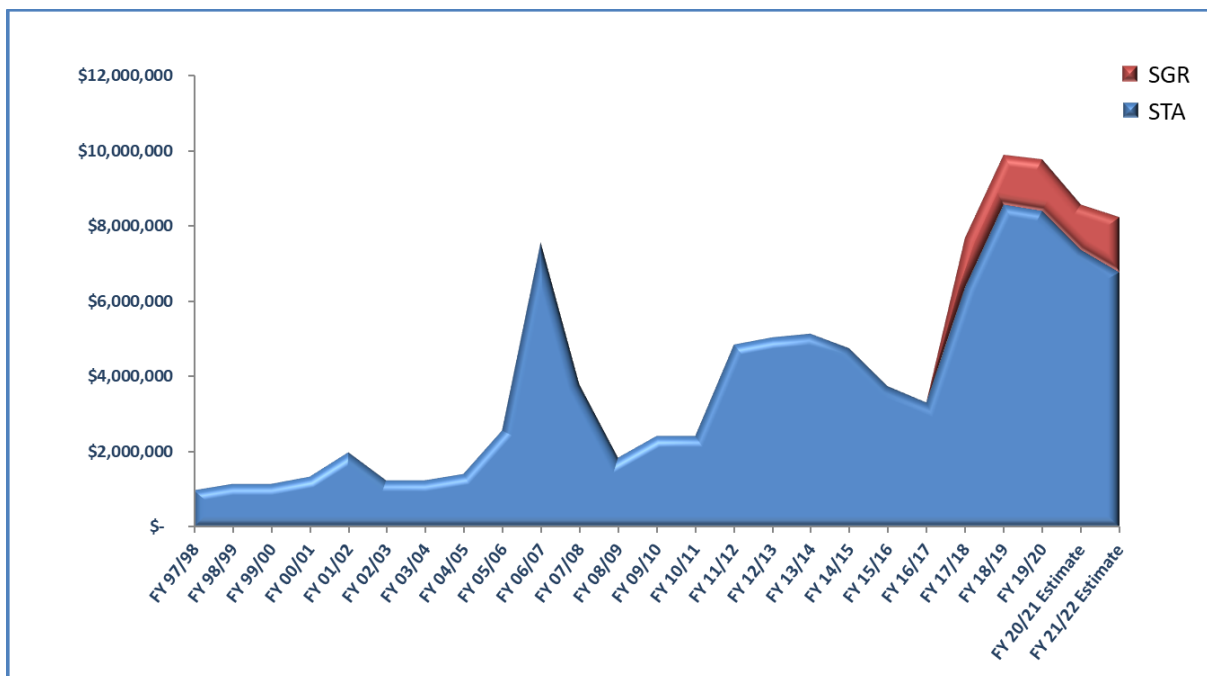
**Chart 6 - Local Transportation Fund Revenues Twenty-five Year History**



The second largest source of State TDA revenues is the State Transit Assistance (STA) funding. STA revenues are 9.5% of the budget. These funds are used to fund VCTC Intercity Bus Service, Metrolink Commuter rail services within the County, LOSSAN, the Santa Paula Branch Line, as well as other transit projects. VCTC also receives State of Good Repair (SGR) funds from the State which is 2% of the budget and the third highest state revenue. Although STA revenues have declined with the drop off in diesel fuel sales, the SGR funds have remained constant and increased slight as written into the SB 1 legislation that created these funds.

STA funding was not always secure. In prior years, when the State's revenues fell short, the State Transit Assistance (STA) funds were raided by the State, but this was legislatively addressed in Fiscal Year 2006/2007 and the funds now safely flow to the Regional Transportation Planning Agencies. Later, STA revenues declined due to the reduction in the price-based portion of the diesel fuel tax as diesel prices remained low and consumption was offset by more efficient vehicles and/or vehicles that use alternative fuels. However, with the passage of Senate Bill 1 (Beal), *The Road Repair and Accountability Act of 2017*, STA revenues increased, and new funding was added with the State of Good Repair program (see Chart 7 -, *State Transit Assistance and State of Good Repair Revenues Twenty-five Year History*). SB 1 raised gas taxes and vehicle registration fees to generate funds for transit and road repairs as well as provide funding for transit improvements. These funds go to State and local governments with some funds automatically allocated and some funds allocated by a competitive grants process.

**Chart 7 - State Transit Assistance and State of Good Repair Revenues  
Twenty-five Year History**



This last year was unprecedented and unpredictable. In the face of the global pandemic, it is easy to overlook the impacts on a micro scale. VCTC's budget is largely funded with sales tax revenues. A decline in consumer spending in tourism, retail sales, restaurants, etc. (all hard-hit areas during the pandemic), had short- and long-term impacts. In the short term, VCTC and local transit agencies received federal assistance initially in the form of CARES funding, but the VCTC portion of the CARES money, for the most part, will be consumed by the end of Fiscal Year 2020/2021. Additional federal pandemic aid through the American Rescue Plan Act (ARPA) will be received in the next few months and be available in Fiscal Year 2021/2022. However, in the long term, if ridership does not return quickly, local transit agencies may have to reduce transit operations, delay capital expenditures, and postpone needed studies until discretionary money is once again available. Also, long-term funding shortages will likely continue and put needed operating and capital services at risk.

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

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



**RESOLUTION NO. 2021-07  
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 2021/2022 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 2021/2022 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 2021/2022 Budget and authorizes expenditures of \$82,258,983. 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, 2021 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 4<sup>th</sup> day of June 2021.

**ATTEST:**

\_\_\_\_\_  
Kelly Long, Chair  
**APPROVED AS TO FORM:**

\_\_\_\_\_  
Roxanna Ibarra, Clerk of the Commission

\_\_\_\_\_  
Steven T. Mattas, General Counsel



## FINANCIAL SECTION

### BUDGET PROCESS

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

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

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

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

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



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

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

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

The budget process for the development of the Fiscal Year 2021/2022 budget and continued monitoring of the fiscal year is illustrated below in Chart 8 - *Budget Process*.

**Chart 8 – Budget Process**

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

## FINANCIAL POLICIES

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

### ***Budget Policies***

Each fiscal year the Commission approves the VCTC budget which contains new revenues and expenditures, as well as estimated revenues and expenditures that are carried over from the previous fiscal year. The budget must be balanced with anticipated revenues and appropriate fund balances. Expenses shall not exceed revenues plus available fund balances. Administrative costs shall be both reasonable and necessary. The budget is task driven with participation by management staff under the guidance of the Executive Director. Project Manager reports are used to compare actual expenditures and are monitored against the budget throughout the year by staff. A monthly Budget Report is presented to the Commission at its monthly meetings. Budget amendments occur throughout the year. The Executive Director has the administrative authority to approve budget transfers between budget line items, budget tasks and programs, reallocate staffing resources, and substitute one approved funding source for another. Amendments that increase the overall budget require Commission approval.

### ***Revenue and Cash Management Policies***

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

### ***Investment Policies***

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

### ***Auditing Policies***

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



### ***Fund Balance and Net Position Policies***

The term fund balance is generally used for governmental funds (the General Fund and Special Revenue Funds) and net position is used for government wide funds (the Enterprise funds and governmental funds shown as fully accrued when required). VCTC's fund balance is difference between the agency's assets and liabilities while the net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. VCTC reports its fund balances as nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent. When both restricted and unrestricted resources are available for use, it is the Commission's policy to use the most restricted resources first and then unrestricted resources in the following manner: restricted, committed, assigned and unassigned. The Commission reports its net position as Net Invested in Capital Assets, Restricted and Unrestricted. The Commission in its adopted fund balance policy has designated the authority to assign amounts used for specific purposes to the Executive Director and the Finance Director.

### ***Capital Assets Policies***

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

### ***Basis of Accounting and Budgeting Policies***

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

### ***Debt Policies***

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



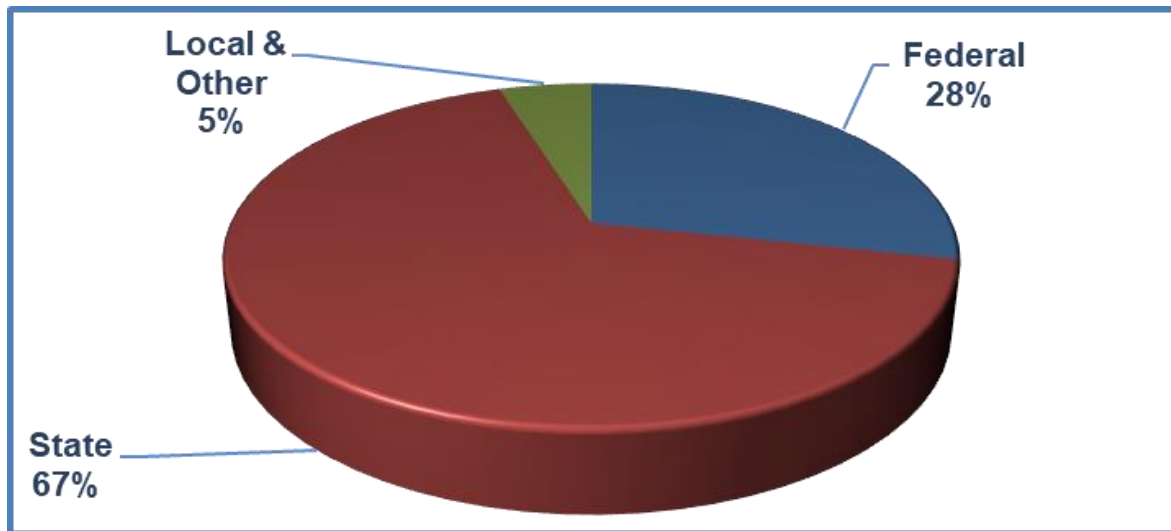
## REVENUES AND FUNDING SOURCES

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

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

The new revenues budgeted for VCTC in Fiscal Year 2021/2022 are estimated to be \$70,906,223. Below in, Chart 9 - *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$20,098,225. State revenues total \$47,341,178. The Local and Other revenues total \$3,466,820. VCTC uses state and local funding to maximize federal funding of projects. More detailed information can be found following the discussion of revenues and funding sources on Chart 10 - *Funding Sources*, Table 4 - *Revenue Sources* and Chart 11 - *Funding Source Detail* that provide further information about the budgeted revenues.

Chart 9 – Funding Source Summary



## Federal Revenues

### *Federal Transit Administration (FTA)*

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

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



### **Federal Transit Administration (FTA) continued:**

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

VCTC's budget contains \$1.8 million in CARES funding and \$12.7 million in other FTA funding for a total of \$14,585,425 in FTA revenues.

### ***Federal Highway Administration (FHWA)***

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

### ***Regional Surface Transportation Program (RSTP)***

The Regional Surface Transportation Program (RSTP) funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. RSTP funds are allocated by the Commission and administered through Caltrans. Caltrans publish RSTP estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$5,154,700 in STP revenues for activities related to the Route 101 environmental document preparation.

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

The Commission allocates the Congestion Mitigation and Air Quality funds for transportation projects that reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. Caltrans publishes the CMAQ estimates and apportionments. Projects are programmed by VCTC in the TIP based on Caltrans' estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$358,100 in CMAQ revenues.



## **State Revenues**

### ***Transportation Development Act (TDA)***

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

### ***Local Transportation Fund (LTF)***

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. These funds are received monthly (in-arrears) from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$35.2 million.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$35,250,000 in the upcoming year. Of this amount, \$14,500 is for County Administration, \$665,610 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$28,167,414 based on population to use as Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds. VCTC is budgeted to receive planning funds of \$705,000, administration funds of \$1,250,000, and commuter rail programs funds of \$4,447,476. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$6,402,476.

The budget also contains \$1,397,400 of carry-over funds of which \$850,000 is Article 3, Rail funds and \$547,400 of Article 3, Administration and Planning funds in the general fund balance.

### ***State Transit Assistance (STA)***

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and operator revenues (PUC 99314 allocation) of each eligible transit operator. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. STA revenues are restricted for transit purposes and are administered by VCTC. The State's estimate is \$6,764,938 in STA revenues. The STA funded expenditures of \$7,946,190 (which includes \$1,511,500 in carry-over) will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."



### ***State of Good Repair (SGR)***

In 2017, Governor Brown signed Senate Bill (SB) 1, to provide funding for new ongoing transportation projects. The provisions of SB 1 included the establishment of a new State of Good Repair program, which apportions funding by formula directly to California's transit operators and regional transportation agencies. Funds can be used for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure. Prior Caltrans approval of eligibility is required. The State generally disburses the SGR revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. SGR revenues are restricted for transit purposes and are administered by VCTC. The State's estimate is \$1,446,865 in SGR revenues. The SGR funded expenditures of \$6,356,865 (which includes prior years funding) will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

### ***Service Authority for Freeway Emergencies (SAFE)***

The Service Authority for Freeway Emergencies Vehicle Registration Fees (VRF) was created under Chapter 14 Section 2550 of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991, the Commission began to manage the operation and expansion of the cellular callbox system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. Staff estimates the annual revenues based on prior receipts. VCTC's budget contains \$810,000 in SAFE revenues to fund the motorist aid callbox and freeway service patrol programs.

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

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



### ***Planning, Programming and Monitoring (PPM)***

The Planning, Programming and Monitoring (PPM) funds are derived from the STIP. When SB 45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming, and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$410,000 in PPM revenues.

### ***Proposition 1B***

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. The State Controller publishes proposition 1B apportionments and then VCTC submits grant requests based on the apportionments. All the funds authorized by the bond measure have been apportioned; however, some residual project balances remain. Currently, the VCTC budget contains \$772,900 in Proposition 1B revenues for Metrolink capital projects.

### ***Low-Carbon Transit Operations Program (LCTOP)***

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$730,000 in LCTOP funds for the College Ride and Metrolink Saturday Service.

### ***Regional Early Action Planning (REAP) Grant / Memorandum of Agreement with Ventura Council of Governments (VCOG)***

The State of California 2019/2020 Budget Act allocated \$250 million for all regions, cities, and counties to prioritize planning activities that accelerate housing production to meet identified community needs. With this allocation, the State of California Department of Housing and Community Development (HCD) established the Regional Early Action Planning Grant Program (REAP) with \$125 million to regions. REAP provides one-time grant funding to regional governments and regional entities for planning activities that will accelerate housing production and facilitate compliance in implementing the sixth cycle of the Regional Housing Needs Allocation. HCD awarded a REAP grant to the Southern California Association of Governments (SCAG), which subsequently awarded a grant to the Ventura Council of Governments (VCOG). VCOG and VCTC then entered into a Memorandum of Agreement to reimburse VCTC using REAP funds for technical assistance and engagement support for development of a Vehicle Miles Travelled Adaptive Mitigation Program. VCTC's budget includes \$31,400 in REAP funding.



### ***Sustainable Transportation Planning Grant (STPG)***

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

### ***Freeway Service Patrol (FSP)***

In 1992, the Freeway Service Patrol Act (FSPA) was established with funding from the State Highway Account (SHA). In 2017, Senate Bill (SB) 1 provided additional funding for the Freeway Service Patrol program. These funds are to be used by eligible regional and local agencies for traffic-congested urban freeways throughout the state to provide emergency roadside assistance. The FSP funds from the State Highway Account (FSP-SHA) are allocated by Caltrans by two methods: a baseline formula-based (County population, traffic congestion and freeway lane miles) and a competitive program. The FSP funds from SB 1 (FSP-SB 1) are also allocated by Caltrans and fall into three categories: inflation and service-hour adjustments, California Highway Patrol, and new or expanded Services. These funds require a local match of 25%. VCTC's budget includes \$189,169 in FSP-SHA funds and \$567,506 FSP-SB 1 funds.

### ***California Public Utilities Commission (CPUC) Signal Funds***

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



## **Local and Other Funding Sources**

### ***Local Contributions and Fees***

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$2,458,520 in local contribution revenues and \$802,300 in local fee revenues.

### ***Investment Income and Other Revenues***

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget contains \$206,000 in investment income and other revenues.



Chart 10 – Funding Sources

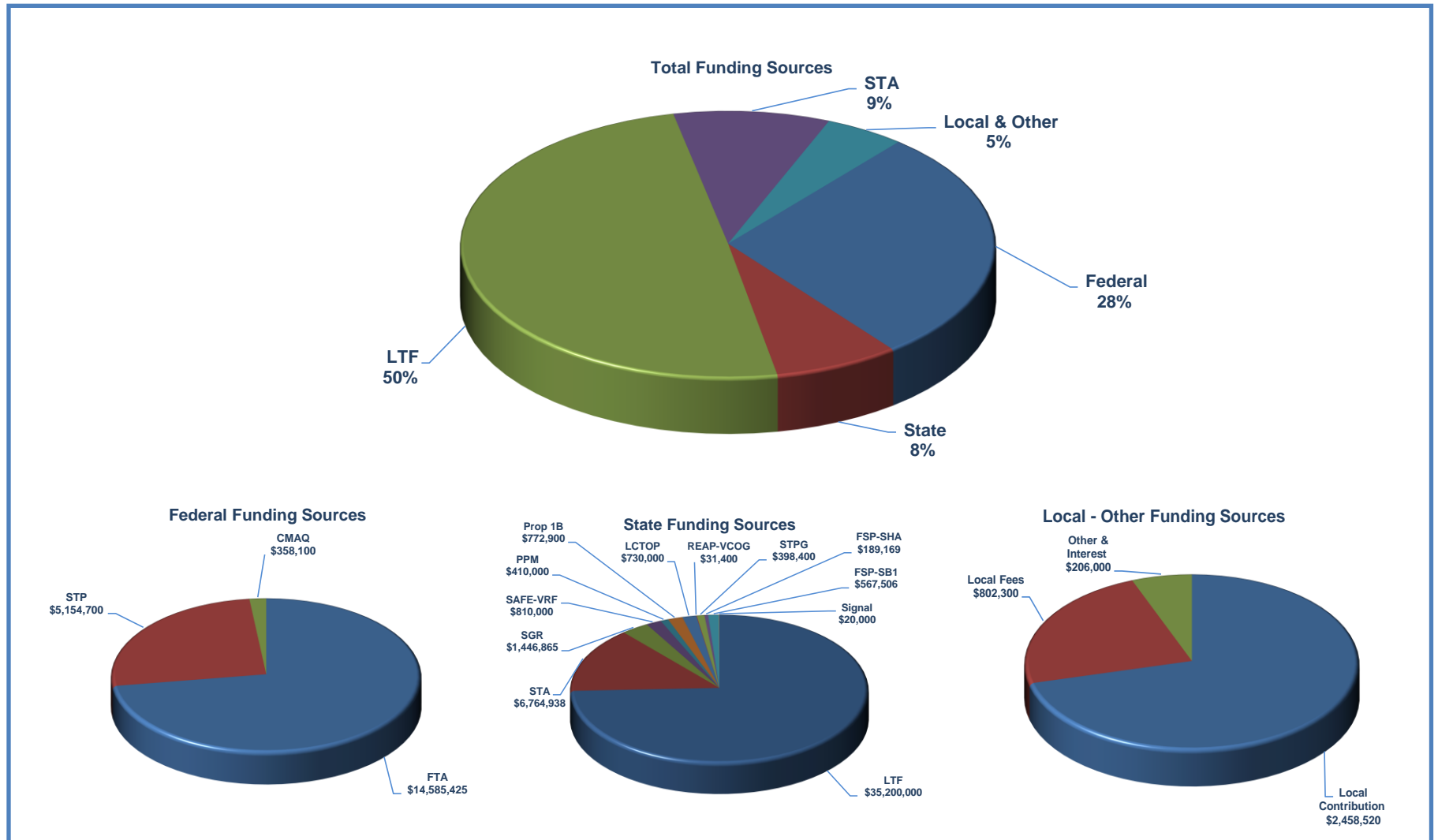


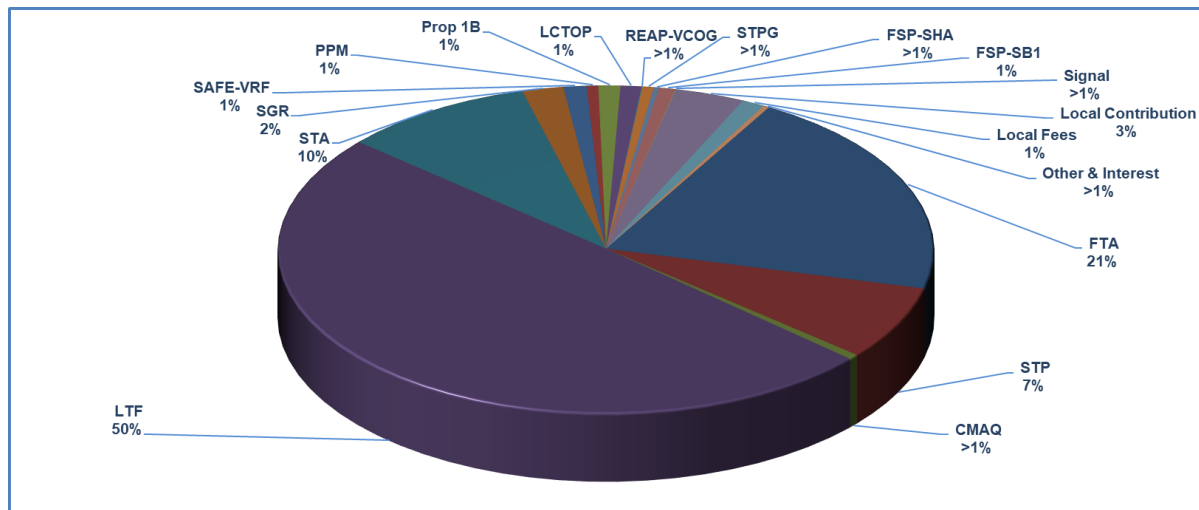
Table 4 – Revenue Sources

Funding Source	Fiscal Year 2019/2020 Actual Revenue	Fiscal Year 2020/2021 Revised Budget*	Fiscal Year 2021/2022 Budget
Federal Transit Administration (FTA)**	\$ 8,123,604	\$27,740,722	<b>\$14,585,425</b>
Surface Transportation Program (STP)	4,463,253	9,776,330	<b>5,154,700</b>
Congestion Mitigation and Air Quality (CMAQ)	256,292	398,154	<b>358,100</b>
Local Transportation Fund (LTF)	36,011,764	35,600,000	<b>35,200,000</b>
State Transit Assistance (STA)	8,387,793	7,366,477	<b>6,764,938</b>
State of Good Repair (SGR)	1,363,183	1,178,483	<b>1,446,865</b>
Service Authority for Freeway Emergencies (SAFE) - VRF	806,744	800,000	<b>810,000</b>
Planning, Programming and Monitoring (PPM)	453,935	407,000	<b>410,000</b>
Proposition 1B	205,614	1,585,230	<b>772,900</b>
LCTOP – Cap and Trade	1,129,504	2,147,912	<b>730,000</b>
Adaption Planning Grant (APG)	165,818	150,143	<b>0</b>
Regional Early Action Planning (REAP) - VCOG	0	28,600	<b>31,400</b>
Sustainable Transportation Planning Grant (STPG)	0	398,400	<b>398,400</b>
Freeway Service Patrol (FSP) - SHA	0	178,800	<b>189,169</b>
Freeway Service Patrol (FSP) - SB1	0	536,400	<b>567,506</b>
California Public Utilities Commission Signal	43,420	20,000	<b>20,000</b>
Local Contributions	2,751,673	1,228,454	<b>2,458,520</b>
Local Fees	1,306,962	749,642	<b>802,300</b>
Investment Income and Other Revenues	504,997	550,812	<b>206,000</b>
<b>Total Funding Sources</b>	<b>\$65,974,556</b>	<b>\$90,841,559</b>	<b>\$70,906,223</b>

\* Some budget tasks were amended after the Commission approved the budget in June 2020.

