

# VENTURA COUNTY TRANSPORTATION COMMISSION

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

## FISCAL YEAR 2022/2023 BUDGET

Presented by:

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## EXECUTIVE SECTION

### BUDGET LETTER

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## BUDGET SUMMARY

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# VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

## THE ORGANIZATION AND ITS RESPONSIBILITIES

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

**Table 1 – Current Commissioners**

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

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



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

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



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

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



## THE COMMUNITY WE SERVE

To be added with final budget

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## THE LOCAL ECONOMY

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## FINANCIAL SECTION

### BUDGET PROCESS

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

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

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

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

The process of planning and preparing the budget gives VCTC the opportunity to reassess its plans and goals for the upcoming and future years. Although the budget process is an on-going process, the budget cycle begins in January with a budget meeting to discuss major changes to the upcoming fiscal year. The Finance Director provides the personnel and overhead costs to the staff for budget preparation. The Executive Director and management staff review actual progress of the current fiscal year's budget to adjust budgetary timelines for current projects and plan for future projects based on the agencies long-term plans and strategic goals. The capital project needs could be multi-year capital projects consistent with long-term goals and strategic plans which would be budgeted by fiscal year based on best available estimates or short-term (one-year) and included completely within the current budget. After new projects are identified, the project managers develop detailed line-item budgets that include objectives, accomplishments, description, work elements, product, funding sources and expenditure comparisons. These task budgets are discussed with and approved by the Executive Director.



The Finance Director then compiles the task budgets, prepares, and reviews the main budget, analyzes the revenue sources, alerts the Executive Director to any financial issues, and adjusts the budget as directed by the Executive Director. The Executive Director prepares the budget letter that provides a task overview of the budget as well as a long-term view of upcoming issues and direction for VCTC. The Finance Director then prepares a budget summary of financial, organization, community, and local economy information. Financial policy information is updated if there have been any changes and revenue and personnel information is provided. The finance staff then reviews the prepared budget in its entirety for accuracy before presenting to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

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

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

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

The budget process for the development of the Fiscal Year 2022/2023 budget and continued monitoring of the fiscal year is illustrated below in Chart 1 - *Budget Process*.

**Chart 1 – Budget Process**

Budget Task		2	0	2	2			2	0	2	3	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												



## FINANCIAL POLICIES

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

### ***Budget Policies***

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

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

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

### ***Investment Policies***

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

### ***Auditing Policies***

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



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

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

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

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the asset's useful life. Intangible capital assets with a cost more than \$50,000 and an estimated useful life in excess of one year will be amortized over the asset's useful life. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed every two years. Depreciation is not included for Governmental Funds because they are fully expensed under the modified accrual accounting method but is included for the Enterprise Funds.

### ***Basis of Accounting Policies***

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

### ***Basis of Budgeting Policies***

The budget is prepared with the same methodology as the basis of accounting. VCTC adopts an annual budget in which the operating and capital expenditures and other financing uses are equal to or less than identified revenues and other financing sources as well as available fund balance. Additional information is provided under the budget process and budget policies.



### ***Debt Policies***

There is not an official debt policy or designated legal debt limit at this time. VCTC does not have any debt (other than pension and OPEB liabilities - see the Personnel and Operations Section for more discussion). There are no plans to issue debt in the upcoming fiscal year. Because VCTC does not have any debt, VCTC does not obtain bond ratings, prepare debt to maturity schedules nor have purpose of obligations reports.

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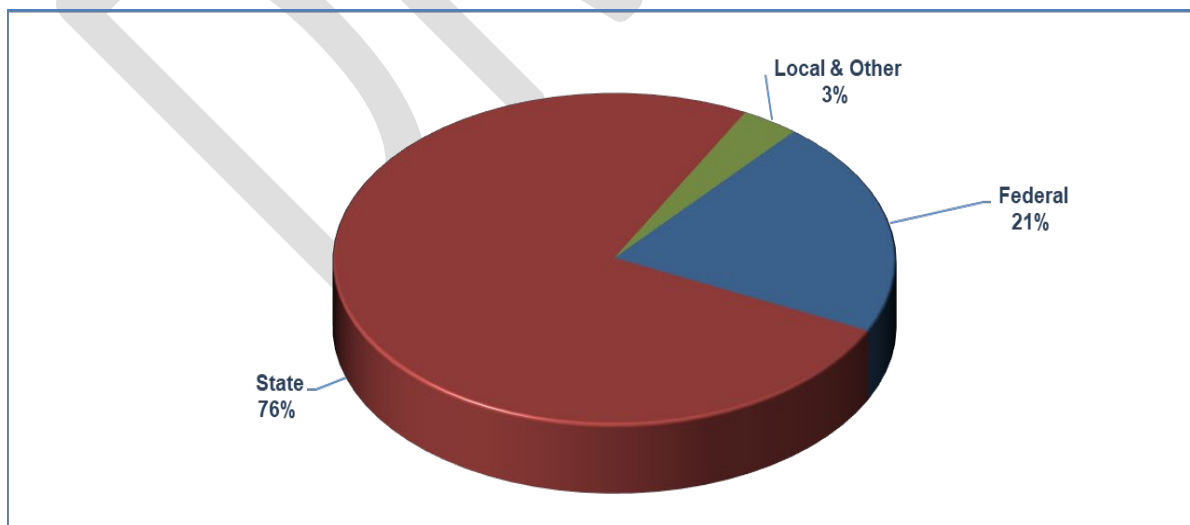
## REVENUES AND FUNDING SOURCES

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

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

The new revenues budgeted for VCTC in Fiscal Year 2022/2023 are estimated to be \$79,195,936. Below in, Chart 2- *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$19,071,015. State revenues total \$56,726,104. The Local and Other revenues total \$3,398,817. VCTC uses state and local funding to maximize federal funding of projects. More detailed information can be found following the discussion of revenues and funding sources on Chart 3 - *Funding Sources*, Table 2 - *Revenue Sources* and Chart 4 - *Funding Source Detail* that provide further information about the budgeted revenues.

Chart 2 – Funding Source Summary



## Federal Revenues

### *Federal Transit Administration (FTA)*

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

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys, and research, as well as internship programs. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents or in the case of transit operators with fewer than 100 buses. Capital and planning ratios are generally 80% federal to 20% local match. Most FTA funds received by VCTC are Section 5307 funds.
- Section 5310 “Specialized Transportation” funds are for transportation capital and operating expenditures for paratransit services to seniors and individuals with disabilities. The ratio is generally 80% federal to 20% local match for capital.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies. In the past these funds went directly to Ojai, but this past year VCTC approved an action whereby a portion of the funds will go to VCTC for the 126 VCTC Intercity line, in view of the significant COVID transit funds that went to Ojai.
- 
- Section 5337 “State of Good Repair” funds are provided under the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation. These funds are programmed by VCTC and go directly to Metrolink, the only eligible recipient in Ventura County.
- Section 5339 “Bus and Bus Facilities Program” funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.
- CMAQ transfer funds are transit project revenues transferred from the Federal Highway Administration (FHWA) to the FTA. These projects are implemented by VCTC and its sub-recipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations “demonstration” projects which can only be used to subsidize the first 5 years of costs for new or expanded service.



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

- CARES or Coronavirus Aid, Relief and Economic Securities Act funds was signed by the President on March 27, 2020, to provide relief funds to transit agencies with no match requirement to prevent, prepare for, and respond to the COVID-19 pandemic, including replacement of reduced farebox and tax revenues. The funds are distributed using the existing FTA transit apportionment formula, with Ventura County's share set at \$71.4 million but not all that money flows through the VCTC budget. Expenses are eligible starting from January 20, 2020.
- ARP or America Rescue Plan Act was signed by the President on March 11, 2021, to provide additional relief funds to transit agencies with no match requirement to prevent, prepare for, and respond to the COVID-19 pandemic, including replacement of reduced farebox and tax revenues. The funds are distributed through a formula that takes into consideration transit operator costs as well as previously received pandemic relief. Ventura County's share is estimated at around \$15.5 million but not all that money flows through the VCTC budget. Expenses are eligible starting from January 20, 2020.

VCTC's budget includes \$1.5 million in CARES funding, \$1.0 million in ARP funding and \$11.1 million in other FTA funding for a total of \$13,649,715 in FTA revenues.

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

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

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

The Regional Surface Transportation Program (STP) funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. STP funds are allocated by the Commission and administered through Caltrans. Caltrans publish STP estimates and apportionments. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget includes \$5,061,500 in STP revenues for activities related to the Route 101 environmental document preparation.



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

The Commission allocates the Congestion Mitigation and Air Quality funds for transportation projects that reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. Caltrans publishes the CMAQ estimates and apportionments. Projects are programmed by VCTC in the TIP based on Caltrans' estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget includes \$359,800 in CMAQ revenues.

## **State Revenues**

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

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

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

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. These funds are received monthly (in-arrears) from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$42.3 million.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$52,160,000 in the upcoming year. Of this amount, \$14,500 is for County Administration, \$963,974 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$40,420,796 based on population to use as Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds. VCTC is budgeted to receive planning funds of \$1,043,200 administration funds of \$2,903,624, and commuter rail programs funds of \$6,813,906. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$10,760,730

The budget also contains \$1,082,450 of carry-over funds of which \$785,700 is Article 3, Rail funds and \$296,750 of Article 3, Administration and Planning funds in the general fund balance.



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

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and operator revenues (PUC 99314 allocation) of each eligible transit operator. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. STA revenues are restricted for transit purposes and are administered by VCTC. The State's estimate is \$9,038,926 in STA revenues. The STA funded expenditures of \$8,077,364 (which includes \$1,333,900 in carry-over) will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

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

In 2017, Governor Brown signed Senate Bill (SB) 1, to provide funding for new ongoing transportation projects. The provisions of SB 1 included the establishment of a new State of Good Repair program, which apportions funding by formula directly to California's transit operators and regional transportation agencies. Funds can be used for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure. Prior Caltrans approval of eligibility is required. The State generally disburses the SGR revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. SGR revenues are restricted for transit purposes and are administered by VCTC. The State's estimate is \$1,488,778 in SGR revenues. The SGR funded expenditures of \$8,017,578 (which includes \$6,528,800 in carry-over) will be expended directly from the fund or transferred out of the STA fund to other funds and thus, shown as an "other financing source/transfer in/out."

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

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





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

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

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

The Planning, Programming and Monitoring (PPM) funds are derived from the STIP. When SB 45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming, and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget includes \$235,300 in PPM revenues.

