



**VENTURA COUNTY TRANSPORTATION COMMISSION  
LOCAL TRANSPORTATION AUTHORITY  
AIRPORT LAND USE COMMISSION  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
CONSOLIDATED TRANSPORTATION SERVICE AGENCY  
CONGESTION MANAGEMENT AGENCY**  
[www.goventura.org](http://www.goventura.org)

**AGENDA\*  
FRIDAY, JUNE 4, 2021  
9:00 A.M.**

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

**The meeting will be via ZOOM Webinar**

*Please click the link below to access the webinar:*

<https://us02web.zoom.us/j/87846839664?pwd=TVJobEVtOHRmUWJDDeXFFODRLdIBmQT09>

*In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at [ribarra@goventura.org](mailto:ribarra@goventura.org) by 4:30 P.M., Thursday, JUNE 3, 2021. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to [ribarra@goventura.org](mailto:ribarra@goventura.org) or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENTS –** *Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

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

**8A. [APPROVE MINUTES FROM MAY 7, 2021 VCTC MEETING- PG.7](#)**

**Recommended Action:**

- Approve the summary minutes of MAY 7, 2021.

**Responsible Staff:** Roxanna Ibarra

**8B. [MONTHLY BUDGET REPORT- PG.11](#)**

**Recommended Action:**

- Receive and file the monthly budget report for APRIL 2021.

**Responsible Staff:** Sally DeGeorge

**8C. [RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS AND STATE OF GOOD REPAIR FUNDS- PG.19](#)**

**Recommended Action:**

- Approve the attached Resolution #2021-08 authorizing VCTC's claims for Fiscal Year 2021/2022 Transportation Development Act Local Transportation Funds, State Transit Assistance funds and State of Good Repair finds for transit, planning and administration.

**Responsible Staff:** Sally DeGeorge

**8D. [TRANSPORTATION DEVELOPMENT ACT \(TDA\) LOCAL TRANSPORTATION FUND \(LTF\) FINAL APPORTIONMENT FOR FISCAL YEAR 2021/2022- PG.23](#)**

**Recommended Action:**

- Approve the Local Transportation Fund Final Apportionment for Fiscal Year 2021/2022, apportioning \$35.25 million as shown in Attachment 1.

**Responsible Staff:** Sally DeGeorge

**8E. [LEGISLATIVE UPDATE- PG.29](#)**

**Recommended Action:**

- Receive and file.

**Responsible Staff:** Darrin Peschka

**8F. [VALLEY EXPRESS MARKETING AGREEMENT WITH CELTIS VENTURES- PG.47](#)**

**Recommended Action:**

- Authorize the Executive Director to execute the one-year extension option with Celtis Ventures.

**Responsible Staff:** Aaron Bonfilio

**8G. SUBRECIPIENT AGREEMENTS FOR FEDERAL TRANSIT ADMINISTRATION FUNDS- PG.51**

**Recommendation:**

- Approve the attached Subrecipient Agreements for administration of Federal Transit Administration (FTA) funds on behalf of Camarillo, Moorpark, Thousand Oaks, County of Ventura Area Agency on Aging, and County of Ventura Human Services Agency.

**Responsible Staff: Peter De Haan**

**8H. SURFACE TRANSPORTATION PROGRAM APPORTIONMENT LOAN TO SACRAMENTO AREA COUNCIL OF GOVERNMENTS- PG.53**

**Recommended Action:**

- Approve loan of \$14,555,000 from the Ventura County Regional Surface Transportation Program apportionment to the Sacramento Council of Governments (SACOG), with the repayment to occur in FY 2022/23, the earliest that funding is expected to be needed for US 101 final design.

**Responsible Staff: Peter De Haan**

**8I. LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) APPORTIONMENT REVISED ALLOCATION- PG.55**

**Recommended Action:**

- Ratify the revised Ventura County Transportation Commission (VCTC) FY 2020/2021 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$886,110 for the College Ride Transit Fare Promotion Project (includes a total of \$18,983 of FY 2020/21 LCTOP funds contributed by the cities of Camarillo, Moorpark, Simi Valley, and Thousand Oaks),
- Adopt Resolution 2021-01 in Attachment A, authorizing the Executive Director to execute all required documents including the Certifications and Assurances and Authorized Agent Form to receive VCTC's FY 2020/21 Low Carbon Transit Operations Program funds.

**Responsible Staff: Heather Miller**

**8J. VCTC PERSONNEL RULES VACATION REDEMPTION POLICY UPDATE- PG.63**

**Recommended Action:**

- It is recommended that the Ventura County Transportation Commission ("Commission") adopt resolution NO. 2021-09 approving an amendment to the Personnel Policies and Procedures adopting a vacation leave buy-out policy and terminating the current discretionary authority of the Executive Director to temporarily waive the vacation accrual cap.

**Responsible Staff: Steve Mattas/Darren Kettle**

**8K. REGIONAL RIDESHARE DATABASE SERVICES MEMORANDUM OF UNDERSTANDING- PG.67**

**Recommended Action:**

- Authorize the Executive Director to execute the Regional Rideshare Consolidated Database Project Memorandum of Understanding (MOU); and
- Authorize the Executive Director to execute the Regional Rideshare Software Agreement for the regional ridematching database.

**Responsible Staff: Claire Grasty**

**8L. VCTC INTERCITY BUS AND RAIL TRANSIT RIDERSHIP AND PERFORMANCE MEASURES QUARTERLY REPORT- PG.69**

**Recommended Action:**

- Receive and File.

**Responsible Staff: Claire Grasty and Jeni Eddington**

**8M. AMENDMENT TO THE PASSENGER TRANSFER AGREEMENT FOR LOSSAN AMTRAK PACIFIC SURFLINER- PG.75**

**Recommended Action:**

- Approve Amendment No. 6 to Cooperative Agreement between LOSSAN and VCTC for facilitating passenger transfer between Pacific Surfliner Intercity Rail Service and VCTC Intercity Transit Service.

**Responsible Staff:** Jeni Eddington

**8N. REGIONAL BROADBAND INFRASTRUCTURE- PG.79**

**Recommended Action:**

1. Approve incorporating the following language into VCTC's Legislative Platform "Support efforts to accelerate deployment of affordable, high speed broadband as a means to reduce auto trips and cut greenhouse gas emissions."
2. Participate in SCAG regional broadband/digital divide working group and Expert Advisory Committee in support of "Transportation Broadband Strategies to Reduce Vehicle Miles Traveled (VMT) and Greenhouse Gas Emissions (GHG).
3. Authorize the Executive Director to negotiate with the County of Ventura for the use of the Santa Paula Branch Line right of way for the implementation/construction of broadband high speed fiber optic internet to service the communities of Ventura, Santa Paula, Fillmore and Piru.

**Responsible Staff:** Darren Kettle

**8O. MOTORIST AID PROGRAM BUDGET AMENDMENT-PG.81**

**Recommended Action:**

- Amend the General Fund Motorist Aid Services budget by increasing the staff line items by \$6,200 for Salaries, \$3,500 for Fringe and Tax, and \$5,300 for Indirect Costs Allocation.
- Amend the Service Authority for Freeway Emergencies (SAFE) fund budget by increasing the transfer-out line item by \$15,000 and increasing the General Fund Motorist Aid Services SAFE revenues and fund transfer-in by \$15,000.

**Responsible Staff:** Amanda Fagan

**DISCUSSION CALENDAR:**

**9. FISCAL YEAR 2021/2022 BUDGET- PUBLIC HEARING-PG.83**

**Recommended Action:**

- Conduct Public Hearing to receive testimony on the Fiscal Year 2021/2022 Budget.
- Adopt the Fiscal Year 2021/2022 Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2021/2022 Budget) effective July 1, 2021.
- Adopt, by Resolution 2021-07, the proposed Fiscal Year 2021/2022 Budget.

**Responsible Staff:** Sally DeGeorge

**10. VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN UPDATE-PG.89**

**Recommendation:**

- Receive a presentation on the Ventura County Comprehensive Transportation Plan Update.

**Responsible Staff:** Caitlin Brooks

**11. VCTC GENERAL COUNSEL'S REPORT**

**12. AGENCY REPORTS:**

**Southern California Association of Governments (SCAG)**

Primary: Commissioner Mike Judge

**Southern California Regional Rail Authority (Metrolink-SCRRRA)**

Primary: Vice-Chair Tony Trembley  
Alternate: Daniel Chavez

**Los Angeles-San Luis Obispo (LOSSAN) Rail Corridor Agency (Amtrak Pacific Surfliner)**

Primary: Commissioner Bryan MacDonald  
Alternate: Commissioner Jim White

**Coastal Rail Coordinating Council**

Primary: Commissioner Bryan MacDonald  
Alternate: Commissioner Richard Rollins

**California Association of Councils of Governments**

Primary: Commissioner Carmen Ramirez

**California Vanpool Authority (CalVans)**

Primary: Commissioner Jim White  
Alternate: Commissioner Lynn Edmonds

**13. CLOSED SESSION:**

***1. Conference with Real Property Negotiators Property (Pursuant to Government code Section 54956.8) Property: Santa Paula Branch Line Railroad Right-of-Way Negotiating Parties: VCTC and Potential Bidders Under negotiations: Price and terms for lease.***

**14. ADJOURN to 9:00 a.m. Friday, July 9, 2021**



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Item #8A

June 4, 2021

**MEETING MINUTES OF MAY 7, 2021 VCTC COMMISSION MEETING  
AT 9:00 A.M. VIA ZOOM**

**CALL TO ORDER:**

Chair Long called the regular meeting of the Ventura County Transportation Commission to order at 9:01 A.M. Via-Zoom.

**PLEDGE OF ALLEGIANCE** was led by Commissioner Chavez.

**ROLL CALL/MEMBERS PRESENT:**

Kelly Long, County of Ventura, Chair  
Tony Trembley, City of Camarillo, Vice-Chair  
Claudia Bill-de la Peña, City of Thousand Oaks  
Daniel Chavez, Citizen Rep., Cities  
Lynn Edmonds, City of Fillmore  
Chris Enegren, City of Moorpark  
Robert Huber, County of Ventura  
Mike Johnson, City of Ventura  
Mike Judge, City of Simi Valley  
Matt LaVere, County of Ventura (Arrived 9:14 a.m.)  
Bryan MacDonald, City of Oxnard  
Carmen Ramirez, County of Ventura  
Richard Rollins, City of Port Hueneme  
Andy Sobel, City of Santa Paula  
Tony Tavares, Caltrans District 7  
Jim White, Citizen Rep., County  
William Weirick, City of Ojai (Arrived 10:24 a.m.)

**ABSENT:**

Linda Parks, County of Ventura

**4. PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA:** There were none.

**5. CALTRANS REPORT-** District Director Tony Tavares gave the update report regarding Caltrans projects. The report was distributed via email to the Commission.

**6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT:**

Executive Director Kettle reported to the Commission that at the April 2, 2021 Commission meeting there was discussion about bicycle trails and e-bikes on the Class 1 trails. Mr. Kettle reported to Commissioners that state law does allow e-bikes on Class 1 trails as long as there is a limit as to the speed of the e-bikes. Mr.

Kettle also reported the FSP program will be launching Beat 3 on June 1, 2021. He also reported Metrolink Saturday service will start on Memorial Day weekend from the Moorpark Station to Union Station.

**7. ADDITIONS/REVISIONS-** There were none.

**8. CONSENT CALENDAR-**

Commissioner Sobel made a request to pull for discussion item 8E, Trespass Removal Policy. Item 8E was discussed during the consent calendar and general counsel Steve Mattas reported item 8E Section 3 would be amended to incorporate the current practice of consulting with the county's homeless task force as VCTC proceeds with the Trespass Removal Policy procedures. **Commissioner MacDonald** moved to approve items 8A thru 8F with amendment to language item 8E in Section 3 of the Consent Calendar. The motion was seconded by **Commissioner White** and passed unanimously.

**8A. APPROVE MINUTES FROM APRIL 2, 2021 VCTC MEETING**

- Approved the summary minutes of APRIL 2, 2021.

**8B. MONTHLY BUDGET REPORT**

- Received and filed the monthly budget report for MARCH 2021.

**8C. CAPITAL ASSETS POLICY UPDATE**

- Adopt the Revised Capital Assets Policy in Attachment 1.

**8D. CONSULTANT SERVICES CONTRACT WITH NELSON/NYGAARD TO UPDATE THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

- Approve consultant services agreement with Nelson/Nygaard to update the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) at an amount not exceed \$137,707.

**8E. TRESPASS REMOVAL POLICY**

- Approve Trespass Removal Policy.

**8F. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT FOURTH AMENDMENT**

- It is recommended that the Ventura County Transportation Commission ("Commission") adopt a resolution approving the fourth amendment to the Executive Director Employment Agreement.

General Counsel Steve Mattas stated item 8F, the fourth amendment to the Executive Director employment Agreement, identifies the terms and provides a cost-of-living increase which all staff will receive and a 3% merit increase.

**DISCUSSION CALENDAR:**

**9. LEGISLATIVE UPDATE**

- Adopt a "support" position on Senate Bill 790-Wildlife Connectivity Mitigation Credits Advance Mitigation Program (Stern)

**Commissioner Ramirez** moved to approve item 9 as recommended. The motion was seconded by **Vice-Chair Trembley** and passed unanimously.

**10. DRAFT VCTC 2021 TITLE VI PROGRAM UPDATE**

- Conduct public hearing for the VCTC 2021 Title VI Program Update
- Adopt Resolution 2021-04 approving the 2021 Title VI Program Update, including the Public Participation Plan and Language Assistance Plan

Chair Long opened the public hearing of the Draft VCTC 2021 Title VI Program Update. There were no public comments submitted to VCTC. Public Transit Director Martin Erickson gave the Title VI Program update. Chair Long closed the public hearing.



Commissioner Sobel suggested to staff that under the language section listing partner agencies, VCTC also add/include the MICOP organization.

**Commissioner Chavez** moved to approve item 10 as recommended. The motion was seconded by **Commissioner Huber** and passed unanimously.

#### **11. FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) FINDINGS**

- Review and Approve the Fiscal Year (FY) 2021/2022 Unmet Transit Needs Findings and determination that there are no Unmet Transit Needs that are reasonable to meet
- Adopt Resolution No. 2021-05

**Commissioner Chavez** moved to approve item 11 as recommended. The motion was seconded by **Commissioner Sobel** and passed unanimously.

#### **12. UPDATE ON TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)**

- Receive an update on the Transit Integration & Efficiency Study from Fehr & Peers.

**Commissioner Bill-de la Peña** moved to approve item 12 as recommended. The motion was seconded by **Commissioner Edmonds** and passed unanimously.

#### **13. REGIONAL BROADBAND INFRASTRUCTURE**

- Receive, file, and provide direction on roles and activities that VCTC might entertain in the development of regional broadband infrastructure.

A PowerPoint Broadband Status presentation was presented to the Commission by Ventura County's Assistant Chief Information Officer, Mr. Terry Theobald.

**Commissioner Huber** moved to approve item 13 as recommended. The motion was seconded by **Commissioner Ramirez** and passed unanimously.

#### **14. VCTC GENERAL COUNSEL REPORT- None**

#### **15. AGENCY REPORTS-**

**Southern California Association of Governments (SCAG):** Commissioner Judge congratulated Commissioner and Supervisor Carmen Ramirez on her appointment as SCAG's Second Vice President.

#### **Southern California Regional Rail Authority (Metrolink-SCRRRA):**

Commissioner Chavez reported kids ride free on the Metrolink train on the weekends, Metrolink has a 5-day flex pass and Month of May is bike month. Starting Monday May 10<sup>th</sup> Gold Coast Transit District will be providing late night service from 8pm-11pm.

**LOSSAN and Coastal Rail Coordinating Council:** Commissioner MacDonald congratulated Commissioner Ramirez on her appointment as SCAG's Second Vice President.

**California Vanpool Authority (CalVans):** Next meeting is May 13, 2021.

**California Association of Council of Governments:** There was none.

#### **16. CLOSED SESSION:**

1. Conference with Real Property Negotiators Property (Pursuant to Government Code Section 54956.8) Property: Santa Paula Branch Line Railroad Right of Way Negotiating Parties: VCTC and Potential Bidders Under negotiations: Price and terms for lease.

The Commission went into closed session at 11:30 a.m.

At this time General Counsel stated there would be no reportable action to report out of closed session and the VCTC meeting would be adjourning right after closed session.

**17.** The VCTC's meeting of May 7, 2021 was adjourned in memory of former Senator Jim Mills, the main author of the Mills-Alquist-Deddeh Act, the Transportation Development Act and one of the most significant transit advocates in California history.

**The Next Regular VCTC Commission meeting will be Friday, June 4, 2021 at 9:00 a.m.**



Item #8B

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: MONTHLY BUDGET REPORT**

**RECOMMENDATION:**

- Receive and file the monthly budget report for April 2021.