\*\* The FTA revenues contained CARES funding of \$204,170 in FY 19/20 and budgeted CARES funding of \$14.9 million in FY 20/21 and \$1.8 million in FY 21/22.

Chart 11 – Funding Source Detail

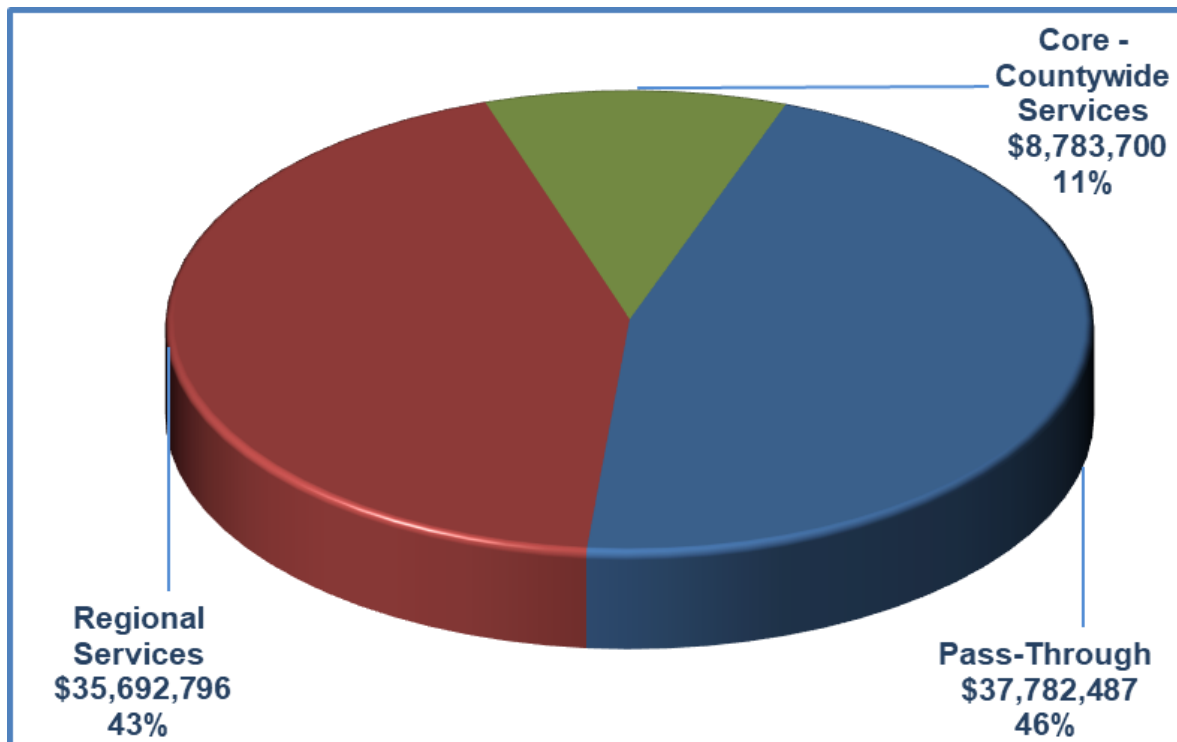


## PERSONNEL AND OPERATIONS SECTION

### PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and cost efficiency to the County we serve. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 12 - *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 5 - *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

**Chart 12 – Pass-Through, Regional and Core-Countywide Service Expenditures**

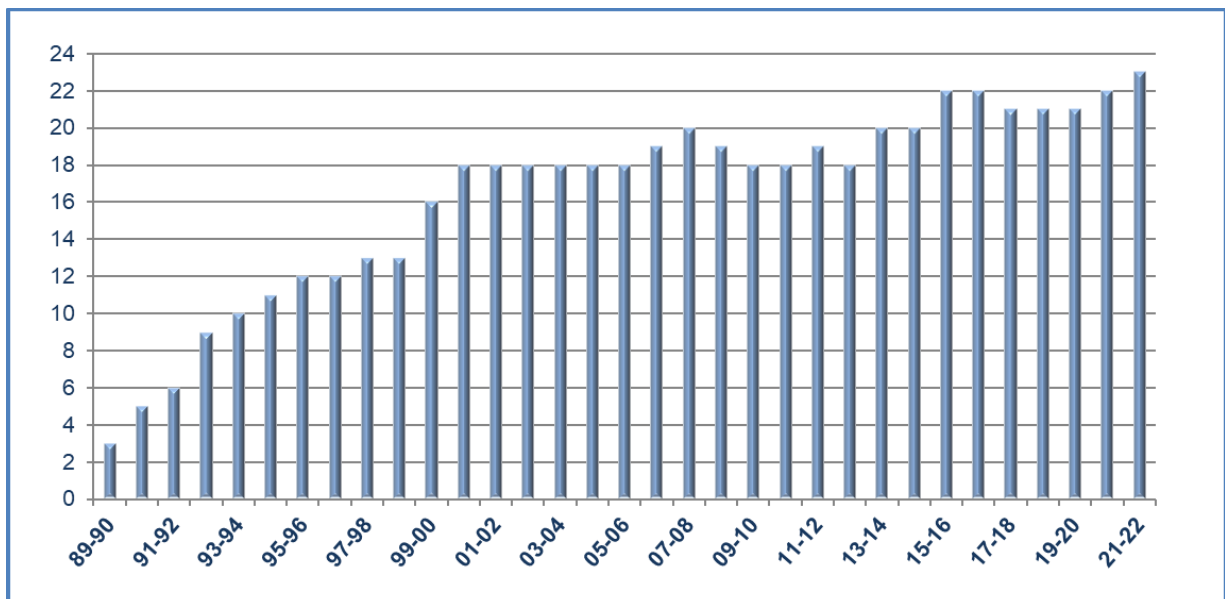


**Table 5 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission Motorist Aid Services Community Outreach Management and Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Reporting	Highway Project Management LOSSAN and Coast Rail Council Metrolink Commuter Rail Santa Paula Branch Line Senior & Disabled Transp. Services Regional Transit Information Center Regional Transit Technology Valley Express VCTC Intercity Services	TDA Administration Transit Grant Administration
<b>Staff Hours</b> <b>31,119</b>	<b>Staff Hours</b> <b>15,405</b>	<b>Staff Hours</b> <b>1,500</b>
<b>Total Staff Hours = 48,024</b>		

Growing from three employees in 1989 to its current proposed roster of twenty-three regular full-time employees, staffing includes sixteen professional positions and seven support and customer service positions (see Chart 13 - *Number of Employees*, Chart 19 - *Staff Organization*, and Chart 20 - *Functional Organization*).

**Chart 13 – Number of Employees**



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-two full-time employees budgeted. This year the Budget includes the addition of a new program analyst position to support the Programming department. There are additional State programming and meeting requirements along with a planned reduction of consultant assistant for this position to support. This budget also includes one proposed change in classification. The Senior Accountant-Analyst position under the Finance Director was reclassified to a manager level position pending Commission approval. The staff member currently in the analyst position would be elevated to the manager position and the analyst position would be removed. This change reflects the additional duties and level of responsibility of a manager position. Below in Table 6 - *Full Time Equivalents by Program* are the year-to-year full-time equivalent comparisons:

**Table 6 – Full Time Equivalents by Program**

<b>Program</b>	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Transit and Transportation	5.5	5.3	5.6
Highway	0.6	0.7	0.7
Rail	1.2	1.1	1.1
Commuter Assistance	1.8	1.7	1.7
Planning and Programming	5.6	6.1	6.8
General Government	<u>6.7</u>	<u>7.1</u>	<u>7.1</u>
<b>TOTAL</b>	<b>21.4</b>	<b>22.0</b>	<b>23.0</b>

Below in Table 7, *Summary Schedule of Salary Ranges*, the Fiscal Year 2021/2022 salary ranges are detailed by classification. The ranges below reflect the proposed 3.0% cost-of-living-adjustment (COLA) and approved increase to the Executive Director's salary. The Commission's detailed Salary Schedule for Fiscal Year 2021/2022 is included in Appendix C and complies with Government Code §20636 "Compensation Earnable" and California Code of Register §570.5, "Requirements for a Publicly Available Pay Schedule." The approved salary schedule will also be posted on the website at [www.goventura.org](http://www.goventura.org) under finance.

**Table 7 – Summary Schedule of Salary Ranges**

<b>Staffing Level</b>	<b>No. of Employees</b>	<b>Range</b>
Executive Director	1	No established range
Director	4	\$109,108
Manager	8	\$ 70,132
Planner/Analyst	4	\$ 50,100
Support Staff II	4	\$ 43,827
Support Staff I	2	\$ 29,120

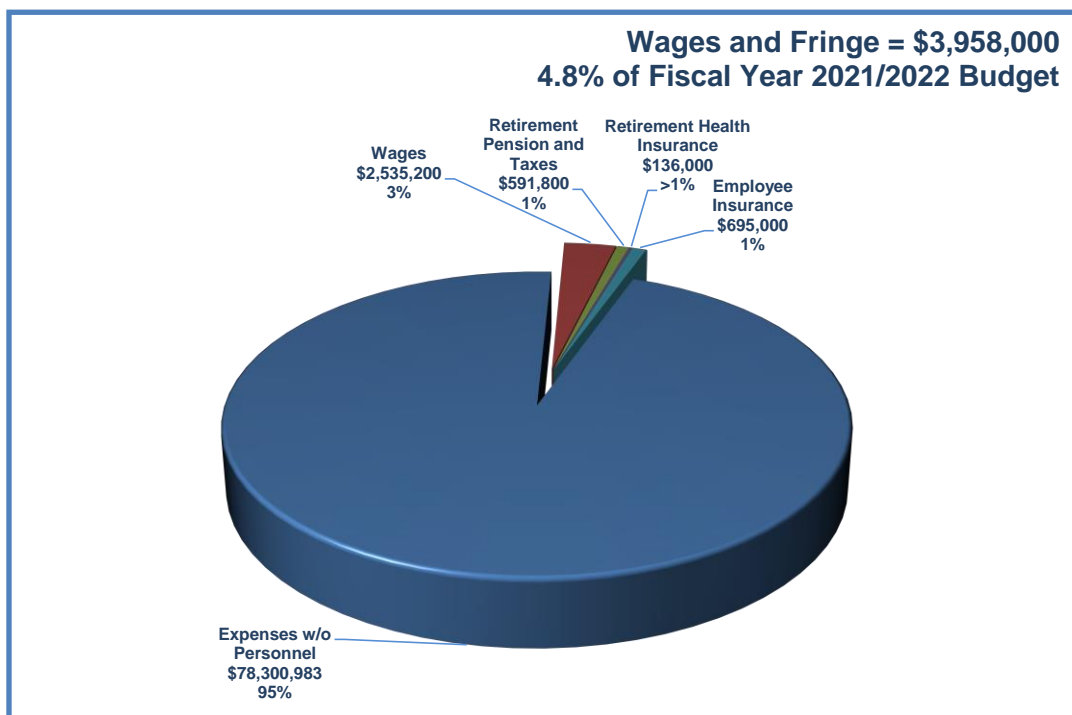


The Commission's salary and fringe benefits total \$3,958,000 and is 4.8% of the Fiscal Year 2021/2022 budget (see Table 8 - *Personnel Budget* and Chart 14 - *Personnel Costs*). This represents an increase of \$300,100 or 8.2% from the Fiscal Year 2020/2021 budget personnel costs. Of the \$300,100 increase, \$198,200 is attributed to salaries and wages. The Wages total of \$2,535,200 includes approximately \$86,500 for potential merit increases for eligible employees not at the top of their range and approximately \$69,800 for a proposed three percent cost-of-living-adjustment (COLA) for all employees. The budget contains two unfilled positions (the proposed Program Analyst position and the vacant Senior Accountant/Analyst position) that are budgeted at fully burdened rates (top of the salary range with associated taxes and maximum insurance costs). Actual costs for the unfilled positions are expected to come in lower but are unknown until the positions are filled. Benefits account for 1.7% of the budget or \$1,422,800. The increase of \$101,900 is largely due to one new position that is fully burdened and to one vacant position that is fully burdened and small increases to pension and other post-employment benefits (OPEB) costs.

**Table 8 – Personnel Budget**

Personnel Costs	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget	Fiscal Year 2021/2022 Budget
Wages	\$1,968,229	\$2,337,000	<b>\$2,535,200</b>
Retirement Pensions and Taxes	446,589	551,600	<b>591,800</b>
Retirement Health Insurance/OPEB	109,251	134,000	<b>136,000</b>
Employee Insurance	477,239	635,300	<b>695,000</b>
<b>Total Expenditures</b>	<b>\$3,001,308</b>	<b>\$3,657,900</b>	<b>\$3,958,000</b>

**Chart 14 – Personnel Costs**



### **Health Insurance and OPEB**

The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. Grandfathered employees only receive this benefit if they retire directly from VCTC. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently, there are thirteen retirees in this tier. The second tier provides retiree health care coverage for the retiree at the minimum required CalPERS contribution. Currently, there is one retiree in this tier. If an employee separates from VCTC before retirement, the retirement benefit is forfeited.

VCTC contributes 100% of the annual requirement related to its proportionate share of the post-retirement health care benefit. Retiree healthcare cost of \$136,000 will be used to pay for retiree healthcare costs and partially prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$2,000 higher than the previous fiscal year and is based on the current actuary valuation from 2019. A new evaluation will be performed in late 2021. As of the 2019 actuarial valuation, the unfunded actuarial accrued liability (UAAL) was \$352,000 with a remaining amortization period of five years. For a history of the OPEB cost and UAAL by fiscal year see Table 9 - *OPEB Costs, Unfunded Actuarial Accrued Liability and Funded Status*.

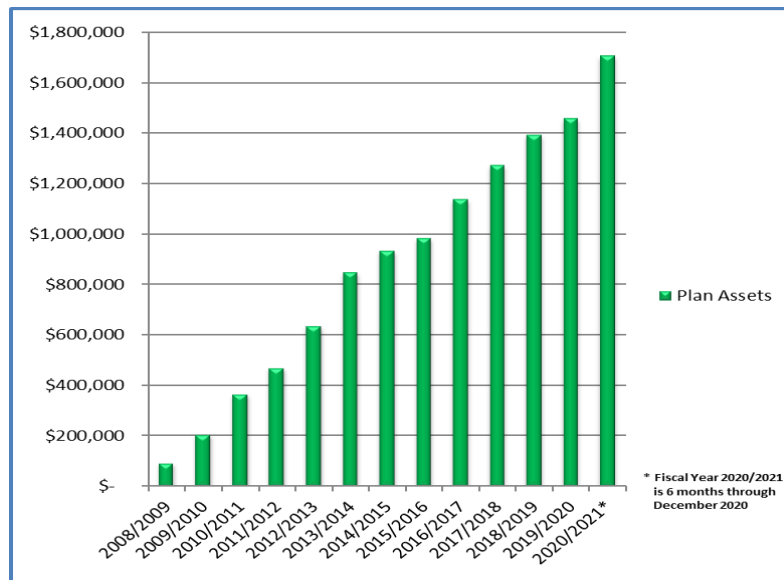
**Table 9 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status**

<b>Fiscal Year</b>	<b>OPEB Costs</b>	<b>Unfunded Actuarial Accrued Liability</b>	<b>Funded Status</b>
2021/2022	\$ 136,000	<i>unknown</i>	<i>unknown</i>
2020/2021	\$ 134,000	<i>unknown</i>	<i>unknown</i>
2019/2020	\$ 109,000	\$ 352,000	79.9%
2018/2019	\$ 108,000	\$ 352,000	79.9%
2017/2018	\$ 109,000	\$ 365,000	75.8%
2016/2017	\$ 109,000	\$ 365,000	75.8%
2015/2016	\$ 107,000	\$ 561,000	62.0%
2014/2015	\$ 107,000	\$ 561,000	62.0%
2013/2014	\$ 152,000	\$ 720,000	45.9%
2012/2013	\$ 147,000	\$ 720,000	45.9%
2011/2012	\$ 142,000	\$ 1,023,000	24.6%
2010/2011	\$ 138,000	\$ 1,023,000	24.6%
2009/2010	\$ 122,000	\$ 1,016,000	16.4%



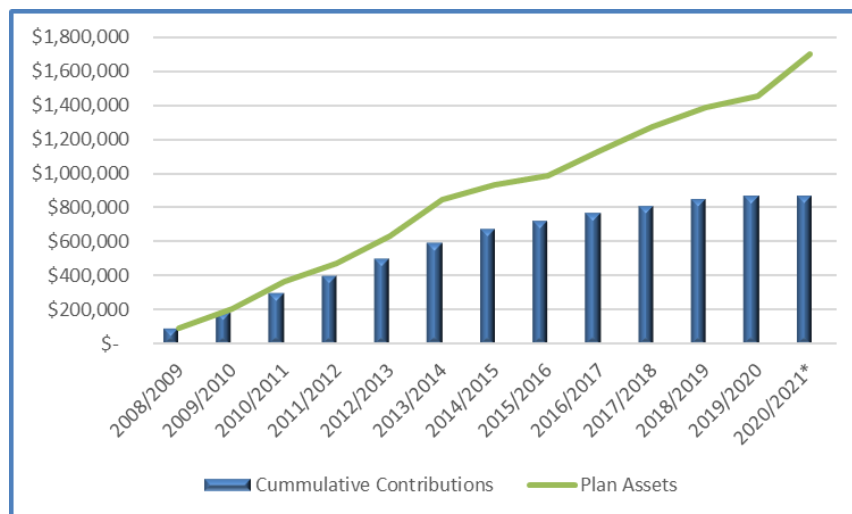
In June 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. The OPEB Trust fund's balance as of March 2021 was \$1,742,082 and the funded ratio was 79.8%. (see Chart 15 - *OPEB Trust Assets by Fiscal Year*). Twelve other agencies within the County also contribute to the CERBT with an average funded level of 70.9% based on current available data.

**Chart 15 – OPEB Trust Assets by Fiscal Year**



Contributions to the trust are flattening out as more people retire from VCTC and the OPEB costs are used to pay for the retiree benefit (see Chart 16 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of March 2021, VCTC's net contributions into the trust were approximately \$869,000 and VCTC's OPEB trust net earnings were approximately \$882,000. The average annual internal rate of return since inception is 8.75%.