### ***Planning, Programming and Monitoring (PPM) – Coronavirus Response and Relief Supplemental Appropriation (CRRSA)***

In 2021, the Federal government passed the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act which included emergency apportionments to states to offset lost transportation revenues due to the pandemic. The CRRSA Act stipulated that the transportation apportionments can be used for capital expenditures as well as ongoing operations, including staff costs. The California Transportation Commission adopted guidelines governing the distribution of the state's CRRSA apportionment, and that policy included providing one-time funds to each County Transportation Commission for planning, programming, and monitoring responsibilities normally funded from state Planning, Programming and Monitoring (PPM) funding which has experienced a reduction in revenue. The CRRSA PPM funds can be used for the same purposes as the state PPM funds, with the caveat that since CRRSA is federal, all federal funding requirements must be met, including federal procurement rules. VCTC's budget includes \$198,000 in PPM-CRRSA revenues.



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

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. The State Controller publishes proposition 1B apportionments and then VCTC submits grant requests based on the apportionments. All the funds authorized by the bond measure have been apportioned; however, some residual project balances remain. Currently, the VCTC budget includes \$708,200 in Proposition 1B revenues for Metrolink capital projects.

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

In Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$750,000 in LCTOP funds.

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

The State of California 2019/2020 Budget Act allocated \$250 million for all regions, cities, and counties to prioritize planning activities that accelerate housing production to meet identified community needs. With this allocation, the State of California Department of Housing and Community Development (HCD) established the Regional Early Action Planning Grant Program (REAP) with \$125 million to regions. REAP provides one-time grant funding to regional governments and regional entities for planning activities that will accelerate housing production and facilitate compliance in implementing the sixth cycle of the Regional Housing Needs Allocation. HCD awarded a REAP grant to the Southern California Association of Governments (SCAG), which subsequently awarded a grant to the Ventura Council of Governments (VCOG). VCOG and VCTC then entered into a Memorandum of Agreement to reimburse VCTC using REAP funds for technical assistance and engagement support for development of a Vehicle Miles Travelled Adaptive Mitigation Program. VCTC's budget includes \$30,000 in REAP funding.

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

SB 1 provides that a portion of the state transportation revenues are set aside for Sustainable Transportation Planning Grants, which include Sustainable Communities Grants and Strategic Partnership Grants. The Sustainable Communities Grants encourage local regional planning that furthers state goals including goals and best practices cited in the Regional Transportation Plan Guidelines. The Strategic Partnership Grants are to identify and address statewide, interregional or regional transportation deficiencies on the State highway system in partnership with Caltrans. VCTC's budget includes \$150,000 in STPG funds.



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

In 1992, the Freeway Service Patrol Act (FSPA) was established with funding from the State Highway Account (SHA). In 2017, Senate Bill (SB) 1 provided additional funding for the Freeway Service Patrol program. These funds are to be used by eligible regional and local agencies for traffic-congested urban freeways throughout the state to provide emergency roadside assistance. The FSP funds from the State Highway Account (FSP-SHA) are allocated by Caltrans by two methods: a baseline formula-based (County population, traffic congestion and freeway lane miles) and a competitive program. The FSP funds from SB 1 (FSP-SB 1) are also allocated by Caltrans and fall into three categories: inflation and service-hour adjustments, California Highway Patrol, and new or expanded Services. These funds require a local match of 25%. VCTC's budget includes \$441,400 in FSP-SHA funds and \$575,500 FSP-SB 1 funds.

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

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. Each year funds are approved by the State legislature, allocated, and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. This year VCTC's budget includes \$0 in Signal revenues as the funds will go directly to the contractor, Sierra Northern Railway.

## **Local and Other Funding Sources**

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

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), local cities, County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget includes \$2,345,717 in local contribution revenues and \$963,100 in local fee revenues.

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

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget includes \$90,000 in investment income and other revenues.





Chart 3 – Funding Sources

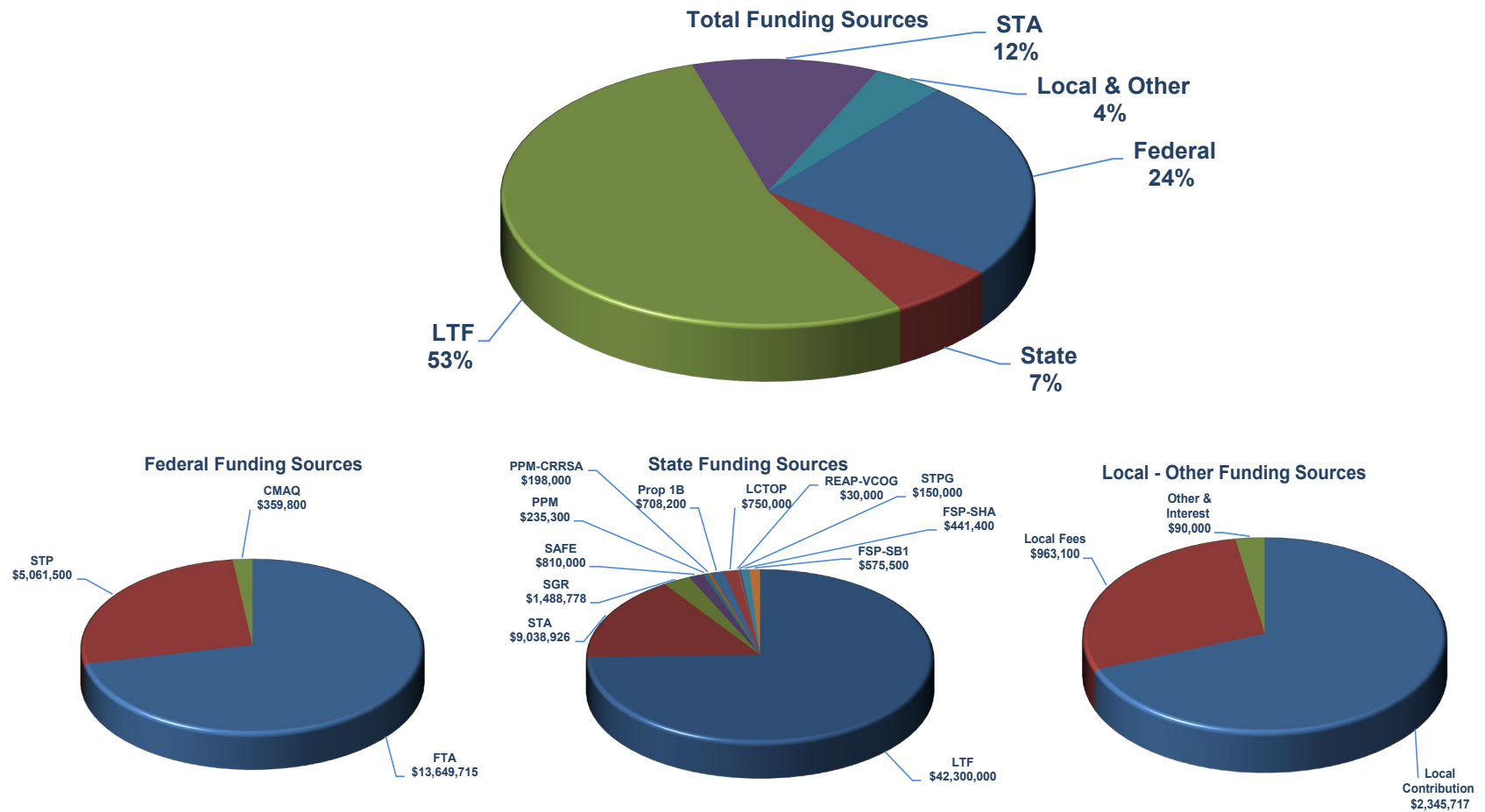
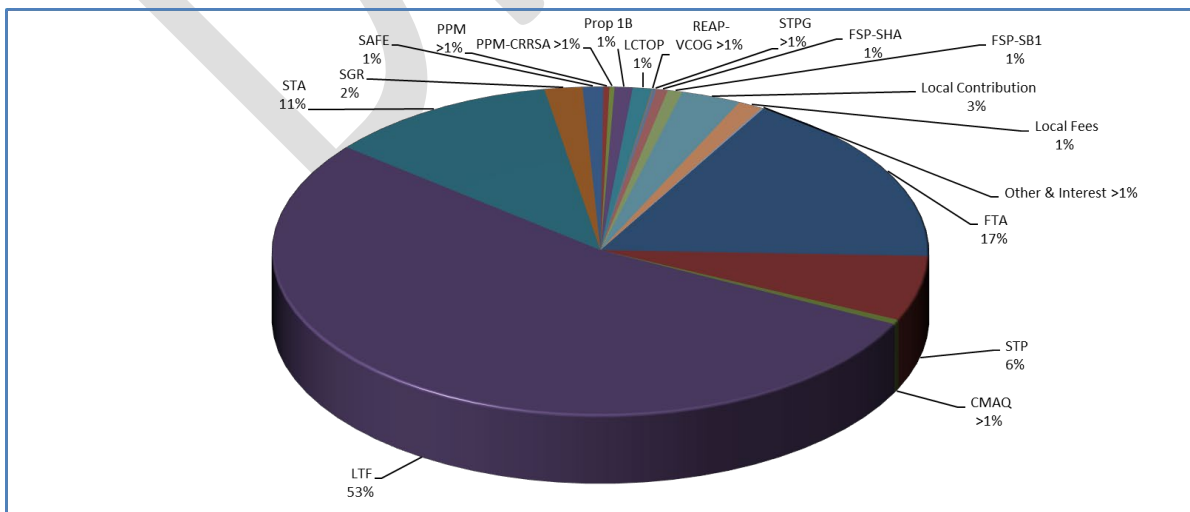


Table 2 – Revenue Sources

Funding Source	Fiscal Year 2020/2021 Actual Revenue	Fiscal Year 2021/2022 Revised Budget*	Fiscal Year 2022/2023 Budget
Federal Transit Administration (FTA)**	\$19,759,963	\$21,214,862	\$13,649,715
Surface Transportation Program (STP)	4,369,273	5,407,057	5,061,500
Congestion Mitigation and Air Quality (CMAQ)	266,100	388,100	359,800
Local Transportation Fund (LTF)	41,042,513	35,200,000	42,300,000
State Transit Assistance (STA)	6,708,854	6,764,938	9,038,926
State of Good Repair (SGR)	1,404,763	1,446,865	1,488,778
Service Authority for Freeway Emergencies (SAFE) - VRF	829,696	810,000	810,000
Planning, Programming and Monitoring (PPM)	360,336	410,000	235,300
Planning, Programming and Monitoring (PPM-CRRSA)	0	0	198,000
Proposition 1B	743,329	772,900	708,200
LCTOP – Cap and Trade	586,745	730,000	750,000
Adaption Planning Grant (APG)	34,564	0	0
Regional Early Action Planning (REAP) - VCOG	1,997	58,003	30,000
Sustainable Transportation Planning Grant (STPG)	69,816	328,584	150,000
Freeway Service Patrol (FSP) - SHA	0	367,969	441,400
Freeway Service Patrol (FSP) - SB1	257,434	846,472	575,500
California Public Utilities Commission Signal	43,750	20,000	0
Local Contributions	914,864	2,199,790	2,345,717
Local Fees	353,794	840,200	963,100
Investment Income and Other Revenues	317,855	209,790	90,000
<b>Total Funding Sources</b>	<b>\$78,065,646</b>	<b>\$78,015,530</b>	<b>\$79,195,936</b>
* Some budget tasks were amended after the Commission approved the budget in June 2021.			
** The FTA revenues contained CARES funding of \$0.2 million in FY 19/20, \$13.8 million in FY 20/21, \$1.3 million budgeted in FY 21/22 and \$1.5 million budgeted in FY 22/23.			
** The FTA revenues contained ARP funding of \$4.6 million budgeted in FY 21/22 and \$1.0 million in FY 22/23.			