**DISCUSSION:**

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

The April 30, 2021 budget report indicates that the revenues were approximately 57.99% of the adopted budget while expenditures were approximately 44.65% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

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

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

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF APRIL 30, 2021**

**Assets and Deferred Outflows**

Cash and Investments	\$ 43,846,043
Receivables/Due from other funds	4,516,600
Prepays and Deposits	82,230
Capital Assets, undepreciated	25,971,001
Capital Assets, depreciated, net	35,191,932
Deferred Outflows	879,100
<b>Total Assets and Deferred Outflows</b>	<b><u>\$ 110,486,906</u></b>

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

Accrued Expenses and Due to Other	\$ 2,296,166
Deferred Revenue	3,410,365
Deposits	67,059
Accrued Vacation	183,710
Pension Liability	2,143,432
OPEB Liability	352,734
Deferred Inflows	291,147
<b>Total Liabilities and Deferred Inflows:</b>	<b><u>\$ 8,744,613</u></b>

**Net Position:**

Invested in Capital Assets	\$ 60,892,975
Fund Balance	40,849,318
<b>Total Net Position</b>	<b><u>\$ 101,742,293</u></b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE TEN MONTHS ENDED APRIL 30, 2021**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity Actual	Express Actual	Actual	Totals	Actual	Actual	% Year
<b>Revenues</b>												
Federal Revenues	\$ 11,240,996	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	4,871,819	\$ 1,004,001	\$ 17,116,816	\$ 37,915,206	(20,798,390)	45.14
State Revenues	796,097	25,667,589	4,979,454	616,886	1,167,951	0	550,351	0	33,778,328	50,397,445	(16,619,117)	67.02
Local Revenues	178,322	0	0	0	0	320,536	824,117	100,000	1,422,975	1,978,096	(555,121)	71.94
Other Revenues	1,136	0	0	0	0	0	207,736	0	208,872	315,812	(106,940)	66.14
Interest	14,616	44,444	52,589	22,532	19,893	166	1,024	1,132	156,396	235,000	(78,604)	66.55
<b>Total Revenues</b>	<b>12,231,167</b>	<b>25,712,033</b>	<b>5,032,043</b>	<b>639,418</b>	<b>1,187,844</b>	<b>320,702</b>	<b>6,455,047</b>	<b>1,105,133</b>	<b>52,683,387</b>	<b>90,841,559</b>	<b>(38,158,172)</b>	<b>57.99</b>
<b>Expenditures</b>												
<b>Administration</b>												
Personnel Expenditures	2,467,094	0	0	0	0	0	156,530	38,936	2,662,560	3,657,900	(995,340)	72.79
Legal Services	16,500	0	0	0	0	0	0	0	16,500	40,000	(23,500)	41.25
Professional Services	79,077	0	0	0	0	0	0	0	79,077	149,500	(70,423)	52.89
Office Leases	91,053	0	0	0	0	0	0	0	91,053	134,800	(43,747)	67.55
Office Expenditures	258,066	0	0	0	0	0	85,904	21,368	365,338	484,300	(118,962)	75.44
<b>Total Administration</b>	<b>2,911,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242,434</b>	<b>60,304</b>	<b>3,214,528</b>	<b>4,466,500</b>	<b>(1,251,972)</b>	<b>71.97</b>
<b>Programs and Projects</b>												
<b>Transit and Transportation Program</b>												
Regional Transit Technology	965,283	0	0	0	0	0	0	0	965,283	3,428,477	(2,463,194)	28.15
Senior-Disabled Transportation	250,336	0	0	0	0	0	0	0	250,336	393,100	(142,764)	63.68
VCTC Intercity Bus Services	0	0	0	0	0	0	5,459,934	0	5,459,934	11,663,790	(6,203,856)	46.81
Valley Express Bus Services	0	0	0	0	0	0	0	943,703	943,703	1,906,800	(963,097)	49.49
Transit Grant Administration	5,531,111	0	0	0	0	0	0	0	5,531,111	14,323,900	(8,792,789)	38.61
<b>Total Transit and Transportation</b>	<b>6,746,730</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,459,934</b>	<b>943,703</b>	<b>13,150,367</b>	<b>31,716,067</b>	<b>(18,565,700)</b>	<b>41.46</b>
<b>Highway Program</b>												
Motorist Aid Services	0	0	0	386,980	0	0	0	0	386,980	1,446,500	(1,059,520)	26.75
Highway Program Management	3,347,550	0	0	0	0	0	0	0	3,347,550	9,639,030	(6,291,480)	34.73
<b>Total Highway</b>	<b>3,347,550</b>	<b>0</b>	<b>0</b>	<b>386,980</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,734,530</b>	<b>11,085,530</b>	<b>(7,351,000)</b>	<b>33.69</b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE TEN MONTHS ENDED APRIL 30, 2021**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
<b>Rail Program</b>												
Metrolink and Commuter Rail	3,692,085	0	0	0	0	0	0	0	3,692,085	13,214,916	(9,522,831)	27.94
LOSSAN and Coastal Rail	2,535	0	0	0	0	0	0	0	2,535	12,300	(9,765)	20.61
Santa Paula Branch Line	0	0	0	0	0	499,614	0	0	499,614	945,443	(445,829)	52.84
<b>Total Rail</b>	<b>3,694,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>499,614</b>	<b>0</b>	<b>0</b>	<b>4,194,234</b>	<b>14,172,659</b>	<b>(9,978,425)</b>	<b>29.59</b>
<b>Commuter Assistance Program</b>												
Reg Transit Information Center	1,566	0	0	0	0	0	0	0	1,566	43,800	(42,234)	3.58
Rideshare Programs	160,485	0	0	0	0	0	0	0	160,485	356,654	(196,169)	45.00
<b>Total Commuter Assistance</b>	<b>162,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>162,051</b>	<b>400,454</b>	<b>(238,403)</b>	<b>40.47</b>
<b>Planning and Programming</b>												
TDA Administration	110,000	17,000,978	273,019	0	58,240	0	0	0	17,442,237	31,076,486	(13,634,249)	56.13
Transportation Programming	4,736	0	0	0	0	0	0	0	4,736	21,300	(16,564)	22.23
Regional Transportation Planning	80,720	0	0	0	0	0	0	0	80,720	931,000	(850,280)	8.67
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,500	(18,500)	0.00
Regional Transit Planning	109,417	0	0	0	0	0	0	0	109,417	2,087,764	(1,978,347)	5.24
<b>Total Planning and Programming</b>	<b>304,873</b>	<b>17,000,978</b>	<b>273,019</b>	<b>0</b>	<b>58,240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,637,110</b>	<b>34,135,050</b>	<b>(16,497,940)</b>	<b>51.67</b>
<b>General Government</b>												
Community Outreach	114,052	0	0	0	0	0	0	0	114,052	253,500	(139,448)	44.99
State and Federal Relations	82,368	0	0	0	0	0	0	0	82,368	114,200	(31,832)	72.13
Management and Administration	1,474,294	0	0	0	0	0	0	0	1,474,294	1,669,241	(194,947)	88.32
<b>Total General Government</b>	<b>1,670,714</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,670,714</b>	<b>2,036,941</b>	<b>(366,227)</b>	<b>82.02</b>
<b>Total Expenditures</b>	<b>18,838,328</b>	<b>17,000,978</b>	<b>273,019</b>	<b>386,980</b>	<b>58,240</b>	<b>499,614</b>	<b>5,702,368</b>	<b>1,004,007</b>	<b>43,763,534</b>	<b>98,013,201</b>	<b>(54,249,667)</b>	<b>44.65</b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE TEN MONTHS ENDED APRIL 30, 2021**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	% Year
Revenues over (under) expenditures	(6,607,161)	8,711,055	4,759,024	252,438	1,129,604	(178,912)	752,679	101,126	8,919,853	(7,171,642)	16,091,495	(124.38)
<b>Other Financing Sources</b>												
Transfers Into GF From LTF	6,237,132	0	0	0	0	0	0	0	6,237,132	6,193,103	44,029	100.71
Transfers Into GF From STA	1,185,082	0	0	0	0	0	0	0	1,185,082	3,730,980	(2,545,898)	31.76
Transfers In GF fr SGR Mtro	0	0	0	0	0	0	0	0	0	4,872,148	(4,872,148)	0.00
Transfers Into GF From SAFE	54,989	0	0	0	0	0	0	0	54,989	64,100	(9,111)	85.79
Transfers Into GF From SPBL	108,544	0	0	0	0	0	0	0	108,544	127,300	(18,756)	85.27
Transfers Into SPBL From LTF	0	0	0	0	0	106,871	0	0	106,871	127,300	(20,429)	83.95
Transfers Into SPBL From STA	0	0	0	0	0	177,352	0	0	177,352	606,443	(429,091)	29.24
Transfers Into VI From STA	0	0	0	0	0	0	1,000,000	0	1,000,000	1,795,158	(795,158)	55.71
Transfers Out of LTF Into GF	0	(6,237,132)	0	0	0	0	0	0	(6,237,132)	(6,193,103)	(44,029)	100.71
Transfers Out of LTF Into SPBL	0	(106,871)	0	0	0	0	0	0	(106,871)	(127,300)	20,429	83.95
Transfers Out of STA Into GF	0	0	(1,185,082)	0	0	0	0	0	(1,185,082)	(3,730,980)	2,545,898	31.76
Transfers Out of STA Into SPBL	0	0	(177,352)	0	0	0	0	0	(177,352)	(606,443)	429,091	29.24
Transfers Out of STA Into VI	0	0	(1,000,000)	0	0	0	0	0	(1,000,000)	(1,795,158)	795,158	55.71
Transfers Out of SAFE Into GF	0	0	0	(54,989)	0	0	0	0	(54,989)	(64,100)	9,111	85.79
Transfers Out of SPBL Into GF	0	0	0	0	0	(108,544)	0	0	(108,544)	(127,300)	18,756	85.27
Transfers Out of SGR into GF	0	0	0	0	0	0	0	0	0	(4,872,148)	4,872,148	0.00
<b>Total Other Financing Sources</b>	<b>7,585,747</b>	<b>(6,344,003)</b>	<b>(2,362,434)</b>	<b>(54,989)</b>	<b>0</b>	<b>175,679</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Net Change in Fund Balances</b>	<b>978,586</b>	<b>2,367,052</b>	<b>2,396,590</b>	<b>197,449</b>	<b>1,129,604</b>	<b>(3,233)</b>	<b>1,752,679</b>	<b>101,126</b>	<b>8,919,853</b>	<b>(7,171,642)</b>	<b>16,091,495</b>	<b>(124.38)</b>
<b>Beginning Fund Balance w/o capital assets</b>	<b>2,598,747</b>	<b>9,649,449</b>	<b>13,224,224</b>	<b>4,625,197</b>	<b>3,898,381</b>	<b>25,370</b>	<b>19</b>	<b>0</b>	<b>34,021,387</b>	<b>33,572,663</b>	<b>448,724</b>	<b>101.34</b>
<b>Long-term Pension/OPEB/Vacation Adjustment*</b>	<b>(1,925,453)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(166,469)</b>	<b>0</b>	<b>(2,091,922)</b>	<b>0</b>	<b>(2,091,922)</b>	<b>0.00</b>
<b>Ending Fund Balance</b>	<b>\$ 1,651,880</b>	<b>\$ 12,016,501</b>	<b>\$ 15,620,814</b>	<b>\$ 4,822,646</b>	<b>\$ 5,027,985</b>	<b>\$ 22,137</b>	<b>\$ 1,586,229</b>	<b>\$ 101,126</b>	<b>\$ 40,849,318</b>	<b>\$ 26,401,021</b>	<b>\$ 14,448,297</b>	<b>154.73</b>

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

For Management Reporting Purposes Only



**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF APRIL 30, 2021**

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

<b>Institution</b>	<b>Investment Type</b>	<b>Maturity Date</b>	<b>Interest to Date</b>	<b>Rate</b>	<b>Balance</b>
Wells Fargo	Government Checking	N/A	\$ 0.00	EAC only	\$ 2,533,003.74
LAIF	State Pool	N/A	18,862.33	0.44%	7,656,095.09
County of Ventura	Treasury Pool	N/A	137,532.48	0.39%	33,546,244.09
<b>Total</b>			<b>\$156,394.81</b>		<b>\$43,735,342.92</b>

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission's pooled checking account is not earning interest, instead earns "earnings credits" applied against fees because of the low interest rate environment. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

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

The Commission's funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

Amounts shown above are not adjusted for fair market value. Wells Fargo Bank, County of Ventura and LAIF statements are the source for provided information.



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Item #8C

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: RESOLUTION NO. 2021-08 TO CLAIM FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS AND STATE OF GOOD REPAIR FUNDS**

**RECOMMENDATION:**

- Approve the attached Resolution No.2021-8 authorizing VCTC's claims for Fiscal Year 2021/2022 Transportation Development Act Local Transportation Funds, State Transit Assistance funds and State of Good Repair funds for transit, planning, and administration.

**DISCUSSION:**

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

In accordance with State regulations, the attached resolution authorizes staff to claim LTF Article 3 for passenger rail services for Metrolink commuter rail operations; the LTF authorized amounts for planning, programming and administration, the STA and the SGR money for transit and rail purposes as detailed in the Commission's Fiscal Year 2021/2022 budget.

**RESOLUTION #2021-08**  
**RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCATION OF TRANSPORTATION**  
**DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS**  
**AND STATE OF GOOD REPAIR FUNDS FOR FISCAL YEAR 2021/2022**

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

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

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

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

Section 1. The Executive Director is authorized to execute and file the appropriate claims pursuant to applicable rules and regulations, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of LTF, STA, SGR funds in Fiscal Year 2021/2022.

Section 2. The authorized claims shall include LTF Article 3 funds and all necessary STA and SGR funds for Fiscal Year 2021/2022 expenditures for Metrolink commuter rail costs, other related local rail and transit costs and Santa Paula Branch Line expenditures.

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

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

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

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

PASSED AND ADOPTED on this 4<sup>th</sup> day of June 2021 by VCTC action.

\_\_\_\_\_  
Kelly Long, Chair

ATTEST:

APPROVED TO FORM:

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

\_\_\_\_\_  
Steve Mattas, General Counsel



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Item #8D

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**  
**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA)**  
**LOCAL TRANSPORTATION FUND (LTF)**  
**FINAL APPORTIONMENT FOR FISCAL YEAR 2021/2022**

**RECOMMENDATION:**

- Approve the Local Transportation Fund Final Apportionment for Fiscal Year 2021/2022, apportioning \$35.25 million as shown in Attachment 1.

**BACKGROUND:**

Each year the Ventura County Transportation Commission (Commission or VCTC) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects in cities with populations under 100,000 if eligible. The City of Thousand Oaks is exempt from the 100,000-population rule and is eligible to spend funds on Article 8 or 4 per Senate Bill (SB) 848 June 2018. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

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

In 2013, the Commission established a funding policy to support Rail Passenger Service/Commuter Rail (Metrolink). The Commission established a policy that each time there is an increase in estimated LTF sales tax receipts, the increase would be split one-third to Passenger Commuter Rail and two-thirds to bus transit.

## **DISCUSSION:**

Each year the Ventura County Auditor-Controller provides a Local Transportation Fund estimate to VCTC for the upcoming fiscal year and notifies VCTC if the previous projection for the current Fiscal Year needs revision (either up or down). This year, when the County-Auditor Controller provided the new estimate (see Attachment 2) for Fiscal Year 2021/2022, there was a significant increase in the revised estimate for Fiscal Year 2020/2021. This resulted in staff revising the Fiscal Year 2020/2021 apportionment which was approved at the February 2021 Commission meeting.

For Fiscal Year 2021/2022, the County Auditor-Controller estimates that the LTF sales tax receipts will be \$35.2 million. After accounting for the estimated beginning cash balance of \$2.87 million (contingency for Fiscal Year 2020/2021), plus the \$35.2 million estimated sales tax receipts less the \$2.82 million contingency reserve, it is estimated that there will be \$35.25 million to apportion in Fiscal Year 2021/2022. This apportionment amount is approximately \$480,000 less than the previous fiscal year.

*The Fiscal Year 2021/2022 Final apportionment is very similar to the Draft apportionment. The only difference is the allocation amount to each agency as the new Department of Finance Population numbers were received changing the local distribution amounts. The Fiscal Year 2021/2022 Final LTF Apportionment as shown in Attachment 1 includes the following:*

- \$6,402,476 Article 3 funds for Commission activities including:
  - \$4,447,476 for Metrolink commuter passenger rail purposes. In Fiscal Year 2020/2021 the Passenger Rail line did not include the one-third increase from sales tax receipts for that fiscal year only as Metrolink received a substantial amount of CARES funding. Since the one-third increase of \$1.9 million was for one year only, it is added back into the calculation less the one-third reduction for Fiscal Year 2021/2022 sales tax receipt of \$133,000 bringing this year's passenger rail total to approximately \$4.4 million in keeping with the policy discussed above.
  - \$705,000 (or 2%) for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Programing and Reporting. This is \$9,600 less than the previous fiscal year.
  - \$1,250,000 for administration of Commission activities including ADA and Senior projects, Regional Transit Technologies, Grant Administration, Transit Information Center, TDA Administration, Transportation Programming and Reporting as well as supporting the Commission's office administration and management. This is \$731,940 less than the previous fiscal year.
- \$14,500 Article 3 funds for the County Auditor-Controller's administrative costs.
- \$665,610 Article 3 funds for Bicycle and Pedestrian projects which is \$25,231 less than the previous fiscal year.
- \$28,167,414 for apportionment to local jurisdictions as allowed by TDA. This is a decrease of approximately \$0.5 million for all agencies. The Commission apportions these funds based on the California Department of Finance population estimates which were released in May 2021.

Staff's recommendation is to approve the Local Transportation Fund Final Apportionment for Fiscal Year 2021/2022, apportioning \$35.25 million as shown in Attachment 1.