**Chart 16 – OPEB Trust Earnings and Contributions by Fiscal Year**



## ***Pension***

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

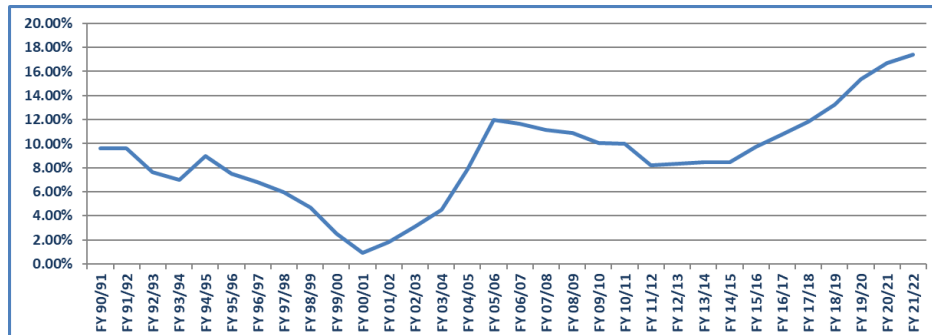
Employer contributions are made up of two costs: the annual estimated costs of benefits earned by employees currently working or "normal cost" and the amortized payment of the unfunded accrued liability (UAL). Employers pay their "normal cost" or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) as a set dollar amount both of which are determined by CalPERS through an actuarial valuation. VCTC contributes 100% of the annual requirement related to its proportionate share of the net pension liability. In Fiscal Year 2021/2022 (based on the June 30, 2019 valuation), the weighted average, blended employer's current contribution is 17.39% of payroll. This blended rate includes the UAL payment of \$185,753 towards VCTC's total UAL of \$2,450,504.

In March 2021, the Commission approved a one-time Additional Discretionary Payment (ADP) payment of \$1,000,000 to pay-down VCTC's UAL. This payment lowered VCTC's liabilities, reduced long-term costs, and increased the pension funding ratio. It is estimated that VCTC will save over \$1.1 million in interest costs and increase its funded status from 80% to 88% based on the 2019 actuarial valuation. The ADP will not be reflected until the June 30, 2021 valuation as the payment was made in 2021.



VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60 for Classic employees. VCTC is also starting to benefit from PEPR. Although the rates have fluctuated over the years (see Chart 17 - *Historical Pension Employer Rates*), VCTC's weighted average, blended employer rate since 1989 (or 30 years) is 8.829%.

**Chart 17 – Historical Pension Employer Rates**



The UAAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. In addition, every few years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions and uses this information to compute the employer's required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPR. Other adjustments occur annually, such as the adjustment for investment returns. One recent assumption change affecting the current rates is the lowering of the discount rate from 7.5% to 7%. A change that will affect rates beginning in Fiscal Year 2021/2022 is the shortening of the amortization period (from 30 years to 20 years) used to recognize gains and losses. The new policies will result in faster amortization of future changes in unfunded liability. Furthermore, because of the dramatic downturn in the economy due to the COVID-19 pandemic, the pension unfunded liability will likely increase, and current rates are estimated to increase another 4 to 6 percent in two years. This investment loss increase will not materialize for another year, as it will be based on the June 2020 actuarial valuation that will influence the Fiscal Year 2022/2023 rates. Although many of the stabilizing adjustments will increase employer rates, the anticipated outcome should be a more stable and sustainable pension plan. Per CalPERS, the estimated CalPERS employer contribution blended rates for the next five years (before adjustments for the current economic downturn) are presented below in Table 10 – *Projected CalPERS Pension Employer Blended Contribution Rates*.

**Table 10 – Projected CalPERS Pension Employer Blended Contribution Rates**

Fiscal Year	Pension Rate
2022/2023	18.23%
2023/2024	18.61%
2024/2025	18.99%
2025/2026	20.20%
2026/2027	19.00%

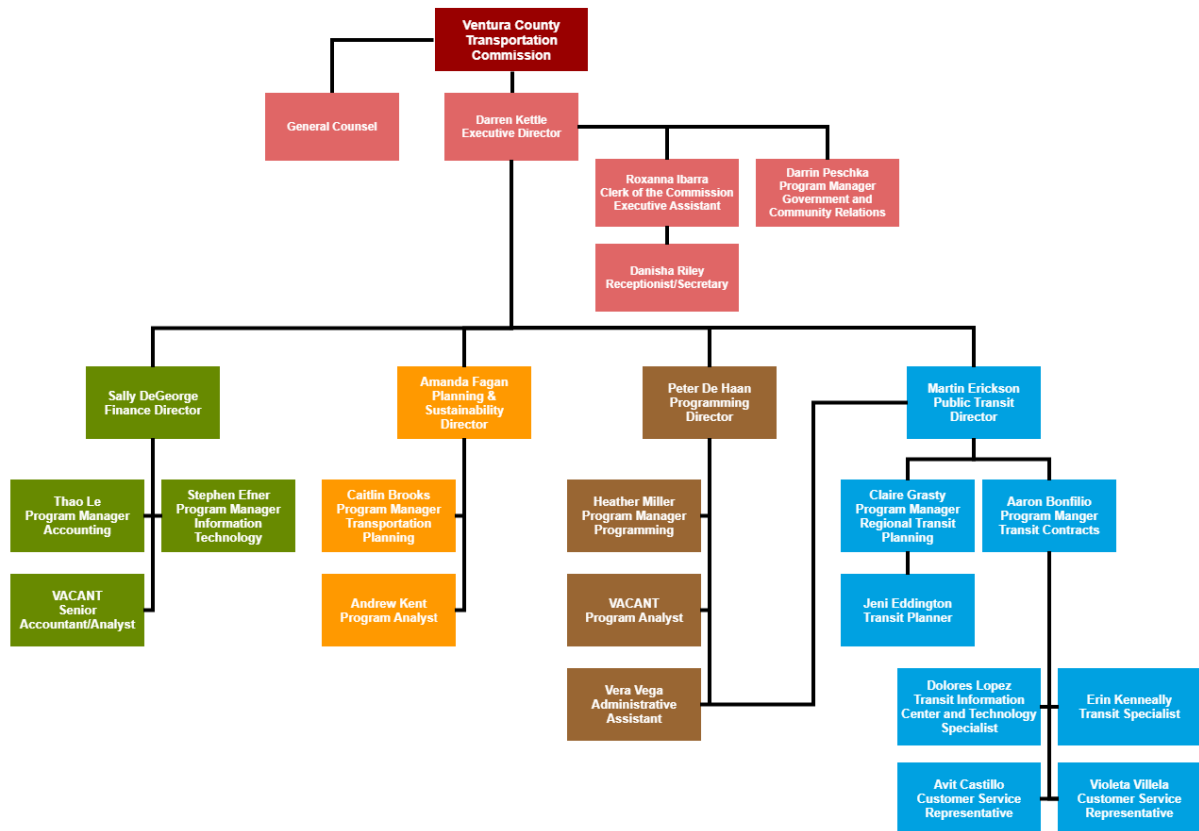
Pension benefits are largely funded (55%) from investment earnings (see Chart 18 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2019/2020, CalPERS investment returns averaged 4.7% for the last year, 6.3% for the last five years, and 8.5% for the last 10 years and 8.0% for the last 30 years. As of June 30, 2019 (the latest actuary valuation), VCTC has pension assets of \$9.4 million with a weighted average, blended funded ratio of 79.4% (slightly higher than the average CalPERS public agency at 70.6%). When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

**Chart 18 – CalPERS Pension Buck**



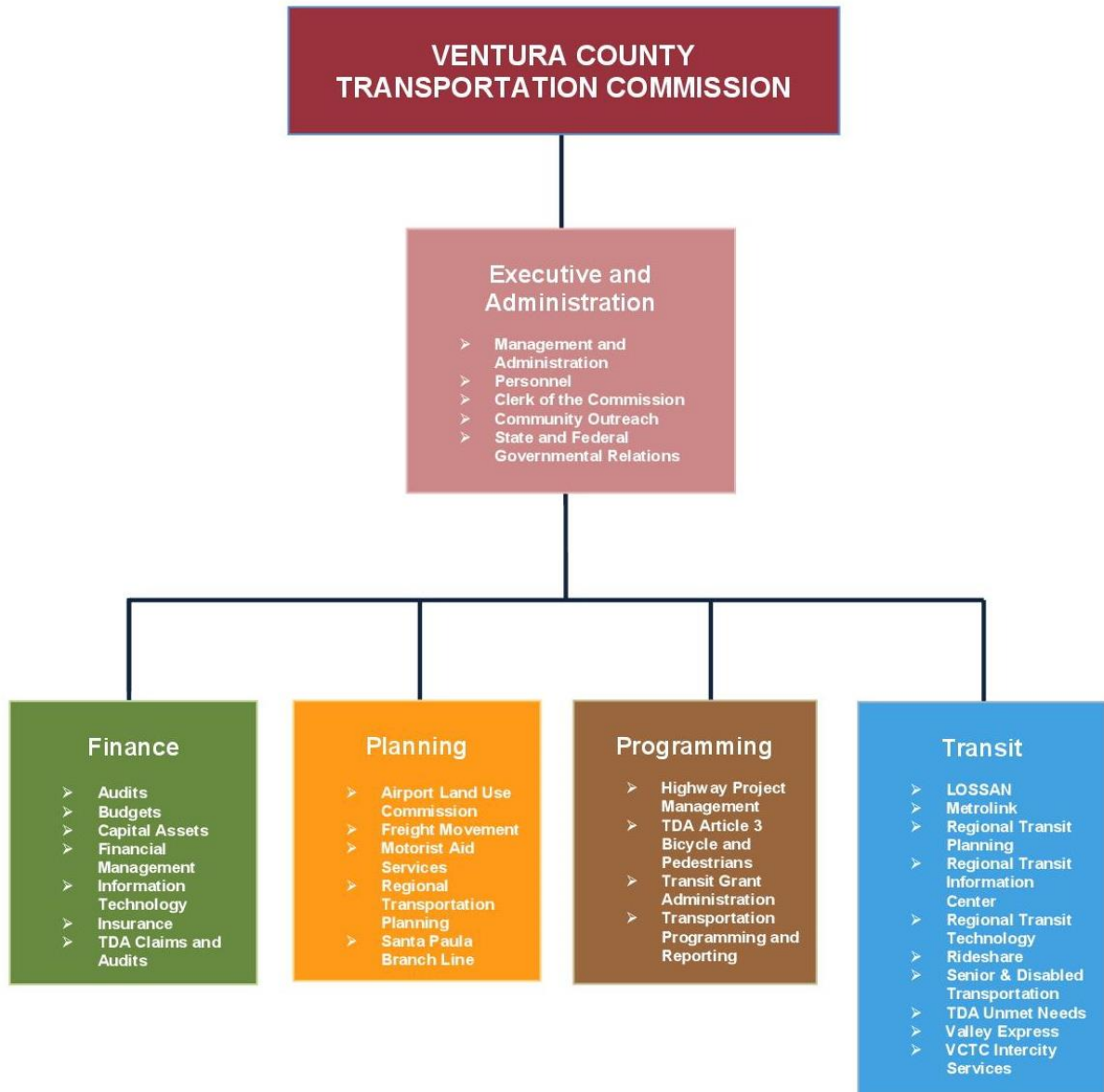
# Staff Organizational Chart

Chart 19 – Staff Organization



## Functional Organizational Chart

Chart 20 – Functional Organization



## INDIRECT COST ALLOCATION PLAN

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

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the indirect costs for the period covered by the rate. When the actual costs for the fiscal year are determined after the audit is completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year after the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate. The indirect costs were over-recovered in Fiscal Year 2019/2020 and, therefore, an adjustment of -\$9,264 is needed to this year's indirect costs and is taken out of the General Fund balance.

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

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

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

The Salaries and Benefits line item increased by \$114,400 for additional staff time as well as adjustments to employee costs including merit and COLA increases. Smaller adjustments to the indirect budget include the Communications item increasing by \$10,000 with the new phone system and the Office and Printing items decreasing \$5,000 and \$2,000, respectively. Office lease and storage unit costs are estimated to increase by \$54,600 as the "move-in, rent holiday" for the new office space is over. The audits and actuary services increased by \$6,100 for the OPEB valuation and potential additional single audits due to federal pandemic funding.



In December 2020, the Commission approved joining the Special Districts Risk Management Authority (SDRMA) to provide insurance coverage for VCTC as VCTC was unable to secure full insurance coverage through private insurance carriers as was the prior practice. At that time, the Commission was advised of the three-year commitment to SDRMA and increase to insurance costs. Due to large payouts for a multitude of natural disasters over the last several years as well as insurance providers leaving the California market, insurance costs remain high. VCTC's insurance increased by \$73,000 due to the above factors as well as reflecting a full year's premium with SDRMA. This amount is \$48,000 less than the Draft Budget estimate.

Table 8 - *Indirect Cost Allocation Plan*, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 11 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliations. Indirect costs rates fluctuate from year to year based on salaries, expenditures, and carry-forward adjustments.

**Table 11 – Indirect Cost Allocation Plan**

	Fiscal Year 2019/2020	Fiscal Year 2020/2021	Fiscal Year 2021/2022	\$	% of
Operating and Professional Costs:	Actual	Budget	Budget	Change	Change
Salaries and Benefits	\$ 668,742	\$ 805,900	<b>\$ 920,300</b>	114,400	14.2%
Bank Fees	3,444	4,500	<b>4,500</b>	0	0.0%
Books and Publications	1,270	1,500	<b>1,500</b>	0	0.0%
Business Meals	57	500	<b>500</b>	0	0.0%
Communications	16,348	20,000	<b>30,000</b>	10,000	50.0%
Insurance	246,532	324,000	<b>397,000</b>	73,000	22.5%
Maintenance and Repairs	1,392	18,000	<b>18,000</b>	0	0.0%
Membership and Dues	4,760	13,800	<b>13,800</b>	0	0.0%
Mileage	536	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	1,298	10,000	<b>10,000</b>	0	0.0%
Office	36,500	30,000	<b>25,000</b>	-5,000	-16.7%
Postage	5,058	5,000	<b>5,000</b>	0	0.0%
Printing	2,854	10,000	<b>8,000</b>	-2,000	-20.0%
Lease	145,563	134,800	<b>189,400</b>	54,600	40.5%
Training	2,205	7,000	<b>7,000</b>	0	0.0%
Travel and Conferences	1,279	6,000	<b>6,000</b>	0	0.0%
Audit and Actuary Services	56,149	65,000	<b>71,100</b>	6,100	9.4%
Legal Services	26,796	40,000	<b>40,000</b>	0	0.0%
Professional and Human Resources	<u>64,396</u>	<u>80,000</u>	<u><b>80,000</b></u>	0	0.0%
<b>Subtotal</b>	<b>\$1,285,179</b>	<b>\$1,577,500</b>	<b>\$1,828,600</b>		
<b>Adjusted Overhead Rate</b>	<b>51.17%</b>	<b>54.88%</b>	<b>59.89%</b>		



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## BUDGET SUMMARY PROGRAM SECTION

### PROGRAM OVERVIEW

The Fiscal Year 2021/2022 budget is a comprehensive budget. It contains eight funds (the General, LTF, STA, SAFE, SPBL, SGR, VCTC Intercity and Valley Express funds) and is divided into six programs that support VCTC's mission.

Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section and provide information about budget objectives, accomplishments, description, work elements, product, funding, and expenditures that support VCTC's mission. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2021/2022 are \$82,258,983 and include an estimated \$11.3 million for capital and depreciation expenses/expenditures. The significant nonrecurring capital expenditures within this budget are found within the Metrolink task budget of approximately \$9.2 million. The total budget expenditures decreased by 16.0% and are briefly explained in the program summaries.

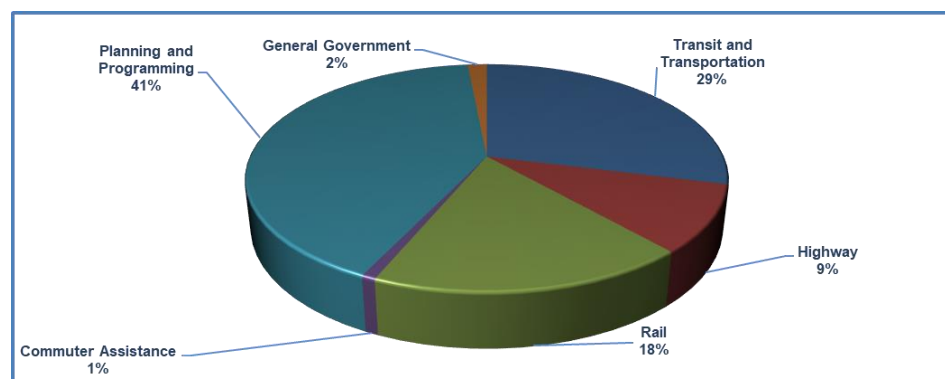
Below is a table and chart, which summarize these six programs: Table 12 - *Budgeted Expenditures Summary by Program*, and Chart 21 - *Budgeted Program Expenditures*.

**Table 12 – Budgeted Expenditures Summary by Program**

Program Budget Categories	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
<b>Transit and Transportation</b>	\$22,829,631	\$32,823,267	<b>\$23,759,200</b>	-27.6%
Highway	5,948,114	11,318,330	<b>7,804,400</b>	-31.0%
Rail	4,736,779	14,491,259	<b>14,812,796</b>	2.2%
Commuter Assistance	462,517	703,454	<b>662,800</b>	-5.8%
Planning and Programming	35,309,801	35,817,950	<b>33,955,187</b>	-5.2%
General Government	1,039,579	2,810,141	<b>1,264,600</b>	-55.0%
<b>Total Program Budget</b>	<b>\$70,326,421</b>	<b>\$97,964,401</b>	<b>\$82,258,983</b>	-16.0%

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).

**Chart 21 – Budgeted Program Expenditures**



## TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role in providing regional support as the County's Transportation Commission. These tasks help the Commission to prioritize public transportation projects, facilitate State and federal public transit funding and utilize technology to better serve our community's transit and transportation needs. This Program improves mobility (for both regular and paratransit services) by provides transit and technological services where there are gaps in local jurisdiction's boundaries, provides commuter-oriented inter-county options, and provides regional leadership. This program consists of five budget tasks that provide detailed objectives and accomplishments of the activities supporting this program's goals and the agency's mission.

At \$23,759,200, the Transit and Transportation Program is 29% of the budget. Major changes to the Program budget task include a decrease of approximately \$2.8 million in the Regional Transit Technology budget with the anticipated completion of the real time bus tracking and mobile ticketing projects. The Transit Grant Administration budget decreased approximately \$6.1 million with the completion of local pass-through projects while partially offset by new pass-through projects to local agencies and staff time associated with the new position. The previous budget included an estimated \$7.2 million in one-time pass-through CARES funding of which \$0.8 million is carried over into this fiscal year. The Valley Express budget increased by \$55,500 largely due to increased contractor costs. The VCTC Intercity budget decreased approximately \$167,000 due to lower equipment needs and lower depreciation expenses. Capital expenditures funded with FTA, LTF, STA and local funds are found within the Regional Transit Tech (\$0.1 million), Transit Grant Administration (\$0.1 million), Valley Express (\$4,000) and VCTC Intercity (\$1.8 million) tasks. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 13 – Transit and Transportation Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
<b>Regional Transit Technology</b>	88	\$ 1,272,109	\$ 3,741,977	\$ 941,300	-74.8%
<b>Senior &amp; Disabled Transportation Services</b>	90	297,966	448,200	457,900	2.2%
<b>Transit Grant Administration</b>	92	3,550,240	14,522,900	8,361,200	-42.4%
<b>Valley Express</b>	94	1,679,394	2,006,800	2,062,300	2.8%
<b>VCTC Intercity Services</b>	96	16,029,922	12,103,390	11,936,500	-1.4%
<b>Total Transit and Transportation Budget</b>		<u>\$22,829,631</u>	<u>\$32,823,267</u>	<u>\$23,759,200</u>	-27.6%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 675,669	\$ 714,900	\$ 779,100	
<b>Indirect</b>		345,740	392,300	466,500	
<b>Project</b>		<u>21,808,222</u>	<u>31,716,067</u>	<u>22,513,600</u>	
<b>Total Transit and Transportation Budget</b>		<u>\$22,829,631</u>	<u>\$32,823,267</u>	<u>\$23,759,200</u>	
<b>Full-Time Employee Equivalent</b>		5.5	5.3	5.6	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).



## HIGHWAY PROGRAM

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

At \$7,804,400, the Highway Program is 9% of the budget. The Highway Project Management and Monitoring budget decreased \$4.6 million due to the partial completion of the consultant work on the U.S. 101 for preliminary engineering and environmental report documents. The Motorist Aid budget increased by \$1.1 million due to the second cycle of the Incident Responder Grant in the current fiscal year. Capital expenditures funded with SAFE funds are found within the Motorist Aid Services task at \$8,000. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 14 – Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
<b>Highway Project Management</b>	100	\$4,546,287	\$ 9,807,730	\$5,180,300	-47.2%
<b>Motorist Aid Services</b>	102	<u>1,401,827</u>	<u>1,510,600</u>	<u>2,624,100</u>	<u>73.7%</u>
<b>Total Highway Budget</b>		<u>\$5,948,114</u>	<u>\$11,318,330</u>	<u><b>\$7,804,400</b></u>	-31.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 89,934	\$ 149,800	<b>\$ 156,100</b>	
<b>Indirect</b>		46,019	83,000	<b>93,600</b>	
<b>Project</b>		<u>5,812,161</u>	<u>11,085,530</u>	<u><b>7,554,700</b></u>	
<b>Total Highway Budget</b>		<u>\$5,948,114</u>	<u>\$11,318,330</u>	<u><b>\$7,804,400</b></u>	
<b>Full-Time Employee Equivalent</b>		0.6	0.7	<b>0.7</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).



## RAIL PROGRAM

The Rail Program represents the projects within Ventura County relating to the Commission's rail programs providing a safe and reliable rail (Metrolink and Amtrack) alternative. This program ensures Ventura residents have a broad spectrum of mobility choices. VCTC works in partnership with sister agencies to provide regional rail services going far beyond those areas served by bus and to increase rail service and ridership where possible. This Program also includes VCTC's efforts to preserve the right-of-way for future rail service while providing active transportation opportunities through a recreational multi-use path. This program consists of three budget tasks that provide detailed objectives and accomplishments of the activities supporting this program's goals and the agency's mission.