Chart 4 – Funding Source Detail

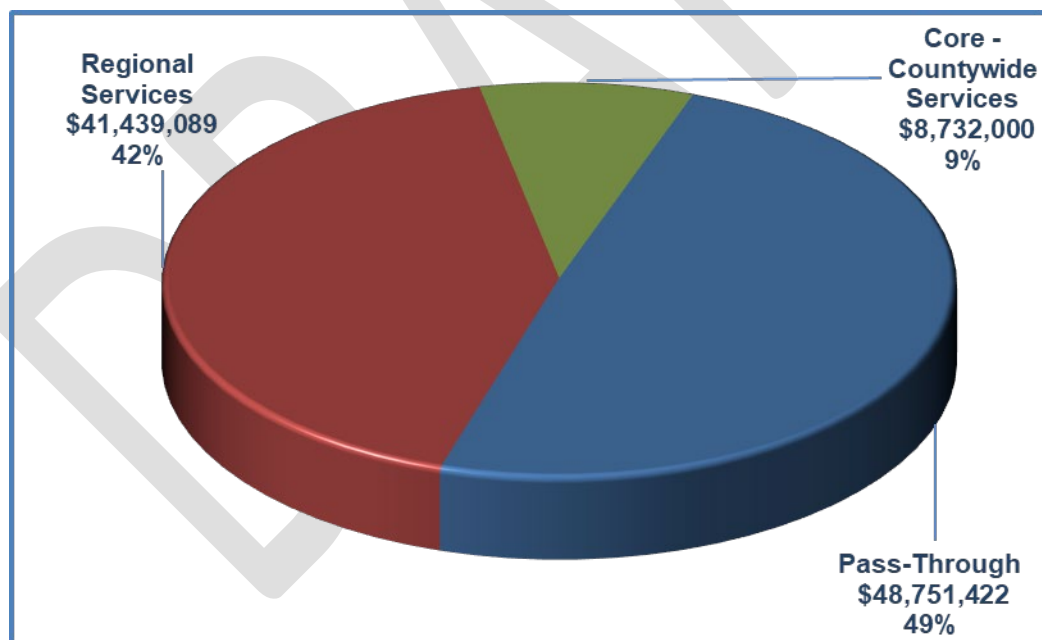


## PERSONNEL AND OPERATIONS SECTION

### PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and cost efficiency to the County we serve. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 5 - *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 3 - *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

**Chart 5 – Pass-Through, Regional and Core-Countywide Service Expenditures**

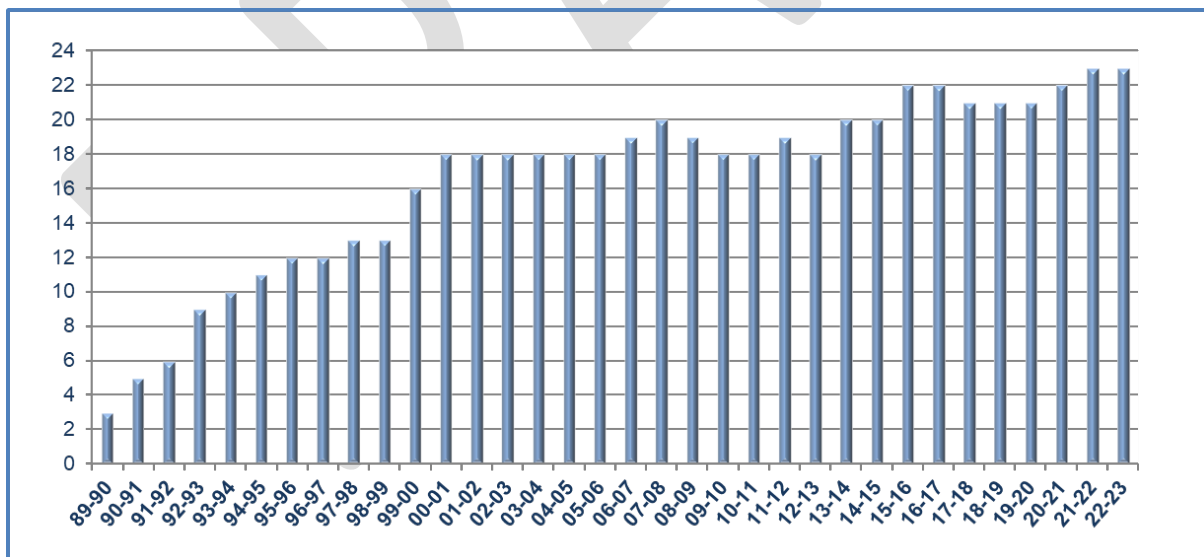


**Table 3 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission Motorist Aid Services Community Outreach Management and Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Reporting	Accessible Mobility Services Highway Project Management LOSSAN and Coast Rail Council Metrolink Commuter Rail Santa Paula Branch Line Regional Transit Information Center Regional Transit Technology Valley Express VCTC Intercity Services	TDA Administration Transit Grant Administration
<b>Staff Hours</b>	<b>Staff Hours</b>	<b>Staff Hours</b>
<b>31,600</b>	<b>15,055</b>	<b>1,369</b>
<b>Total Staff Hours = 48,024</b>		

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

**Chart 6 – Number of Employees**



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-three full-time employees budgeted and that number remains the same although some job tasks have shifted. Below in Table 4 - *Full Time Equivalents by Program* are the year-to-year full-time equivalent comparisons:

**Table 4 – Full Time Equivalents by Program**

	Fiscal Year 2020/2021	Fiscal Year 2021/2022	Fiscal Year 2022/2023
Program	Actual	Budget	Budget
Transit and Transportation	4.7	5.6	<b>5.7</b>
Highway	0.5	0.7	<b>0.5</b>
Rail	1.2	1.1	<b>1.1</b>
Commuter Assistance	1.7	1.7	<b>1.5</b>
Planning and Programming	6.4	6.8	<b>6.8</b>
General Government	<u>6.6</u>	<u>7.1</u>	<u><b>7.4</b></u>
<b>TOTAL</b>	21.1	23.0	<b>23.0</b>

Below in Table 5, *Summary Schedule of Salary Ranges*, the Fiscal Year 2022/2023 salary ranges are detailed by classification. The ranges below reflect the proposed 3.0% cost-of-living-adjustment (COLA). The Commission's detailed Salary Schedule for Fiscal Year 2022/2023 is included in Appendix C and complies with Government Code §20636 "Compensation Earnable" and California Code of Register §570.5, "Requirements for a Publicly Available Pay Schedule." The approved salary schedule will also be posted on the website at [www.goventura.org](http://www.goventura.org) under finance when the budget is approved.

**Table 5 – Summary Schedule of Salary Ranges**

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$271,688
Director	4	\$109,108	\$181,349
Manager	8	\$ 70,132	\$128,510
Planner/Analyst	4	\$ 50,107	\$ 94,037
Support Staff II	4	\$ 43,826	\$ 67,434
Support Staff I	2	\$ 31,200	\$ 42,786

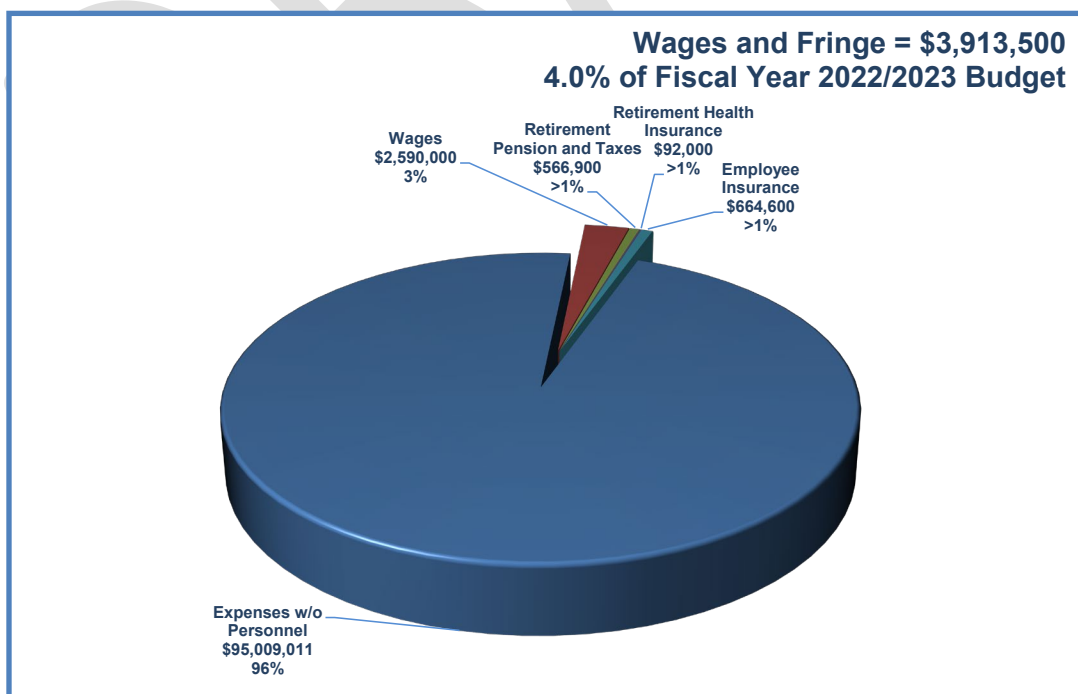


The Commission's salary and fringe benefits total \$3,913,500 and is 4.0% of the Fiscal Year 2022/2023 budget (see Table 6 - *Personnel Budget* and Chart 7 - *Personnel Costs*). This represents a decrease of \$114,150 or -2.8% from the Fiscal Year 2021/2022 budget personnel costs. Of the \$114,150 decrease, \$14,850 is attributed to salaries and wages. The wages total of \$2,590,000 includes approximately \$62,600 for potential merit increases for eligible employees not at the top of their range and approximately \$72,600 for a proposed three percent cost-of-living-adjustment (COLA) for all employees. The budget includes three vacant positions: the Program Analyst position, the Transit Information Center/Technology Specialist position, and the Public Transit Director 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 1.3% of the budget or \$1,323,500. The decrease of \$99,300 is largely due to a reduction in contributions to pension (because of the additional discretionary payments previously made by the Commission and recent investment gains), reduced other post-employment benefits (OPEB) (because of investment gains on the prefunding contributions) and reductions in insurance costs.