**Attachment 1**  
**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2021/2022**

			FINAL FY 2021/2022	REVISED FY 2020/2021	Change vs. FY 2020/2021	DRAFT FY 2021/2022	Change vs. Draft FY 2021/2022
Estimated Unapportioned Cash Balance			2,870,000	3,000,000	-130,000	2,870,000	0
Contingency Reserve			-2,820,000	-2,870,000	50,000	-2,820,000	0
Estimated Annual LTF Receipts			35,200,000	35,600,000	-400,000	35,200,000	0
Total Funds Available			35,250,000	35,730,000	-480,000	35,250,000	0
Auditor's Administration			14,500	14,500	0	14,500	0
VCTC Administration			1,250,000	1,981,940	-731,940	1,250,000	0
VCTC Administration one-time			0	1,000,000	-1,000,000	0	0
VCTC Planning and Programming			705,000	714,600	-9,600	705,000	0
Subtotal			33,280,500	32,018,960	1,261,540	33,280,500	0
Article 3 Pedestrian and Bicycle Facilities			665,610	640,379	-25,231	665,610	0
Subtotal			32,614,890	31,378,581	1,236,309	32,614,890	0
Article 3 Rail Passenger Service Operations/Capital			4,447,476	2,647,463	-1,800,013	4,447,476	0
Total to be Apportioned			28,167,414	28,731,118	-563,704	28,167,414	0
Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2021/2022	REVISED FY 2020/2021	Change vs. FY 2020/2021	DRAFT FY 2021/2022	Change vs. Draft FY 2021/2022
Camarillo	69,708	8.35%	2,350,862	2,394,959	-44,097	2,347,970	2,892
Fillmore	15,807	1.89%	533,082	530,592	2,490	520,182	12,900
Moorpark	35,981	4.31%	1,213,438	1,236,594	-23,156	1,212,332	1,106
Santa Paula	30,691	3.67%	1,035,036	1,035,858	-822	1,015,534	19,502
Simi Valley	124,468	14.90%	4,197,612	4,264,745	-67,133	4,181,071	16,541
Thousand Oaks	125,426	15.02%	4,229,920	4,311,409	-81,489	4,226,820	3,100
<b>Gold Coast Transit District:</b>							
Ojai	7,436	0.89%	250,775	257,592	-6,817	252,538	-1,763
Oxnard	204,675	24.51%	6,902,546	7,033,838	-131,292	6,895,834	6,712
Port Hueneme	23,374	2.80%	788,275	804,682	-16,407	788,895	-620
San Buenaventura	105,415	12.62%	3,555,060	3,622,588	-67,528	3,551,512	3,548
Ventura County - Unincorporated	92,242	11.04%	3,110,808	3,238,261	-127,453	3,174,726	-63,918
Total	835,223	100.00%	28,167,414	28,731,118	-563,704	28,167,414	0

## ATTACHMENT 2

**JEFFERY S. BURGH**  
**AUDITOR-CONTROLLER**

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



**ASSISTANT**  
**AUDITOR-CONTROLLER**  
JOANNE McDONALD

**CHIEF DEPUTIES**  
BARBARA BEATTY  
AMY HERRON  
JILL WARD  
MICHELLE YAMAGUCHI

January 12, 2021

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

**SUBJECT: LOCAL TRANSPORTATION FUND FY 2021-22 ESTIMATES AND FY 2020-21  
REVISED ESTIMATES**

Dear Mr. Kettle:

The Auditor-Controller's conservative estimate of the Local Transportation Fund (LTF) revenues for fiscal year 2021-22 is \$35.2 million, which includes a decline of 0.98 percent compared to current year projections. If the last half of fiscal year 2020-21 declines less rapidly than the projected 3.00 percent, the fiscal year 2021-22 estimate could be \$35.6 million.

For fiscal year 2020-21 our original projection of \$38.5 million, provided in January 2020, was later revised in April 2020 to \$29.8 million based on the information at the time for the projected economic impact of the COVID-19 pandemic. This estimate is currently revised to \$35.6 million. In addition, based on the allocation schedule provided by your office, we estimate that approximately \$63,531 in interest will be earned by the fund during fiscal year 2020-21 and be available for allocation in the subsequent fiscal year.

Based on revised fiscal 2020-21 revenue estimates of \$35.6 million, and interest of \$63,531, we project a LTF fund balance at June 30, 2021 of approximately \$11,079,762 (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2021-22 are \$14,500.

As you are aware, projections even in normal times are uncertain given the unpredictable nature of sales tax. However, projections in the last year have been even more difficult because of the COVID-19 pandemic. When revised fiscal year 2020-21 projections were provided in April 2020, one month into the pandemic, it was expected that sales tax revenue would decline dramatically.

However, as time passed the reality is that sales tax revenue has slightly increased. Analysts believe the primary reasons are that 1) there is an unequal spread of the wage losses between the lower-wage and higher-wage segments of the population and the higher-wage earners continue to

January 12, 2021  
LTF Fiscal Year 2021-22 Estimate  
Page 2

have disposable income to make taxable purchases, 2) federal and state economic stimulus, including additional unemployment payments, helped buoy continued spending in 2020 despite high unemployment and 3) the impact of the *Wayfair* decision which has allowed California to capture taxes on online sales which also dramatically increased during the pandemic.

As always, it would be prudent to budget a contingency account to be allocated midyear if projections remain strong.

We will continue to monitor growth trends and will notify you in the event of a significant change in projected revenues.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Burgh', with a large, sweeping loop at the end.

JEFFERY S. BURGH  
Auditor-Controller

Enclosure

ATTACHMENT 1

COUNTY OF VENTURA  
AUDITOR-CONTROLLER  
LOCAL TRANSPORTATION FUND  
PROJECTED ACTIVITY AND FUND BALANCE  
AS OF JUNE 30, 2021

Audited Fund Balance as of June 30, 2020	\$	3,034,114	
Reversal of FY20 Fair Value adjustment		<u>(28,178)</u>	
<b>Subtotal:</b>			<b>3,005,936</b>
<b>ADD:</b>			
FY 20-21 Actual LTF Receipts as of December 31, 2020	\$	19,299,962	
Projected LTF receipts for remainder of FY 20-21		<u>16,320,333</u>	
<b>Subtotal: (A)</b>			<b>35,620,295</b>
FY 20-21 interest earnings apportioned as of December 31, 2020	\$	14,961	
Projected interest earnings for the remainder of FY 20-21		<u>48,570</u>	
Total Interest (B)			<u>63,531</u>
Funding Available	\$		<u>38,689,762</u>
<b>LESS:</b>			
FY 20-21 allocations as of December 31, 2020	\$	9,156,260	
Projected allocations for the remainder of FY 20-21(C)		<u>18,453,740</u>	
<b>Subtotal:</b>			<u><b>27,610,000</b></u>
<b>Projected Fund Balance as of June 30, 2021</b>	<b>\$</b>		<b><u>11,079,762</u></b>

(A) FY 20-21 projected LTF receipts are based on FY20-21 actual receipts through December 31, 2020.

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

(C) Based on VCTC FY 20-21 Transportation Development Act (TDA) allocations adopted on June 5, 2020.



Item #8E

**JUNE 4, 2021**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS**

**SUBJECT: LEGISLATIVE UPDATE**

**RECOMMENDATION:**

Receive and file.

**DISCUSSION:**

**Federal Issues**

The Biden administration and members of Congress have continued to negotiate a \$2 trillion infrastructure package President Biden introduced in March. The plan as proposed includes \$621 billion for transportation, including \$85 billion for public transit. In April, Senate Republicans released their own infrastructure proposal, a smaller plan at \$568 billion, including \$61 billion for transit. On May 27, Senate Republicans unveiled a new proposal of roughly \$928 billion, including \$98 billion for public transit. Likewise, members of Congress are working to secure a bipartisan reauthorization bill before the current Fixing America's Surface Transportation (FAST) Act expires in September.

**State Issues**

On May 14, Gov. Gavin Newsom unveiled the May revision of the proposed state budget, a plan that includes billions in surplus state revenue and federal relief funding. The proposed budget includes \$11 billion for investments across all sectors of transportation, including buses, highways and rail, as well as funds to improve safety and access for bicyclists and pedestrians.

VCTC staff has analyzed the proposed investments in transportation and identified local initiatives that potentially could benefit from the governor's proposal. It should be noted that these proposed amounts could change over the coming weeks as the state budget is debated and finalized in the Legislature.

### **\$500 million for Active Transportation Projects**

The Active Transportation Program, a state program designed to encourage active mobility, such as walking and biking, is consistently oversubscribed. In the most recent funding cycle, Cycle 5, requests for grant funds were five times the available funding. An addition of \$500 million could provide funding for quality, high-scoring projects. In Ventura County, projects that could potentially benefit are the Fourth Street Mobility Improvements in the city of Oxnard, and the Santa Rosa Road Bike Lane Improvement and Pedestrian Project in the County of Ventura.

### **\$1 billion from the General Fund for the 2028 Olympics**

This funding is expected to be used for rail improvement projects. Although the Olympics will be held in Los Angeles, the Games are considered regional, and any transportation agency would be eligible to apply for funding. Potential projects in Ventura County that could benefit include double tracking between the Oxnard and Camarillo stations, and construction of an undercrossing at the Camarillo Metrolink station. Earlier this year, VCTC signed on to an informal agreement with other transportation agencies in Southern California to support projects that will create an efficient transportation experience for those participating in and attending the Olympics. This proposed budget item would ensure that work continues.

### **Clean CA Initiative**

The proposed budget would direct \$1.5 billion to the launch of the Clean CA Initiative, a three-year plan to remove litter from public spaces and use art to beautify the transportation network. The initiative is expected to be a partnership between Caltrans and local governments, including transit agencies, with projects in all 58 counties. VCTC regularly devotes time and money to cleaning up its properties and right of ways. The Clean CA Initiative potentially could provide funding and labor to perform that work.

### **Zero-emission Buses and Trucks**

The proposed budget would direct \$1.4 billion to support zero-emission vehicle efforts, including the transition to zero-emission transit buses. VCTC and other transit agencies have until 2040 to transition to zero-emission buses, and additional funding would help with that transition.

### **Summary**

Other funding in the \$11 billion proposal would support priority transit and rail projects, high priority grade separations and grade crossing improvements, high-speed rail, and improvements to local roads and bridges. A more complete explanation of the apportionment to each program is included in the attached monthly report of the Commission's state lobbyist.

The state Legislature has until June 15 to approve the budget for the next fiscal year. If approved, the \$11 billion for infrastructure, combined with any funding that may come from a federal infrastructure plan, would set Ventura County and the state on a path to make substantial progress on transportation and climate goals.

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist.



## CALIFORNIA ADVISORS, LLC

### VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT MAY 2021

#### Legislative Update

April and May have been busy months for legislative activity. Bills with a fiscal impact were required to be out of their respective policy committees by April 30th. Given this deadline, policy committee hearings started to wind-down at the end of April and the Legislature shifted its attention to the Senate and Assembly Appropriations Committees. During the month of May, there were several lengthy fiscal committee hearings, where hundreds of bills with significant state costs were referred to their respective "Suspense Files." Suspense File bills are then considered at one hearing which took place prior to May 21st, which is the last day for fiscal committees to report bills to the floor. It should be noted that a majority of bills are tagged with a fiscal impact. However, for the few non-fiscal bills the policy committee deadline is extended until May 7th, so there were also hearings in late April to dispense with those measures. Looking ahead, June 4th is the last day for each house to pass bills introduced in their house of origin.

Amid a busy spring at the Capitol, Governor Gavin Newsom released his revised 2021-22 state budget proposal, known as the May Revise. His plan called for some additional spending, made possible by increased state revenue estimates. The May Revise marks the start of negotiations with legislators. Therefore, over the last month, the Legislature continued to hold their Budget Subcommittee hearings to finalize their fiscal spending plan on several important issues. As always, the California Advisors team will continue to advocate on behalf of VCTC as legislation and budget discussions advance through the process.

#### Budget May Revise

On May 14th, Governor Newsom presented a revised state budget proposal to the Legislature. Compared to a projected budget deficit of \$54 billion a year ago, the state now has a projected \$75.7 billion surplus. Combined with over \$27 billion in federal relief, this supports a \$100 billion California Comeback Plan—a once-in-a-lifetime opportunity to not only speed the state's recovery from the pandemic, but to address long-standing challenges and provide opportunity for every California family—regardless of their income, race, or ZIP code. The May Revision includes \$24.4 billion in reserves—critical to a strong fiscal foundation, as last year clearly demonstrated. The reserve funds

include: \$15.9 billion in the Proposition 2 Budget Stabilization Account (Rainy Day Fund) for fiscal emergencies, \$450 million in the Safety Net Reserve, \$4.6 billion in the Public School System Stabilization Account, and an estimated \$3.4 billion in the state's operating reserve.

The May Revision proposes significant investments in both new transportation infrastructure and maintenance of existing infrastructure. Building upon the more than \$18 billion in investments proposed in the Governor's Budget, the May Revision proposes over \$11 billion of state investment in the transportation system to lead to an equitable recovery that will competitively position the state to pursue significant federal investment that aligns with the American Jobs Plan and other federal budget priorities. In addition to these proposed investments, Caltrans continues to use the substantial increase in transportation revenues provided through SB 1 to address the backlog of maintenance and repairs on the state highway system. The May Revision proposes investing an additional \$11 billion in the transportation system and related zero-emission vehicle (ZEV) efforts (see Climate Resilience Chapter for additional ZEV details). The transportation infrastructure package includes roadway fix-it-first projects, High-Speed Rail and other rail, transit and active transportation projects throughout the state, enhanced safety projects, and projects to support connectivity in advance of the 2028 Los Angeles Olympics.

- Los Angeles Olympics—\$1 billion General Fund
- Priority Transit and Rail Projects—\$1 billion General Fund
- Active Transportation—\$500 million General Fund
- High Priority Grade Separations and Grade Crossing Improvements—\$500 million General

#### Fund

- High-Speed Rail—\$4.2 billion Proposition 1A
- State Highway Rehabilitation and Local Roads and Bridges—\$2 billion (\$1.1 billion special funds through 2028, and \$968 million federal funds)
- Zero-Emission Rail and Transit Equipment Purchases and Infrastructure—\$407 million (\$100 million General Fund, \$280 million Public Transportation Account, and \$27 million federal funds)
- Zero-Emission Buses and Trucks—\$1.4 billion (\$1.3 billion General Fund, \$87 million Air Pollution Control Fund)

The May Revision also includes the new Clean California Initiative in which Caltrans will partner with local governments in a statewide beautification effort. One-time funding of \$1.5 billion General Fund will be used for a three-year effort to clean up garbage statewide, beautify the state's transportation network, educate the public about the harms of litter, and create long-lasting litter deterrents.

Local streets and roads, along with state highways and freeways, will be positively impacted by this proposal, from eliminating litter to engaging local communities, to quickly implementing sustainable and green beautification projects that incorporate installations by local artists and help transform dilapidated roadsides into unifying spaces.

- \$418 million for litter abatement activities, strengthening trash collection efforts by Caltrans and partners to eliminate over one million cubic yards of trash from state routes, increasing access to waste facilities and providing free monthly disposal days.
- \$430 million for state beautification projects, implementing sustainable, green beautification projects that enhance safety and transform dividing highways into public spaces that unify communities.



- \$444 million for local beautification projects, supporting communities, students, and local artists by working together to create meaningful, livable spaces and establishing a local grant program to match efforts that enhance communities and reduce litter on local streets, tribal land, and near transit centers.
- \$75 million for grants for hundreds of art installations on the state and local transportation system.
- \$50 million for a public education campaign and outreach to schools and students.
- \$83 million over three years for project design, construction, local support and engagement, and administration required to deliver this initiative.

<b>Upcoming Bill Deadlines and 2 Year Bills</b>
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**June 1-4** – Floor Sessions Only

**June 4** - Last day for each house to pass bills introduced in that house.

**June 15** – Budget bill must be passed by midnight.

**July 14** – Last day for policy committees to meet and report bills.

**July 16 – August 16** – Summer recess.

Below is a list of VCTC tracked bills:

**AB 43 (Friedman D) Traffic Safety.**

**Introduced:** 12/7/2020

**Status:** 5/19/2021-Referred to Committee on Transportation

**Summary:** Current law establishes various default speed limits for vehicles upon highways, as specified. Current law authorizes state and local authorities to adjust these default speed limits, as specified, based upon certain findings determined by an engineering and traffic survey. Current law defines an engineering and traffic survey and prescribes specified factors that must be included in the survey, including prevailing speeds and road conditions. This bill would require local authorities to consider other factors, including pedestrian and bicycle safety, that are allowed but not required to be considered under existing law. The bill would also allow local authorities to consider additional factors, including the current or immediately prior speed limit, as specified.

**AB 339 (Lee D) State and local government: open meetings.**

**Introduced:** 1/28/2021

**Status:** 5/20/2021-Read second time. Ordered to third reading.

**Summary:** Would, until December 31, 2023, require all open and public meetings of a city council or a county board of supervisors that governs a jurisdiction containing least 250,000 people to include an opportunity for members of the public to attend via a telephonic option or an internet-based service option. The bill would require all open and public meetings to include an in-person public comment opportunity, except in specified circumstances during a declared state or local emergency. The bill would require all meetings to provide the public with an opportunity to comment on proposed legislation in person and remotely via a telephonic or an internet-based service option, as provided.

**AB 361 (Rivas, Robert D) Open meetings: local agencies: teleconferences.**

**Introduced:** 2/1/2021

**Status:** 5/18/2021-In Senate. Read first time. To Committee on Rules for assignment.

**Summary:** Would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting for the purpose of declaring or ratifying a local emergency, during a declared state of emergency or local emergency, as those terms are defined, when state or local health officials have imposed or recommended measures to promote social distancing, and during a declared local emergency provided the legislative body determines, by majority vote, that meeting in person would present imminent risks to the health or safety of attendees.

**AB 464 (Mullin D) Enhanced Infrastructure Financing Districts: allowable facilities, projects, and costs.**

**Introduced:** 2/8/2021

**Status:** 5/12/2021-Referred to Committee on Governance and Finance

**Summary:** Current law authorizes the legislative body of a city or a county to establish an enhanced infrastructure financing district to finance public capital facilities or other specified projects of communitywide significance that provide significant benefits to the district or the surrounding community, including, but not limited to, the acquisition, construction, or repair of industrial structures for private use. This bill would include, in the list of facilities and projects the district may fund, the acquisition, construction, or repair of commercial structures by the small business, as defined, occupant of such structures, if certain conditions are met, and facilities in which nonprofit community organizations provide health, youth, homeless, and social services.