At \$14,812,796, the Rail Program is 18% of the budget and includes three project tasks. Major changes to the Program budget tasks include an increase to the Metrolink Commuter Rail budget of approximately \$1.1 million largely due to the increase in operational costs that were largely funded directly to SCRRA with CARES funding last fiscal year. The Santa Paula Branch Line budget decreased approximately \$0.8 million due to the anticipated capital and operational costs that will be shared by the new operator. Capital expenditures funded with LTF, STA, SGR and Proposition 1B funds are found within the Metrolink task at \$9.2 million. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 15 – Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	106	\$ 40,899	\$ 52,800	<b>\$ 55,900</b>	5.9%
<b>Metrolink Commuter Rail</b>	108	4,006,919	13,365,716	<b>14,457,496</b>	8.2%
<b>Santa Paula Branch Line</b>	110	688,961	1,072,743	<b>299,400</b>	-72.1%
<b>Total Rail Budget</b>		<u>\$4,736,779</u>	<u>\$14,491,259</u>	<u><b>\$14,812,796</b></u>	2.2%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 161,054	\$ 205,600	<b>\$ 203,100</b>	
<b>Indirect</b>		82,411	113,000	<b>121,700</b>	
<b>Project</b>		<u>4,493,314</u>	<u>14,172,659</u>	<u><b>14,487,996</b></u>	
<b>Total Rail Budget</b>		<u>\$4,736,779</u>	<u>\$14,491,259</u>	<u><b>\$14,812,796</b></u>	
<b>Full-Time Employee Equivalent</b>		1.2	1.1	<b>1.1</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).



## COMMUTER ASSISTANCE PROGRAM

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

At \$662,800, the Commuter Assistance Program is 1% of the budget. The Rideshare budget decreased approximately \$40,000 as the prior year contained higher consultant costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 16 - *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 16 – Commuter Assistance Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
<b>Regional Transit Information Center</b>	114	\$204,973	\$302,300	<b>\$301,700</b>	-0.2%
<b>Rideshare Programs</b>	116	<u>257,544</u>	<u>401,154</u>	<b>361,100</b>	-10.0%
<b>Total Commuter Assistance Budget</b>		<u>\$462,517</u>	<u>\$703,454</u>	<b>\$662,800</b>	-5.8%
<b>Program Costs:</b>					
<b>Personnel</b>		\$156,186	\$195,600	<b>\$204,200</b>	
<b>Indirect</b>		79,921	107,400	<b>122,300</b>	
<b>Project</b>		<u>226,410</u>	<u>400,454</u>	<b>336,300</b>	
<b>Total Commuter Assistance Budget</b>		<u>\$462,517</u>	<u>\$703,454</u>	<b>\$662,800</b>	
<b>Full-Time Employee Equivalent</b>		1.8	1.7	<b>1.7</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).

## PLANNING AND PROGRAMMING PROGRAM

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

At \$33,955,187, the Planning and Programming programs is 41% of the budget. Major changes to the Program budget tasks include the Regional Transit Planning budget decreased approximately \$0.8 million for the completion of the Transportation Emergency Preparedness Plan and the Countywide Transit System Map and only includes one year of funding for the College Ride program. The Regional Transportation Planning budget decreased approximately \$0.1 million for the completion of the 101 Communities Connected Study and the Ventura County Freight Corridor Study offset by new costs for the update of the Comprehensive Transportation Plan and Congestion Management Plan. The Transportation Development Act budget decreased approximately \$1 million for a reduction in pass-through funding. The Transportation Programming and Reporting budget increased \$0.1 million for increased staff time associated with the new position. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 17 - *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 17 – Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
Airport Land Use Commission	120	\$ 21,493	\$ 38,400	\$ 36,900	-3.9%
Regional Transit Planning	122	1,308,336	2,602,864	1,818,600	-30.1%
Regional Transportation Planning	124	785,344	1,592,500	1,465,400	-8.0%
TDA Administration	126	32,886,523	31,146,586	30,087,587	-3.4%
Transportation Programming & Reporting	128	308,105	437,600	546,700	24.9%
<b>Total Planning &amp; Programming Budget</b>		<b>\$35,309,801</b>	<b>\$35,817,950</b>	<b>\$33,955,187</b>	<b>-5.2%</b>
<b>Program Costs:</b>					
Personnel		\$ 897,932	\$ 1,086,600	\$ 1,205,300	
Indirect		459,472	597,300	722,100	
Project		33,952,397	34,134,050	32,027,787	
<b>Total Planning &amp; Programming Budget</b>		<b>\$35,309,801</b>	<b>\$35,817,950</b>	<b>\$33,955,187</b>	
<b>Full-Time Employee Equivalent</b>		<b>5.6</b>	<b>6.1</b>	<b>6.8</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).



## GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and activities of the agency and the various programs contained within the previous programs. The General Government Program ensures that funds flow smoothly and are accounted for according to the applicable regulations. This Program aims to increase community awareness and support the transit and transportation needs of the County including legislation and transportation funding. These tasks include financial management, legislative activities, intergovernmental relations, and public information. This program consists of three budget tasks that provide detailed objectives and accomplishments of the activities supporting this program's goals and the agency's mission.

At \$1,264,600, the General Government Program is 2% of the budget. Major changes to the Program budget tasks include a reduction of approximately \$80,000 to the Community Outreach budget for reduced staffing and consultant costs. The Management and Administration budget was reduced approximately \$1.4 million with the completion of the move to the new office building and the one-time pension liability payment made in the prior fiscal year. The State and Federal Governmental Relations budget decreased approximately \$32,000 for reduced staff costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 18 - *General Government Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 18 – General Government Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget	% of Change
Community Outreach	132	\$ 376,406	\$ 527,600	\$ 447,800	-15.1%
Management and Administration	134	511,257	1,995,841	563,000	-71.8%
State and Federal Governmental Relations	136	151,916	286,700	253,800	-11.5%
<b>Total General Government Budget</b>		<u>\$1,039,579</u>	<u>\$2,810,141</u>	<u>\$1,264,600</u>	-55.0%
<b>Program Costs:</b>					
Personnel		\$ 384,152	\$ 499,300	\$ 489,800	
Indirect		196,570	273,900	293,400	
Project		458,857	2,036,941	481,400	
<b>Total General Government Budget</b>		<u>\$1,039,579</u>	<u>\$2,810,141</u>	<u>\$1,264,600</u>	
<b>Full-Time Employee Equivalent</b>		6.7	7.1	7.1	

\*Some budget tasks were amended after the Commission approved the budget in June 2020 (see budget task section for details).

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## FUND BUDGETS AND BALANCES SECTION

### FUND BUDGETS

VCTC's budget is comprised of eight funds: a general fund, five special revenue funds and two enterprise funds. The Governmental Funds consist of the general fund and five special revenue funds: Local Transportation Fund (LTF), State Transit Assistance (STA), State of Good Repair (SGR), Service Authority for Freeway Emergencies (SAFE), and Santa Paula Branch Line (SPBL) funds. The two enterprise funds are the VCTC Intercity and Valley Express funds. All VCTC's funds are budgeted and account for many projects within the twenty budget tasks (see Table 19 – *Budget Task by Fund Type*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting.

**Table 19 – Budget Tasks by Fund Type**

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

Details of the Fiscal Year 2021/2022 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in Table 20 - *Budget Summary by Fund*.



Table 20 – Budget Summary by Fund

BUDGET SUMMARY BY FUND FISCAL YEAR 2021/2022									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>REVENUES</b>									
Federal Grants	16,243,248	-	-	-	-	-	2,872,877	982,100	20,098,225
State Grants	2,342,700	-	-	756,675	-	20,000	-	-	3,119,375
Local Transportation Fund	-	35,200,000	-	-	-	-	-	-	35,200,000
State Transit Assistance	-	-	6,764,938	-	-	-	-	-	6,764,938
State of Good Repair	-	-	-	-	1,446,865	-	-	-	1,446,865
Vehicle Registration Fees	-	-	-	810,000	-	-	-	-	810,000
Local, Investment, and Other Revenues	83,420	60,000	80,000	36,000	30,000	279,400	1,817,800	1,080,200	3,466,820
<b>Total Revenues</b>	<b>18,669,368</b>	<b>35,260,000</b>	<b>6,844,938</b>	<b>1,602,675</b>	<b>1,476,865</b>	<b>299,400</b>	<b>4,690,677</b>	<b>2,062,300</b>	<b>70,906,223</b>
<b>EXPENDITURES</b>									
<b>Transit and Transportation</b>									
Regional Transit Technology	941,300	-	-	-	-	-	-	-	941,300
Senior and Disabled Transportation Services	457,900	-	-	-	-	-	-	-	457,900
Transit Grant Administration	8,361,200	-	-	-	-	-	-	-	8,361,200
Valley Express	-	-	-	-	-	-	-	2,062,300	2,062,300
VCTC Intercity Services	-	-	-	-	-	-	11,936,500	-	11,936,500
<b>Total Transit and Transportation Budget</b>	<b>9,760,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,936,500</b>	<b>2,062,300</b>	<b>23,759,200</b>
<b>Highway</b>									
Highway Project Management & Monitoring	5,180,300	-	-	-	-	-	-	-	5,180,300
Motorist Aid Services	66,600	-	-	2,557,500	-	-	-	-	2,624,100
<b>Total Highway Budget</b>	<b>5,246,900</b>	<b>-</b>	<b>-</b>	<b>2,557,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,804,400</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2021/2022**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>									
LOSSAN - Coast Rail Coordinating Council	55,900	-	-	-	-	-	-	-	55,900
Metrolink Commuter Rail	14,457,496	-	-	-	-	-	-	-	14,457,496
Santa Paula Branch Line	137,900	-	-	-	-	161,500	-	-	299,400
<b>Total Rail Budget</b>	<b>14,651,296</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,500</b>	<b>-</b>	<b>-</b>	<b>14,812,796</b>
<b>Commuter Assistance</b>									
Regional Transit Information Center	301,700	-	-	-	-	-	-	-	301,700
Rideshare Programs	361,100	-	-	-	-	-	-	-	361,100
<b>Total Commuter Assistance Budget</b>	<b>662,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>662,800</b>
<b>Planning and Programming</b>									
Airport Land Use Commission	36,900	-	-	-	-	-	-	-	36,900
Regional Transit Planning	1,818,600	-	-	-	-	-	-	-	1,818,600
Regional Transportation Planning	1,465,400	-	-	-	-	-	-	-	1,465,400
TDA Administration	203,900	29,478,975	333,404	-	71,308	-	-	-	30,087,587
Transportation Programming and Reporting	546,700	-	-	-	-	-	-	-	546,700
<b>Total Planning and Programming Budget</b>	<b>4,071,500</b>	<b>29,478,975</b>	<b>333,404</b>	<b>-</b>	<b>71,308</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,955,187</b>
<b>General Government</b>									
Community Outreach	447,800	-	-	-	-	-	-	-	447,800
Management and Administration	563,000	-	-	-	-	-	-	-	563,000
State and Federal Governmental Relations	253,800	-	-	-	-	-	-	-	253,800
<b>Total General Government Budget</b>	<b>1,264,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,264,600</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2021/2022**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>35,657,496</b>	<b>29,478,975</b>	<b>333,404</b>	<b>2,557,500</b>	<b>71,308</b>	<b>161,500</b>	<b>11,936,500</b>	<b>2,062,300</b>	<b>82,258,983</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(16,988,128)</b>	<b>5,781,025</b>	<b>6,511,534</b>	<b>(954,825)</b>	<b>1,405,557</b>	<b>137,900</b>	<b>(7,245,823)</b>	<b>-</b>	<b>(11,352,760)</b>
<b>Other Financing Sources (Uses)</b>									
Transfers In (Out)	15,590,728	(6,921,108)	(7,612,786)	(66,600)	(6,285,557)	(137,900)	5,433,223	-	-
Fund Balance Beginning of Year	1,458,695	9,002,168	15,215,593	4,679,797	5,029,634	25,370	11,027,536	-	46,438,793
Less Contingency Reserve	(50,000)	(2,820,000)		(1,515,000)	-	-	-	-	(4,385,000)
Less Capital and Accrual Adjustments	-	(5,000,000)	-	-	-	-	(9,214,936)	-	(14,214,936)
<b>Unassigned Fund Balance End of Year</b>	<b>11,295</b>	<b>42,085</b>	<b>14,114,341</b>	<b>2,143,372</b>	<b>149,634</b>	<b>25,370</b>	<b>-</b>	<b>-</b>	<b>16,486,097</b>

LTF, STA, SAFE, SPBL and SGR funds are "transferred" to the general fund to pay for project or staffing expenditures shown within the general fund. STA is also transferred to the VCTC Intercity fund and SPBL fund for project expenses. The General, LTF, STA, SAFE, SGR, VCTC Intercity and Valley Express are major funds; the SPBL is a non-major fund. The LTF, STA, SAFE, SGR and SPBL funds are special revenue funds; The VCTC Intercity and Valley Express funds are enterprise funds.

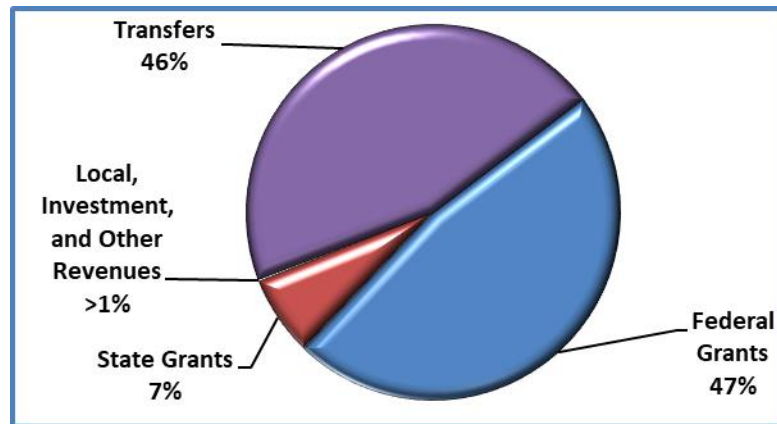


## General Fund

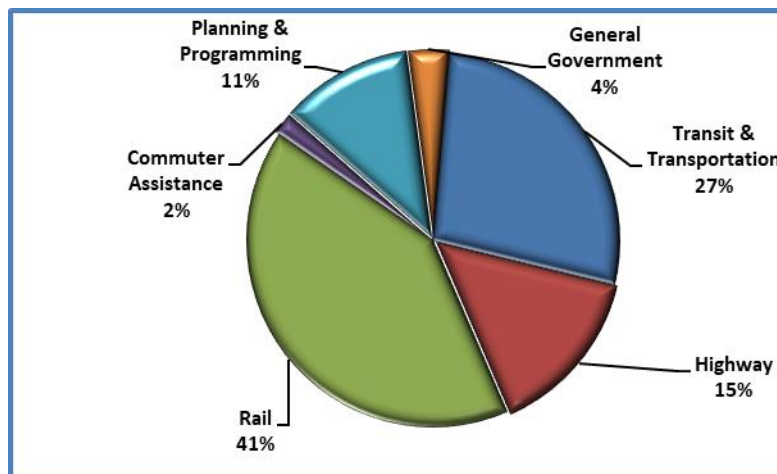
The general fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund,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

The sources for the general fund consist of various federal, state, and local reimbursements, investment income and transfers from LTF, STA, SAFE, SPBL and SGR. These resources are utilized to support and administer activities within all programs and budgets except for the enterprise funds (VCTC Intercity and Valley Express) that are fully contained within those funds (see Chart 22 - *General Fund Sources* and Chart 23 - *General Fund Uses*).

**Chart 22 – General Fund Sources**



**Chart 23 – General Fund Uses**



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

- The Revenues decreased by 45.4% overall in Fiscal Year 2021/2022 as follows:
  - Within the federal funds, the FTA funds decreased approximately \$8.6 million with the exhaustion of CARES funding and return to regular FTA funding that usually requires a local match as well as the lower pass-through FTA funding. Federal funds were further reduced by \$4.6 million with STP funds for the Highway Project Managements project as the project continues toward completion.
  - State grant funding within the general fund decreased by \$1.8 million over three grant types (Prop 1B, LCTOP and APG) with the completion of capital and demonstration projects.
  - Local funds decreased by \$0.4 million largely due to the one-time local match revenues associated with the purchase of real time bus tracking equipment and mobility ticketing projects in the prior year.
- The Expenditures decreased 29.4% overall in Fiscal Year 2021/2022 as follows:
  - In the Transit and Transportation Program:
    - A \$2.8 million reduction in the Regional Transit Technology budget for real time bus tracking and mobility ticketing projects completed in the previous fiscal year.
    - A \$6.1 million decrease in the Transit Grant Administration budget for federal pass-through sub-recipient projects that were completed offset by new local pass-through projects.
  - In the Highway Program:
    - A \$4.6 million decrease in the Highway Project Management and Monitoring budget is largely due to the partial completion of the U.S. 101 PAED study.
  - In the Rail Program:
    - A \$1.1 million increase in the Metrolink budget for additional operational costs and carry-over projects that were largely paid with CARES funding that went directly to SCRRRA in the prior year.
  - In the Planning and Programming Program:
    - A \$0.8 million decrease in Regional Transit Planning for the completion of consultant studies.
    - A \$0.1 million decrease in Regional Transportation Planning for the completion of consultant studies.
    - A \$0.1 million increase for additional staff time on Transportation Programming and Reporting projects.
  - In the General Government Program:
    - A \$80,000 decrease in Community Outreach as consultant carry-over funding in the previous year was expended as well as a reduction in staff time.
    - A \$1.4 million decrease in Management and Administration for the completion of office relocation and one-time pension liability payment paid for in the prior year.
- Transfers in/out increased by 4.0% or \$0.6 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.
- The fund balance is expected to decrease to \$1.1 after the beginning fund balance was adjusted for anticipated changes and carry-over funding expended. This is a reduction of carry-over funding that is expected to be used in the current fiscal year.



The Fiscal Year 2021/2022 budget for the general fund is presented in Table 21 - *General Fund Fiscal Years 2019/2020 to 2021/2022*. The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Year 2020/2021 are also included.

**Table 21 – General Fund Fiscal Years 2019/2020 to 2021/2022**

	FY 2019/2020 Actual	FY 2020/2021 Projected Budget	General Fund FY 2021/2022 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	10,308,234	29,488,204	16,243,248	(13,244,956)	-44.9%
State Grants	1,312,445	4,167,285	2,342,700	(1,824,585)	-43.8%
Local, Investment, and Other Revenues	545,438	514,378	83,420	(430,958)	-83.8%
<b>Total Revenues</b>	<b>12,166,117</b>	<b>34,169,867</b>	<b>18,669,368</b>	<b>(15,500,499)</b>	<b>-45.4%</b>
<b>EXPENDITURES</b>					
<b>Transit and Transportation</b>					
Regional Transit Technology	1,272,109	3,741,977	941,300	(2,800,677)	-74.8%
Senior and Disabled Transportation Services	297,966	448,200	457,900	9,700	2.2%
Transit Grant Administration	3,550,240	14,522,900	8,361,200	(6,161,700)	-42.4%
<b>Total Transit and Transportation Budget</b>	<b>5,120,315</b>	<b>18,713,077</b>	<b>9,760,400</b>	<b>(8,952,677)</b>	<b>-47.8%</b>
<b>Highway</b>					
Highway Project Management & Monitoring	4,546,287	9,807,730	5,180,300	(4,627,430)	-47.2%
Motorist Aid Services	53,243	64,100	66,600	2,500	3.9%
<b>Total Highway Budget</b>	<b>4,599,530</b>	<b>9,871,830</b>	<b>5,246,900</b>	<b>(4,624,930)</b>	<b>-46.8%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	40,899	52,800	55,900	3,100	5.9%
Metrolink Commuter Rail	4,006,919	13,365,716	14,457,496	1,091,780	8.2%
Santa Paula Branch Line	94,691	127,300	137,900	10,600	8.3%
<b>Total Rail Budget</b>	<b>4,142,509</b>	<b>13,545,816</b>	<b>14,651,296</b>	<b>1,105,480</b>	<b>8.2%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	204,973	302,300	301,700	(600)	-0.2%
Rideshare Programs	257,544	401,154	361,100	(40,054)	-10.0%
<b>Total Commuter Assistance Budget</b>	<b>462,517</b>	<b>703,454</b>	<b>662,800</b>	<b>(40,654)</b>	<b>-5.8%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	21,493	38,400	36,900	(1,500)	-3.9%
Regional Transit Planning	1,308,336	2,602,864	1,818,600	(784,264)	-30.1%
Regional Transportation Planning	785,344	1,592,500	1,465,400	(127,100)	-8.0%
Transportation Development Act	172,850	195,600	203,900	8,300	4.2%
Transportation Programming and Reporting	308,105	437,600	546,700	109,100	24.9%
<b>Total Planning and Programming Budget</b>	<b>2,596,128</b>	<b>4,866,964</b>	<b>4,071,500</b>	<b>(795,464)</b>	<b>-16.3%</b>
<b>General Government</b>					
Community Outreach	376,406	527,600	447,800	(79,800)	-15.1%
Management and Administration	511,257	1,995,841	563,000	(1,432,841)	-71.8%
State and Federal Governmental Relations	151,916	286,700	253,800	(32,900)	-11.5%
<b>Total General Government Budget</b>	<b>1,039,579</b>	<b>2,810,141</b>	<b>1,264,600</b>	<b>(1,545,541)</b>	<b>-55.0%</b>
<b>Total Expenditures</b>	<b>17,960,578</b>	<b>50,511,282</b>	<b>35,657,496</b>	<b>(14,853,786)</b>	<b>-29.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(5,794,461)</b>	<b>(16,341,415)</b>	<b>(16,988,128)</b>	<b>(646,713)</b>	<b>4.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	6,171,088	14,987,631	15,590,728	603,097	4.0%
<b>Fund Balance Beginning of Year</b>	<b>2,297,167</b>	<b>2,598,747</b>	<b>1,458,695</b>	<b>(1,140,052)</b>	<b>-43.9%</b>
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	(75,047)	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>2,598,747</b>	<b>1,194,963</b>	<b>11,295</b>	<b>(1,183,668)</b>	<b>-99.1%</b>



## Special Revenue Funds

The Commission's special revenue funds are restricted legally or by Commission action to use for revenues from the Local Transportation Fund, State Transit Assistance, State of Good Repair, Service Authority for Freeway Emergencies, and the Santa Paula Branch Line funds. Individual special revenue fund budgets are presented in Tables 22-26.