**Table 6 – Personnel Budget**

Personnel Costs	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget	Fiscal Year 2022/2023 Budget
Wages	\$2,174,993	\$2,604,850	<b>\$2,590,000</b>
Retirement Pensions and Taxes	492,075	589,289	<b>566,900</b>
Retirement Health Insurance/OPEB	134,000	136,000	<b>92,000</b>
Employee Insurance	558,191	697,511	<b>664,600</b>
<b>Total Expenditures</b>	<b>\$3,359,259</b>	<b>\$4,027,650</b>	<b>\$3,913,500</b>

**Chart 7 – Personnel Costs**



## Health Insurance and OPEB

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

VCTC contributes 100% of the annual OPEB requirement related to its proportionate share of the post-retirement health care benefit. Retiree healthcare cost of \$92,000 will be used to pay for retiree healthcare costs and partially prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$44,000 lower than the previous fiscal year and is based on the current actuary valuation from 2021. The contribution amount is lower this year due to the trust investment gains on the Commissions prefunding of OPEB liabilities. As of the 2021 actuarial valuation, the Unfunded Actuarial Accrued Liability (UAAL) was \$258,000 (\$94,000 lower than two years ago) with a remaining amortization period of five years. For a history of the OPEB cost and UAAL by fiscal year see Table 7 - *OPEB Costs, Unfunded Actuarial Accrued Liability and Funded Status*.

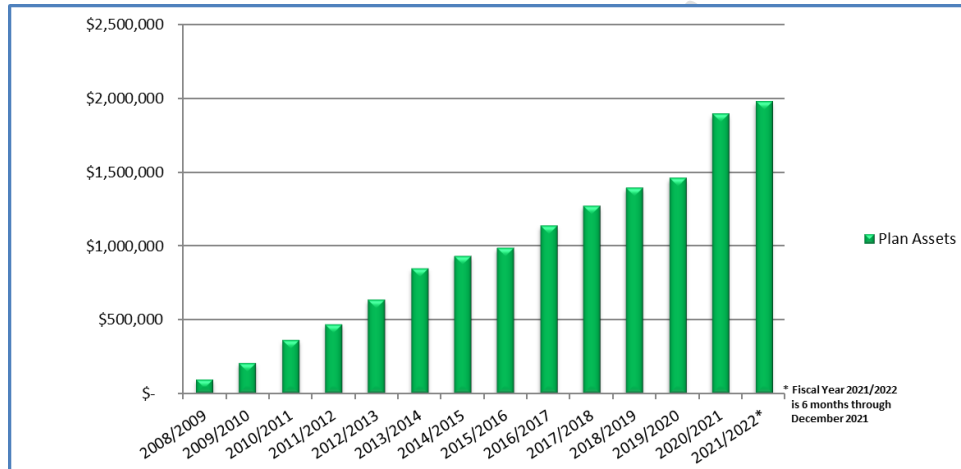
**Table 7 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status**

Fiscal Year	OPEB Costs	Unfunded Actuarial Accrued Liability	Funded Status
2022/2023	\$ 92,000	<i>unknown</i>	<i>unknown</i>
2021/2022	\$ 136,000	\$ 258,000	86.7%
2020/2021	\$ 134,000	\$ 258,000	86.7%
2019/2020	\$ 109,000	\$ 352,000	79.9%
2018/2019	\$ 108,000	\$ 352,000	79.9%
2017/2018	\$ 109,000	\$ 365,000	75.8%
2016/2017	\$ 109,000	\$ 365,000	75.8%
2015/2016	\$ 107,000	\$ 561,000	62.0%
2014/2015	\$ 107,000	\$ 561,000	62.0%
2013/2014	\$ 152,000	\$ 720,000	45.9%
2012/2013	\$ 147,000	\$ 720,000	45.9%
2011/2012	\$ 142,000	\$ 1,023,000	24.6%
2010/2011	\$ 138,000	\$ 1,023,000	24.6%
2009/2010	\$ 122,000	\$ 1,016,000	16.4%



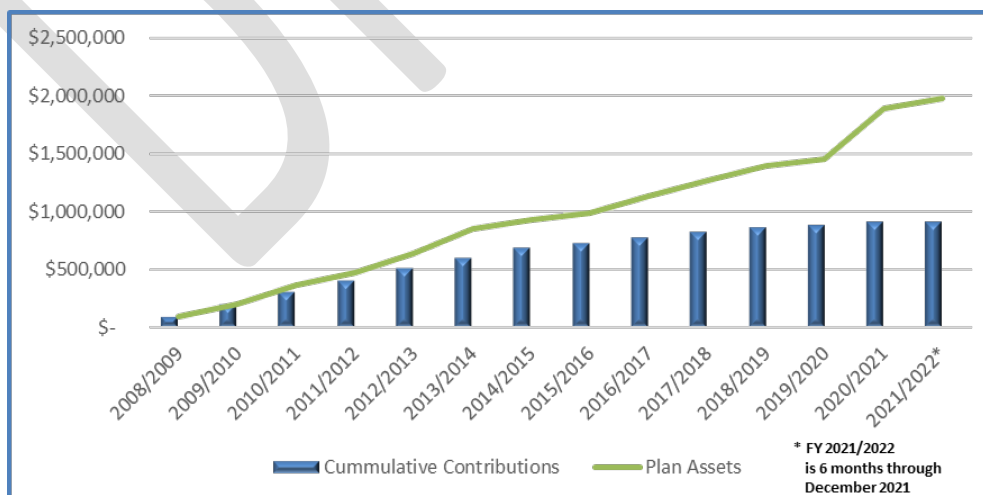
In June 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. The OPEB Trust fund's balance as of December 2021 was \$1,975,251 and the funded ratio was 86.7% (see Chart 8 - *OPEB Trust Assets by Fiscal Year*). In March 2022, the Commission proactively changed the investment strategy in its CERBT OPEB trust to a more conservative investment strategy (Strategy 2) to protect cumulated gains and reduce possible future losses.

**Chart 8 – OPEB Trust Assets by Fiscal Year**



Contributions to the trust are flattening out as more people retire from VCTC and the OPEB costs are used to pay for the retiree benefit (see Chart 9 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of December 2021, VCTC's net contributions into the trust were approximately \$905,000 and VCTC's OPEB trust net earnings were approximately \$1,070,000. The average annual internal rate of return since inception is 9.26%.

**Chart 9 – OPEB Trust Earnings and Contributions by Fiscal Year**





## ***Pension***

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

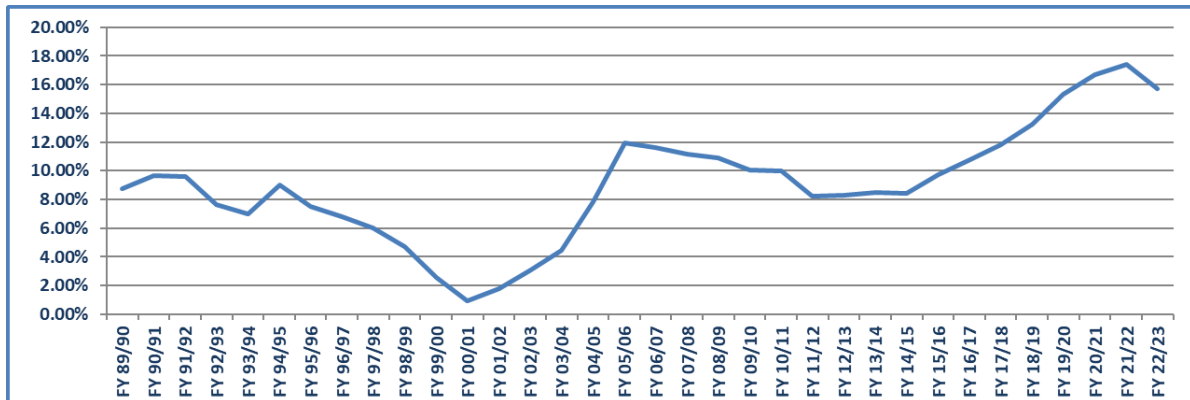
Employer contributions are made up of two costs: the annual estimated costs of benefits earned by employees currently working or "normal cost" and the amortized payment of the unfunded accrued liability (UAL). Employers pay their "normal cost" or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) as a set dollar amount both of which are determined by CalPERS through an actuarial valuation. VCTC contributes 100% of the annual requirement related to its proportionate share of the net pension liability. In Fiscal Year 2022/2023 (based on the valuation for June 30, 2020), the weighted average, blended employer's current contribution is 15.69% of payroll. This blended rate includes the UAL payment of \$152,584 towards VCTC's total UAL of \$2,770,027.

This budget includes a proposed one-time Additional Discretionary Payment (ADP) payment to CalPERS of \$1,000,000 to pay-down VCTC's UAL as part of the Fiscal Year 2022/2023 budget. This payment will lower VCTC's liabilities, reduce long-term costs, and increase the pension funding ratio. It is estimated that VCTC will save over \$700,000 in interest costs and increase its funded status to approximately 86% based on the 2020 actuarial valuation.



VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60 for Classic employees. VCTC is also starting to benefit from PEPR. Although the rates have fluctuated over the years (see Chart 10 - *Historical Pension Employer Rates*), VCTC's weighted average, blended employer rate since 1989 (34 years) is 9.031%.

**Chart 10 – Historical Pension Employer Rates**



The UAAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. In addition, every few years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions and uses this information to compute the employer's required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPR. Other adjustments occur annually, such as the adjustment for investment returns. Most recently, CalPERS approved lowering the discount rate from 7.0% to 6.8%. The cost increases associated with the lowering of the discount rate will be offset by CalPERS pension Fiscal Year 2020/2021 investment return of 21.3%. This adjustment will be reflected in the Fiscal Year 2023/2024 rates.

Although many of the stabilizing adjustments will increase employer rates initially, the anticipated outcome should be a more stable and sustainable pension plan. Per CalPERS, the estimated CalPERS employer contribution blended rates for the next five years (based on the 2020 valuation) are presented below in Table 8 – *Projected CalPERS Pension Employer Blended Contribution Rates*.