**AB 473 (Chau D) California Public Records Act.**

**Introduced:** 2/8/2021

**Status:** 5/20/2021-From committee: Do pass. (Ayes 16. Noes 0.) (May 20).

**Summary:** The California Public Records Act requires state and local agencies to make their records available for public inspection, unless an exemption from disclosure applies. This bill would recodify and reorganize the provisions of the act. The bill would include provisions to govern the effect of recodification and state that the bill is intended to be entirely nonsubstantive in effect. The bill would contain related legislative findings and declarations. The bill would become operative on January 1, 2023.

**AB 474 (Chau D) California Public Records Act: conforming revisions.**

**Introduced:** 2/8/2021

**Status:** 5/20/2021-From committee: Do pass. (Ayes 16. Noes 0.) (May 20).

**Summary:** Would enact various conforming and technical changes related to another bill that recodifies and reorganizes the California Public Records Act. The bill would only become operative if the related bill recodifying the act is enacted and becomes operative on January 1, 2023. The bill would also specify that any other bill enacted by the Legislature during the 2021 calendar year that takes effect on or before January 1, 2022, and that affects a provision of this bill shall prevail over this act, except as specified.

**AB 550 (Chiu D) Vehicles: Speed Safety System Pilot Program.**

**Introduced:** 2/10/2021

**Status:** 5/20/2021-Joint Rule 62(a), file notice suspended. In committee: Held under submission.

**Summary:** Would authorize, until January 1, 2027, the Cities of Los Angeles, Oakland, San Jose, one city in southern California, and the City and County of San Francisco to establish the Speed Safety System Pilot Program for speed limit enforcement in certain areas, if the system meets specified

requirements, including that the presence of a fixed or mobile system is clearly identified. The bill would require the participating cities or city and county to adopt a Speed Safety System Use Policy and a Speed Safety System Impact Report before implementing the program, and would require the city or city and county to engage in a public information campaign at least 30 days before implementation of the program, including information relating to when the systems would begin detecting violations and where the systems would be utilized.

**AB 604 (Daly D) Road Maintenance and Rehabilitation Account: apportionment of funds: accrued interest.**

**Introduced:** 2/11/2021

**Status:** 5/20/2021-From committee: Do pass. (Ayes 16. Noes 0.) (May 20).

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

**AB 713 (Garcia, Cristina D) State Air Resources Board: greenhouse gas emissions scoping plan: comprehensive health analysis.**

**Introduced:** 2/16/2021

**Status:** 5/20/2021-From committee: Amend, and do pass as amended. (Ayes 12. Noes 4.) (May 20). (Amended 5/24/2021)

**Summary:** The State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to approve a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020 and to ensure that statewide greenhouse gas emissions are reduced to at least 40% below the 1990 level by 2030. The act requires the state board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse. This bill would require the state board to conduct a comprehensive health analysis in conjunction with the development of each update of the scoping plan that includes a framework to provide an overview of the breadth of health impacts and health benefits that may accrue from the outcomes in the scoping plan, as specified.

**AB 773 (Nazarian D) Street closures and designations.**

**Introduced:** 2/16/2021

**Status:** 5/13/2021-Read third time. Passed. Ordered to the Senate. (Ayes 72. Noes 0.) In Senate. Read first time. To Committee on Rules for assignment.

**Summary:** Would authorize a local authority to adopt a rule or regulation to close a portion of a street under its jurisdiction to through vehicular traffic if it determines closure is necessary for the safety and protection of persons who are to use that portion of the street during the closure. The bill would also authorize a local authority to adopt a rule or regulation to designate a local street within its jurisdiction as a slow street.

**AB 811 (Rivas, Luz D) Los Angeles County Metropolitan Transportation Authority: contracting.**

**Introduced:** 2/16/2021

**Status:** 5/4/2021-Read second time. Ordered to third reading.

**Summary:** Current law authorizes the Los Angeles County Metropolitan Transportation Authority to enter into contracts with private entities that combine into a single contract all or some of the planning, design, permitting, development, joint development, construction, construction management,

acquisition, leasing, installation, and warranty of some or all components of transit systems and certain facilities. Current law authorizes the authority to award a contract under these provisions after a finding, by a 2/3 vote of the members of the authority, that awarding the contract will achieve for the authority, among other things, certain private sector efficiencies in the integration of design, project work, and components. This bill would eliminate the requirement to make the above-described finding by a 2/3 vote of the members of the authority in order to award contracts under these provisions and would instead apply this requirement to contracts that include operation and maintenance elements.

**AB 819 (Levine D) California Environmental Quality Act: notices and documents: electronic filing and posting.**

**Introduced:** 2/16/2021

**Status:** 5/12/2021-Referred to Committee on Environmental Quality.

**Summary:** CEQA requires, if an environmental impact report is required, the lead agency to mail a notice of determination to each responsible agency, the Office of Planning and Research, and public agencies with jurisdiction over natural resources affected by the project. CEQA requires the lead agency to provide notice to the public and to organizations and individuals who have requested notices that the lead agency is preparing an environmental impact report, negative declaration, or specified determination. CEQA requires notices for an environmental impact report to be posted in the office of the county clerk of each county in which the project is located. This bill would instead require the lead agency to mail or email those notices, and to post them on the lead agency's internet website. The bill would also require notices of an environmental impact report to be posted on the internet website of the county clerk of each county in which the project is located. ebsite.

**AB 950 (Ward D) Department of Transportation: sales of excess real property: affordable housing.**

**Introduced:** 2/17/2021

**Status:** 5/20/2021-From committee: Amend, and do pass as amended. (Ayes 14. Noes 0.) (May 20).

**Summary:** Would authorize the Department of Transportation to sell its excess real property to the city, county, or city and county where the real property is located if the city, county, or city and county agrees to use the real property for the sole purpose of implementing affordable housing, emergency shelters, or feeding programs, as specified. The bill would exempt these sales from the California Environmental Quality Act.

**AB 955 (Quirk D) Highways: encroachment permits.**

**Introduced:** 2/17/2021

**Status:** 5/20/2021-From committee: Amend, and do pass as amended. (Ayes 12. Noes 0.) (May 20).

**Summary:** Would establish additional procedures for the Department of Transportation's review of an application for an encroachment permit for a broadband facility. Under the bill, these procedures would require the department, among other things, to notify an applicant in writing whether the application is complete within 30 days of receiving an application, to take certain actions if it deems an application incomplete, and to approve or deny an application that requires supplemental information within 30 days after receiving that information. If the department fails to notify the applicant that the application is incomplete or denied, as applicable, within those 30-day time periods, the bill would deem the department's failure to notify to constitute approval of the permit.

**AB 1035 (Salas D) Transportation: Road Maintenance and Rehabilitation Program: recycled material standards.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-From committee: Do pass. (Ayes 14. Noes 0.) (May 20).

**Summary:** Would require the Department of Transportation and a local agency that has jurisdiction over a street or highway, to the extent feasible and cost effective, to use advanced technologies and material recycling techniques that reduce the cost of maintaining and rehabilitating streets and highways and that exhibit reduced levels of greenhouse gas emissions through material choice and construction method. The bill would require, on and after January 1, 2025, a local agency that has jurisdiction over a street or highway, to the extent feasible, to apply standard specifications that allow for the use of recycled materials in streets and highways, as specified. By increasing the duties of local agencies, this bill would impose a state-mandated local program.

**AB 1037 (Grayson D) Infrastructure construction: digital construction technologies.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-Read second time. Ordered to Consent Calendar.

**Summary:** Would require the Department of General Services to develop guidance, policies, and procedures for the integration and development of digital construction technologies for use on a civil infrastructure project, as defined, that is developed by specified state entities and has a state project cost of greater than \$50,000,000. The bill would require the guidance, policies, and procedures to be published in the State Administrative Manual and the State Contracting Manual, as appropriate, by January 1, 2023. The bill would require the guidance, policies, and procedures to include, among other things, the method for a state department to implement a requirement that a bid or proposal for a civil infrastructure project contract include a digital construction management plan, as specified.

**AB 1047 (Daly D) Road Repair and Accountability Act of 2017: reporting internet website.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-In committee: Held under submission.

**Summary:** Would require the Transportation Agency to improve the capability of the SB 1 internet website hosted by the agency to provide a comprehensive one-stop reporting interface available to the public. The bill would require the interface to provide timely fiscal information compiled from data provided by each administering agency regarding the development and implementation status of each transportation program or project funded, at least in part, by revenues from SB 1.

**AB 1049 (Davies R) Public Transportation Account: loan repayment.**

**Introduced:** 2/18/2021

**Status:** 3/4/2021-Referred to Committee on Transportation

**Summary:** Current law requires the transfer of a specified portion of the sales tax on diesel fuel to the Public Transportation Account, a trust fund in the State Transportation Fund. Current law requires funds in the account to be allocated to various public transportation and transportation planning purposes, with specified revenues in the account to be allocated by the Controller to specified local transportation agencies for public transportation purposes, pursuant to the State Transit Assistance (STA) Program. Current law provides for each STA-eligible operator within the jurisdiction of the allocating local transportation agency to receive a proportional share of the revenue-based program funds based on the qualifying revenues of that operator, as defined. The Budget Act of 2013 and the Budget Act of 2014 require the Controller, upon the order of the Director of Finance, to transfer specified amounts totaling up to \$55,515,000 as loans from the Public Transportation Account to the High-Speed Passenger Train Bond Fund. This bill would require \$54,000,000 from these loans to be repaid to the Public Transportation Account and would provide that these repaid funds are available,

upon appropriation by the Legislature, to help offset the loss of revenues incurred by transit operators during the COVID-19 pandemic.

**AB 1147 (Friedman D) Regional transportation plan: electric bicycles.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-Joint Rule 62(a), file notice suspended. Coauthors revised. From committee: Do pass. (Ayes 12. Noes 4.) (May 20).

**Summary:** Current law requires the Strategic Growth Council, by January 31, 2022, to complete an overview of the California Transportation Plan and all sustainable communities strategies and alternative planning strategies, an assessment of how implementation of the California Transportation Plan, sustainable communities strategies, and alternative planning strategies will influence the configuration of the statewide integrated multimodal transportation system, and a review of the potential impacts and opportunities for coordination of specified funding programs. This bill would require the council to convene key state agencies, metropolitan planning agencies, and local governments to assist the council in completing the report.

**AB 1157 (Lee D) Local transportation funds: State Transit Assistance Program: reports.**

**Introduced:** 2/18/2021

**Status:** 5/12/2021-Referred to Committee on Transportation

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

**AB 1238 (Ting D) Transportation.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-Joint Rule 62(a), file notice suspended. Coauthors revised. From committee: Do pass. (Ayes 13. Noes 3.) (May 20).

**Summary:** Current law prohibits a pedestrian from entering the roadway if the pedestrian is facing a steady circular yellow or yellow arrow warning signal unless otherwise directed by a pedestrian control signal, as specified. This bill would delete that prohibition.

**AB 1291 (Frazier D) State bodies: open meetings.**

**Introduced:** 2/19/2021

**Status:** 5/12/2021-Referred to Committee on Governmental Organizations.

**Summary:** Current law provides that, subject to certain exceptions and reasonable regulations, the state body shall provide members of the public an opportunity to directly address the state body on agenda items. Current law authorizes the state body to limit the amount of time allotted for each member of the public to speak, but specifies that members of the public who use translators shall be given twice that allotted amount of time. This bill would also require a state body, when it limits time for public comment, to provide at least twice the allotted time to a member of the public who utilizes translating technology to address the state body. The bill would additionally make technical, nonsubstantive changes.

**AB 1337 (Lee D) Transportation: transit district policing responsibilities.**

**Introduced:** 2/19/2021

**Status:** 5/13/2021-Read second time. Ordered to third reading.

**Summary:** Under current law, a person who enters or remains upon any land, facilities, or vehicles owned, leased, or possessed by specified transit entities that are used to provide public transportation by rail or passenger bus, or are directly related to that use, without permission, or whose entry, presence, or conduct upon the property interferes with, interrupts, or hinders the safe and efficient operation of the transit-related facility, is guilty of a misdemeanor. This bill would specify that a person who enters or remains upon any property, facilities, or vehicles upon which the applicable transit entity owes policing responsibilities to a local government pursuant to an operations and maintenance agreement or similar interagency agreement without permission, or whose entry, presence, or conduct upon that property interferes with, interrupts, or hinders the safe and efficient operation of the transit-related facility, is guilty of a misdemeanor.

**AB 1499 (Daly D) Transportation: design-build: highways.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-From committee: Amend, and do pass as amended. (Ayes 16. Noes 0.) (May 20).

**Summary:** Current law authorizes regional transportation agencies, as defined, to utilize design-build procurement for projects on or adjacent to the state highway system. Current law also authorizes those regional transportation agencies to utilize design-build procurement for projects on expressways that are not on the state highway system, as specified. Current law repeals these provisions on January 1, 2024, or one year from the date that the Department of Transportation posts on its internet website that the provisions described below related to construction inspection services for these projects have been held by a court to be invalid. This bill would delete the January 1, 2024, repeal date, thus extending the above provisions indefinitely.

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

**Introduced:** 12/7/2020

**Status:** 4/22/2021-Referred to Committees on Local Government and Appropriations.

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

**ACA 5 (Voepel R) Motor vehicles: fuel taxes, sales and use taxes, and fees: expenditure restrictions.**

**Introduced:** 2/19/2021

**Status:** 4/22/2021-Referred to Committee on Transportation

**Summary:** The California Constitution restricts the expenditure of revenues from taxes imposed by the state on fuels used in motor vehicles upon public streets and highways to street and highway and certain mass transit purposes. These restrictions do not apply to revenues from taxes or fees imposed under the Sales and Use Tax Law or the Vehicle License Fee Law. This measure would explicitly restrict the expenditure of all interest earned and other increment derived from the investment of those

tax revenues and any proceeds from the lease or sale of real property acquired using those tax revenues only for the purposes described above.

**SB 7 (Atkins D) Environmental quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2021.**

**Introduced:** 12/7/2020

**Status:** 5/20/2021-Approved by the Governor. Chaptered by Secretary of State. Chapter 19, Statutes of 2021.

**Summary:** Would enact the Jobs and Economic Improvement Through Environmental Leadership Act of 2021, which would reenact the former leadership act, with certain changes, and would authorize the Governor, until January 1, 2024, to certify projects that meet specified requirements for streamlining benefits related to CEQA. The bill would additionally include housing development projects, as defined, meeting certain conditions as projects eligible for certification. The bill would, except for those housing development projects, require the quantification and mitigation of the impacts of a project from the emissions of greenhouse gases, as provided. The bill would revise and recast the labor-related requirements for projects undertaken by both public agencies and private entities. The bill would provide that the Governor is authorized to certify a project before the lead agency certifies the final EIR for the project.

**SB 44 (Allen D) California Environmental Quality Act: streamlined judicial review: environmental leadership transit projects.**

**Introduced:** 12/7/2020

**Status:** 5/20/2021-From committee: Do pass. (Ayes 6. Noes 0.) (May 20). Read second time. Ordered to third reading.

**Summary:** Would establish specified procedures for the administrative and judicial review of the environmental review and approvals granted for an environmental leadership transit project, as defined, proposed by a public or private entity or its affiliates. The bill would require the Judicial Council, on or before April 1, 2022, to adopt rules of court establishing procedures requiring actions or proceedings seeking judicial review pursuant to CEQA or the granting of project approvals, including any appeals to the court of appeal or the Supreme Court, to be resolved, to the extent feasible, within 270 calendar days of the filing of the certified record of proceedings with the court to an action or proceeding seeking judicial review of the lead agency's action related to an environmental leadership transit project. The bill would require the environmental leadership transit project to meet certain labor requirements.

**SB 66 (Allen D) California Council on the Future of Transportation: advisory committee: autonomous vehicle technology.**

**Introduced:** 12/7/2020

**Status:** 5/20/2021-From committee: Do pass. (Ayes 7. Noes 0.) (May 20). Read second time. Ordered to third reading.

**Summary:** Would require the Secretary of Transportation to establish an advisory committee, the California Council on the Future of Transportation, to provide the Governor and the Legislature with recommendations for changes in state policy to ensure that as autonomous vehicles are deployed, they enhance the state's efforts to increase road and transit safety, promote equity, and meet public health and environmental objectives. The bill would require the council to be chaired by the secretary and consist of 22 additional members, selected by the chair or designated, as specified.

**SB 274 (Wieckowski D) Local government meetings: agenda and documents.**



**Introduced:** 1/29/2021

**Status:** 5/13/2021-Referred to Committee on Local Government

**Summary:** The Ralph M. Brown Act, requires meetings of the legislative body of a local agency to be open and public and also requires regular and special meetings of the legislative body to be held within the boundaries of the territory over which the local agency exercises jurisdiction, with specified exceptions. Current law authorizes a person to request that a copy of an agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. This bill would require a local agency with an internet website, or its designee, to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the items be delivered by email. If a local agency determines it to be technologically infeasible to send a copy of the documents or a link to a website that contains the documents by mail or by other electronic means, the bill would require the legislative body or its designee to send by mail a copy of the agenda or a website link to the agenda and to mail a copy of all other documents constituting the agenda packet, as specified.