### Local Transportation Fund

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

The County Auditor-Controller estimates that there will be a decrease in sales tax receipts in Fiscal Year 2021/2022 resulting in a \$0.4 million decrease in sales tax revenues. It is estimated interest revenues will decrease by \$10,000. There is a \$0.5 million decrease in pass-through expenditures to local agencies and a \$0.6 million decrease in transfers to the General Fund and the Santa Paula Branch Line Special Revenue Funds for activities. A contingency reserve of approximately 10% that is passed through to local agencies for Article 4 and 8 activities is set aside to act as a buffer for economic downturns and if revenues received are lower than as budgeted. This allows VCTC to make an adjust in the following year instead of revising the LTF apportionment in the current year. A portion of the fund balance is set aside for accrued revenue that is not available for distribution in the fiscal year due to delays in receipt of funds from the State. The fund balance is expected to decrease by \$1.7 million as the fund balance is apportioned. The LTF is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 22 - *Local Transportation Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 22 – Local Transportation Fund Fiscal Years 2019/2020 to 2021/2022**

	Local Transportation Fund				
	FY 2019/2020	FY 2020/2021	FY 2021/2022	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local Transportation Fund	36,011,764	35,600,000	35,200,000	(400,000)	-1.1%
Local, Investment, and Other Revenues	105,830	70,000	60,000	(10,000)	-14.3%
<b>Total Revenues</b>	<b>36,117,594</b>	<b>35,670,000</b>	<b>35,260,000</b>	<b>(410,000)</b>	<b>-1.1%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	32,061,901	29,996,878	29,478,975	(517,903)	-1.7%
<b>Total Planning and Programming Budget</b>	<b>32,061,901</b>	<b>29,996,878</b>	<b>29,478,975</b>	<b>(517,903)</b>	<b>-1.7%</b>
<b>Total Expenditures</b>	<b>32,061,901</b>	<b>29,996,878</b>	<b>29,478,975</b>	<b>(517,903)</b>	<b>-1.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>4,055,693</b>	<b>5,673,122</b>	<b>5,781,025</b>	<b>107,903</b>	<b>1.9%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(5,717,776)	(6,320,403)	(6,921,108)	(600,705)	9.5%
Fund Balance Beginning of Year	11,311,532	9,649,449	9,002,168	(647,281)	-6.7%
Less Contingency Reserve		(2,190,000)	(2,820,000)	(630,000)	28.8%
Less Capital and Accrual Adjustments		(5,000,000)	(5,000,000)	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>9,649,449</b>	<b>1,812,168</b>	<b>42,085</b>	<b>(1,770,083)</b>	<b>-97.7%</b>



## State Transit Assistance Fund

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

The STA fund is estimated to decrease approximately \$0.6 million in STA revenues. Interest is estimated to decrease by \$10,000. There is a \$0.5 million decrease in expenditures for pass-through funds as carry-over funding was disbursed in the previous year.. A \$1.5 million decrease in transfers to the General Fund, Santa Paula Branch Line Special Revenue Fund and VCTC Intercity Fund for associated activities due to normal fluctuation in needs in Fiscal Year 2021/2022 for the VCTC Intercity budget. The fund balance is expected to increase by \$0.4 million since the beginning fund balance was adjusted for anticipated changes. Although not budgeted, these funds could be used (thus lowering the fund balance) for nonrecurring capital costs associated with Metrolink Capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County. The STA fund is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 23 - *State Transit Assistance Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 23 – State Transit Assistance Fund Fiscal Years 2019/2020 to 2021/2022**

	State Transit Assistance Fund				
	FY 2019/2020	FY 2020/2021	FY 2021/2022	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Transit Assistance	8,387,793	7,366,477	6,764,938	(601,539)	-8.2%
Local, Investment, and Other Revenues	138,189	90,000	80,000	(10,000)	-11.1%
<b>Total Revenues</b>	<b>8,525,982</b>	<b>7,456,477</b>	<b>6,844,938</b>	<b>(611,539)</b>	<b>-8.2%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	552,776	844,027	333,404	(510,623)	-60.5%
<b>Total Planning and Programming Budget</b>	<b>552,776</b>	<b>844,027</b>	<b>333,404</b>	<b>(510,623)</b>	<b>-60.5%</b>
<b>Total Expenditures</b>	<b>552,776</b>	<b>844,027</b>	<b>333,404</b>	<b>(510,623)</b>	<b>-60.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>7,973,206</b>	<b>6,612,450</b>	<b>6,511,534</b>	<b>(100,916)</b>	<b>-1.5%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(12,575,856)	(6,132,581)	(7,612,786)	(1,480,205)	24.1%
Fund Balance Beginning of Year	17,826,874	13,224,224	15,215,593	1,991,369	15.1%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>13,224,224</b>	<b>13,704,093</b>	<b>14,114,341</b>	<b>410,248</b>	<b>3.0%</b>



### ***Service Authority for Freeway Emergencies Fund***

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

In Fiscal Year 2021/2022, revenues are expected to increase approximately \$37,000 overall. Expenditures are approximately \$1.1 million higher with a second cycle of the incident responder grant. Transfers out to the general fund cover staff time associated with SAFE funded projects increased by \$2,500. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance is expected to decrease approximately \$1.0 million after the beginning fund balance was adjusted for anticipated changes for increased one-time expenditures. The SAFE fund is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 24 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 24 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2019/2020 to 2021/2022**

	Service Authority for Freeway Emergencies Fund				
	FY 2019/2020	FY 2020/2021	FY 2021/2022	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Vehicle Registration Fees	806,744	800,000	810,000	10,000	1.3%
State Grants	-	715,200	756,675	41,475	0.0%
Local, Investment, and Other Revenues	78,971	50,000	36,000	(14,000)	-28.0%
<b>Total Revenues</b>	<b>885,715</b>	<b>1,565,200</b>	<b>1,602,675</b>	<b>37,475</b>	<b>2.4%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Motorist Aid Services	1,348,584	1,446,500	2,557,500	1,111,000	76.8%
<b>Total Highway Budget</b>	<b>1,348,584</b>	<b>1,446,500</b>	<b>2,557,500</b>	<b>1,111,000</b>	<b>76.8%</b>
<b>Total Expenditures</b>	<b>1,348,584</b>	<b>1,446,500</b>	<b>2,557,500</b>	<b>1,111,000</b>	<b>76.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(462,869)</b>	<b>118,700</b>	<b>(954,825)</b>	<b>(1,073,525)</b>	<b>-904.4%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(53,244)	(64,100)	(66,600)	(2,500)	3.9%
Fund Balance Beginning of Year	5,141,310	4,625,197	4,679,797	54,600	1.2%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>4,625,197</b>	<b>3,164,797</b>	<b>2,143,372</b>	<b>(1,021,425)</b>	<b>-32.3%</b>

## State of Good Repair Fund

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

The State of Good Repair funds are expected to increase by \$0.2 million. Interest revenues will increase by \$5,000. It is expected that approximately \$71,000 will be passed through to local agencies while \$6.2 million will be transferred out to the General Fund for Metrolink activities which includes funding from prior years. The fund balance is expected to increase by approximately \$30,000 for accrued interest. The SGR fund is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 25 - *State of Good Repair Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 25 – State of Good Repair Fund Fiscal Years 2019/2020 to 2021/2022**

	State of Good Repair Fund				
	FY 2019/2020 Actual	FY 2020/2021 Projected Budget	FY 2021/2022 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
State of Good Repair	1,363,183	1,178,483	1,446,865	268,382	0.0%
Local, Investment, and Other Revenues	58,352	25,000	30,000	5,000	20.0%
<b>Total Revenues</b>	<b>1,421,535</b>	<b>1,203,483</b>	<b>1,476,865</b>	<b>273,382</b>	<b>22.7%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	98,996	110,081	71,308	(38,773)	-35.2%
<b>Total Planning and Programming Budget</b>	<b>98,996</b>	<b>110,081</b>	<b>71,308</b>	<b>(38,773)</b>	<b>-35.2%</b>
<b>Total Expenditures</b>	<b>98,996</b>	<b>110,081</b>	<b>71,308</b>	<b>(38,773)</b>	<b>-35.2%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,322,539</b>	<b>1,093,402</b>	<b>1,405,557</b>	<b>312,155</b>	<b>28.5%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	2,575,842	(4,872,148)	(6,285,557)	(1,413,409)	29.0%
Fund Balance Beginning of Year	-	3,898,381	5,029,634	1,131,253	29.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>3,898,381</b>	<b>119,635</b>	<b>149,634</b>	<b>29,999</b>	<b>25.1%</b>

### ***Santa Paula Branch Line Fund***

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

At this time, it is expected that local revenues will decrease approximately \$40,000 in Fiscal Year 2021/2022 offset by a reduction in transfers in/out of \$0.7 million. It is expected that expenditures will decrease \$0.8 million as the new operating contract is negotiated. Transfers out to the general fund cover staff time associated with SPBL funded projects. The fund balance at \$25,370 will be available for future expenditures. The SPBL fund is considered a non-major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 26 - *Santa Paula Branch Line Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 26 – Santa Paula Branch Line Fund Fiscal Years 2019/2020 to 2021/2022**

	Santa Paula Branch Line Fund				
	FY 2019/2020 Actual	FY 2020/2021 Projected Budget	FY 2021/2022 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
State Grants	43,420	20,000	20,000	-	0.0%
Local, Investment, and Other Revenues	335,719	319,000	279,400	(39,600)	-12.4%
<b>Total Revenues</b>	<b>379,139</b>	<b>339,000</b>	<b>299,400</b>	<b>(39,600)</b>	<b>-11.7%</b>
<b>EXPENDITURES</b>					
<b>Rail</b>					
Santa Paula Branch Line	594,270	945,443	161,500	(783,943)	-82.9%
<b>Total Rail Budget</b>	<b>594,270</b>	<b>945,443</b>	<b>161,500</b>	<b>(783,943)</b>	<b>-82.9%</b>
<b>Total Expenditures</b>	<b>594,270</b>	<b>945,443</b>	<b>161,500</b>	<b>(783,943)</b>	<b>-82.9%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(215,131)</b>	<b>(606,443)</b>	<b>137,900</b>	<b>744,343</b>	<b>-122.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	215,139	606,443	(137,900)	(744,343)	-122.7%
Fund Balance Beginning of Year	25,362	25,370	25,370	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>25,370</b>	<b>25,370</b>	<b>25,370</b>	<b>-</b>	<b>0.0%</b>

## Enterprise Funds

The Commission has two enterprise funds: VCTC Intercity and Valley Express. These funds reflect the business-type operations of two transit systems within the County of Ventura. Individual enterprise fund budgets are presented in Tables 27-28.

### VCTC Intercity Fund

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

Revenues decreased 44.0% largely due to the prior year's use of CARES federal funds no longer available (a \$3.7 million decrease in federal funds) while State funding decreased approximately \$0.5 million and local funding increased by \$0.5 million. The drop in expenses of \$0.1 million is largely due to lower equipment needs and reduced depreciation expense. Transfers in from STA increased by \$3.6 million because of lower federal and state revenues availability. The presented fund balance is \$9.2 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses. The VCTC Intercity fund is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 27 - VCTC Intercity Fund Fiscal Years 2019/2020 to 2021/2022.

**Table 27 – VCTC Intercity Fund Fiscal Years 2019/2020 to 2021/2022**

	VCTC Intercity Fund				
	FY 2019/2020 Actual	FY 2020/2021 Projected Budget	FY 2021/2022 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	1,897,316	6,565,202	2,872,877	(3,692,325)	-56.2%
State Grants	642,426	550,000	-	(550,000)	-100.0%
Local, Investment, and Other Revenues	2,259,338	1,315,530	1,817,800	502,270	38.2%
<b>Total Revenues</b>	<b>4,799,080</b>	<b>8,430,732</b>	<b>4,690,677</b>	<b>(3,740,055)</b>	<b>-44.4%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
VCTC Intercity	16,029,922	12,103,390	11,936,500	(166,890)	-1.4%
<b>Total Transit and Transportation Budget</b>	<b>16,029,922</b>	<b>12,103,390</b>	<b>11,936,500</b>	<b>(166,890)</b>	<b>-1.4%</b>
<b>Total Expenditures</b>	<b>16,029,922</b>	<b>12,103,390</b>	<b>11,936,500</b>	<b>(166,890)</b>	<b>-1.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(11,230,842)</b>	<b>(3,672,658)</b>	<b>(7,245,823)</b>	<b>(3,573,165)</b>	<b>97.3%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	9,384,807	1,795,158	5,433,223	3,638,065	202.7%
Fund Balance Beginning of Year	9,293,767	12,905,036	11,027,536	(1,877,500)	-14.5%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	5,457,304	(11,027,536)	(9,214,936)	1,812,600	-16.4%
<b>Unassigned Fund Balance End of Year</b>	<b>12,905,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



## Valley Express Fund

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

Revenues increased by 2.8% overall, or \$55,500 as reduced federal funds were offset by increased local funding. The expenditures increased by \$55,500 for additional contract services in the upcoming fiscal year. This fund is designed to have a zero-fund balance. The Valley Express fund is considered a major fund.

The actual information for Fiscal Year 2019/2020 and the budgeted information for Fiscal Years 2020/2021 and 2021/2022 are included in Table 28 - *Valley Express Fund Fiscal Years 2019/2020 to 2021/2022*.

**Table 28 – Valley Express Fund Fiscal Years 2019/2020 to 2021/2022**

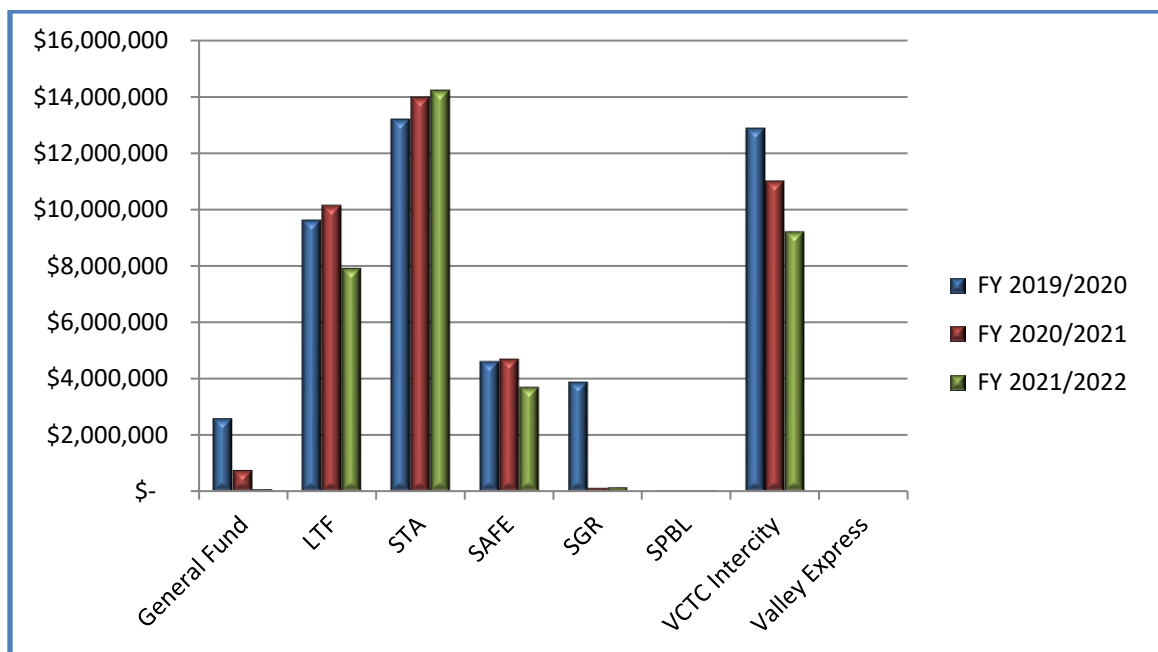
	Valley Express Fund				
	FY 2019/2020 Actual	FY 2020/2021 Projected Budget	FY 2021/2022 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	637,599	1,861,800	982,100	(879,700)	-47.2%
State Grants	-	-	-	-	0.0%
Local, Investment, and Other Revenues	1,041,795	145,000	1,080,200	935,200	645.0%
<b>Total Revenues</b>	<b>1,679,394</b>	<b>2,006,800</b>	<b>2,062,300</b>	<b>55,500</b>	<b>2.8%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
Valley Express	1,679,394	2,006,800	2,062,300	55,500	2.8%
<b>Total Transit and Transportation Budget</b>	<b>1,679,394</b>	<b>2,006,800</b>	<b>2,062,300</b>	<b>55,500</b>	<b>2.8%</b>
<b>Total Expenditures</b>	<b>1,679,394</b>	<b>2,006,800</b>	<b>2,062,300</b>	<b>55,500</b>	<b>2.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	-	-	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



## FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2021/2022 are expected to be \$70.9 million with expected expenditures to be \$82.3 million. These activities will result in an anticipated net decrease of \$11.4 million. The beginning fund balance of \$46.4 million is reduced for a reserve of approximately \$4.4 million and a fund balance adjustment for capital and accruals of \$14.2 million with the available total fund balance at June 30, 2022 anticipated to be \$16.5 million. Fund Balance changes from the prior year to the current year are discussed above. Below in Chart 24 - *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2019/2020) and projected (Fiscal Years 2020/2021 and 2021/2022) fund balances for all VCTC's funds for a three-year period. Details of the projected Fiscal Year 2021/2022 fund balances are reflected in Table 20 - *Budget Summary by Fund*.

**Chart 24 – Comparison of Fund Balances by Fund**



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# VENTURA COUNTY TRANSPORTATION COMMISSION

## PROGRAM TASK BUDGETS



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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** During Fiscal Year 2020/2021, VCTC completed the full implementation of the integrated CAD/AVL and real-time passenger information system, publicly branded as “GoVCBus”. GoVCBus provides passengers with up-to-the-second “next bus” schedule information and tracking, rider alerts, push notifications, and onboard audio announcements. In addition, in response to COVID-19, onboard passenger count information is made public to allow passengers to also see “how full is my bus”. This information is available via the GoVCBus app and third-party applications such as Google or Apple maps. The system provides back-end data at a central repository to VCTC staff and operators with a live dashboard to monitor performance and report on service statistics.

Accelerated by the pandemic, VCTC also issued a competitive request for proposals in July 2020 and awarded a new multi-year contract for a contactless fare collection system which is scheduled for full implementation by Summer 2021. The system objectives include allowing passengers to purchase their fare media online, at a network of retail storefronts, or traditional transit center counters. This system reduces boarding times, use of manual passes and cash collection onboard the bus. Using their mobile device or reloadable smart media, passengers quickly board any of the transit operators. The system is built on a “mobility-as-a-service” or MaaS platform, which includes an integrated trip planner that utilizes information pushed out through the regional GoVCBus information system. There are options to expand the payments system in the future which include onboard payment by credit and bank cards, and for fleet expansion to include other modes (such as paratransit dial-a-ride). Promotion and outreach about the program are ongoing and expected to ramp-up in the coming fiscal year.

In combination with the real-time passenger information system, these technologies create a more seamless and integrated transit network for the region’s travelers, that reduces touchpoints onboard the bus, speeds up operations, and breaks down the complexity and challenges with navigating the network of Ventura County transit operators.

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



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

1. Coordinate system installation, training and maintenance activities with transit operators and vendors for countywide technologies, equipment, and services.
2. Perform daily system health checks and oversee generation of statistical reporting for proper accounting and planning.
3. Provide account management duties at VCTC's central point-of-sale office and conduct reconciliation of revenues for point-of-sales network, and reimbursement to the operators.
4. Oversee management and updates to RTPi and GTFS database.