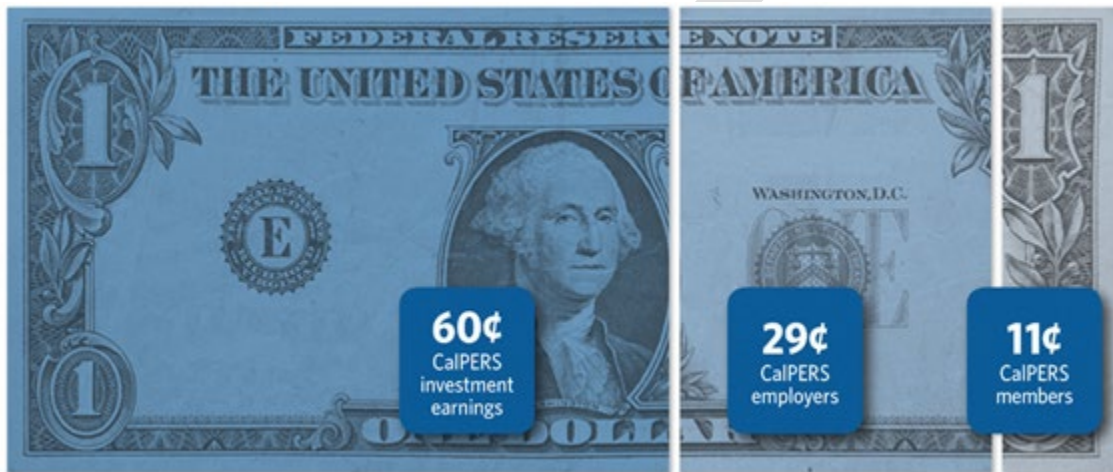
**Table 8 – Projected CalPERS Pension Employer Blended Contribution Rates**

Fiscal Year	Pension Rate
2023/2024	16.29%
2024/2025	16.90%
2025/2026	17.16%
2026/2027	17.17%
2027/2028	17.10%



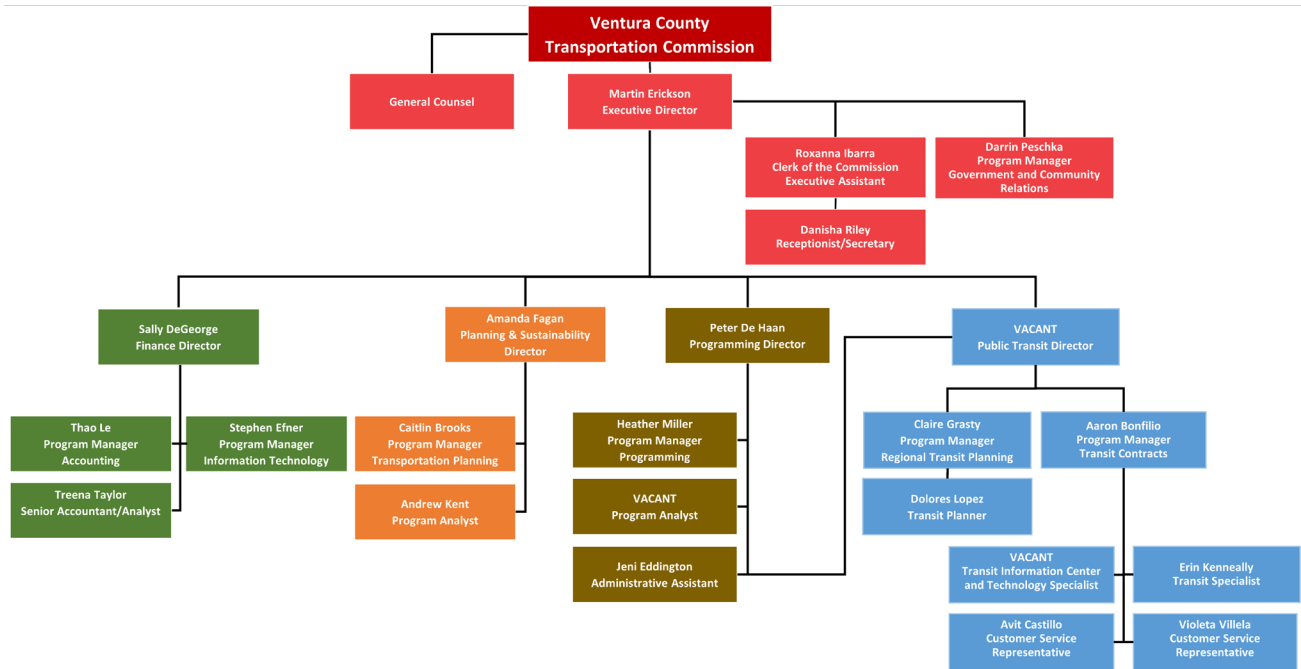
Pension benefits are largely funded (60%) from investment earnings (see Chart 11 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2020/2021, CalPERS investment returns were 21.3% for the last year, 10.3% for the last five years, and 8.5% for the last 10 years and 8.4% for the last 30 years. As of June 30, 2020 (the latest actuary valuation), VCTC has pension assets of \$9.8 million with a weighted average, blended funded ratio of 78% (before the Additional Discretionary Payment). When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

**Chart 11 – CalPERS Pension Buck**



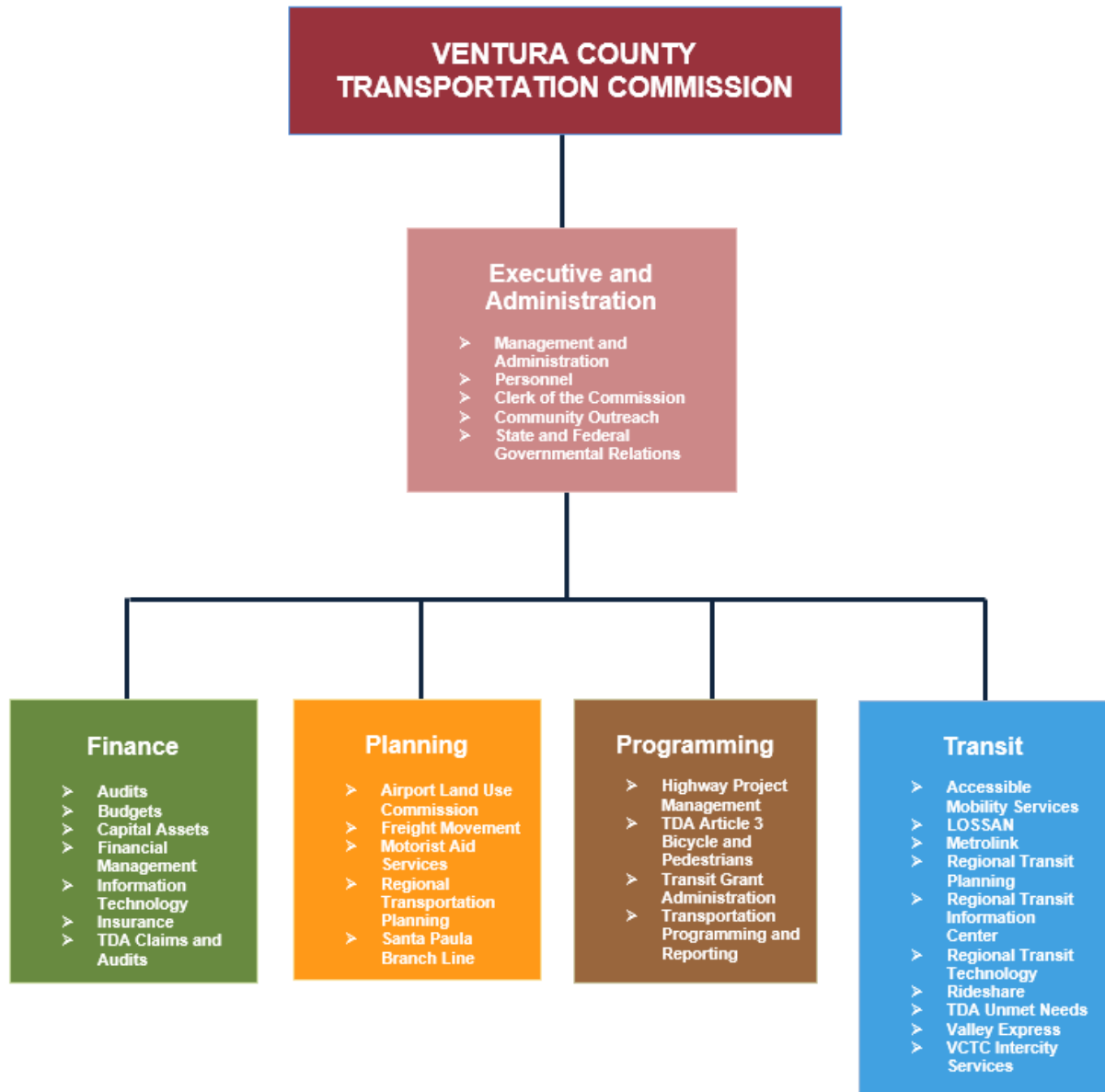
# Staff Organizational Chart

Chart 12 – Staff Organization



## Functional Organizational Chart

Chart 13 – Functional Organization





## INDIRECT COST ALLOCATION PLAN

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

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the indirect costs for the period covered by the rate. When the actual costs for the fiscal year are determined after the audit is completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year after the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate. The indirect costs were under-recovered in Fiscal Year 2020/2021 and, therefore, an adjustment of \$54,770 is needed to this year's indirect costs.

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

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

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

The Salaries and Benefits line item decreased by \$15,800 due to the costs associated with the Senior Accountant position being lower than originally budgeted and then offset by increases for employee costs including merit and COLA increases. Other adjustments to the indirect budget include the Insurance line item increasing by \$70,000 as projected by SDRMA due to continued claims and losses; Maintenance and Repairs are estimated to decrease by \$3,000 while Membership and Dues to decrease by \$3,800, The Lease line item for office and storage lease is estimated to increase by \$6,600 while Audit and Actuary services are





expected to decrease by \$11,100 as the OPEB valuation will be off cycle. Finally, Legal Services are expected to increase by \$2,000 for the contracted rate increase.

Table 9 - *Indirect Cost Allocation Plan*, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 9 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliations. Indirect costs rates fluctuate from year to year based on salaries, expenditures, and carry-forward adjustments.