**SB 339 (Wiener D) Vehicles: road usage charge pilot program.**

**Introduced:** 2/8/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 5. Noes 2.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Current law requires the Chair of the California Transportation Commission to create a Road Usage Charge (RUC) Technical Advisory Committee in consultation with the Secretary of Transportation. Under existing law, the purpose of the technical advisory committee is to guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection as an alternative to the gas tax system. Current law requires the technical advisory committee to study RUC alternatives to the gas tax, gather public comment on issues and concerns related to the pilot program, and make recommendations to the Secretary of Transportation on the design of a pilot program, as specified. Existing law repeals these provisions on January 1, 2023. This bill would extend the operation of these provisions until January 1, 2027.

**SB 342 (Gonzalez D) Environmental justice.**

**Introduced:** 2/9/2021

**Status:** 5/11/2021-Read second time. Ordered to third reading.

**Summary:** Current law establishes the South Coast Air Quality Management District vested with the authority to regulate air emissions from stationary sources located in the South Coast Air Basin and establishes a district board, consisting of 13 members. This bill would add 2 members to the district board, appointed by the Senate Committee on Rules and the Speaker of the Assembly. The bill would require the 2 additional members to reside in and work directly with communities in the South Coast Air Basin that are disproportionately burdened by and vulnerable to high levels of pollution and issues of environmental justice. The bill would also require a candidate for these positions to meet other specified requirements.

**SB 542 (Limon D) Zero-emission vehicles: fees.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-VOTE: Do pass as amended (PASS)

**Summary:** Current sales and use tax laws impose taxes on retailers measured by gross receipts from the sale of tangible personal property sold at retail in this state, or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or

other consumption in this state, measured by sales price. The Sales and Use Tax Law provides various exemptions from those taxes. This bill would provide an exemption from those taxes with respect to the sale in this state of, and the storage, use, or other consumption in this state of, a qualified motor vehicle. The bill would define “qualified motor vehicle” as a specified zero-emission truck. The bill would provide that this exemption does not apply to specified state sales and use taxes from which the proceeds are deposited into the Local Revenue Fund, the Local Revenue Fund 2011, or the Local Public Safety Fund.

**SB 563 (Allen D) Second Neighborhood Infill Finance and Transit Improvements Act: housing developments: homelessness prevention programs: enhanced infrastructure financing plan adoption process.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-May 20 hearing: Held in committee and under submission.

**Summary:** The Second Neighborhood Infill Finance and Transit Improvements Act, or NIFTI-2, authorizes a city or county to adopt a resolution to allocate its tax revenues to an enhanced infrastructure financing district, including revenues derived from local sales and use taxes imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or transactions and use taxes imposed in accordance with the Transactions and Use Tax Law, if certain conditions are or will be met. This bill would revise NIFTI-2 to, among other things, remove the requirements that the area financed be within 1/2 mile of a major transit stop and that the boundaries of the district be coterminous with the city or county. The bill would require specified minimum percentages of the funds be used for homelessness prevention programs or development of affordable housing that is within 1/2 mile of a major transit stop, as specified. The bill would revise the description of tax revenue that may be allocated to a district.

**SB 580 (Hueso D) Department of Transportation: highways and roads: recycled plastics study and specifications.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 7. Noes 0.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Would authorize the Department of Transportation to conduct a study to assess the feasibility, cost effectiveness, and life-cycle environmental benefits and detrimental impacts of including recycled plastics in asphalt used as a paving material in the construction, maintenance, or rehabilitation of a highway or road. If the department conducts the study, the bill would require the Ocean Protection Council to review the study design and findings to determine how including recycled plastics in asphalt for use as a paving material will impact the ocean's health and would require the department to assess, as part of the study, any life-cycle environmental benefits or detrimental impacts identified by the council. If the department determines that this use of recycled plastics is feasible and that recycled plastics can be included in asphalt in a manner that is cost effective and provides life-cycle environmental benefits, the bill would authorize the department to establish specifications for including recycled plastics in asphalt used as a paving material in the construction, maintenance, and rehabilitation of a highway or road.

**SB 606 (Gonzalez D) Workplace safety: citations: employer retaliation.**

**Introduced:** 2/18/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 5. Noes 2.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Current law requires the Division of Occupational Safety and Health to issue a citation for a violation of provisions relating to the spraying of asbestos, or any standard, rule, order, or regulation established pursuant to specified provisions of the California Occupational Safety and Health Act of 1973 if, upon inspection or investigation, the division believes that an employer has committed a violation. Existing law imposes penalties of certain maximum amounts depending on whether the violation is serious, uncorrected, or willful or repeated. Current law authorizes the division to seek an injunction restraining certain uses or operations of employment that constitute a serious menace to the lives or safety of persons, as specified. This bill, instead, would require the division to issue a citation for a violation of provisions relating to the spraying of asbestos, certain employment safety related provisions of the Labor Code, or any standard, rule, order or regulation established pursuant to specified provisions of the California Occupational Safety and Health Act of 1973 or other safety related provisions of the Labor Code if, upon inspection or investigation, the division believes that an employer has committed a violation.

**SB 640 (Becker D) Transportation financing: jointly proposed projects.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 7. Noes 0.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Current law provides for the deposit of various funds, including revenues from certain increases in fuel taxes and vehicle fees, for the program into the Road Maintenance and Rehabilitation Account. After certain allocations for the program are made, existing law requires the remaining funds available for the program to be continuously appropriated 50% for allocation to the department for maintenance of the state highway system or for the State Highway Operation and Protection Program and 50% for apportionment to cities and counties by the Controller pursuant to a specified formula. Current law requires a city or county to submit to the California Transportation Commission a list of proposed projects, as specified, to be eligible for an apportionment of those funds. This bill would authorize cities and counties to jointly propose projects to be funded by the cities and counties' apportionments of those funds, as specified.

**SB 657 (Ochoa Bogh R) Employment: electronic documents.**

**Introduced:** 2/19/2021

**Status:** 5/13/2021-Referred to Committees on Labor and Employment and Judiciary.

**Summary:** Current law regulates the wages, hours, and working conditions of any worker employed in any occupation, trade, or industry, whether compensation is measured by time, piece, or otherwise, except as specified. This bill would provide that, in any instance in which an employer is required to physically post information, an employer may also distribute that information to employees by email with the document or documents attached. The bill would specify that this does not alter the employer's obligation to physically display the required posting.

**SB 671 (Gonzalez D) Transportation: Clean Freight Corridor Efficiency Program.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-From committee: Do pass. (Ayes 7. Noes 0.) (May 20). Read second time. Ordered to third reading.

**Summary:** Would establish the Clean Freight Corridor Efficiency Assessment, to be developed by the California Transportation Commission, in coordination with other state agencies. In developing the assessment, the bill would require the commission to identify freight corridors, or segments of corridors,

throughout the state that would be priority candidates for the deployment of zero-emission medium- and heavy-duty vehicles. The bill would require the commission to submit a report containing the assessment's findings and recommendations to certain committees of the Legislature by December 31, 2023. The bill would require the assessment's findings and recommendations to be incorporated into the development of the California Transportation Plan.

**SB 674 (Durazo D) Public Contracts: workforce development: transportation-related contracts.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 5. Noes 2.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Would require the Labor and Workforce Development Agency to develop a program, known as the California Jobs Plan Program, to meet specified objectives, including, as a component of applications for covered public contracts, as defined, creation of a form that states the minimum numbers of proposed jobs that are projected to be retained and created if the applicant wins the covered public contract, and proposed wages, benefits, and investment in training. That component of the application would be known as the California Jobs Plan, as defined. Other objectives of the program, pursuant to the bill, would include supporting the hiring of displaced workers and individuals facing barriers to employment, as defined; encouraging the development of the state's long-term green transportation and related infrastructure and manufacturing sector; and protecting public health by supporting the adoption of specific protections for worker health and safety.

**SB 790 (Stern D) Advance Mitigation Program: wildlife connectivity barriers.**

**Introduced:** 2/19/2021

**Status:** 5/20/2021-From committee: Do pass as amended. (Ayes 7. Noes 0.) (May 20). Read second time and amended. Ordered to second reading.

**Summary:** Current law vests the Department of Fish and Wildlife (DFW) with jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and habitat necessary for biologically sustainable populations of those species. Current law vests the Department of Transportation (Caltrans) with full possession and control of the state highway system. This bill would require DFW, in consultation with Caltrans, to provide compensatory mitigation credits to support modifications and planning of projects on the state highway system that improve local and regional habitat connectivity and result in fish passage, wildlife connectivity, and other environmental improvements.

**SB 798 (Wieckowski D) Trade Corridor Enhancement Account.**

**Introduced:** 2/19/2021

**Status:** 3/3/2021-Referred to Committee on Rules

**Summary:** Current law creates the Trade Corridor Enhancement Account to receive revenues attributable to 50% of a \$0.20 per gallon increase in the diesel fuel excise tax imposed by the Road Repair and Accountability Act of 2017 for corridor-based freight projects nominated by local agencies and the state. Current law makes these funds and certain federal funds apportioned to the state available upon appropriation for allocation by the California Transportation Commission for trade infrastructure improvement projects that meet specified requirements. This bill would make nonsubstantive changes to this provision.

**SCA 4 (Wilk R) Legislature: 2-year budget.**

**Introduced:** 2/17/2021

**Status:** 4/7/2021-Referred to Committees on Budget and Fiscal Review and Elections and Constitutional Amendments

**Summary:** Would limit the Legislature, in the first year of the regular session, to considering or acting upon only the Budget Bill and related bills, and up to 5 bills introduced by each of the standing committees of the Legislature, as specified. The measure would require the Governor to submit to the Legislature a budget for the ensuing 2 fiscal years within the first 10 days of the first calendar year of the biennium of the legislative session, and would require the Legislature to adopt by June 15 of the first calendar year of the biennium of the legislative session a Budget Bill that appropriates funds to support state government for the next 2-year fiscal period commencing on July 1. The measure, in the second year of the regular session, would limit the Legislature to considering or acting upon only legislation other than the Budget Bill and related bills. The Legislature, by a 2/3 vote of each house, would be authorized, however, to amend an enacted Budget Bill and related bills in both calendar years of the biennium.



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Item #8F

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: AARON B. BONFILIO, PROGRAM MANAGER**

**SUBJECT: MARKETING AND OUTREACH SERVICES FOR THE VALLEY EXPRESS**

**RECOMMENDATION:**

- Approve extension of the Agreement for Marketing and Outreach Services with Celtis Ventures, and authorize the Executive Director to execute an amendment for a one-year extension of the Agreement as recommended by the Heritage Valley Policy Advisory Committee (HVPAC).

**BACKGROUND:**

In April 2017 the Heritage Valley Policy Advisory Committee (HVPAC) recommended that Celtis Ventures (Celtis) be awarded the Valley Express marketing and outreach services agreement (Agreement). This followed a competitive procurement, during which representatives from each of the Heritage Valley Transit Services ("HVTs" or "Valley Express") member-agencies evaluated proposals for the service. The full Commission subsequently approved the HVPAC's recommendation to award the Agreement to Celtis and the term began July 1, 2017. Since that time Celtis has been engaged and provided its service as the exclusive firm responsible for marketing, advertising, graphic design, web design, online social media and outreach services for the Valley Express bus service. While staff completes certain tasks from time to time, Celtis has been the primary entity responsible for the Valley Express marketing and outreach program.

There are two one-year extension options under the outreach and marketing agreement with Celtis Ventures. In March 2020, the HVPAC approved exercising the first one-year contract extension. At the March 11, 2021, Heritage Valley Policy Advisory Committee meeting, the HVPAC considered exercising the second of two contract extension options. The HVPAC approved the recommendation to exercise the option to extend and recommended the item for further consideration by the Commission. Pursuant to the Memorandum of Understanding (MOU) that governs the HVTs, the HVPAC is to make recommendations to the full Commission prior to the Commission taking action. The HVPAC is made up of the VCTC representatives from the City of Fillmore, City of Santa Paula and the County of Ventura representing the Heritage Valley area.

If the extension option is exercised, the current terms and conditions of the Agreement will remain in place. The extension term of the Agreement would be July 1, 2021, through June 30, 2022. Rates for

service and the total annual contract not-to-exceed would remain the same.

Pursuant to the HVTs MOU, staff's recommendation is that the Commission approve extension of the Agreement for Marketing and Outreach Services with Celtis Ventures, and authorize the Executive Director to execute an amendment for the one-year extension of the Agreement.

Attachment:

*Amendment No. 2 to the Marketing and Public Outreach Services Agreement with Celtis Ventures*



**CONTRACT AMENDMENT NO. 2  
VENTURA COUNTY TRANSPORTATION COMMISSION  
MARKETING AND PUBLIC OUTREACH PROGRAM  
VALLEY EXPRESS TRANSIT SERVICE**

This Contract Amendment No. 2 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Celtis Ventures, hereinafter referred to as "CONTRACTOR", is entered into as of \_\_\_\_\_ 2021.

**WHEREAS**, on July 1, 2017, VCTC entered into a consulting contract ("Contract") for development of a Marketing and Public Outreach Program for the Valley Express bus service.

**WHEREAS**, under the Contract, VCTC has two one-year options to extend.

**WHEREAS**, at the March 6, 2020 VCTC meeting, the Commission previously approved exercising the first one-year extension option, which has an effective term length of July 1, 2020 to June 30, 2021.

**WHEREAS**, at the June 4, 2021 VCTC meeting, the Commission approved exercising the second one-year extension and authorized the Executive Director to enter into an amendment to the Contract to extend the Contract accordingly.

**WHEREAS**, VCTC and CONTRACTOR desire to effectuate VCTC's option to extend the Contract by amending the Contract to extend the term and authorize compensation for the extension period.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. Section 4 of the Contract is hereby amended to extend the performance period of the Contract to June 30, 2022 at a cost not to exceed \$75,000 for the extension period.
2. Except to the extent amended hereby, all other provisions of the Contract remain unchanged and the Contract remains in full force and effect.

**VENTURA COUNTY  
TRANSPORTATION COMMISSION**

By: \_\_\_\_\_  
Darren M. Kettle, Executive Director

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steve Mattas, General Counsel

**CONTRACTOR: CELTIS VENTURES**

By: \_\_\_\_\_  
Matt Raymond, CEO

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Item #8G

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT: SUBRECIPIENT AGREEMENTS FOR FEDERAL TRANSIT ADMINISTRATION FUNDS**

**RECOMMENDATION:**

- Approve the attached Subrecipient Agreements for administration of Federal Transit Administration (FTA) funds on behalf of Camarillo, Moorpark, Thousand Oaks, County of Ventura Area Agency on Aging, and County of Ventura Human Services Agency.

**BACKGROUND:**

VCTC serves as the Designated Recipient for FTA funds in Ventura County, and in this role it serves as the grant recipient for FTA funds for its own transit systems (VCTC Intercity and Valley Express) as well as other county transit systems and social service organizations receiving specialized FTA funds such as Section 5307 Jobs Access Reverse Commute and Section 5310 Transit for Senior and Persons With Disabilities. The only exception to this arrangement is for Gold Coast Transit, Simi Valley, and Metrolink, for which VCTC programs FTA funds but does not administer grants as those agencies work directly with FTA to administer their own grants. VCTC has a Subrecipient Agreement with each of its subrecipients, to govern VCTC's role in administering the funds, along with the subrecipients' roles in carrying out the purposes of the grants and complying with FTA requirements.

During the most recent Triennial Review, the FTA reviewer noted that VCTC needed to adopt new subrecipient agreements to incorporate the current FTA requirements. Accordingly, there was a corrective action for VCTC to submit for FTA approval a template subrecipient agreement, and to assure that it would require subrecipient approval of new agreements according to the approved template, with the first revised agreements being for those agencies receiving new FTA grants. FTA's closeout of the corrective actions was delayed due to the COVID 19 pandemic, but the close out was eventually completed with FTA approving a new Subrecipient Agreement template. VCTC staff then proceeded to use the FTA-approved template to provide new Agreements for all subrecipients included in the Fiscal Year 2020/2021 Program of Projects. The agreements are attached for the Commission's approval.

The new Subrecipients Agreements will replace the existing agreements, many of which date back to the early 1990's. These new agreements incorporate a number of FTA requirements which were not included in the original agreements, including such things as an agreement end date; references to specific grants including information on each grant; the subrecipient's Dunn & Bradstreet number, and language specifying applicable indirect cost provisions. Due to the large number of subrecipient grants approved each year, the agreement template which VCTC staff proposed and FTA approved includes provisions to add future grants to the agreement without necessitating a new agreement every time a new grant is approved.



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Item #8H

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT: SURFACE TRANSPORTATION PROGRAM (STP) LOAN TO SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

**RECOMMENDATION:**

- Approve loan of \$14,555,000 from the Ventura County Regional Surface Transportation Program apportionment to the Sacramento Council of Governments (SACOG), with the repayment to occur in FY 2022/23, the earliest that funding is expected to be needed for US 101 final design.

**BACKGROUND:**

Under federal law, Surface Transportation Block Grant (STBG) funds apportioned to California lapse if not used within three years. By state law, California distributes a part of its STBG apportionment to counties by formula under the Regional Surface Transportation Program (STP). State law also applies the three-year lapse rule to the STP apportionments of each county.

VCTC's policy is that the US 101 improvement early action items project is the priority for STP and State Transportation Improvement Program (STIP) funds. The STP fund balance must therefore be carefully managed, to build up a large amount of funds that can be used when needed by the project, while at the same time avoiding a lapse of funds. The common practice that is used by a county wishing to build up a STP balance is to provide loans to other counties that are ready to use the funds, so it has been anticipated that VCTC will need to participate in such loans. Besides avoiding a lapse of funds, this loan procedure also has the advantage of helping ensure that California as a state maximizes its use of federal apportionments on an annual basis.