**PRODUCT:** Implementation of regional transit technologies, including countywide real-time passenger information system, computer automated dispatch/automatic vehicle location system, automatic passenger counters, automatic voice annunciators, and regional contactless fare collection systems.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$752,880
LTF Fund Transfer	188,420
<b>Total Funding</b>	<b>\$941,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 126,300	\$ 115,600	<b>\$115,300</b>
Fringe and Tax	90,111	86,800	<b>84,900</b>
Indirect Cost Allocation	110,738	111,100	<b>119,900</b>
Business Meals	0	300	<b>100</b>
Communications	489	2,300	<b>1,000</b>
Mileage	477	3,600	<b>2,500</b>
Notices	0	100	<b>200</b>
Office Support	0	2,000	<b>2,000</b>
Postage	184	1,600	<b>1,600</b>
Printing	6,071	23,000	<b>9,000</b>
Training	0	1,000	<b>1,000</b>
Travel and Conferences	2,903	3,300	<b>2,800</b>
Bank Credit Card Processing Fees	7,059	25,000	<b>60,000</b>
Consultant Services	16,645	25,000	<b>10,000</b>
Legal Services	1,705	6,000	<b>11,000</b>
Professional Services	909,427	3,235,277	<b>400,000</b>
Equipment / Equipment Maintenance	0	100,000	<b>120,000</b>
<b>Total Expenditures</b>	<b>\$1,272,109</b>	<b>\$3,741,977</b>	<b>\$941,300</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



**BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** Provided oversight to the contractor-based Americans with Disabilities Act (ADA) certification program. Adjusted administration of interviews and evaluations considering social distancing and other COVID-related response procedures and ensured compliance with Transit Operators' ADA certification obligations.

Certification activities:	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Jul-Dec 2020
ADA Information/Application Requests	8,607	6,459	2,402
ADA Applications Received	1,477	1,405	599
Personal Interviews Conducted	228	239	50
ADA Determinations Issued	1,410	1369	589

**DESCRIPTION:** The Federal government requires that a local process be in place to determine eligibility for complementary paratransit service provided under the Americans with Disabilities Act (ADA) to all areas within three-quarters of a mile of local fixed-route bus service. Provision of this service is the responsibility of the local transit operators; however, from the start of ADA, the Ventura County transit operators have looked to VCTC to provide certification on a countywide basis, thus providing economies of scale and a consistent process. In the spring of 2020, VCTC awarded a new contract (effective July 1, 2020) to its selected service provider.

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



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$457,900
<b>Total Funding</b>	<b>\$457,900</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 13,251	\$ 23,700	\$ 23,500
Fringe and Tax	6,287	11,900	11,800
Indirect Cost Allocation	9,998	19,500	21,100
Business Meals	79	100	100
Mileage	0	500	500
Office Support	0	500	200
Printing	1,582	5,000	4,000
Travel and Conferences	975	2,000	1,500
Consultant Services	264,555	375,000	385,200
Legal Services	1,239	10,000	10,000
<b>Total Expenditures</b>	<b>\$297,966</b>	<b>\$448,200</b>	<b>\$457,900</b>



**BUDGET TASK: TRANSIT GRANT ADMINISTRATION****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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

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

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

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. Last year's budget was increased significantly due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act which provided over \$7 million to provide subrecipient allocations to mitigate the impacts of COVID-19, including the loss of local revenues. Most but not all of the CARES Act funds will have been expended, significantly reducing the budget for this item in Fiscal Year 2021/2022. The funds are also reduced due to completion of other subrecipient projects. The final version of the budget adds the new FTA funds anticipated to be included in the Fiscal Year 2021/2022 Program of Projects and expended during the year. In July, staff will provide the Commission with a budget amendment to add the subrecipient funding that is to come from the newly-passed American Rescue Plan Act (ARPA).

This task includes the addition of a Program Analyst position, with the new staff person's work to be split between Transportation Programming and Transit Grant Administration. This staff addition will help VCTC to ensure adequate monitoring of FTA compliance of VCTC and subrecipients. Consultant assistance was used in the past two years to supplement staff efforts in this area, but with the addition of new staff most of the consultant cost has been removed, with a minimal amount remaining for work requiring specialized expertise.



**BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**WORK ELEMENTS:**

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310, CMAQ	\$3,006,308
FTA 5307, 5310, CMAQ Transfers, Carry-over	4,054,780
FTA CARES	349,000
FTA CARES, Carry-over	844,000
LTF Fund Transfer	83,092
Local Contributions	2,007
Local Contributions, Carryover	22,013
<b>Total Funding</b>	<b>\$8,361,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 63,310	\$ 80,000	\$ 121,300
Fringe and Tax	32,863	48,500	79,200
Indirect Cost Allocation	49,211	70,500	120,100
Business Meals	0	100	100
Mileage	133	600	600
Notices	645	1,300	1,300
Training	0	200	0
Travel and Conferences	2	700	700
Consultant Services	6,600	29,200	1,000
Legal Services	2,496	3,500	3,500
Equipment	0	120,100	120,100
Pass-Through Grants	3,394,980	14,168,200	7,913,300
<b>Total Expenditures</b>	<b>\$3,550,240</b>	<b>\$14,522,900</b>	<b>\$8,361,200</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



**BUDGET TASK: VALLEY EXPRESS****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** VCTC oversaw the administration of the Valley Express bus service on behalf of the Cities of Santa Paula and Fillmore and the County of Ventura. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014, which expires March 2023.

Over the past year the Valley Express service, like all transit systems, saw its ridership decline and adjusted its operations in response to COVID-19. This included service modifications, enhanced cleaning procedures, the temporary suspension of fare collection and then implementation of a new contactless fare collection system, and changes to passenger boarding and rider capacity/scheduling practices. The Valley Express aided County Office of Emergency Services (OES) with local response activities.

The Valley Express has responded to or helped during local weather events, such as fires, flooding and power shutoffs, providing shuttles to cooling locations or helping with evacuations. This past year, nearby fires forced temporary evacuation of the Valley Express Santa Paula operations facility itself.

Since its inception, VCTC staff have provided administration of the Policy Committee, contractor oversight, marketing program development, ridership analysis, service quality monitoring and general outreach activities to promote transit usage. In coordination with its marketing consultant, VCTC provided regular outreach regarding COVID-related service changes, and the new fare media system, and promotional items were prepared for a reopening campaign.

Annual Ridership Totals	Fiscal Year 2018/2019 Ridership	Fiscal Year 2019/2020 Ridership	Jul-Dec 2020 Ridership
Valley Express Dial-a-Ride	36,756	27,435	7,603
Valley Express Fixed Route	52,540	37,884	9,105

**DESCRIPTION:** The Valley Express service provides General Public Dial-a-Ride, Fixed Route, and Americans with Disabilities Act (ADA) Paratransit/Senior transit services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service is driven primarily by contract service provider rates and level of service provided. Recurring costs include a fixed administrative fee of \$100,000 (for VCTC salaries, fringe, and indirect costs), contract operator expense, printing, marketing, legal and professional services. This task is funded from FTA revenues, passenger fares and the participating local jurisdictions. In the past, the City of Santa Paula has provided a portion of its contribution with local Measure "T" tax revenues. However, State farebox recovery ratio penalties are waived in Fiscal Year 2021/2022 and these revenues will not be needed.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA CARES Act	\$ 69,600
FTA	912,500
Local Contribution – Bus Operations*	939,200
Local Fee – Contract Administration*	100,000
Local Fee – Farebox	41,000
<b>Total Funding</b>	<b>\$2,062,300</b>

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

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 36,919	\$ 41,700	\$ 41,800
Fringe and Tax	18,591	22,900	20,800
Indirect Cost Allocation	28,405	35,400	37,400
Mileage	239	2,000	1,700
Office Support	298	500	500
Postage	22	200	200
Printing	3,417	26,300	26,000
Bank Fees	322	800	800
Legal Services	3,332	12,000	12,000
Professional Services	39,315	68,000	68,000
Bus Purchase/ Farebox Capital Equipment	309	4,000	4,000
Communications Wi-Fi	6,842	9,000	9,000
Contract Services	1,479,165	1,714,000	1,765,100
Outreach	62,218	70,000	75,000
<b>Total Expenditures</b>	<b>\$1,679,394</b>	<b>\$2,006,800</b>	<b>\$2,062,300</b>



**BUDGET TASK: VCTC INTERCITY SERVICES****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** VCTC Intercity transit service continued the response activities related to COVID-19 that were underway Summer of 2020 including: enhanced cleaning and disinfecting, installation of new equipment to improve air circulation onboard the fleet, temporarily suspending fare collection, amending passenger capacity and boarding policies, new tools to display real-time bus crowding information, regular public outreach, and other administrative modifications. Many if not all added costs were funded by Federal CARES revenues, including those necessary to offset declines in local state and passenger farebox revenues. At the same time, targeted service reductions assisted with controlling costs and mitigating budget shortfalls. As we enter a new fiscal year, the service is among eight Ventura County transit operators participating in the new countywide contactless fare collection system, a project led by VCTC through the Regional Transit Technology program. The system aims to speed boarding and reduce touchpoints, improve passenger access to discounted passes, and add convenience with more fare media options, such as mobile phones, and contactless bankcards.

Highlights of the VCTC Intercity transit service included the continuation of a third and final demonstration year of the Cross County Limited pilot route—funded by both State and Federal grants. Despite declining ridership systemwide in Fiscal Year 2019/2020 and this past year, the route (which brought first ever transit service to Somis) weathered better than other lines during the same periods. Additionally, after three years of operation, the Cross County Limited now generates Federal formula revenues (“FTA Attributable”) through its daily operation. Route operations are planned for the upcoming year, with minor adjustments, as needed. VCTC looks forward to continuing this route, as well as the future reopening of the Ventura County economy, workplaces, and educational institutions.

**DESCRIPTION:** VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus transit, with service extending into Los Angeles and Santa Barbara Counties. The system provides vital regional service for all citizens including “transit-dependent”, as well as for those who are “choice-riders.” The fleet is equipped with complimentary Wi-Fi, reclining seats, and made up of commuter-style coaches.

Over the past two years, FTA CARES Act revenues were applied to reduce use of local and State revenues. Following steep declines in ridership, passenger fare revenues are budgeted this Fiscal Year at approximately 34% of those fares budgeted during Fiscal Year 2019/2020. Fiscal Year 2021/2022 service is funded with recurring State Transit Assistance (STA) and Federal Transit Administration (FTA) formula revenues, much of which are carried over from the prior fiscal year. In addition, dedicated revenues, called “Route Guarantees”, are provided by local partners, Santa Barbara County Association of Governments, and CSU Channel Islands. The VCTC Intercity transit service is operated as a separate enterprise fund which uses the accrual basis of accounting; therefore, expenses like depreciation (and paid for out of the VCTC Intercity fund balance, a distinctly separate fund from VCTC’s general fund balance) are included within the budget.



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

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 2,872,877
STA Fund Transfer	5,433,223
Local Contribution – Route Guarantee*	1,445,300
Local Contribution – CSUCI Administration	35,000
Local Fee – Farebox	337,500
VCTC Intercity Fund Balance	1,812,600
<b>Total Funding</b>	<b>\$11,936,500</b>

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

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 186,027	\$ 176,800	\$ 175,700
Fringe and Tax	102,010	107,000	104,800
Indirect Cost Allocation	147,388	155,800	168,000
Business Meals	79	300	100
Mileage	1,358	3,000	2,000
Office Support	333	1,500	1,500
Printing	12,271	25,000	25,000
Training	0	2,000	2,000
Travel and Conferences	2,710	6,400	6,000
Bank Fees	2,204	4,300	4,300
Consultant Services	6,750	50,000	50,000
Legal Services	4,922	35,000	35,000
Bus and Equipment	5,552,338	178,790	50,000
Communications Wi-Fi	16,431	26,000	26,000
Contract Services	8,037,796	9,289,000	9,308,500
Outreach	111,251	115,000	115,000
Software	0	50,000	50,000
Depreciation	1,846,054	1,877,500	1,812,600
<b>Total Expenditures</b>	<b>\$16,029,922</b>	<b>\$12,103,390</b>	<b>\$11,936,500</b>

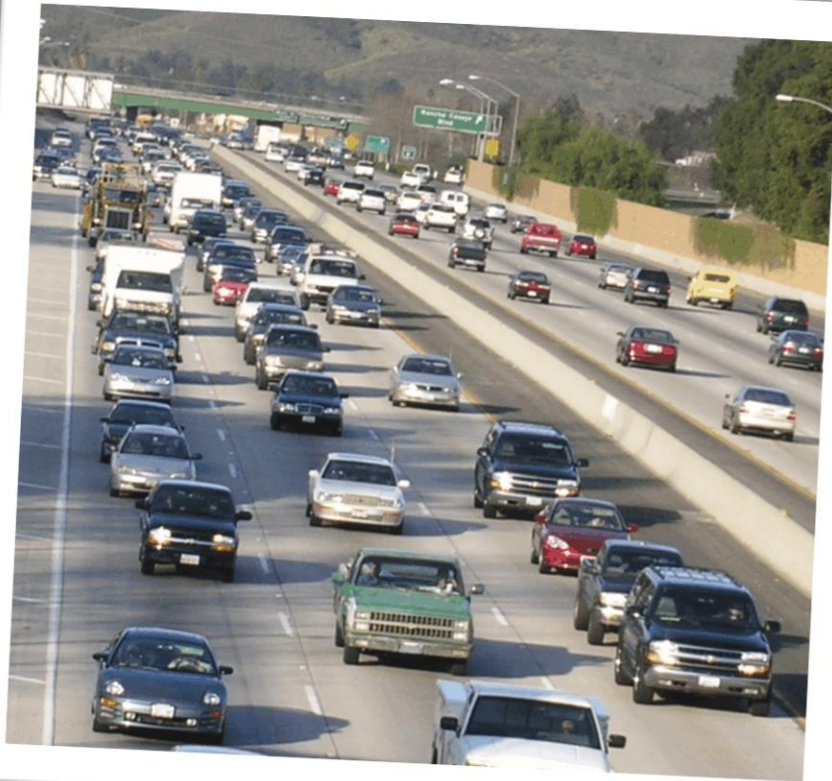
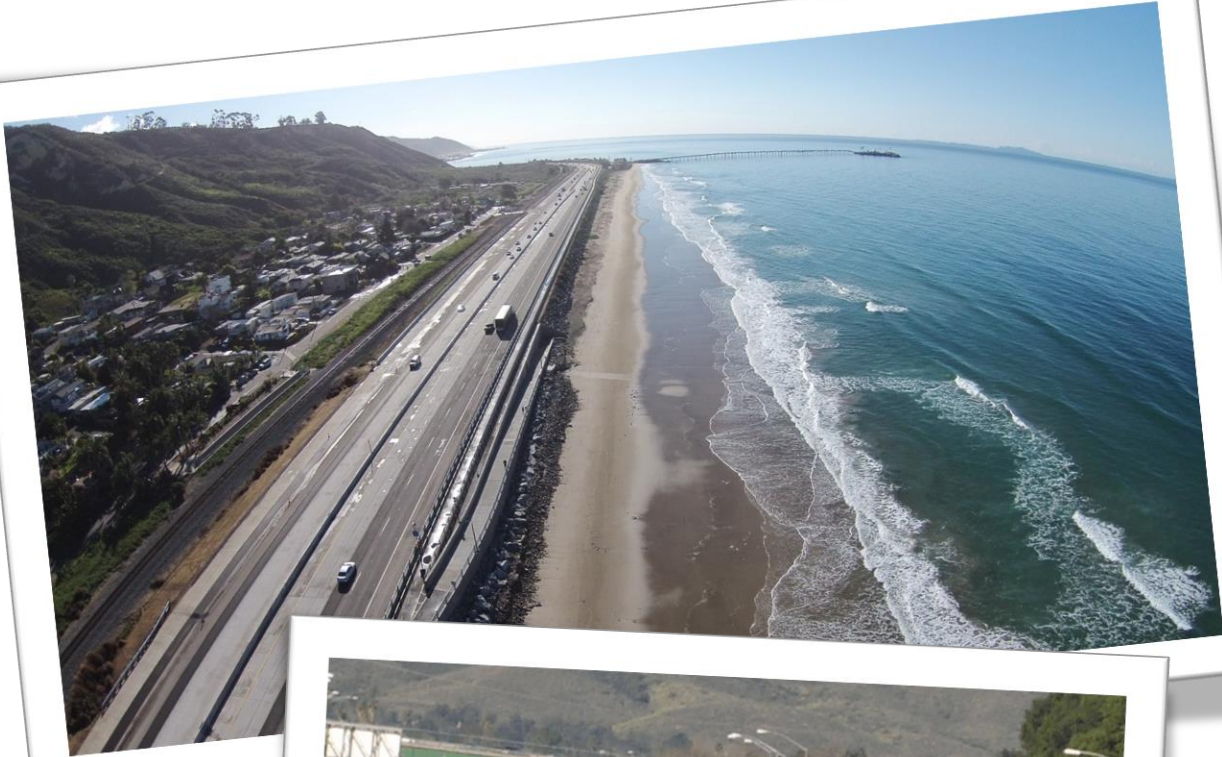
\* This budget task was amended after the Commission approved the budget in June 2020.



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## HIGHWAY PROGRAM TASK BUDGETS



## **BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING**

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Peter De Haan

**OBJECTIVES:** Delivery of the projects to improve the Route 101 Freeway and construct a grade separation where Rice Avenue crosses Fifth Street and the Union Pacific Railroad.

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

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

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

**DESCRIPTION:** In Fiscal Year 2021/2022 staff will be working with Caltrans and the project consultant to continue the work on the PAED phase for Route 101, and the Final Design and Right-of-Way phases for the Rice Avenue Grade Separation.

The Route 101 PAED work is anticipated to extend over four and one-half years. A significant project cost, the conceptual engineering, and technical environmental reports, are anticipated for completion during Fiscal Year 2020/2021, resulting in a reduced consultant cost for Fiscal Year 2021/2022. The draft Environmental Document is anticipated for completion in winter of 2022, after which the document will be released for public comment. Once the PAED phase is completed, the project will be ready to move to final engineering. The phasing of the engineering and eventual project delivery will be determined during the PAED process. The final budget adjusts the Consultant line item based on the updated estimate for consultant contract work to be carried over.



**BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**DESCRIPTION (continued):**

Similarly, it is anticipated that the pre-construction work for Rice Avenue Grade Separation will last over four years, until July 2022, after which the project will move forward to advertising for the construction contract. The SB 1 funds for the project are provided directly to Oxnard and therefore do not appear in the VCTC budget.

**WORK ELEMENTS:**

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
Surface Transportation Program (STP) Carry-over	\$5,154,700
PPM	25,600
<b>Total Funding</b>	<b>\$5,180,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 37,080	\$ 69,600	\$ <b>72,500</b>
Fringe and Tax	17,632	39,300	<b>42,000</b>
Indirect Cost Allocation	27,996	59,800	<b>68,600</b>
Mileage	280	700	<b>700</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	46	1,000	<b>1,000</b>
Consultant Services	4,463,253	9,634,130	<b>4,988,500</b>
Legal Services	0	2,700	<b>6,500</b>
<b>Total Expenditures</b>	<b>\$4,546,287</b>	<b>\$9,807,730</b>	<b>\$5,180,300</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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

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

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

As personal cellular phones proliferated, callbox volumes decreased over time, yet continue to average approximately 100 calls per month. In Calendar Year 2020, the call boxes were used 1,111 times to call for aid. In Fiscal Year 2020/2021, VCTC engaged new three-year contracts for management and maintenance of the 429 callboxes, including upgrades to 4G technology as the cellular industry phases out 3G service.

In Fiscal Year 2019/2020, with changes to SAFE legislation and a growing fund balance, the SAFE Board approved two additions to the Ventura County SAFE: (1) Freeway Service Patrol (FSP), and (2) Incident Responder Grant Program. During Fiscal Year 2019/2020, VCTC awarded five (5) Incident Responder Grants for a total of \$905,520. VCTC also released a Request for Proposals to contract for tow service providers to initiate the FSP program. In Fiscal Year 2020/2021, VCTC solicited proposals and awarded contracts for three FSP segments, with service initiated in February 2021.

SpeedInfo Speed Sensors are installed throughout Ventura County along Highways 101, 126, 118, 33, and 23, providing speed data using solar powered, wireless speed sensors where Caltrans loop detectors are not available. Caltrans District 7 Traffic Management Center converts this data into travel time for publication to the County's Changeable Message Signs and real-time traffic maps presented on websites for Caltrans, L.A. Metro, Southern California 511, and the Go Ventura website. Considering emergent technology and processes for collecting and analyzing speed and other traffic data, in coordination with the update to the Ventura County Comprehensive Transportation Plan and Congestion Management Program, VCTC will evaluate alternative approaches to speed data collection and dissemination.

**DESCRIPTION:** Maintain the callbox network on County highways. Maintain positive working relationships with program partners Caltrans and California Highway Patrol (CHP). Manage contractor roles in program implementation. Interact with adjacent county callbox and FSP programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. Initiate and award Round 2 of incident responders grants and continue to monitor expenditures from Round 1 awards. Implement and monitor FSP program operations and effectiveness.

For Fiscal Year 2021/2022, the Motorist Aid Services budget is \$1,113,500 more than the previous fiscal year, given \$1,000,000 added for a second round of the Incident Responder Grant Program, and a full 12 months of FSP operational costs added to the budget for Fiscal Year 2021/2022, compared to 9 months budgeted for Fiscal Year 2020/2021.



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

1. Coordinate and oversee work performed by consultants and other agencies for Motorist Aid Services, including contracts, purchase orders, and invoices.
2. Manage operations and maintenance of the Callbox Program, including timely repair or replacement of knocked-down callboxes, insurance collection, and construction-related temporary callbox removal and/or installation.
3. Contract with California Highway Patrol for dispatch services (Callboxes and FSP).
4. Initiate, award, and monitor Incident Responder Grant Program grants.
5. Oversee Freeway Service Patrol implementation and monitor program effectiveness.
6. Ensure VCTC speed data inclusion in regional traveler information, maintain speed database, and evaluate alternatives for speed data collection and dissemination.
7. Convert data into Geographic Information System (GIS) layers to display graphically.