**Table 9 – Indirect Cost Allocation Plan**

<b>Operating and Professional Costs:</b>	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>	<b>\$ Change</b>	<b>% Of Change</b>
Salaries and Benefits	\$ 764,731	\$ 920,300	<b>\$ 904,500</b>	-15,800	-1.7%
Bank Fees	419	4,500	<b>4,500</b>	0	0.0%
Books and Publications	352	1,500	<b>1,500</b>	0	0.0%
Business Meals	0	500	<b>500</b>	0	0.0%
Communications	16,747	30,000	<b>30,000</b>	0	0.0%
Insurance	318,841	471,200	<b>541,200</b>	70,000	14.9%
Maintenance and Repairs	7,017	18,000	<b>15,000</b>	-3,000	-16.7%
Membership and Dues	6,272	13,800	<b>10,000</b>	-3,800	-27.5%
Mileage	0	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	880	10,000	<b>10,000</b>	0	0.0%
Office	17,024	25,000	<b>25,000</b>	0	0.0%
Postage	882	5,000	<b>5,000</b>	0	0.0%
Printing	2,480	8,000	<b>8,000</b>	0	0.0%
Lease	121,742	189,400	<b>196,000</b>	6,600	3.5%
Training	2,288	7,000	<b>7,000</b>	0	0.0%
Travel and Conferences	0	6,000	<b>6,000</b>	0	0.0%
Audit and Actuary Services	52,680	71,100	<b>60,000</b>	-11,100	-15.6%
Legal Services	28,970	40,000	<b>42,000</b>	2,000	5.0%
Professional and Human Resources	60,961	80,000	<b>80,000</b>	0	0.0%
<b>Subtotal</b>	<b>\$1,402,286</b>	<b>\$1,902,800</b>	<b>\$1,947,700</b>		
<b>Adjusted Overhead Rate</b>	<b>54.88%</b>	<b>59.89%</b>	<b>66.55%</b>		



## BUDGET SUMMARY PROGRAM SECTION

### PROGRAM OVERVIEW

The Fiscal Year 2022/2023 budget is a comprehensive budget. It contains eight funds (the General, LTF, STA, SAFE, SPBL, SGR, VCTC Intercity and Valley Express funds) and is divided into six programs that support VCTC's mission.

Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section and provide information about budget objectives, accomplishments, description, work elements, product, funding, and expenditures that support VCTC's mission. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2022/2023 are \$98,922,511 and include an estimated \$12.7 million for capital and depreciation expenses/expenditures. The significant nonrecurring capital expenditures within this budget are found within the Metrolink task budget of approximately \$10.7 million. The total budget expenditures increased by 13.5% and are briefly explained in the program summaries with details in individual budget tasks.

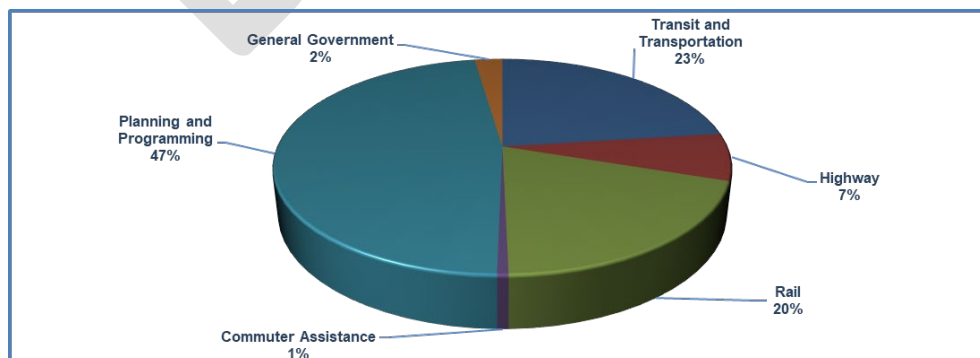
Below is a table and chart, which summarize these six programs: Table 10 - *Budgeted Expenditures Summary by Program*, and Chart 14 - *Budgeted Program Expenditures*.

**Table 10 – Budgeted Expenditures Summary by Program**

Program Budget Categories	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% Of Change
<b>Transit and Transportation</b>	\$22,302,962	\$25,790,570	<b>\$22,779,800</b>	-11.7%
<b>Highway</b>	5,100,373	8,853,623	<b>6,971,600</b>	-21.3%
<b>Rail</b>	5,072,987	16,101,796	<b>19,353,089</b>	20.2%
<b>Commuter Assistance</b>	522,533	692,800	<b>664,700</b>	-4.1%
<b>Planning and Programming</b>	31,740,343	34,332,743	<b>46,838,322</b>	36.4%
<b>General Government</b>	2,421,980	1,347,600	<b>2,315,000</b>	71.8%
<b>Total Program Budget</b>	<b>\$67,161,178</b>	<b>\$87,119,132</b>	<b>\$98,922,511</b>	13.5%

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).

**Chart 14 – Budgeted Program Expenditures**



## TRANSIT AND TRANSPORTATION PROGRAM

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

At \$22,779,800, the Transit and Transportation Program is 23% of the budget. Major changes to the Program budget task include a name change for the Senior and Disabled budget that is now titled Accessible Mobility Services to better reflect the tasks and this budget increased \$55,100 largely for additional consultant costs and some staffing costs. The Regional Transit Technology budget decreased by \$133,000 for lower professional services costs due to the completion of the mobile ticketing projects. The Transit Grant Administration budget decreased approximately \$4.2 million with the completion of local pass-through projects. This task is expected to increase with the final budget when the new pass-through projects to local agencies are added. The Transit Grant pass-through funding contains an estimated carry-over of \$1.2 million in one-time pass-through CARES funding and \$0.5 million in one-time ARP funding. The Valley Express budget increased by \$232,100 largely due to increased contractor costs. The VCTC Intercity budget increased approximately \$1 million due to increased bus contractor and consultant costs. Capital expenditures funded with FTA, LTF, STA and local funds are found within the Regional Transit Tech (\$145,000), Valley Express (\$4,000) and VCTC Intercity (\$1.8 million) tasks. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 11 – Transit and Transportation Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% Of Change
<b>Accessible Mobility Services</b>	66	\$ 337,122	\$ 457,900	<b>\$ 513,000</b>	12.0%
<b>Regional Transit Technology</b>	68	1,443,003	1,041,300	<b>908,300</b>	-12.8%
<b>Transit Grant Administration</b>	70	9,423,526	10,288,780	<b>6,073,400</b>	-41.0%
<b>Valley Express</b>	72	1,511,657	2,062,300	<b>2,294,400</b>	11.3%
<b>VCTC Intercity Services</b>	74	9,587,654	11,940,290	<b>12,990,700</b>	8.8%
<b>Total Transit and Transportation Budget</b>		<u>\$22,302,962</u>	<u>\$25,790,570</u>	<u><b>\$22,779,800</b></u>	-11.7%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 638,435	\$ 779,100	<b>\$ 774,000</b>	
<b>Indirect</b>		350,373	466,500	<b>515,200</b>	
<b>Project</b>		<u>21,314,154</u>	<u>24,544,970</u>	<u><b>21,490,600</b></u>	
<b>Total Transit and Transportation Budget</b>		<u>\$22,302,962</u>	<u>\$25,790,570</u>	<u><b>\$22,779,800</b></u>	
<b>Full-Time Employee Equivalent</b>		4.7	5.6	<b>5.7</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).



## HIGHWAY PROGRAM

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

At \$6,971,600, the Highway Program is 7% of the budget. The Highway Project Management and Monitoring budget decreased \$0.3 million due to the partial completion of the consultant work on the U.S. 101 for preliminary engineering and environmental report documents. The Motorist Aid Services budget was reduced by \$1.5 million largely due to the completion of the second cycle of the Incident Responder Grant and lower consultant services costs. Capital expenditures funded with SAFE funds are found within the Motorist Aid Services task at \$8,000. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 12 – Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% Of Change
<b>Highway Project Management</b>	78	\$4,380,127	\$ 5,432,657	\$5,077,700	-6.5%
<b>Motorist Aid Services</b>	80	<u>720,246</u>	<u>3,420,966</u>	<u>1,893,900</u>	<u>-44.6%</u>
<b>Total Highway Budget</b>		<u>\$5,100,373</u>	<u>\$8,853,623</u>	<u>\$6,971,600</u>	<u>-21.3%</u>
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 94,738	\$ 156,100	<b>\$ 108,400</b>	
<b>Indirect</b>		51,992	93,600	<b>72,000</b>	
<b>Project</b>		<u>4,953,643</u>	<u>8,603,923</u>	<u>6,791,200</u>	
<b>Total Highway Budget</b>		<u>\$5,100,373</u>	<u>\$8,853,623</u>	<u>\$6,971,600</u>	
<b>Full-Time Employee Equivalent</b>		0.5	0.7	<b>0.5</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).



## RAIL PROGRAM

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

At \$19,353,089, the Rail Program is 20% of the budget and includes three project tasks. Major changes to the Program budget tasks include an increase to the Metrolink Commuter Rail budget of approximately \$3.3 million largely due to the increase in operational and capital costs. The Santa Paula Branch Line budget decreased approximately \$0.1 million due to the anticipated lower staff, legal and consultant costs now that the new contractor is in operation. Capital expenditures funded with LTF, STA, SGR, and Proposition 1B funds are found within the Metrolink task at \$10.7 million. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 13 – Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% Of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	84	\$ 37,883	\$ 55,900	<b>\$ 50,800</b>	-9.1%
<b>Metrolink Commuter Rail</b>	86	4,187,162	15,346,496	<b>18,713,989</b>	21.9%
<b>Santa Paula Branch Line</b>	88	847,942	699,400	<b>588,300</b>	-15.9%
<b>Total Rail Budget</b>		<u>\$5,072,987</u>	<u>\$16,101,796</u>	<u><b>\$19,353,089</b></u>	20.2%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 214,938	\$ 221,900	<b>\$ 201,900</b>	
<b>Indirect</b>		117,958	132,900	<b>134,500</b>	
<b>Project</b>		4,740,091	15,746,996	<b>19,016,689</b>	
<b>Total Rail Budget</b>		<u>\$5,072,987</u>	<u>\$16,101,796</u>	<u><b>\$19,353,089</b></u>	
<b>Full-Time Employee Equivalent</b>		1.2	1.1	<b>1.1</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).



## COMMUTER ASSISTANCE PROGRAM

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

At \$664,700, the Commuter Assistance Program is 1% of the budget. The Rideshare budget decreased approximately \$28,300 for lower consultant costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 14 – Commuter Assistance Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% Of Change
Regional Transit Information Center	92	\$255,372	\$301,700	<b>\$301,900</b>	0.1%
Rideshare Programs	94	<u>267,161</u>	<u>391,100</u>	<b><u>362,800</u></b>	-7.2%
<b>Total Commuter Assistance Budget</b>		<b><u>\$522,533</u></b>	<b><u>\$692,800</u></b>	<b><u>\$664,700</u></b>	-4.1%
<b>Program Costs:</b>					
Personnel		\$194,778	\$204,200	<b>\$200,900</b>	
Indirect		106,894	122,300	<b>133,600</b>	
Project		<u>220,861</u>	<u>366,300</u>	<b><u>330,200</u></b>	
<b>Total Commuter Assistance Budget</b>		<b><u>\$522,533</u></b>	<b><u>\$692,800</u></b>	<b><u>\$664,700</u></b>	
<b>Full-Time Employee Equivalent</b>		1.7	1.7	<b>1.5</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).