VCTC has already made three STP loans to facilitate future use for the US 101 project without lapsing funds. These are as follows:

Orange County: \$21.5 million  
San Bernardino County: \$14.3 million  
San Joaquin County: \$3 million

The Sacramento Area Council of Governments, a multi-county Metropolitan Planning Organization which receives a single regionwide apportionment, has approached VCTC to request a loan for funds that are needed for a ready-to-go project.

### **DISCUSSION**

This year has seen more limited need among the counties for loaned funds, compared with past years. VCTC was able to arrange a loan of \$3 million with San Joaquin County, which provided sufficient spending to prevent a lapse this year. Next year, VCTC may need to loan up to \$14 million to prevent a lapse from occurring. At this time, SACOG is able to receive a loan of \$14,555,000, which will eliminate next year's possible lapse.

As with the prior loans, the only risk to VCTC would be that in the event of a severe federal cutback, SACOG's apportionments would be cut, and the repayment from SACOG delayed. It is difficult to predict what federal changes could occur between now and 2022. However, since SACOG's apportionment is approximately \$30 million per year, the cutback would have to be rather large to prevent SACOG from repaying \$14,555,000 million to VCTC.



Item #81

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: HEATHER MILLER, PROGRAM MANAGER**  
**SUBJECT: REVISED FISCAL YEAR 2020/21 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION**

**RECOMMENDATION:**

- Ratify the revised Ventura County Transportation Commission (VCTC) FY 2020/21 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$886,110 for the College Ride Transit Fare Promotion Project (includes a total of \$18,983 of FY 2020/21 LCTOP funds contributed by the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks),
- Adopt Resolution 2021-01 in Attachment A, authorizing the Executive Director to execute all required documents including the Certifications and Assurances and Authorized Agent Form to receive VCTC's FY 2020/21 Low Carbon Transit Operations Program funds.

**BACKGROUND:**

The Low Carbon Transit Operations Program (LCTOP) provides funds to public transportation agencies for investments in capital projects and service that reduce greenhouse gas (GHG) emissions and improve mobility with a priority on serving Disadvantaged Communities (DACs).

This item revises the original recommendation provided to the Commission at the April 2, 2021 meeting. The original recommendation approved a FY 2020/21 LCTOP funding allocation request of \$420,000 for the College Ride Program and \$466,110 for the Metrolink Saturday Service. The revision recommends the total FY 2020/21 LCTOP funds of \$886,110 be used for the College Ride Program. The revised Resolution 2021-01 would supersede and replace Resolution 2021-01 adopted by the Commission at the April 2 meeting.

**DISCUSSION:**

At the April 2, 2021 Commission meeting, VCTC staff recommended approval of FY 2020/21 LCTOP funding of \$420,000 for the College Ride program and \$466,110 for the Metrolink Saturday Service for a total funding request of \$886,110. However, subsequent to this meeting, through the Caltrans LCTOP application review process, the Saturday Metrolink project was deemed ineligible for FY 2020/21 LCTOP funding due to the project's start and end dates coinciding with last year's FY 2019/20 Metrolink Saturday Service project's established start and end dates. The program does not allow overlapping project dates. Initially, the start of the new Saturday train service was expected in April 2020, but due to the COVID-19 pandemic, the service's launch date was pushed back, at that time, by six months. Consequently, the FY 2019/20 Metrolink Saturday Service project end date was extended by six months. This end date precludes the start of additional funding for a FY 2020/21 project since projects must start within six months of funding award (anticipated in June

2021). Fortunately, sufficient funds are available from the FY 2019/20 award to finance ongoing operations since ultimately the launch date of the new service was delayed to this year (Memorial Day weekend). Further, additional funding for this service can be requested in FY 2021/22 since LCTOP funding requests for an ongoing project are permitted over a five-year period.

VCTC staff therefore recommends adding \$466,110 to the College Ride program funding request for a revised total funding request of \$886,110 for this program. The “College Ride” program provides free transit fares for Ventura County college students and has proved to be a very popular program since its inception in 2018. The program was suspended temporarily due to the Coronavirus pandemic but is expected to resume in the Fall when students are expected to return to campus and local operators resume collection of fares. Furthermore, augmenting an existing project is a means to expeditiously secure the LCTOP funding and avoid any possibility of losing funds since FY 2020/21 awards are expected to be announced by the State Controller’s Office in June 2021 with project applications submitted in April.

The additional amount of funding allows the College Ride program to be extended through December 2023. Extending the project’s end date to December 2023 would preclude requesting additional funding next year. Additionally, next year would be the fifth and final year to request funding for College Ride since the program was initiated in 2018. Therefore, this year’s funding request will be the last for the program. The program currently has substantial reserves due to the pandemic related interlude however and appears sufficiently funded for the future.

The total requested amount which the Commission approved last month includes local LCTOP shares from the Cities of Camarillo, Moorpark and Thousand Oaks as contributing sponsors. Since this year will be the last request for this program, agencies that have been co-sponsors of the College Ride program over the years will no longer have this option available to them next year and have been advised to begin considering other projects for their local allotments. The revised recommendation ensures the very well received College Ride free fare program has significant funds available for the foreseeable future, albeit the extent that transit ridership recovers will ultimately determine the length of the program.

Finally, the potential exists to adjust the use of LCTOP funds in the future if excess funds remain at the conclusion of any existing project. In such cases, LCTOP guidelines allow for a corrective action plan (CAP) to move funds to other eligible projects. Potential projects under discussion for future LCTOP funding include offering additional types of fare discount programs for the County; expanding the Metrolink Saturday Service to more than one train; and constructing Zero Emission Bus (ZEB) fueling facilities to facilitate and support countywide efforts in meeting the 100% ZEB by 2040 goal set by the State of California.

The revised recommendation was approved by TRANSCOM at their May 12, 2021 meeting.



**RESOLUTION NO. 2021-01**

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF ALLOCATION  
REQUESTS FOR THE VENTURA COUNTY TRANSPORTATION  
COMMISSION FY 2020/21 LOW CARBON TRANSIT OPERATIONS  
PROGRAM FUNDS**

**WHEREAS**, this resolution supersedes and replaces Resolution 2021-01 adopted by the Commission in April 2, 2021; and

**WHEREAS**, the Ventura County Transportation Commission (“VCTC”) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (“LCTOP”) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a VCTC to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (“Department”) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

**WHEREAS**, these guidelines include a Certification and Assurances document (Exhibit A) that must be executed in order to receive funds; and

**WHEREAS**, VCTC wishes to delegate authorization to execute these documents and any amendments thereto to the VCTC Executive Director (Exhibit B).

**NOW THEREFORE BE IT RESOLVED** that, VCTC hereby authorizes the submittal of allocation requests for FY 2020/21 LCTOP funds for the following projects:

- \$886,110 for the College Ride Transit Fare Promotion Project (includes a total of \$18,983 of LCTOP funds contributed by the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks, co-sponsors of the project).

**BE IT FURTHER RESOLVED** that VCTC approves of and agrees to comply with all conditions and requirements set forth in the Certification and Assurances attached hereto as Exhibit A and all applicable statutes, regulations and guidelines for all LCTOP funded transit projects, appoints the Executive Director as the Authorized Agent for purposes of the LCTOP program, and authorizes the Executive Director to execute the Certifications and Assurances and all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the VCTC at its regular meeting this 4th day of June 2021.

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**KELLY LONG, CHAIR, VCTC**

ATTEST:

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Roxanna Ibarra, Clerk of the Commission

APPROVED AS TO FORM:

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Steven Mattas, General Counsel

## Certifications and Assurances

**Lead Agency:** Ventura County Transportation Commission

**Project Title:** College Ride Transit Fare Promotion Project

**Prepared by:** Heather Miller, Program Manager

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.

7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

### **C. Reporting**

1. The Lead Agency must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
  - d. Project Outcome Reporting as defined by CARB Funding Guidelines.
2. Other Reporting Requirements: CARB is developing Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:

- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

#### **A. Record Retention**

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of

2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

*AS THE*

**Darren M. Kettle, Executive Director**

(Chief Executive Officer/Director/President/Secretary)

*OF THE*

# Ventura County Transportation Commission

(Name of County/City/Transit Organization)

Darren M. Kettle, Executive Director

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Darren M. Kettle

(Print Name)

Executive Director

(Title)

(Signature)

*Approved this*

4

*day of*

## June

2021



Item #8J

June 4, 2021

**TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR AND  
STEVE MATTAS, GENERAL COUNSEL**

**SUBJECT: AMENDMENT TO PERSONNEL POLICIES AND PROCEDURES ADOPTING A  
VACATION LEAVE BUY-OUT POLICY**

**RECOMMENDATION:**

- Adopt Resolution No. 2021-09 approving an amendment to the Personnel Policies and Procedures adopting a vacation leave buy-out policy and terminating the current discretionary authority of the Executive Director to temporarily waive the vacation accrual cap.

**BACKGROUND:**

The Ventura County Transportation Commission ("Commission") last amended the Commission Personnel Policies and Procedures ("PPP") in October 2015. The Commission PPP states that "Employees may accrue vacation leave up to the maximum amount of 320 hours. This PPP further provides that the cap amount may be waived by the Executive Director on a case-by-case basis due to workload, staffing constraints, or unusual vacation plans if requested in advance in writing." Some staff are occasionally at or near the annual vacation accrual cap and due to workload constraints are not able to use their accrued vacation leave quickly enough to avoid application of the cap to future accruals.

Currently, the Commission PPP does not provide for an annual vacation leave buy-out policy to allow employees to cash out unused vacation leave earned. The proposed policy amendment would replace the discretionary authority of the Executive Director to temporarily waive the cap on a case-by-case basis and replace it with an automatic buyout in December of each year of any vacation leave accrued by an employee within that calendar year that exceeds the accrual cap of 320 hours. The buy-out would be calculated based on the employee's current hourly rate as of December of year in which the buy-out of excess accrued vacation leave occurs.

3771858.1

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE VENTURA COUNTY  
TRANSPORTATION COMMISSION APPROVING AN AMENDMENT TO  
VENTURA COUNTY TRANSPORTATION COMMISSION PERSONNEL  
POLICIES AND PROCEDURES ADOPTING A VACATION LEAVE BUY-  
OUT POLICY**

**WHEREAS**, the Ventura County Transportation Commission (“Commission”) last amended the Commission Personnel Policies and Procedures (“PPP”) in October 2015; and

**WHEREAS**, the PPP includes a 320 hour cap on the vacation leave that employees are authorized to accrue, unless the cap is waived by the executive director on a case-by-case basis due to workload, staffing constraints, or unusual vacation plans if requested in advance in writing; and

**WHEREAS**, some staff are occasionally at or near the annual vacation accrual cap; and

**WHEREAS**, the Commission PPP does not currently provide for an annual vacation leave buy-out policy to authorize employees to cash out unused vacation leave earned within a year beyond the 320 hour cap; and

**WHEREAS**, a vacation leave buy-out policy would replace the current case-by-case determination by the Executive Director that allows exceeding the vacation accrual cap; and

**WHEREAS**, the Commission now wishes to adopt an amendment to the PPP to establish a mandatory annual vacation leave buy-out policy for all hours accrued within a year above the 320 hour annual accrual cap.

**NOW, THEREFORE, BE IT RESOLVED BY THE VENTURA COUNTY  
TRANSPORTATION COMMISSION:**

1. All sections of the Ventura County Transportation Commission Personnel Policies and Procedures, amended as of October 2015, remain in effect except as amended by this Resolution.
2. The Ventura County Transportation Commission hereby approves the amendment of the Ventura County Transportation Commission Personnel Policies and Procedures, specifically Sections 10.2.2.2 and 10.2.2.5 to adopt a mandatory annual vacation leave buy-out policy as set forth below:

Section 10.2.2.2 (Maximum Vacation Accrual) is amended to read as follows:

10.2.2.2 Maximum Vacation Accrual: Employees may accrue vacation leave up to the maximum amount of 320 hours except as provided herein. Employees may continue to accrue vacation leave within a particular calendar year above the 320 hour accrual limit, but those hours accrued above the limit during that specific calendar year that are not used by the end of that same calendar year shall be paid out pursuant to Section 10.2.2.5.



~~This amount may be waived by the executive director on a case-by-case basis due to workload, staffing constraints, or unusual vacation plans if requested in advance in writing. Once the maximum accrued leave has been reached, the employee ceases to accrue any additional vacation leave until such time as employee has used enough vacation leave to drop below the not to exceed maximum levels.~~

Section 10.2.2.5 (Vacation Leave Buy-Out) is added to read as follows:

10.2.2.5 Annual Vacation Leave Buy-Out: Any unused vacation leave accrued within a particular calendar year above the 320 hour accrual limit, as described in Section 10.2.2.2, shall be paid out to the employee in the last pay period of such year. Any vacation leave cashed out shall be calculated based on the employee's then current hourly pay rate.

3. Staff is authorized and directed to incorporate the revised Sections 10.2.2.2. and 10.2.2.5 into the Ventura County Transportation Commission Personnel Policies and Procedures.

**PASSED, APPROVED, AND ADOPTED** this 4th day of June, 2021.

\_\_\_\_\_  
KELLY LONG, Chair, VCTC

**ATTEST:**

\_\_\_\_\_  
Roxanna Ibarra, Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Steve Mattas, General Counsel

3776793.2



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Item #8K

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: CLAIRE GRASTY, PROGRAM MANAGER**  
**SUBJECT: REGIONAL RIDESHARE DATABASE SERVICES MEMORANDUM OF UNDERSTANDING**

**RECOMMENDATION:**

- Authorize the Executive Director to execute the Regional Rideshare Consolidated Database Project Memorandum of Understanding (MOU); and
- Authorize the Executive Director to execute the Regional Rideshare Software Agreement for the regional ridematching database

**BACKGROUND:**

In December 2002, the Commission approved participating with the Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC) and the San Bernardino Associated Governments (now San Bernardino County Transportation Authority, SBCTA) to provide rideshare services within the Southern California Region. At that time, staff was authorized to enter into an agreement with Riverside County Transportation Commission (RCTC) to provide the RidePro computerized rideshare matching system and administer the system. RidePro is a software product designed to assist regulated worksites in submitting air quality reports to their respective managing districts and provides commuter ridematching services essential in supporting alternative modes of travel. VCTC also uses the RidePro software as the registration tool for the county wide Guaranteed Ride Home (GRH) program.

The MOU has since been updated to reflect certain improvements to the software, compensation amounts, reporting requirements and scope of work. In 2014, RCTC notified VCTC that they would no longer serve as the administrator of the five-county database citing concerns regarding staffing and program administrative costs. In order to retain the regional rideshare partnership, Metro took the lead on providing administrative services for the regional rideshare system for Los Angeles, Orange, and Ventura counties.

At the end of this fiscal year, the RidePro contract is expiring and both SBCTA and RCTC have agreed to rejoin the regional rideshare program. SBCTA has recently led the procurement and entered into a three-year agreement with Trapeze for the RidePro system. With this updated MOU, SBCTA will be the contract administrators for the regional database.

## **DISCUSSION:**

The purpose of maintaining a regional rideshare system between counties is to ensure that the County Transportation Commissions (CTCs) can provide a cost-effective service to worksites and commuters. There are economies of scale and improved service effectiveness when these services are coordinated and pooled. The rideshare system that the CTCs jointly administer has kept up with technical advancements in the industry and is continually being updated and improved. Continuing to maintain and enhance the system developed by the CTCs will ensure that the services provided will be technologically current, cost effective, and will enable VCTC to leverage past capital investments.

The continuation of a regional rideshare system also ensures that cross-county commuters can be assisted when researching ridematching options. The system offers online carpool and vanpool matching through a dedicated web site called RideMatch.info. In addition, the system offers bicyclists information about their route and can also assist them with finding a bicycling partner. The system provides worksites with an approved vehicle for compliance with the Ventura County Air Pollution Control District's (VCAPCD) Rule 211 Transportation Outreach Program. The VCTC Transportation Survey is a 'one stop' option for employers in that it combines Rule 211 data collection, an opportunity for voluntary carpool and vanpool matching for employees and the VCTC required Guaranteed Ride Home program registration.

Staff has researched other ridematching software programs, including ad hoc, app-based para-cab software such as Uber, Lyft and Sidecar and has found that RidePro best suits the needs of Ventura County commuters at this time. VCTC, in partnership with the other Southern California CTCs routinely evaluate all available software to ensure that the best options are being presented to the commuting public.

With this MOU and contract, an amendment will be executed to include Metro, OCTA, RCTC and VCTC as sublicensees to the Trapeze RidePro system. VCTC will reimburse SBCTA for their proportional share based on population of the licensing, maintenance, and hosting costs. Each county will continue to connect directly to the main rideshare database via remote local networks that will allow county-based control of output reports and data collection processes.

The software, transition costs and hosting has been included in the FY 2021/2022 budget and will be funded through Congestion Management and Air Quality Improvement (CMAQ). Funding for additional years will be included in future budgets. Therefore, staff is recommending that the Commission authorize the Executive Director to execute a Memorandum of Understanding and software agreement with SBCTA for continuation of the regional ridematching database at an amount not to exceed \$34,500 for the entire three-year term. The Memorandum of Understanding and agreement are under separate cover as attachments.



Item #8L

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)**  
**FROM: CLAIRE GRASTY, REGIONAL TRANSIT MANAGER**  
**JENI EDDINGTON, TRANSIT PLANNER**  
**SUBJECT: VCTC INTERCITY BUS AND RAIL TRANSIT RIDERSHIP AND PERFORMANCE**  
**MEASURES QUARTERLY REPORT**

**RECOMMENDATION:**

Receive and File.

**BACKGROUND:**

In an effort to continue VCTC's objective to become a more data driven and transparent organization, VCTC staff has been providing quarterly reports that detail ridership, performance measures, and goals for the VCTC Intercity Bus transit and Metrolink/LOSSAN rail services since March 2019.