**PRODUCT:** Products include repair, installation and/or removal of callboxes, implementation, and oversight of FSP Program and Incident Responder Grant Program, and improved traveler information and detailed congestion data through use and dissemination of speed data.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$1,867,425
State Highway Account – FSP Program	189,169
Senate Bill 1 (SB 1) – FSP Program	567,506
<b>Total Funding</b>	<b>\$2,624,100</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 25,412	\$ 28,100	\$ 28,800
Fringe and Tax	9,810	13,300	12,800
Indirect Cost Allocation	18,023	22,700	25,000
Mileage	53	500	500
Office Support	54	500	500
Training	0	500	500
Travel and Conferences	0	3,000	1,500
Consultant Services	388,646	398,700	448,800
Legal Services	7,039	5,000	5,000
CHP	7,520	22,500	22,500
Communications Callbox	35,717	48,000	55,100
DMV Processing Fees	4,034	4,200	4,200
FSP Contract Services	0	937,600	1,008,900
FSP Equipment and Software	0	16,000	8,000
FSP Printing	0	10,000	2,000
Incident Responder Grant Program	905,519	0	1,000,000
<b>Total Expenditures</b>	<b>\$1,401,827</b>	<b>\$1,510,600</b>	<b>\$2,624,100</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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## RAIL PROGRAM TASK BUDGETS



**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** While service was reduced in response to the COVID-19 pandemic, LOSSAN was able to improve cleaning procedures, adding sanitizing stations, providing masks, implementing capacity monitoring, and installing barriers in the Café Car. Design on the pedestrian underpass planned for the Camarillo station is underway. Work continued on the Corridor Optimization Study, which looks at improving service along the LOSSAN corridor and identifies the necessary infrastructure improvements. Similarly, the Santa Barbara County Association of Governments' (SBCAG) Network Integration Plan examined service improvements between Moorpark and San Luis Obispo. Additionally, LOSSAN received grant funding to fund projects on either end of the corridor, a Central Coast Layover Facility in San Luis Obispo and a new maintenance and layover facility in San Diego, as well as funds that will help overhaul and modernize the Pacific Surfliner railcars.

Since the Coast Rail Coordinating Council (CRCC) member agencies (San Luis Obispo Council of Governments, SBCAG, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, and VCTC) formalized their relationship through a Memorandum of Understanding (MOU) in 2018, CRCC has worked to increase advocacy and raise awareness of the importance of the rail corridor between Los Angeles and the San Francisco Bay Area. Additionally, work on the Coast Rail Corridor Study is underway.

**DESCRIPTION:** With the LOSSAN JPA, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with other member agencies and LOSSAN management to assure cost-effective operations and quality service on behalf of rail passenger in the region. VCTC does not contribute revenues for Surfliner operations or capital improvements. This task is to fund staff and administrative costs to monitor LOSSAN activities and support VCTC's primary and alternate members to the LOSSAN JPA.

Efforts to better integrate the Surfliner with other corridor services, including Metrolink and local transit will continue through the Transit Transfer Program, scheduling coordination, network integration planning and other measures. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor with LOSSAN as lead managing agency. A major capital project planned for the future is constructing double tracking between the Oxnard and Camarillo stations.

As VCTC is a member of the Coast Rail Coordinating Council (CRCC), two Commissioners serve as primary member and alternate on the CRCC Policy Committee, which meets on a quarterly basis. VCTC staff attends the Working Group meetings, which meets the months that Policy Committees are not held.



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

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

**PRODUCT:** Quarterly updates on rail operations and issues.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$55,900
<b>Total Funding</b>	<b>\$55,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$16,073	\$17,800	<b>\$18,400</b>
Fringe and Tax	7,660	8,300	<b>9,200</b>
Indirect Cost Allocation	12,144	14,400	<b>16,500</b>
Business Meals	139	200	<b>200</b>
Membership and Dues	2,500	2,500	<b>2,500</b>
Mileage	216	600	<b>600</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	200	2,500	<b>2,000</b>
Legal Services	0	1,000	<b>1,000</b>
Community Outreach	1,967	5,000	<b>5,000</b>
<b>Total Expenditures</b>	<b>\$40,899</b>	<b>\$52,800</b>	<b>\$55,900</b>



**BUDGET TASK: METROLINK COMMUTER RAIL****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** Over the past year, Metrolink has adapted to providing service during a pandemic by improving cleaning and filtration aboard the trains, providing different fare structures to better meet passengers' needs, and making schedule adjustments that better reflect current travel patterns. Additionally, Metrolink completed their Strategic Business Plan. Another major item was transitioning to a new operations contract.

Service	Fiscal Year 2018/2019	Fiscal Year 2019/2020
Avg. Weekday Boardings (VC Line)	4,416	3,484
Avg. Weekday Boardings (VC Portion)	752	572

**DESCRIPTION:** Metrolink's operating costs for VCTC's contribution have decreased slightly as fare revenue is expected to increase for a total of \$12.15 million, including the cost for the new round trip service on Saturdays. The Metrolink Fiscal Year 2021/2022 program is approximately \$14.5 million for operations, capital expenditures and VCTC staff costs. An additional \$11 million of federal funds generated by running Metrolink service through Ventura County are directly allocated to them for a total program cost of \$25.5 million dollars. Additionally, Metrolink has remaining Coronavirus Aid, Relief and Economic Security (CARES) funds from the over \$30 million dollars allocated to them in Fiscal Year 2020/2021 and is expected to use about \$1.1 million this year to help support operations and improved safety measures among other items as a result of the COVID-19 pandemic.

Capital expenditures continue to be significant, totaling over \$6.3 million for the year in both federal and State of Good Repair funding. Overall, VCTC has about \$8.4 million for capital in its budget, \$7.1 million of which are for prior year capital projects as Metrolink's multi-year budget process allows four years for capital projects completion.

In the next year, VCTC hopes to see Metrolink ridership begin to increase as more people begin traveling and working in person and to see further progress on the implementation of cleaner Tier 4 locomotives. Additionally, the Southern California Optimized Rail Expansion (SCORE) program continues to be Metrolink's largest capital undertaking, with the goal of greatly increasing rail infrastructure in time for the 2028 Olympics. A major SCORE project is the double tracking of the Simi Valley station, which VCTC recently entered in an agreement with Metrolink to provide support, especially for Right-of-Way acquisition and outreach.

**WORK ELEMENTS:**

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



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 4,447,476
LTF Fund Transfer Carry-over	850,000
STA Fund Transfer	612,163
STA Fund Transfer Carry-over	1,300,000
SGR Fund Transfer	1,375,557
SGR Fund Transfer Carry-over	4,910,000
Proposition 1B Carry-over	772,900
LCTOP Funds	180,000
Local Fees	9,400
<b>Total Funding</b>	<b>\$14,457,496</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 49,712	\$ 65,000	\$ 59,700
Fringe and Tax	24,970	32,300	29,600
Indirect Cost Allocation	38,215	53,500	53,500
Business Meals	155	500	400
Mileage	488	1,000	1,000
Office Support	0	500	500
Travel and Conferences	93	4,000	4,000
Legal Services	6,593	10,000	10,000
Bridges and Culverts	203,187	1,585,230	772,900
Capital Rehabilitation	377,482	7,372,686	8,435,557
Community Outreach	6,688	3,000	5,000
Right of Way Vegetation Control	35,381	100,000	100,000
SCRRRA Operations/Maintenance-of-Way	3,226,384	3,728,271	4,805,339
Seasonal Saturday Service	37,571	409,729	180,000
<b>Total Expenditures</b>	<b>\$4,006,919</b>	<b>\$13,365,716</b>	<b>\$14,457,496</b>

**Total including funds disbursed directly to SCRRRA**      \$14,978,902      \$27,141,840      \$26,630,680

\* This budget task was amended after the Commission approved the budget in June 2020.



**BUDGET TASK: SANTA PAULA BRANCH LINE****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan**OBJECTIVES:** Manage the Santa Paula Branch Line (SPBL) corridor.

**ACCOMPLISHMENTS:** The Ventura County Transportation Commission purchased the thirty-two-mile-long Santa Paula Branch Line in 1995. With the purchase of the Branch Line came leases for cultivation, utilities, crossings, and pipelines, which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a 20-year lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL. With these agreements comes the continual need to actively manage the SPBL.

During Fiscal Year 2020/2021, staff managed the day-to-day business of owning the SPBL, issuing rights-of-entry permits, license agreements, weed abatement, trash removal, and interfacing with other jurisdictions on property management issues. Staff also worked to address encroachments into the railroad right-of-way (RoW) by adjacent property owners and negotiated with landowners to execute new or updated leases and to remove encroachments into the operating right-of-way.

In addition, staff met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan and evaluate load carrying capacity as needed. Staff also provides administrative oversight for private development projects adjacent to the SPBL corridor in Santa Paula and Fillmore. Staff and legal costs are fully compensated by the developers.

With the June 30, 2021 expiration of the lease agreement with Fillmore and Western, VCTC issued a Request for Proposals for Rail Operator Service in October 2020, with proposals due in December 2020. In February 2021, VCTC entered real property negotiations with a Rail Operator, with final selection and contract approval projected for April 2021. A new lease is anticipated to commence July 1, 2021.

**DESCRIPTION:** The Fiscal Year 2021/2022 Santa Paula Branch Line Task Budget provides for asset management and maintenance; including issuing rights-of-entry, weed abatement, debris cleanup, lease management, and implementation of the trespass removal policy, in collaboration with the Railroad Operator.

At the time of preparation of this budget, VCTC is in active negotiations for a new Railroad Operator lease. The budget incorporates projected costs for VCTC oversight and management of the railroad right-of-way and will be updated pending the final negotiated lease with the Railroad Operator. It is anticipated that the new Railroad Operator lease will include operating and non-operating right-of-way maintenance and federally mandated annual Bridge Inspections and more frequent inspections as needed based on the Engineer recommendations. Any revenues collected beyond those budgeted will be available for future projects related to SPBL, such as recreational trail improvements.

The Fiscal Year 2021/2022 SPBL Budget is substantially below the previous fiscal year, due to reduced VCTC contribution to the operations and maintenance costs for the line associated with the new Rail Operator lease. At this time, no State Transit Assistance (STA) or Local Transportation Funds (LTF) funds for public transit are included.



**BUDGET TASK: SANTA PAULA BRANCH LINE (continued)****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan**WORK ELEMENTS:**

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
Signal Revenue	\$ 20,000
Local Fee – Leases	274,400
Local Fee – Permits	5,000
<b>Total Funding</b>	<b>\$299,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 44,093	\$ 57,600	\$ 60,200
Fringe and Tax	18,546	24,600	26,000
Indirect Cost Allocation	32,052	45,100	51,700
Mileage	293	500	500
Notices	0	5,000	500
Office Support	0	500	500
Consultant Services	54,904	165,096	10,000
Legal Services	21,902	78,098	10,000
Non-Rail Maintenance	61,743	138,257	100,000
Signal Repair and Replacement	5,428	107,992	40,000
Track Maintenance	450,000	450,000	0
<b>Total Expenditures</b>	<b>\$688,961</b>	<b>\$1,072,743</b>	<b>\$299,400</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** The Regional Transit Information Center (RTIC) has served as a central repository for all public transportation information within the County for new and regular riders during the COVID-19 pandemic and evolving response by transit agencies. As riders experienced service changes, policy updates and other adjustments throughout the year, the call center remained open and available to the public to answer questions about trip planning across the county, and further. VCTC staffed its toll-free information line for all Ventura County transit services, which include VCTC Intercity, Metrolink, LOSSAN, Amtrak, local bus, and paratransit, as well as general information regarding Rideshare programs such as Ride Match and Guaranteed Ride Home.

As with past years, staff provided customer service and support for the Commission's formal comment process related to ADA, Title VI, and transit operations. Additionally, the RTIC acted as liaison to social service agencies, which utilize transit services, such as the County of Ventura Human Services Agency. During a typical year, staff may conduct outreach to agencies or community groups such as senior centers.

**DESCRIPTION:** The Regional Transit Information Center (RTIC) is the "front line" for transit service information for VCTC's set of services as well as provides information for all of Ventura County's transit operators as a centralized office, for both large and small operators. The Center is staffed daily, Monday-Friday, 8am-5pm. VCTC staff duties include but are not limited to providing customer service in the areas of countywide bus transit information, including trip planning, pass information, and general user guidance; Ridesharing programs, including Guaranteed Ride Home and Ride Match; disseminating information through outreach and liaison to rider/community groups and social service agencies. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak, as well as senior and ADA paratransit and dial-a-ride services are available at the Center. The Regional Transit Information Center manages the rider feedback database, including tracking of any complaints (formal ADA, Title VI, or transit service related) that are filed regarding VCTC and/or its transit services.

This program task is funded by both Federal Transit Administration (FTA) and Local Transportation Funds (LTF) "taken off the top". However, during the prior year this program was funded 100% by Federal CARES Act revenues, deferring a year of LTF revenues for use by the local jurisdictions.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$241,280
LTF Fund Transfer	60,420
<b>Total Funding</b>	<b>\$301,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 73,028	\$ 90,800	<b>\$ 89,000</b>
Fringe and Tax	61,241	76,100	<b>76,300</b>
Indirect Cost Allocation	68,705	91,600	<b>99,000</b>
Communications	1,987	2,400	<b>2,100</b>
Mileage	12	400	<b>400</b>
Office Support	0	200	<b>200</b>
Training	0	2,700	<b>1,700</b>
Travel and Conferences	0	1,100	<b>1,000</b>
Temporary/Extra Help	0	12,000	<b>12,000</b>
CRM Software	0	25,000	<b>20,000</b>
<b>Total Expenditures</b>	<b>\$204,973</b>	<b>\$302,300</b>	<b>\$301,700</b>



**BUDGET TASK: RIDESHARE PROGRAMS****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** VCTC participates in the regional ridematching database, collaborating with Los Angeles Metro (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC) and the San Bernardino County Transportation Authority (SBCTA) for the provision of ridematching services to Southern California commuters. This partnership provides the Commission with a significant cost reduction in software costs as VCTC's portion is four percent of the regional total. A new contract is beginning and once again includes participation from RCTC and SBCTA who had previously left the collaborative.

VCTC continues to work with a contractor specializing in managing the rideshare database for the Southern California collective, including to support the Ventura County Air Pollution Control District's Rule 211. Commute patterns changed drastically due to the COVID-19 pandemic. The contractor provided monthly reports to VCTC that detailed commute pattern changes for those using the RideMatch system, including less transit and rideshare trips being taken, an increase in Single Occupant Vehicle (SOV) trips and a significant increase in teleworking. These reports and stats are critical to understand changing commute patterns currently and as we emerge from the pandemic.

Due to the pandemic, the popular Bike to Work and Rideshare Weeks were canceled and instead VCTC pivoted to encouraging people to take advantage of Ventura County's many bike trails and lanes. Staff also took the opportunity to develop telework resources for employees and employers, including developing a telework webpage, partnering with the Santa Barbara County Association of Governments (SBCAG) on a telework webinar series and posting best practices and tips on VCTC's social media platforms.

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



**BUDGET TASK: RIDESHARE PROGRAMS (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS:**

1. Contract with Metro, OCTA, RCTC and SBCTA for delivery of rideshare matching database management services.
2. Have RideGuides and RideSmart Tips produced for the purpose of providing commuters rideshare opportunities. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, [www.RideMatch.info](http://www.RideMatch.info), and the 511 online interface.
3. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs as well as working with other County Transportation Commissions on outreach for the [www.RideMatch.info](http://www.RideMatch.info) and 511 websites.
4. Monitor and support the California Vanpool Authority (CalVans) Vanpool Program by active participation as a member of the CalVans Technical Advisory Committee.
5. Develop and communicate resources for alternatives to single occupancy vehicles, including biking and teleworking.

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

**FUNDING:**

Funding Source	Funding Dollars
CMAQ	\$298,100
CMAQ Carryover	60,000
LTF Fund Transfer	3,000
<b>Total Funding</b>	<b>\$361,100</b>

**EXPENDITURE COMPARISON:**

	Fiscal Year 2019/2020 Actual	Fiscal Year 2020/2021 Budget*	Fiscal Year 2021/2022 Budget
Salaries	\$ 14,731	\$ 18,900	\$ 26,000
Fringe and Tax	7,187	9,800	12,900
Indirect Cost Allocation	11,215	15,800	23,300
Membership and Dues	0	0	600
Mileage	74	300	300
Office Support	79	500	500
Travel and Conferences	0	2,000	2,000
Consultant Services	73,103	192,897	136,000
Legal Services	0	1,000	1,500
Guaranteed Rides (Taxi or Rental Car)	112	5,000	5,000
Outreach	151,043	154,957	153,000
<b>Total Expenditures</b>	<b>\$257,544</b>	<b>\$401,154</b>	<b>\$361,100</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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## PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



**BUDGET TASK: AIRPORT LAND USE COMMISSION****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Caitlin Brooks

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

**ACCOMPLISHMENTS:** Throughout Fiscal Year 2020/2021, ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on ACLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local city/County staff, ALUC staff has often been able to resolve potential airport land use conflicts prior to the permit process, relieving the need for project review by the Commission. In addition, ALUC staff reviewed and facilitated Commission review of a proposed replacement and expansion of the heliport at Ventura County Medical Center.

Caltrans Division of Aeronautics recommends comprehensive review and update of an Airport Land Use Compatibility Plan (ALUCP) at least every five years. The current Ventura County ACLUP dates back to 2000 and is due for review and update. Caltrans requires inclusion of the ALUCP update in the County of Ventura Department of Airports Capital Improvement Plan (CIP). The July 2019 CIP includes \$360,000 in State Grant funds and \$40,000 local match to update the ACLUP. Unfortunately, Caltrans Division of Aeronautics indicates that there are no grant funds available for this effort in Fiscal Year 2020/2021.

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

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

The Fiscal Year 2021/2022 budget is \$1,500 less than the budget for the preceding year due to minor reductions in staff costs.



**BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Caitlin Brooks**WORK ELEMENTS:**

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 8,900
LTF Fund Carry-Over	28,000
<b>Total Funding</b>	<b>\$36,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 5,049	\$ 8,900	<b>\$ 7,900</b>
Fringe and Tax	2,337	3,900	<b>3,600</b>
Indirect Cost Allocation	3,779	7,100	<b>6,900</b>
Mileage	43	500	<b>500</b>
Notices	0	1,000	<b>1,000</b>
Travel and Conferences	0	1,000	<b>1,000</b>
Consultant Services	0	10,000	<b>10,000</b>
Legal Services	10,285	5,000	<b>5,000</b>
Public Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$21,493</b>	<b>\$38,400</b>	<b>\$36,900</b>



**BUDGET TASK: REGIONAL TRANSIT PLANNING****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** Completed the Transportation Emergency Preparedness Plan (TEPP) and began implementing the recommendations to better prepare transit agencies and coordinate with emergency service agencies to assist in emergencies. Completed the first countywide transit system map. Initiated the five-year updated of the Human Services-Public Transit Coordinated Plan and supported the implementation of the One-Call, One-Click program. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission.

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

Major projects for the year are the Transit Integration and Efficiency Study (TIES) and the Coordinated Public Transit-Human Services Plan (Coordinated Plan). Additionally, the Short-Range Transit Plan (SRTP) update will begin in the second half of the year.

Before the COVID-19 pandemic, the College Ride Program had continued to be successful in its second year of operation but was suspended as fare collection was suspended to protect passengers and transit operators from transmission of COVID-19. In the coming year, VCTC will resume the program and work with the colleges and operators to make this program sustainable in the long term.

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

**WORK ELEMENTS:**

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



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

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

**PRODUCT:** Increase outreach and promotion of transit services in Ventura County. Disseminate information to operators. Continue efforts toward regional coordination, including the TIES, Coordinated Plan and SRTP. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and participate in the planning and programming activities of transit operators.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA CARES Act	\$ 200,000
FTA CARES Act Carry-over	200,000
FTA 5307, 5310, CMAQ	360,400
FTA Carry-over	120,000
LTF Fund Transfer	146,700
LTF Fund Transfer Carry-over	30,000
STA Fund Transfer Carry-over	211,500
LCTOP	550,000
<b>Total Funding</b>	<b>\$1,818,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 194,744	\$ 220,600	\$ 251,100
Fringe and Tax	100,535	112,000	129,400
Indirect Cost Allocation	151,094	182,500	227,900
Business Meals	0	200	200
Membership and Dues	740	900	500
Mileage	1,341	2,500	2,000
Office Support	528	1,500	1,000
Training	1,670	2,000	2,000
Travel and Conferences	5,002	6,000	6,000
Consultant Services	335,659	822,318	594,500
Legal Services	1,414	4,000	4,000
College Ride Pilot Program	457,751	1,188,183	550,000
Outreach	49,836	50,163	40,000
Unmet Needs	8,022	10,000	10,000
<b>Total Expenditures</b>	<b>\$1,308,336</b>	<b>\$2,602,864</b>	<b>\$1,818,600</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Caitlin Brooks

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

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

During Fiscal Year 2020/2021, staff reviewed and commented on local development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments (SCAG) to monitor implementation of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and provided input on the final draft of 2020-2045 Connect SoCal.