## PLANNING AND PROGRAMMING PROGRAM

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

At \$46,838,322, the Planning and Programming programs is 47% of the budget. Major changes to the Program budget tasks include the Regional Transit Planning budget decreased approximately \$0.3 million for the completion of the Coordinated Public Transit-Human Services Plan and Transit Integration and Efficiencies Study (TIES) studies and only includes one year of funding for the College Ride program. The Regional Transportation Planning budget increased approximately \$0.1 million for the new analytics software offset by the completion of the Freight study. The Comprehensive Transportation Plan and Congestion Management Plan will continue into Fiscal Year 2022/2023. The Transportation Development Act budget increased approximately \$12.6 million for additional pass-through funding to local agencies. The Transportation Programming and Reporting budget increased \$69,400 for increased staff time. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 15 – Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% of Change
Airport Land Use Commission	98	\$ 5,119	\$ 36,900	\$ 44,900	21.7%
Regional Transit Planning	100	710,092	1,818,600	1,461,900	-19.6%
Regional Transportation Planning	102	788,601	1,354,884	1,505,600	11.1%
TDA Administration	104	29,791,825	30,575,659	43,209,822	41.3%
Transportation Programming & Reporting	106	444,706	546,700	616,100	12.7%
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,740,343</b>	<b>\$34,332,743</b>	<b>\$46,838,322</b>	<b>36.4%</b>
<b>Program Costs:</b>					
Personnel		\$ 1,020,877	\$ 1,205,300	\$ 1,234,800	
Indirect		560,258	722,100	821,700	
Project		30,159,208	32,405,343	44,781,822	
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,740,343</b>	<b>\$34,332,743</b>	<b>\$46,838,322</b>	
<b>Full-Time Employee Equivalent</b>		<b>6.4</b>	<b>6.8</b>	<b>6.8</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).





## GENERAL GOVERNMENT PROGRAM

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

At \$2,315,000, the General Government Program is 2% of the budget. Major changes to the Program budget tasks include an increase of \$38,400 to the Community Outreach budget for consultant and staffing costs. The Management and Administration budget increased approximately \$0.9 million with the one-time pension liability payment to CalPERS to reduce pension liability offset by reduced staffing costs and office relocation costs. The State and Federal Governmental Relations budget decreased \$12,200 for reduced staff costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 16 – General Government Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2020/2021 Actual	Fiscal Year 2021/2022 Budget*	Fiscal Year 2022/2023 Budget	% of Change
Community Outreach	110	\$ 410,471	\$ 449,800	\$ 488,200	8.5%
Management and Administration	112	1,820,963	635,100	1,576,300	148.2%
State and Federal Governmental Relations	114	190,546	262,700	250,500	-4.6%
<b>Total General Government Budget</b>		<b>\$2,421,980</b>	<b>\$1,347,600</b>	<b>\$2,315,000</b>	<b>71.8%</b>
<b>Program Costs:</b>					
Personnel		\$ 430,762	\$ 540,650	\$ 492,900	
Indirect		236,402	323,900	328,200	
Project		1,754,816	483,050	1,493,900	
<b>Total General Government Budget</b>		<b>\$2,421,980</b>	<b>\$1,347,600</b>	<b>\$2,315,000</b>	
<b>Full-Time Employee Equivalent</b>		<b>6.6</b>	<b>7.1</b>	<b>7.4</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2021 (see budget task section for details).





## FUND BUDGETS AND BALANCES SECTION

### FUND BUDGETS

VCTC's budget is comprised of eight funds: a general fund, five special revenue funds and two enterprise funds. The Governmental Funds consist of the general fund and five special revenue funds: Local Transportation Fund (LTF), State Transit Assistance (STA), State of Good Repair (SGR), Service Authority for Freeway Emergencies (SAFE), and Santa Paula Branch Line (SPBL) funds. The two enterprise funds are the VCTC Intercity and Valley Express funds. All VCTC's funds are budgeted and account for many projects within the twenty budget tasks (see Table 17– *Budget Task by Fund Type*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting. All funds are included in both the budget and Annual Comprehensive Financial Report (ACFR). The major funds include the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) fund, Valley Express fund and VCTC Intercity fund. The minor funds include the Service Authority for Freeway Emergencies (SAFE), State of Good Repair (SGR) and the Santa Paula Branch Line (SPBL) funds. VCTC does not have a Debt Service fund as it currently has no debt issuance. VCTC does not have a Capital Projects funds. Capital projects are found within individual budget tasks.

**Table 17 – Budget Tasks by Fund Type**

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

Details of the Fiscal Year 2022/2023 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in Table 18 - *Budget Summary by Fund*.



Table 18 – Budget Summary by Fund

BUDGET SUMMARY BY FUND FISCAL YEAR 2022/2023									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>REVENUES</b>									
Federal Grants	13,774,826	-	-	-	-	-	4,008,689	1,287,500	19,071,015
State Grants	2,071,500	-	-	1,016,900	-	-	-	-	3,088,400
Local Transportation Fund	-	42,300,000	-	-	-	-	-	-	42,300,000
State Transit Assistance	-	-	9,038,926	-	-	-	-	-	9,038,926
State of Good Repair	-	-	-	-	1,488,778	-	-	-	1,488,778
Vehicle Registration Fees	-	-	-	810,000	-	-	-	-	810,000
Local, Investment, and Other Revenues	59,400	30,000	40,000	10,000	10,000	385,000	1,857,517	1,006,900	3,398,817
<b>Total Revenues</b>	<b>15,905,726</b>	<b>42,330,000</b>	<b>9,078,926</b>	<b>1,836,900</b>	<b>1,498,778</b>	<b>385,000</b>	<b>5,866,206</b>	<b>2,294,400</b>	<b>79,195,936</b>
<b>EXPENDITURES</b>									
<b>Transit and Transportation</b>									
Accessible Mobility Services	513,000	-	-	-	-	-	-	-	513,000
Regional Transit Technology	908,300	-	-	-	-	-	-	-	908,300
Transit Grant Administration	6,073,400	-	-	-	-	-	-	-	6,073,400
Valley Express	-	-	-	-	-	-	-	2,294,400	2,294,400
VCTC Intercity Services	-	-	-	-	-	-	12,990,700	-	12,990,700
<b>Total Transit and Transportation Budget</b>	<b>7,494,700</b>	-	-	-	-	-	<b>12,990,700</b>	<b>2,294,400</b>	<b>22,779,800</b>
<b>Highway</b>									
Highway Project Management & Monitoring	5,077,700	-	-	-	-	-	-	-	5,077,700
Motorist Aid Services	53,400	-	-	1,840,500	-	-	-	-	1,893,900
<b>Total Highway Budget</b>	<b>5,131,100</b>	-	-	<b>1,840,500</b>	-	-	-	-	<b>6,971,600</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2022/2023**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>									
LOSSAN - Coast Rail Coordinating Council	50,800	-	-	-	-	-	-	-	50,800
Metrolink Commuter Rail	18,713,989	-	-	-	-	-	-	-	18,713,989
Santa Paula Branch Line	86,800	-	-	-	-	501,500	-	-	588,300
<b>Total Rail Budget</b>	<b>18,851,589</b>	-	-	-	-	<b>501,500</b>	-	-	<b>19,353,089</b>
<b>Commuter Assistance</b>									
Regional Transit Information Center	301,900	-	-	-	-	-	-	-	301,900
Rideshare Programs	362,800	-	-	-	-	-	-	-	362,800
<b>Total Commuter Assistance Budget</b>	<b>664,700</b>	-	-	-	-	-	-	-	<b>664,700</b>
<b>Planning and Programming</b>									
Airport Land Use Commission	44,900	-	-	-	-	-	-	-	44,900
Regional Transit Planning	1,461,900	-	-	-	-	-	-	-	1,461,900
Regional Transportation Planning	1,505,600	-	-	-	-	-	-	-	1,505,600
TDA Administration	164,300	42,526,157	445,919	-	73,446	-	-	-	43,209,822
Transportation Programming and Reporting	616,100	-	-	-	-	-	-	-	616,100
<b>Total Planning and Programming Budget</b>	<b>3,792,800</b>	<b>42,526,157</b>	<b>445,919</b>	-	<b>73,446</b>	-	-	-	<b>46,838,322</b>
<b>General Government</b>									
Community Outreach	488,200	-	-	-	-	-	-	-	488,200
Management and Administration	1,576,300	-	-	-	-	-	-	-	1,576,300
State and Federal Governmental Relations	250,500	-	-	-	-	-	-	-	250,500
<b>Total General Government Budget</b>	<b>2,315,000</b>	-	-	-	-	-	-	-	<b>2,315,000</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2022/2023**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>38,249,889</b>	<b>42,526,157</b>	<b>445,919</b>	<b>1,840,500</b>	<b>73,446</b>	<b>501,500</b>	<b>12,990,700</b>	<b>2,294,400</b>	<b>98,922,511</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(22,344,163)</b>	<b>(196,157)</b>	<b>8,633,007</b>	<b>(3,600)</b>	<b>1,425,332</b>	<b>(116,500)</b>	<b>(7,124,494)</b>	<b>-</b>	<b>(19,726,575)</b>
<b>Other Financing Sources (Uses)</b>									
Transfers In (Out)	20,961,713	(10,760,730)	(7,631,445)	(53,400)	(7,944,132)	116,500	5,311,494	-	-
Fund Balance Beginning of Year	1,530,643	15,047,451	18,334,530	3,887,427	6,782,374	25,367	11,306,521	-	56,914,313
Less Contingency Reserve	(50,000)	(4,040,000)		(1,515,000)	-	-	-	-	(5,605,000)
Less Capital and Accrual Adjustments	-	-	-	-	-	-	(9,332,650)	-	(9,332,650)
<b>Unassigned Fund Balance End of Year</b>	<b>60,893</b>	<b>50,564</b>	<b>19,336,092</b>	<b>2,315,427</b>	<b>263,574</b>	<b>25,367</b>	<b>160,871</b>	<b>-</b>	<b>22,212,788</b>