The intent of presenting this report is twofold:

1. To establish a quarterly reporting method of the bus and rail ridership and performance measures to the Commission; and
2. To memorialize what has been internal staff practice over the years in tracking transit performance measures and using planning guidelines to develop new service and improve existing service.

The data reports are built around the four following priorities of VCTC transit service provision:

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

**DISCUSSION:**

This report covers the third quarter of this fiscal year (January-March 2021).

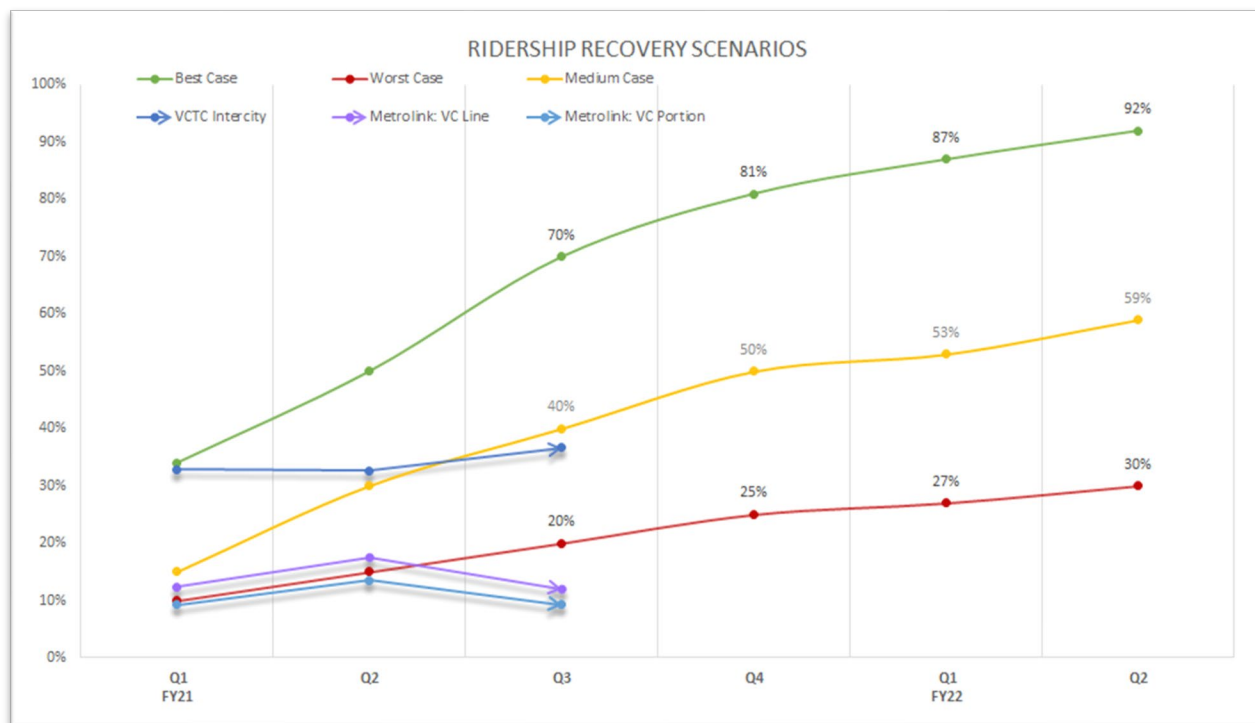
VCTC Intercity and other local transit agencies suspended fares in March 2020 to reduce 'high frequency touch points.' This is the fourth quarter that VCTC Intercity bus service has been operating without passenger provided fare revenue.

Following a surge in Covid-19 cases in November, Q3 FY21 experienced a 4.03% decrease in ridership over the 2nd quarter and a 63.3% decrease compared to Q3 FY20. VCTC Intercity ridership is still down by 67.4% when compared to the same time period in 2019.

The State of California's Shelter in Place Order was lifted in January and Ventura County was able to move from the most restrictive tier to the 'Red Tier' by mid-March 2021. March saw a 16% increase in ridership over February, which saw a 9.9% increase over January 2021.

Commuter rail ridership across the nation, including Southern California's Metrolink service, continued to be negatively affected even as the Southern California economies began to reopen in Q3 FY2021. Metrolink ridership was down 82% over last year and the Ventura County Line was down by 89 percent. Station Boardings along the Ventura County line were down 60% as well. When comparing Q3 FY2021 to Q3 FY1819, the Ventura County Line's ridership is down by 96.4 percent.

In the early months of the pandemic, Metrolink staff created a forecast for the Best, Worst, and Moderate ridership recovery scenarios. VCTC staff has been plotting VCTC Intercity, Metrolink's Ventura County Line, and the portion of the Ventura County Line that is within Ventura County. Below we can see that VCTC Intercity service is experiencing a quicker, albeit moderate, recovery than Metrolink's Ventura services, which are struggling to maintain Metrolink's forecasted 'Worst Case Scenario.' Metrolink service overall has been mirroring their '2A Scenario', which falls between the medium and worst case scenarios.



# VCTC INTERCITY

## Ridership, Productivity, and Efficiency of Service

Jan - Mar 2021

52,652

Boardings

Jan - Mar 2020

143,483

-63.30%

### THIRD QUARTER 2021 HIGHLIGHTS

Total ridership is down 63.3% from last year and down 4.03% from last quarter.  
Coastal Express and Cross County Ltd.'s ridership increased over last quarter.

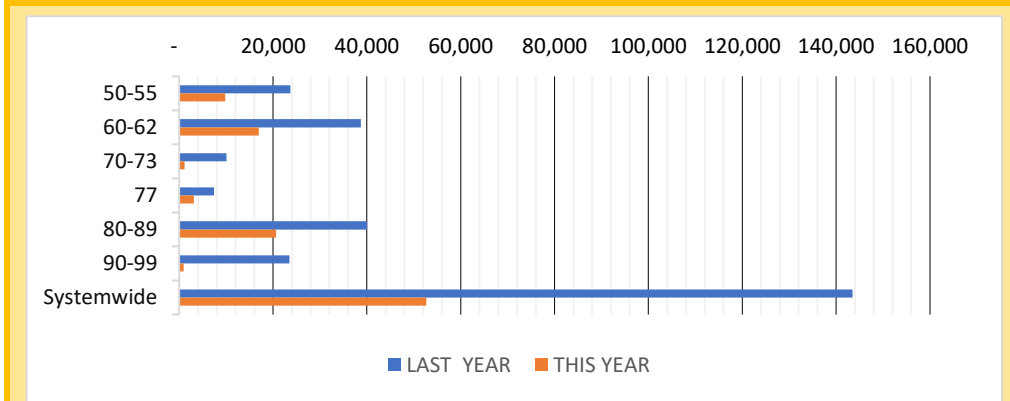
### CUSTOMER SERVICE

Of the 14 complaints received this quarter, 5 were valid with two being related to Covid-19 protocol (masks/social distancing).

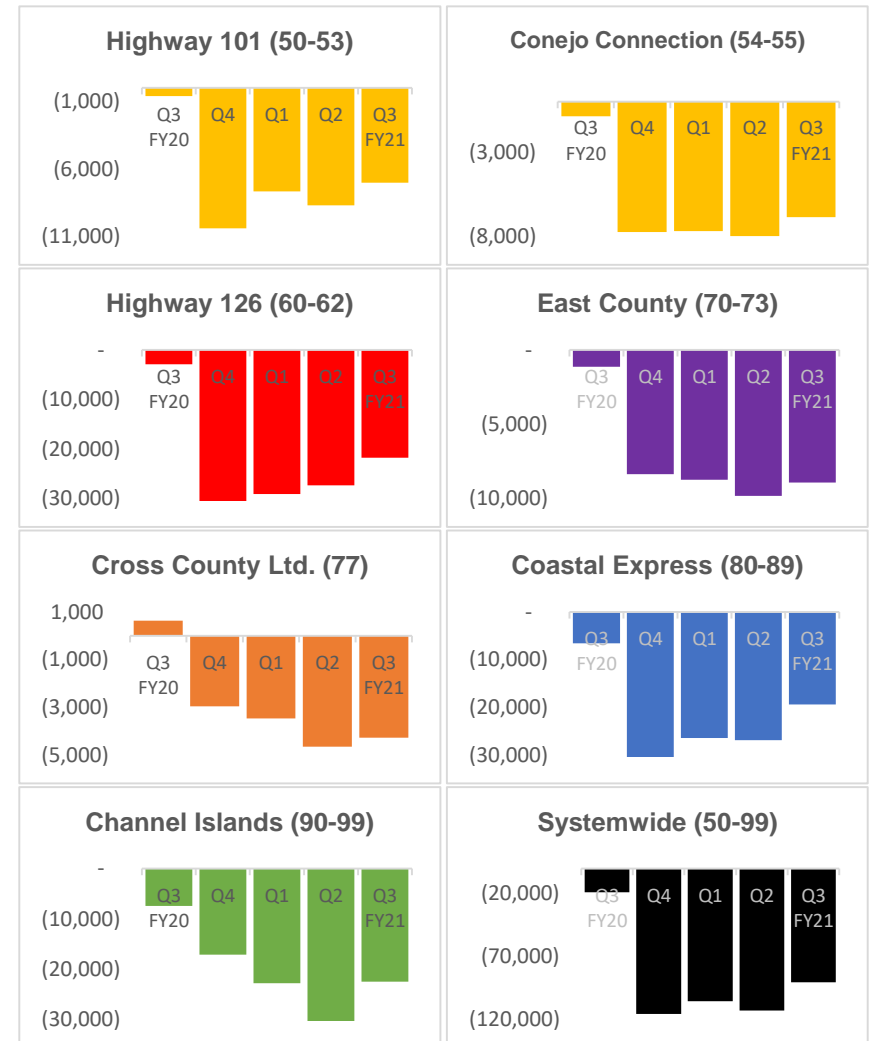
The following table provides information on Intercity commuter boardings to better understand ridership composition; and identify customer needs, factors to on-time performance and other potential service improvements.

	Boardings	% of Ridership	% change in Boardings
Wheelchair Boardings	140	0.27%	-80%
Bicycle Boardings	4,130	7.84%	-28%
Train Transfers	866	1.64%	-79%

### VCTC Intercity Ridership Third Quarter Comparison



### RIDERSHIP CHANGE FROM PRIOR YEAR - LAST 15 MONTHS



# VCTC INTERCITY

## Ridership, Productivity, and Efficiency of Service

Jan - Mar 2021

**\$0**

Fare Revenue

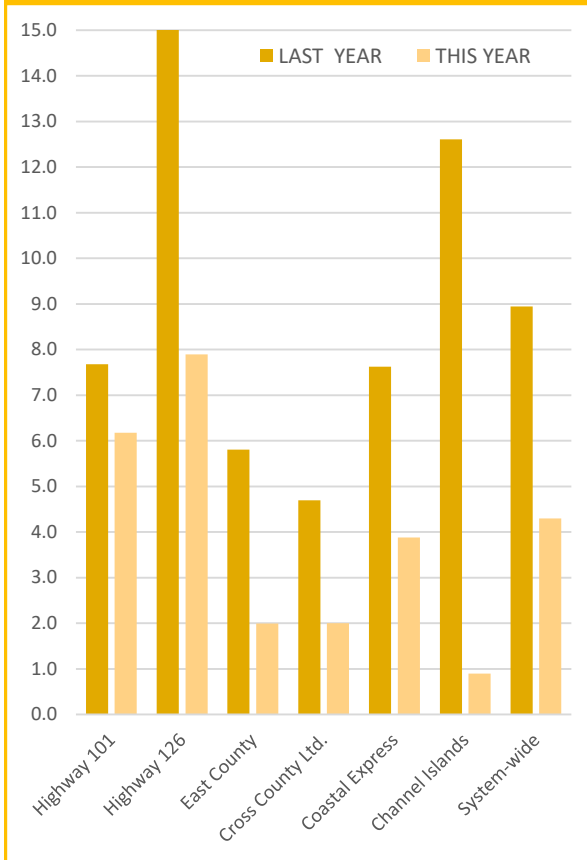
Jan - Mar 2020

**\$222,601**

**-100%\***



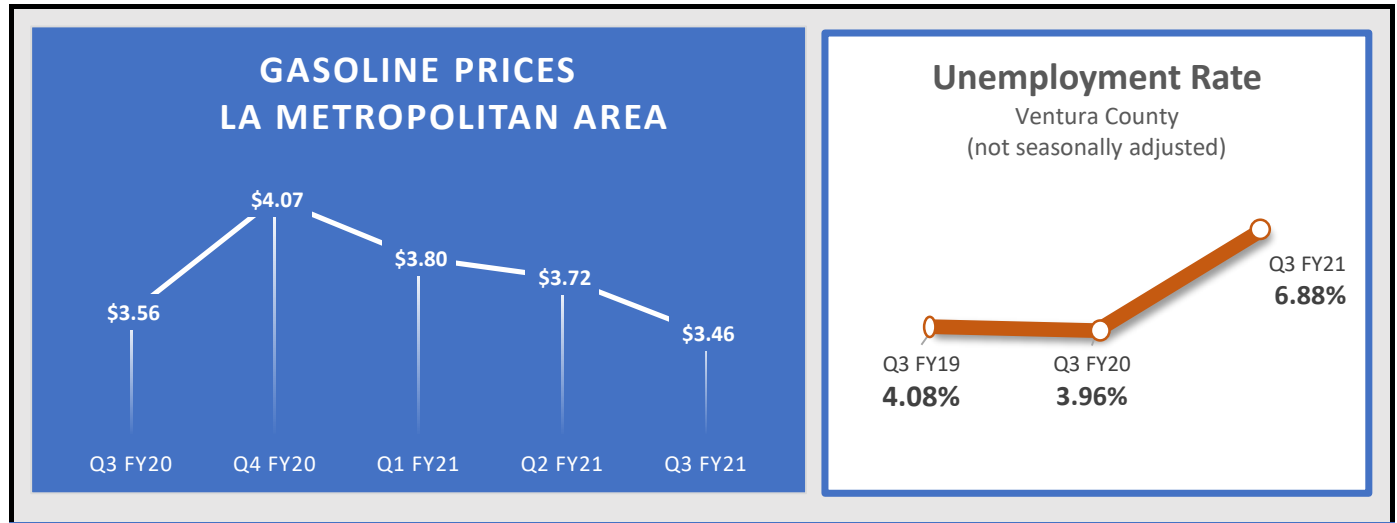
### PASSENGERS PER SERVICE HOUR



### COST AND REVENUE PER PASSENGER

	Q3 FY20	Q3 FY21	% Change
Operating Cost	\$ 1,963,462	\$ 1,690,596	-14%
Passenger Revenue	\$ 222,601	\$ -	-100%*
Passenger Revenue including Route Guarantees	\$ 573,351	\$ 208,225	-64%
<b>Passengers</b>	<b>143,483</b>	<b>52,652</b>	<b>-63%</b>
<b>Cost per Passenger</b>	<b>\$ 13.68</b>	<b>\$ 32.11</b>	<b>135%</b>
Farebox Recovery Ratio not including route guarantees	11.3%	0.0%	-100.0%
Farebox Recovery Ratio including route guarantees	29.2%	12.3%	-57.8%

### EXTERNAL RIDERSHIP FACTORS



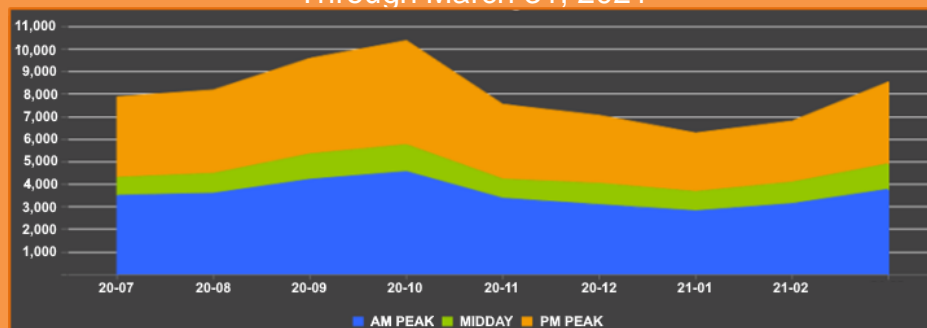
\*Due to Suspension of Fares



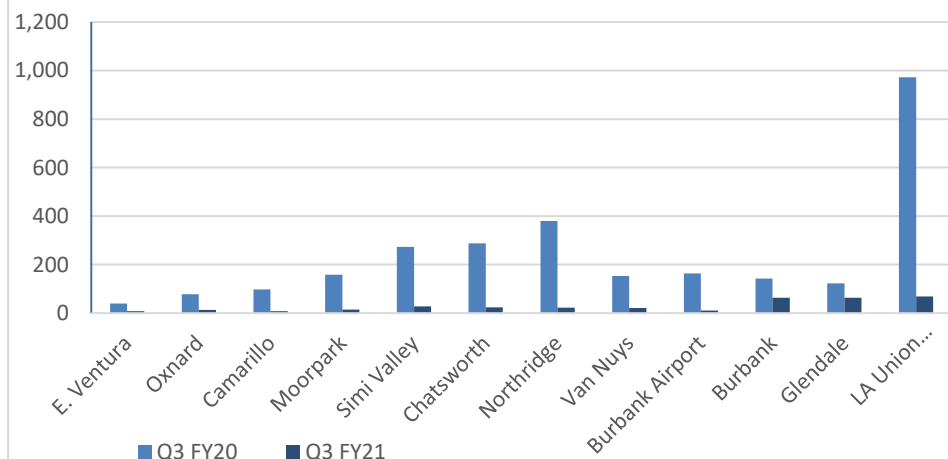
# METROLINK | Ventura County Line

## Ridership, Productivity, and Efficiency of Service

**CURRENT FISCAL YEAR RIDERSHIP**  
Through March 31, 2021

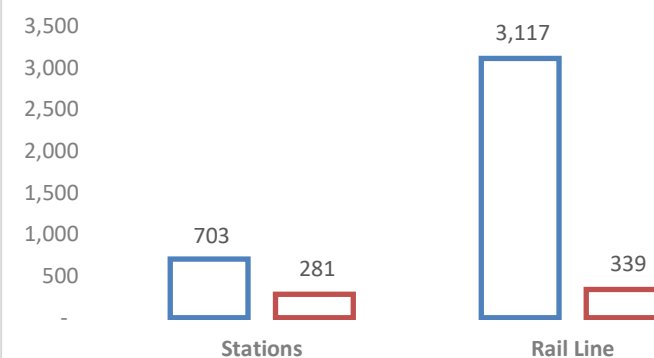


**Average Daily Station Boardings\***



\*Based on Conductor Counts

**DAILY PASSENGER TRIPS**  
Weekday Averages



Period	Stations	Rail Line	System Total
Q3 FY20	703	3,117	33,238
Q3 FY21	281	339	5,869
Percent Change	-60%	-89%	-82%

### THIRD QUARTER 2021 HIGHLIGHTS

Commuter rail ridership across the region, including Southern California's Metrolink service, continued to be negatively affected even as the Southern California economies began to reopen in Q3 FY2021. Metrolink ridership was down 82% over last year and the Ventura County Line was down by 89 percent. Station Boardings along the Ventura County line were down 60% as well.