VCTC completed two major planning studies funded by Caltrans grants through SCAG. First, the 101 Communities Connected Study (101 CC), a multimodal corridor study of U.S. 101 through Ventura County, was unanimously adopted by the Board in December 2020, which enables VCTC to compete for SB 1 Solutions for Congested Corridors funds for multimodal congestion relief projects in the future. The second major study, the Ventura County Freight Corridors Study (FCS), is planned for completion in Summer 2021. The FCS facilitates safe and efficient travel of freight across the County.

VCTC sought and received a Caltrans Sustainable Transportation Planning – Sustainable Communities grant and completed consultant selection to update the 2013 Ventura County Comprehensive Transportation Plan (CTP) and 2009 Congestion Management Program (CMP).

Staff managed an update to the Ventura County Traffic Model (VCTM) from a 2012 base year to the 2016 base year, which aligns with the SCAG RTP/SCS model, supports updates to the CTP/CMP, and expands upon previous model capabilities. Staff continued to use the VCTM to support member agency General Plan Updates and the U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation Project (PAED) and will enable VCTM use by local agencies for SB 743 implementation.

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

Due to planning studies conducted during Fiscal Year 2020/2021, the 2013 CTP and 2009 CMP are planned to be updated in a combined effort with the assistance of a Caltrans Sustainable Transportation Planning—Sustainable Communities grant.

Through a partnership with Ventura Council of Governments, funded through a Regional Early Action Planning (REAP) grant from SCAG and the California Department of Housing and Community Development, VCTC and VCOG will jointly develop a Vehicle Miles Travelled (VMT) Adaptive Mitigation Program, which will support local agencies to implement SB 743.



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

The Fiscal Year 2021/2022 budget is \$127,100 less than the previous fiscal year due to additional LTF planning funds received, offset by the coordinated CTP and CMP updates, and participation in local planning efforts to connect transportation, housing, and land use.

**WORK ELEMENTS:**

1. Review and comment on plans and projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Continue to coordinate with local agencies on their General Plan Updates.
4. Update the CTP/CMP, including public engagement and contract oversight.
5. Conduct traffic model runs in support of the CTP/CMP.
6. Develop a VMT Adaptive Mitigation Program with VCOG.
7. Participate in Southern California Freight Working Group and coordinate with freight movement entities to ensure awareness of programs and funding opportunities.
8. Update, print, and publish countywide Bike Map.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 456,200
LTF Fund Transfer Carry-over	489,400
PPM	40,000
REAP-SCAG/VCOG	31,400
Sustainable Communities Grant	398,400
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$1,465,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$242,377	\$ 293,400	<b>\$ 297,600</b>
Fringe and Tax Allocation	112,010	133,700	<b>136,900</b>
Indirect Cost Allocation	181,340	234,400	<b>260,300</b>
Membership and Dues	10,000	15,000	<b>15,000</b>
Mileage	661	1,000	<b>1,000</b>
Notices	0	500	<b>500</b>
Office Support	20	3,000	<b>3,000</b>
Printing	0	15,000	<b>5,000</b>
Training	0	2,500	<b>2,500</b>
Travel and Conferences	2,520	3,500	<b>3,500</b>
Consultant Services	234,070	883,400	<b>730,000</b>
Legal Services	146	4,000	<b>7,000</b>
Software Licenses	2,200	3,100	<b>3,100</b>
<b>Total Expenditures</b>	<b>\$785,344</b>	<b>\$1,592,500</b>	<b>\$1,465,400</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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

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

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

**DESCRIPTION:** As the Regional Transportation Planning Agency (TPA) for Ventura County, VCTC is responsible for the administration of the LTF, STA and SGR funds. In Fiscal Year 2021/2022, the LTF revenues are estimated to be \$0.4 million lower than the Revised Fiscal Year 2020/2021. It is estimated that the carry-in balance will be \$2.87 million. It is estimated there will be just over \$28.1 million to apportion to Articles 4 and 8.

VCTC combined the bi-annual CMAQ process with the allocation of the Article 3 Bicycle and Pedestrian funds to promote larger and transformative projects. In Fiscal Year 2020/2021, a one-year CMAQ/LTF programming exercise occurred instead of a full call for projects. Therefore, the estimated Article 3 bicycle and pedestrian funds are programmed in the budget. The prior years carried-in project funds are estimated to be \$631,451. The new Article 3 funding for Fiscal Year 2021/2022 for both bicycle maintenance and projects is \$665,610 for a total of \$1,297,061.

Based on the State's January estimate, this budget contains \$333,404 in STA PUC Section 99314 funds and \$71,308 SGR funds passed through to eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. Estimated carry-over STA and SGR funds due to local agencies will be added in with the final budget. Only the funds received will be allocated to the local agencies.

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



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

1. Administer and monitor LTF, STA and SGR programs to ensure regulatory compliance with the Transportation Development Act regulations.
2. Assist city and County staffs in preparing the LTF, STA and SGR claims for transit, bicycle/pedestrian, and local street purposes; evaluate and process claims from local agencies; submit allocation instructions to the County Auditor-Controller to disburse the money and monitor the LTF, STA, and SGR accounts in trust at the County.
3. Work with the County Auditor-Controller to prepare the revenue receipt estimates and monitor receipts.
4. Complete the annual fiscal and compliance audits of LTF, STA, SGR, Proposition 1B (Prop 1B) and Local Carbon Transit Operations Program (LCTOP) funds; submit completed audits to the State as required; review audits; and follow-up on compliance with claimants.
5. Prepare and submit the annually required State Controller reports.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Revenues and Fund Transfer	\$29,051,424
LTF Revenues Carry-over	631,451
STA Revenues - Section 99314	333,404
SGR Revenues - Section 99314	71,308
<b>Total Funding</b>	<b>\$30,087,587</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 26,345	\$ 29,100	\$ 32,800
Fringe and Tax	13,246	16,200	17,400
Indirect Cost Allocation	20,259	24,800	30,200
Mileage	0	500	500
Office Support	0	1,000	1,000
Audits	113,000	120,000	120,000
Legal Services	0	4,000	2,000
County Auditor Administration	14,500	14,500	14,500
Pass-Through State Transit Assistance	552,776	844,027	333,404
Pass-Through State of Good Repair	98,996	110,081	71,308
Article 3 - Bicycles and Pedestrians	304,648	1,251,260	1,297,061
Article 4 - Transit	25,951,557	19,220,798	18,805,076
Article 8 - Transit, Streets and Roads	5,791,196	9,509,320	9,362,338
<b>Total Expenditures</b>	<b>\$32,886,523</b>	<b>\$31,145,586</b>	<b>\$30,087,587</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Heather Miller

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

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

The passage of Senate Bill (SB) 1 includes new critical administrative roles for VCTC. Staff is continuing to work with the California Transportation Commission (CTC), Caltrans, and Southern California Association of Governments (SCAG) to provide input into the development of funding guidelines and new Caltrans programs, projects, and requirements. Staff serves as a clearinghouse notifying local agencies of upcoming calls-for-projects, such as Active Transportation Program (ATP) Cycle 5, Caltrans Planning Grants and new LCTOP and State of Good Repair (SGR) funds. VCTC worked with local agencies to facilitate allocation/obligation of these funds and on submitting the required reports to Caltrans in order to meet the accountability requirements of the SB 1 program. As part of the SB 1 funded ATP program, staff participated on the SCAG ATP subcommittee and the Go Human Steering Committee and provided technical assistance to project sponsors.

**DESCRIPTION:** Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, Federal Transit Administration (FTA) programs, Active Transportation Program (ATP), Low Carbon Transit Operations program (LCTOP), and the State of Good Repair (SGR) program. VCTC prioritizes and nominates projects for these funding programs as well as submits projects to the CTC for inclusion in the State Transportation Improvement Program (STIP). During Fiscal Year 2021/2022 VCTC will prepare the FTIP submittal to SCAG which includes Air Quality Calculations for projects.

Over the last few years, significant changes have occurred in Transportation Project Financing. Funding programs have become more complex and now include performance targets to meet safety, congestion, innovation, economic development, and climate and land use goals while requiring more in matching funds. Consequently, there is likely to be significant staff work over the next few years to ensure Ventura County maintains its competitive position for new grant funds. With the passage of SB 1, additional funding is now available for Caltrans local improvement projects through the State Highway Operation and Protection Program (SHOPP). Over the coming year, staff will be focusing on facilitating collaboration between Caltrans and local agencies as Caltrans develops new plans and improvement projects for the state highway system. Fiscal Year 2021/2022 includes partial funding for one analyst level position to meet the demands of the increased workload.



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

1. Monitor State and Federal funding opportunities and pursue and secure new funds for priority transportation projects.
2. Develop the 2022 Regional Transportation Improvement Program (RTIP) and STIP for Ventura County and the 2023 Federal Transportation Improvement Program.
3. Facilitate collaboration between Caltrans and local agencies on the development of plans and projects on the State Highway System.
4. Identify projects for CMAQ, LCTOP, SGR, FTA and other funding sources and prepare recommendations for approval by VCTC and committees.
5. Staff the Transportation Technical Advisory Committee (TTAC) and attend CTC meetings, Regional Transportation Planning Agency (RTPA) meetings, Southern California Programming Roundtable meetings, and SCAG ATP Subcommittee and Go-Human Steering Committee meetings.
6. Serve as an information clearinghouse for local agencies on various grant programs and support local agencies in updating the FTIP, resolving issues, and facilitating timely delivery of projects particularly those funded with state or federal funds.
7. Participation in the development of guidelines for state funding programs.

**PRODUCT:** Select projects for funding to provide the greatest benefit based on approved criteria; update the 2021 FTIP; submit the Draft 2023 FTIP to SCAG; develop the Fiscal Year 2021/2022 Program of Projects for federal transit funds; prepare and submit the Ventura County portion of the 2022 STIP to the CTC.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$164,000
LTF Fund Transfer	38,300
PPM	344,400
<b>Total Funding</b>	<b>\$546,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$137,891	\$169,500	<b>\$210,400</b>
Fringe and Tax	63,398	99,300	<b>118,200</b>
Indirect Cost Allocation	103,000	147,500	<b>196,800</b>
Business Meals	65	300	<b>300</b>
Membership and Dues	625	700	<b>700</b>
Mileage	560	1,600	<b>1,600</b>
Notices	315	1,000	<b>1,000</b>
Travel and Conferences	1,757	4,700	<b>4,700</b>
Consultant Services	0	8,000	<b>8,000</b>
Legal Services	494	5,000	<b>5,000</b>
<b>Total Expenditures</b>	<b>\$308,105</b>	<b>\$437,600</b>	<b>\$546,700</b>



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## GENERAL GOVERNMENT PROGRAM TASK BUDGETS



**BUDGET TASK: COMMUNITY OUTREACH****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darrin Peschka**OBJECTIVES:** Increase public awareness of and support for VCTC and its programs.**ACCOMPLISHMENTS:** Continuing to grow the VCTC brand and increasing public awareness of VCTC's role as a regional transportation planning agency and provider of transportation projects and services were primary goals for Fiscal Year 2020/2021.

Digital outreach continued to be a priority in the past fiscal year. That focus proved to be valuable, as VCTC used its social media platforms to quickly communicate critical information and updates about the COVID-19 emergency. That effort continued through the year. Highlights included videos and messages that demonstrated VCTC's efforts to protect the health and safety of riders on Intercity buses. In the second half of the fiscal year, VCTC used its digital platforms to promote the launch of the Freeway Service Patrol program. VCTC also utilized outreach through traditional media platforms, including press releases and op-eds.

Meaningful community involvement enhanced VCTC's digital efforts. For the second year in a row, VCTC partnered with all seven local Boys & Girls Clubs for an art contest. The partnership provided positive engagement with youth, reinforced connections with the clubs and was featured on the front page of a local newspaper. Social media posts about the contest reached thousands of people, and the artwork decorated VCTC buses. Other partnerships include the Ventura County Leadership Academy, the Ventura County Economic Development Association, Ventura County Civic Alliance, and California Lutheran University.

Participation in community events is a mainstay of VCTC outreach. Past events included the Ventura County Fair and the Port of Hueneme Banana Festival. In Fiscal Year 2020/2021, the COVID-19 pandemic canceled nearly all in-person activities, yet VCTC still found ways to participate in virtual events. The calendar included a Mobility 21 conference, the Ventura County Housing Conference, the Ventura County Economic Development Associate (VCEDA) Business Outlook Conference, and Bike Week. At several events, VCTC was able to create a virtual booth that allowed visitors to learn more about the agency. VCTC will continue to sponsor these events in Fiscal Year 2021/2022.

**DESCRIPTION:** The community outreach and education plan will focus on defining VCTC as a brand, as a service provider and as a voice in the community. The task is overseen by the Program Manager of Government and Community Relations and a portion of the salary for that position is funded from this task. Additionally, the Executive Director plays an active role of connecting with stakeholders, so this task funds a portion of the Executive Director's salary. The consultant services line item is lower than in years past, as the bulk of available funding will be used to support outreach for transit after the pandemic has subsided.



**BUDGET TASK: COMMUNITY OUTREACH (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darrin Peschka**WORK ELEMENTS:**

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

**PRODUCT:** Increase public awareness of VCTC and its programs and services.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$437,800
LTF Fund Transfer	10,000
<b>Total Funding</b>	<b>\$447,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 65,804	\$114,200	<b>\$104,600</b>
Fringe and Tax	37,750	62,800	<b>41,000</b>
Indirect Cost Allocation	52,988	97,100	<b>87,200</b>
Mileage	0	1,200	<b>1,000</b>
Office Support	0	1,000	<b>1,000</b>
Consultant Services	149,247	170,000	<b>140,000</b>
Legal Services	35	3,000	<b>3,000</b>
Collateral Materials	2,485	17,800	<b>10,000</b>
Community Events	44,814	30,000	<b>30,000</b>
Youth Programs	23,283	30,500	<b>30,000</b>
<b>Total Expenditures</b>	<b>\$376,406</b>	<b>\$527,600</b>	<b>\$447,800</b>

\* This budget task was amended after the Commission approved the budget in June 2020.



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

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

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

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

In spring of 2020, the Commission approved a lease for new office space at 751 Daily Drive, Camarillo. In October 2020, VCTC staff relocated to the new office space.

Finally, there are a variety of lesser, but nonetheless time consuming, general internal operational elements that require the attention of VCTC management.

**WORK ELEMENTS:**

1. Manage agency personnel and general human resources activities.
2. Manage and monitor annual budget activities.
3. Manage and oversee financial activities of the Commission including revenues and expenditures, serve as control element in accounting practices, and facilitate multiple annual audits.
4. Develop the monthly Commission agendas.
5. Prepare agendas and provide recommended policy guidance to VCTC staffed technical advisory committees.
6. Ensure regular and constant communication and accessibility to Commissioners.
7. Maintain frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.



**BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**PRODUCT:** Efficient, accountable, transparent, accessible, and responsive "Good Government" Commission operations.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$563,000
<b>Total Funding</b>	<b>\$563,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget*</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$151,164	\$144,000	<b>\$174,700</b>
Fringe and Tax	86,672	66,900	<b>80,900</b>
Indirect Cost Allocation	121,700	115,700	<b>153,100</b>
Business Meals	482	1,000	<b>1,000</b>
Membership and Dues	1,800	4,000	<b>5,000</b>
Mileage	60	1,000	<b>1,000</b>
Travel and Conferences	749	10,000	<b>11,300</b>
Consultant Services	63,419	50,000	<b>50,000</b>
Legal Services	70	5,000	<b>5,000</b>
Commissioner Expenses	15,479	30,000	<b>30,000</b>
Hardware/Software & Network Infrastructure	63,703	46,741	<b>30,000</b>
Education Reimbursement	3,142	25,000	<b>20,000</b>
Employee Recognition	546	1,000	<b>1,000</b>
Office Relocation, Furniture & Equipment	2,271	495,500	<b>0</b>
Pension UAL payment	0	1,000,000	<b>0</b>
<b>Total Expenditures</b>	<b>\$511,257</b>	<b>\$1,995,841</b>	<b>\$563,000</b>

\* This budget task was amended after the Commission approved the budget in June 2020.

## **BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS**

**DIRECTOR:** Darren Kettle

**BUDGET MANAGER:** Darrin Peschka

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

**ACCOMPLISHMENTS:** VCTC has continued to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County. The past year has been active for transportation legislation, with the Legislature passing regulatory relief bills to assist transit agencies, which were severely impacted by declines in ridership resulting from the coronavirus pandemic. On the federal level, a one-year "turnkey" extension to the Fixing America's Surface Transportation Act, or FAST Act, was approved. In addition, emergency stimulus funding was provided to transit agencies.

**DESCRIPTION:** VCTC's legislative priorities have been set out in its two-year Legislative Program, which the Commission adopted this past January. During the coming year, the work to advance VCTC's program will encompass monitoring of transportation legislation and regulations under development that could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), the American Public Transportation Association (APTA), and the Southern California Transportation Legislative Roundtable. In the coming months, the Legislature's priorities are likely to focus on the COVID-19 emergency, including a possible extension of the suspension of penalties for not making farebox recovery requirements. The Legislature also could focus on regional transportation planning. Moving forward, the Legislature could also return to previous discussions on issues such as permanent reform of the Transportation Development Act.

In Washington, D.C., the FAST Act is scheduled to expire September 2021, with the federal Highway Trust Fund projected to become insolvent at around the same time. Transportation infrastructure is often bipartisan, particularly with earmarks. Bipartisan discussions focused on reauthorization already are underway, and it is possible a full, multiyear reauthorization will be passed before the current FAST Act extension expires. VCTC will work with the other regional agencies and transit agencies to address any federal proposals as they come forward.

The personnel costs in the proposed budget reflect the addition of the Government and Community Relations Manager position established through the Fiscal Year 2020/2021 budget. The decision to add this position has allowed staff to provide a more focused, experienced direction to the Commission's legislative relations efforts. The budget also provides for the continuation of the state advocacy contract. Although COVID-19 has sent meetings and conferences online for the time being, the Business Meals and Travel and Conferences items are unchanged, in the hopes that in-person meetings and travel will be allowed in the coming year.



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

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

**PRODUCT:** Advocacy, information sharing, and serving as a resource to Legislators, to Congress and to VCTC staff.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$253,800
<b>Total Funding</b>	<b>\$253,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 Budget</b>
Salaries	\$ 27,335	\$ 73,100	<b>\$ 63,400</b>
Fringe and Tax	15,427	38,300	<b>25,200</b>
Indirect Cost Allocation	21,882	61,100	<b>53,100</b>
Business Meals	0	500	<b>500</b>
Membership and Dues	30,575	42,600	<b>40,500</b>
Mileage	67	900	<b>900</b>
Travel and Conferences	2,608	13,500	<b>13,500</b>
Consultant Services	54,022	55,000	<b>55,000</b>
Legal Services	0	1,700	<b>1,700</b>
<b>Total Expenditures</b>	<b>\$151,916</b>	<b>\$286,700</b>	<b>\$253,800</b>



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# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

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



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



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



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



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



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



## APPENDIX B – GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**Trustee** – A fiduciary holding property on behalf of another.

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

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



## APPENDIX C – SALARY SCHEDULE

**Ventura County Transportation Commission**  
**Salary Schedule by Department**  
**Fiscal Year 2021/2022**  
**Effective July 1, 2021**

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Exempt vs. Non- Exempt
<b>ADMINISTRATION</b>				
Executive Director	1.0	0	263,775	E
Program Manager, Government and Community Relations	1.0	70,132	124,767	E
Clerk of the Commission/Executive Assistant	1.0	70,132	124,767	E
Receptionist/Secretary	1.0	43,827	65,451	NE
<b>ADMINISTRATION SUBTOTAL:</b>	<b>4.0</b>			
<b>FINANCE</b>				
Finance Director	1.0	109,108	176,067	E
Program Manager, Information Technology	1.0	70,132	124,767	E
Program Manager, Accounting	1.0	70,132	124,767	E
Senior Accountant/Analyst	1.0	50,100	91,283	NE
<b>FINANCE SUBTOTAL:</b>	<b>4.0</b>			
<b>PLANNING</b>				
Planning and Sustainability Director	1.0	109,108	176,067	E
Program Manager, Transportation Planning	1.0	70,132	124,767	E
Program Analyst	1.0	50,100	91,283	NE
<b>PLANNING SUBTOTAL:</b>	<b>3.0</b>			
<b>PROGRAMMING</b>				
Programming Director	1.0	109,108	176,067	E
Program Manager, Programming	1.0	70,132	124,767	E
Program Analyst	1.0	50,100	91,283	NE
Administrative Assistant	0.4	43,827	65,451	NE
<b>PROGRAMMING SUBTOTAL:</b>	<b>3.4</b>			
<b>TRANSIT</b>				
Public Transit Director	1.0	109,108	176,067	E
Program Manager, Regional Transit Planning	1.0	70,132	124,767	E
Program Manager, Transit Contracts	1.0	70,132	124,767	E
Transit Planner	1.0	50,100	91,283	NE
Transit Specialist	1.0	43,827	65,451	NE
Transit Information Center and Technology Specialist	1.0	43,827	65,451	NE
Administrative Assistant	0.6	43,827	65,451	NE
Customer Service Representative	2.0	29,120	41,541	NE
<b>TRANSIT SUBTOTAL:</b>	<b>8.6</b>			

**TOTAL BUDGETED POSITIONS: 23.0**

\*VCTC will automatically adjust any wages that do not meet California's minimum wage or the local fair-market wage requirements.



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