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Item #8M

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: JENI EDDINGTON, TRANSIT PLANNER**  
**SUBJECT: AMENDMENT TO THE PASSENGER TRANSFER AGREEMENT FOR LOSSAN  
AMTRAK PACIFIC SURFLINER**

**RECOMMENDATION:**

- Approve Amendment No. 6 to Cooperative Agreement between LOSSAN and VCTC for facilitating passenger transfers between Pacific Surfliner Intercity Rail Service and VCTC Intercity Transit Service.

**BACKGROUND:**

In 2016, the California State Transportation Agency (CalSTA) awarded the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency (LOSSAN) \$1.675 million in Transit and Intercity Rail Capital Program (TIRCP) grant funds to launch the Pacific Surfliner Transit Transfer Program. TIRCP was created in 2014 to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund projects that will reduce emissions of greenhouse gasses, vehicle miles traveled, and congestion. The Transit Transfer program, which provides free transfers to connecting public transit providers such as VCTC Intercity, makes it easier for passengers to utilize public transit to get to and from Pacific Surfliner stations, encouraging increased ridership on both passenger rail and local transit services.

The Cooperative Agreement between LOSSAN and VCTC allows for Pacific Surfliner passengers to transfer to VCTC is reimbursed by the LOSSAN Agency on a quarterly basis for the number of Pacific Surfliner passengers carried based on the average fare for a one-way trip. Amendment No. 6 is provided as Attachment 1.

**Attachments:**

*Attachment 1 – Amendment No.6 to Cooperative Agreement L-6-0012*

**AMENDMENT NO. 6 TO**  
**COOPERATIVE AGREEMENT NO. L-6-0012**  
**BETWEEN**  
**LOS ANGELES–SAN DIEGO–SAN LUIS OBISPO RAIL CORRIDOR AGENCY**  
**AND**  
**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FOR**  
**FACILITATING TRANSFERS BETWEEN PACIFIC SURFLINER INTERCITY RAIL SERVICE**  
**AND LOCAL TRANSIT SERVICES**

**THIS AMENDMENT NO. 6** is effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021 (“Effective Date”), by and between the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency, (“LOSSAN AGENCY”), and the Ventura County Transportation Commission, (“VCTC”), each individually known as “Party” and collectively known as “Parties”.

**WITNESSETH:**

**WHEREAS**, Parties entered into Cooperative Agreement No. L-6-0012 dated June 6, 2016, as last changed by Amendment No. 5 dated November 9, 2020, to define the specific terms and conditions, and roles and responsibilities as they relate to a Pacific Surfliner Transit Transfer Program; and

**WHEREAS**, This Agreement facilitates transfers between the Parties' services and thereby provides greater convenience and mobility for public transportation users in the region; and

**WHEREAS**, Time extension is necessary due to ongoing discussions for additional program funding options; and

**WHEREAS**, Parties agree to extend the term of the Agreement for an additional twelve (12) months through June 30, 2022 with no increase to the maximum cumulative payment obligation.

**NOW, THEREFORE**, it is mutually understood and agreed by Parties that Cooperative Agreement No. L-6-0012 is hereby amended in the following particulars only:

1. Amend **ARTICLE 10. ADDITIONAL PROVISIONS**, page 8 of 12, line 6, as last changed by Amendment No. 2, dated July 1, 2018, to delete "June 30, 2021" as the expiration date of the Agreement and in lieu thereof insert "June 30, 2022".

The balance of Cooperative Agreement No. L-6-0012 remains unchanged.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 6 to Cooperative Agreement No. L-6-0012 to be executed as of the date of the last signature below.

**VENTURA COUNTY TRANSPORTATION  
COMMISSION**

**LOS ANGELES-SAN DIEGO-SAN LUIS  
OBISPO RAIL CORRIDOR AGENCY**

By: \_\_\_\_\_  
Kelly Long  
Chairperson

By: \_\_\_\_\_  
Donna DeMartino  
Managing Director

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Steven T. Mattas  
General Counsel

By: \_\_\_\_\_  
James M. Donich  
General Counsel

**APPROVED AS TO CONTENT:**

By: \_\_\_\_\_  
Darren Kettle  
Executive Director





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Item #8N

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR**

**SUBJECT: REGIONAL BROADBAND INFRASTRUCTURE**

**RECOMMENDATION:**

1. Approve incorporating the following language into VCTC's Legislative Platform "Support efforts to accelerate deployment of affordable, high-speed broadband as a means to reduce auto trips and cut greenhouse gas emissions."
2. Participate in SCAG regional broadband/digital divide working group and Expert Advisory Committee in support of "Transportation Broadband Strategies to Reduce Vehicle Miles Traveled (VMT) and Greenhouse Gas Emissions (GHG)."
3. Authorize the Executive Director to negotiate with the County of Ventura for the use of the Santa Paula Branch Line right of way for the implementation/construction of broadband high speed fiber optic internet to serve the communities of Ventura, Santa Paula, Fillmore, and Piru.

**BACKGROUND:**

At the May 7, 2021 Commission meeting, at the request of Chair Long and Commissioner Parks, the Commission received a presentation from the Executive Director and the County of Ventura Chief Information Officer, Terry Theobald on growing need of for regional engagement in the deployment of broadband high-speed internet. Following the discussion, the Commission requested staff to return with recommendations for VCTC's involvement in this growing infrastructure issue. Keeping in mind that VCTC is a single purpose entity, unlike a council of governments like SCAG or the Ventura Council of Governments (VCOG), which have much broader authorities under a joint powers agreement, VCTC's role in regional broadband infrastructure must be considered as it relates to impacts on and benefits to the transportation system. The recommendations above are consistent with that precept and can be accomplished within VCTC's limited financial and staff resources.



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Item #80

June 4, 2021

**MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES**

**FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY**

**SUBJECT: MOTORIST AID PROGRAM BUDGET AMENDMENT**

**RECOMMENDATION:**

- Amend the General Fund Motorist Aid Services budget by increasing the staff line items by \$6,200 for Salaries, \$3,500 for Fringe and Tax, and \$5,300 for Indirect Costs Allocation.
- Amend the Service Authority for Freeway Emergencies (SAFE) fund budget by increasing the transfer-out line item by \$15,000 and increasing the General Fund Motorist Aid Services SAFE revenues and fund transfer-in by \$15,000.

**BACKGROUND:**

The Fiscal Year 2020/2021 Motorist Aid Services Task Budget includes \$21,900 for Salaries, \$9,800 for Fringe Benefits, and \$17,400 for Indirect Cost Allocation. VCTC Staff have spent more time than anticipated on a variety of Motorist Aid tasks during this Fiscal Year, such as monitoring the Incident Responders Grant Program awards; administrative oversight of the Freeway Service Patrol (FSP) Request for Proposals (RFP), contract, and service launch; and oversight of the Callbox program, including 4G/LTE system upgrades.

Resulting expenditures through April 2021 for staff costs are approximately \$35,500, or 86% of the approved budget for the Fiscal Year (93% of the approved budget, when adjusted for Paid Time Off through December 2020). Upcoming program tasks include administrative oversight and coordination for the launch of FSP Beat 3 and for the transition of Callbox communications from 3G to 4G/LTE. Budget adjustment for Paid Time Off from January -June 2021 must also be applied. After amendment, resulting line-item budgets are as follows: Salaries \$34,300, Fringe and Tax \$16,800, and Indirect Cost Allocation \$28,000. Any portion of the authorized funds not used will remain in the SAFE fund.



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**Item #9**

**June 4, 2021**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: FISCAL YEAR 2021/2022 PROPOSED BUDGET – PUBLIC HEARING**

**RECOMMENDATION:**

- Conduct Public Hearing to receive testimony on the Fiscal Year 2021/2022 Budget.
- Adopt the Fiscal Year 2021/2022 Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2021/2022 Budget) effective July 1, 2021.
- Adopt, by Resolution 2021-07, the proposed Fiscal Year 2021/2022 Budget.

**DISCUSSION:**

The proposed Fiscal Year 2021/2022 Budget is divided into 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 of the upcoming year along with a budget summary and program overviews intended to provide a general understanding of VCTC's activities for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives, accomplishments, work elements, financial resources, and costs. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

At \$82,258,983, the Fiscal Year 2021/2022 Budget is \$15.7 million or 16% lower than Fiscal Year 2020/2021 and \$3.7 million higher than the Draft Fiscal Year 2021/2022 budget. The proposed budget is a balanced budget with an estimated spendable ending fund balance of \$16.4 million.

The Fiscal Year 2021/2022 budget contains six programs with proposed expenditures as follows:

- Transit and Transportation program at \$23,759,200
- Highway program at \$7,804,400
- Rail program at \$14,812,796
- Commuter Assistance program at \$662,800
- Planning and Programming program at \$33,955,187
- General Government program at \$1,264,600

Personnel costs for Fiscal Year 2021/2022 are budgeted at \$3,958,000 or 4.8% of the budget, which is an increase of \$300,100 from the previous fiscal year. The wage cost of \$2,535,200 includes approximately \$86,500 for potential merit increases for eligible employees not at the top of their range and the adjustment to the Executive Director's salary as well as \$69,800 for a proposed three percent cost-of-living adjustment for all employees. This 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. The \$101,900 increase in benefits and taxes is largely due to the one new position that is fully burdened as well as the vacant position that is also fully burdened along with a small increase to pension and other post-employment benefits costs.

Below are the notable changes in the proposed Fiscal Year 2021/2022 Budget compared to the Draft Fiscal Year 2021/2022 Budget. Additional details of these changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes were:

- All budgets had small adjustments to the overhead costs.
- Staffing and benefit costs in budget tasks increased slightly which includes the Executive Director's wage increase approved by the Commission in May.
- The Transit Grant Administration budget increased by \$2.7 million for new Federal Transit Administration (FTA) funds passed through to local agencies.
- The Highway Project Management and Monitoring budget increased by \$0.9 million for additional carry-over not expected to be utilized in Fiscal Year 2020/2021.
- The Transportation Development Act budget increased approximately \$52,000 for additional pass-through Article 3 bike and pedestrian funding.

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

- The Regional Transit Technology budget decreased by \$2.8 million for the completion of the GOVCBus real time bus tracking and mobile ticketing projects.
- The Transit Grant Administration budget decreased by \$8.9 million as pass-through projects were completed and includes partial funding for the new program analyst position. It is expected to increase with the final budget when new pass-through funds to local agencies are included.
- The Valley Express budget increased by \$55,500 for increased contract costs to operate the buses.
- The VCTC Intercity Service budget decreased by \$0.1 million for increased contractor costs offset by budget depreciation expense.

- The Highway Project Management budget decreased by \$5.5 million for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents.
- The Motorist Aid Services budget increased by \$1.1 million for the second cycle of the Incident Responder Grant.
- The Metrolink Commuter Rail budget increased by \$1.1 million for increased operational costs that were paid for with CARES funding received directly by SCRRA last fiscal year.
- The Santa Paula Branch Line budget decreased by \$773,743 for operator contributions of operating and maintenance.
- The Rideshare budget decreased by approximately \$40,000 for reduced consultant services.
- The Regional Transit Planning budget decreased by \$0.8 million largely due to the completion of consultant studies for the Transportation Emergency Preparedness Plan and the countywide transit system map as well as only including one year of funding for the College Ride program.
- The Regional Transportation Planning budget decreased by \$0.1 million for 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 the Congestion Management Plan.
- The Transportation Development Act budget decreased \$1.1 million as there are lower estimated sales tax receipts and lower prior year carry-over balances.
- The Transportation Programming and Reporting budget increased by \$0.1 million largely due to increased staffing costs including the new program analyst position.
- The Community Outreach budget decreased approximately \$80,000 for a reduction of staff and consultant costs.
- The Management and Administration budget decreased by \$1.4 million for the completion of the move to the new office in Camarillo and the one-time pension liability payment to CalPERS.
- The State and Federal budget decreased approximately \$33,000 for a reduction of staff costs.

The estimated ending Fiscal Year 2021/2022 fund balance (after contingency set aside) is expected to be \$16.4 million. The Commission's available General Fund balance is estimated at \$11,000. The other funds are restricted, and the estimated fund balance are \$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, \$149,000 for the State of Good Repair Fund, \$25,000 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$14.1 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed as well as cashflow for the Highway 101 study. Also, these funds although not currently budgeted, could be used for nonrecurring capital costs associated with Metrolink capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County. The funds could also provide operational assistance for the VCTC Intercity services if the economy does not recover quickly.

As required by the VCTC Administrative Code, the proposed Fiscal Year 2021/2022 budget was sent to the Finance Committee (Chair Long, Vice-Chair Trembley and Past-Chair Bill de la Pena) for review. On May 24, 2021, Chair Long and Past-Chair Bill de la Pena reviewed and discussed the proposed budget, and then recommended forwarding to the full Commission for a public hearing and action.

The proposed Fiscal Year 2021/2022 Budget is a balanced budget and is a separate attachment to the agenda. Staff's recommendation is to: 1) conduct Public Hearing to receive testimony on the Fiscal Year 2021/2022 Budget; 2) Adopt the Fiscal Year 2021/2022 Salary Schedule (Attachment 1 of this item and

Appendix C in the Fiscal Year 2021/2022 Budget) effective July 1, 2021; and 3) Adopt, by Resolution 2021-07, the proposed Fiscal Year 2021/2022 Budget.

After the Fiscal Year 2021/2022 Budget and Salary Schedule are approved by the Commission, they will be available on the VCTC website at [www.goventura.org](http://www.goventura.org).

**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

**Attachment 1**  
**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>			
<b>TOTAL BUDGETED POSITIONS:</b>	<b>23.0</b>			

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





Item #10

June 4, 2021

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: CAITLIN BROOKS, PROGRAM MANAGER- TRANSPORTATION PLANNING**  
**SUBJECT: VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN UPDATE**

**RECOMMENDATION:**

- Receive and file a presentation on the Ventura County Comprehensive Transportation Plan (CTP) Update.

**BACKGROUND:**

In October 2019, the Commission approved submittal of a Grant application to the Caltrans Sustainable Transportation Planning Grant Program and authorized the use of up to \$51,615 in Local Transportation Funds (LTF) for local match should a grant be awarded to VCTC. Caltrans announced a grant award to VCTC on June 18, 2020. In September 2020, VCTC authorized the Executive Director to execute a contract with Caltrans to accept the grant award to update the Comprehensive Transportation Plan (CTP). On November 25, 2020, Caltrans notified VCTC to proceed with the grant award and scope of work.

The Sustainable Transportation Planning Grant of \$398,385, combined with the local cash match of \$51,615, provides \$450,000 for VCTC to update the CTP, which was originally adopted in 2013. On March 1, 2021, the Commission approved a contract with IBI Group to update the CTP in an amount not to exceed \$449,980.

The CTP update will be developed as a long-range policy document, built from community-based, local priorities and community-expressed need to enhance regional connections. It is aimed at ensuring mobility and enhancing the quality of life for all Ventura County residents. The CTP will examine key regional issues such as reducing GHG emissions, enhancing climate-resilient transportation networks, improving mobility for all modes of transportation, and exploring various funding strategies and options from the federal, state, regional, and local levels. It is intended to provide a framework for future community-based planning and collaboration and inform Ventura County's long-range transportation decisions.

**DISCUSSION:**

The CTP Update strategic objectives include:

1. Create an updated Comprehensive Transportation Plan (CTP) for Ventura County that is forward-looking, while respecting the history of the County.

2. Identify and prioritize opportunities to meet the needs of people driving, taking transit, biking and walking throughout the County for the next 20-30 years.
3. Inform stakeholders about the benefits of a Comprehensive Transportation Plan and why and how their involvement matters in shaping a Plan that better responds to community needs and aspirations.
4. Engage traditionally underserved communities to provide equitable opportunities of participation to people whose voices often go unheard.

The IBI Group will share a presentation that highlights the main features of the CTP Update project including project objectives, project phases, key tasks, plan timeline, community engagement framework and process, goals and aspirations, and what to expect moving forward in the planning process.