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

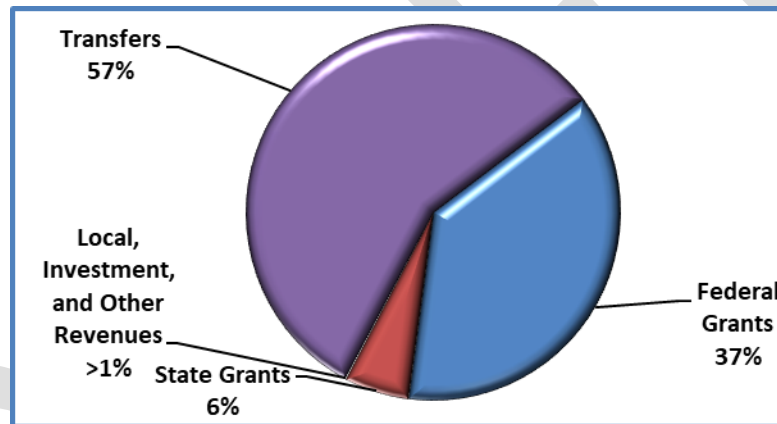


## General Fund

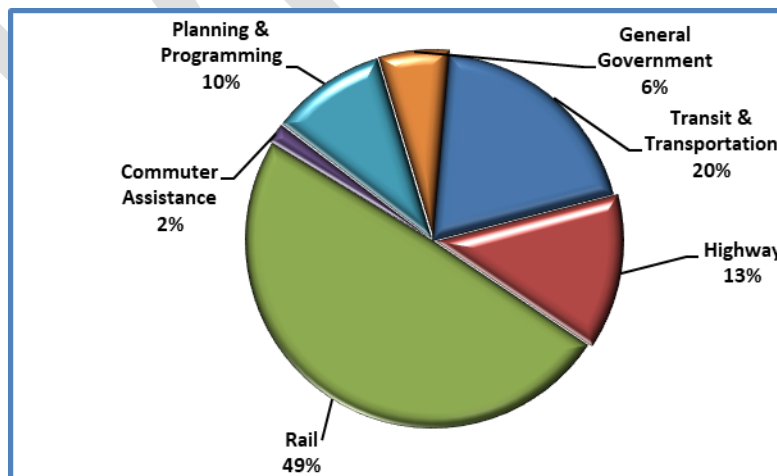
The general fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund,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

The sources for the general fund consist of various federal, state, and local reimbursements, investment income and transfers from LTF, STA, SAFE, SPBL and SGR. These resources are used to support and administer activities within all programs and budgets except for the enterprise funds (VCTC Intercity and Valley Express) that are fully contained within those funds (see Chart 15 - *General Fund Sources* and Chart 16 - *General Fund Uses*).

**Chart 15 – General Fund Sources**



**Chart 16 – General Fund Uses**



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

- The Revenues decreased by 31.2% overall in Fiscal Year 2022/2023 as follows:
  - FTA funds decreased approximately \$6.6 million with the exhaustion of CARES and ARP funding and return to regular FTA funding that usually requires a local match as well as the new pass-through funding to local agencies will not be known until the final budget.
  - Federal funds were further reduced by \$0.3 million with STP funds for the Highway Project Managements project as the project continues toward completion.
  - State grant funding within the general fund decreased by \$0.2 million over multiple grant types (Prop 1B, REAP and STPG) with the completion of capital and demonstration projects as well as consultant studies.
  - Local funds decreased by \$24,000 for normal fluctuation in local funding.
- The Expenditures decreased 1.5% overall in Fiscal Year 2022/2023 as follows:
  - In the Transit and Transportation Program:
    - A \$55,100 increase in the Accessible Mobility Services (formerly Senior and Disabled Transportation Services) budget for increased contract costs.
    - A \$0.1 million decrease in Regional Transit Technology budget for the completion of the new mobility pass program.
    - A \$4.2 million decrease in the Transit Grant Administration budget for federal pass-through sub-recipient projects that will not be added until the final budget.
  - In the Highway Program:
    - A \$0.3 million decrease in the Highway Project Management and Monitoring budget is largely due to the partial completion of the U.S. 101 PAED study.
  - In the Rail Program:
    - A \$3.3 million increase in the Metrolink budget for additional operational and capital costs.
  - In the Planning and Programming Program:
    - A \$0.3 million decrease in Regional Transit Planning for the completion of the Coordinated Plan and TIES studies.
    - A \$0.1 million increase in Regional Transportation Planning for the completion of the Freight study offset by new data analytics software.
    - A \$69,400 increase for additional staff time on Transportation Programming and Reporting projects.
  - In the General Government Program:
    - A \$38,400 increase in Community Outreach for consultant and staffing costs.
    - A \$0.9 million increase in Management and Administration for a one-time pension liability payment offset by lower staffing and relocation costs.
- Transfers in/out increased by 28.1% or \$4.6 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.
- The fund balance is expected to decrease to \$60,893 after the beginning fund balance was adjusted for anticipated changes and carry-over funding expended. This is a reduction of carry-over funding that is expected to be used in the current fiscal year.



The Fiscal Year 2022/2023 budget for the general fund is presented in Table 19 - *General Fund Fiscal Years 2020/2021 to 2022/2023*. The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Year 2022/2023 are also included.

**Table 19 – General Fund Fiscal Years 2020/2021 to 2022/2023**

	FY 2020/2021 Actual	FY 2021/2022 Projected Budget	General Fund FY 2022/2023 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	16,845,833	20,734,864	13,774,826	(6,960,038)	-33.6%
State Grants	1,246,436	2,299,487	2,071,500	(227,987)	-9.9%
Local, Investment, and Other Revenues	229,275	83,420	59,400	(24,020)	-28.8%
<b>Total Revenues</b>	<b>18,321,544</b>	<b>23,117,771</b>	<b>15,905,726</b>	<b>(7,212,045)</b>	<b>-31.2%</b>
<b>EXPENDITURES</b>					
<b>Transit and Transportation</b>					
Accessible Mobility Services	337,122	457,900	513,000	55,100	12.0%
Regional Transit Technology	1,443,003	1,041,300	908,300	(133,000)	-12.8%
Transit Grant Administration	9,423,526	10,288,780	6,073,400	(4,215,380)	-41.0%
<b>Total Transit and Transportation Budget</b>	<b>11,203,651</b>	<b>11,787,980</b>	<b>7,494,700</b>	<b>(4,293,280)</b>	<b>-36.4%</b>
<b>Highway</b>					
Highway Project Management & Monitoring	4,380,127	5,432,657	5,077,700	(354,957)	-6.5%
Motorist Aid Services	68,491	66,600	53,400	(13,200)	-19.8%
<b>Total Highway Budget</b>	<b>4,448,618</b>	<b>5,499,257</b>	<b>5,131,100</b>	<b>(368,157)</b>	<b>-6.7%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	37,883	55,900	50,800	(5,100)	-9.1%
Metrolink Commuter Rail	4,187,162	15,346,496	18,713,989	3,367,493	21.9%
Santa Paula Branch Line	138,763	167,900	86,800	(81,100)	-48.3%
<b>Total Rail Budget</b>	<b>4,363,808</b>	<b>15,570,296</b>	<b>18,851,589</b>	<b>3,281,293</b>	<b>21.1%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	255,372	301,700	301,900	200	0.1%
Rideshare Programs	267,161	391,100	362,800	(28,300)	-7.2%
<b>Total Commuter Assistance Budget</b>	<b>522,533</b>	<b>692,800</b>	<b>664,700</b>	<b>(28,100)</b>	<b>-4.1%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	5,119	36,900	44,900	8,000	21.7%
Regional Transit Planning	710,092	1,818,600	1,461,900	(356,700)	-19.6%
Regional Transportation Planning	788,601	1,354,884	1,505,600	150,716	11.1%
Transportation Development Act	132,250	195,000	164,300	(30,700)	-15.7%
Transportation Programming and Reporting	444,706	546,700	616,100	69,400	12.7%
<b>Total Planning and Programming Budget</b>	<b>2,080,768</b>	<b>3,952,084</b>	<b>3,792,800</b>	<b>(159,284)</b>	<b>-4.0%</b>
<b>General Government</b>					
Community Outreach	410,471	449,800	488,200	38,400	8.5%
Management and Administration	1,820,963	635,100	1,576,300	941,200	148.2%
State and Federal Governmental Relations	190,546	262,700	250,500	(12,200)	-4.6%
<b>Total General Government Budget</b>	<b>2,421,980</b>	<b>1,347,600</b>	<b>2,315,000</b>	<b>967,400</b>	<b>71.8%</b>
<b>Total Expenditures</b>	<b>25,041,358</b>	<b>38,850,017</b>	<b>38,249,889</b>	<b>(600,128)</b>	<b>-1.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(6,719,814)</b>	<b>(15,732,246)</b>	<b>(22,344,163)</b>	<b>(6,611,917)</b>	<b>42.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	7,734,213	16,359,728	20,961,713	4,601,985	28.1%
Fund Balance Beginning of Year	2,620,336	1,458,695	1,493,343	34,648	2.4%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>3,634,735</b>	<b>2,036,177</b>	<b>60,893</b>	<b>(1,975,284)</b>	<b>-97.0%</b>





## Special Revenue Funds

The Commission's special revenue funds are restricted legally or by Commission action to use for revenues from the Local Transportation Fund, State Transit Assistance, State of Good Repair, Service Authority for Freeway Emergencies, and the Santa Paula Branch Line funds. Individual special revenue fund budgets are presented in Tables 20-24.

### Local Transportation Fund

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

The County Auditor-Controller estimates that there will be an increase of \$7.1 million in sales tax receipts in Fiscal Year 2022/2023. It is estimated interest revenues will decrease by \$30,000. There is a \$13 million increase in pass-through expenditures to local agencies because of increase revenues and carry-in fund balance and a \$3.8 million increase in transfers to the General Fund and the Santa Paula Branch Line Special Revenue Funds for a normal fluctuation of activities. A contingency reserve of approximately 10% of funds passed through to local agencies for Article 4 and 8 activities is set aside to act as a buffer for economic downturns and if revenues received are lower than as budgeted. This allows VCTC to make an adjustment in the following year instead of revising the LTF apportionment in the current year. The fund balance is expected to decrease by \$4.9 million as the fund balance is apportioned to local agencies. The LTF is considered a major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 20 - *Local Transportation Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 20 – Local Transportation Fund Fiscal Years 2020/2021 to 2022/2023**

	Local Transportation Fund				
	FY 2020/2021	FY 2021/2022	FY 2022/2023	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local Transportation Fund	41,042,513	35,200,000	42,300,000	7,100,000	20.2%
Local, Investment, and Other Revenues	31,614	60,000	30,000	(30,000)	-50.0%
<b>Total Revenues</b>	<b>41,074,127</b>	<b>35,260,000</b>	<b>42,330,000</b>	<b>7,070,000</b>	<b>20.1%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	29,202,439	29,478,975	42,526,157	13,047,182	44.3%
<b>Total Planning and Programming Budget</b>	<b>29,202,439</b>	<b>29,478,975</b>	<b>42,526,157</b>	<b>13,047,182</b>	<b>44.3%</b>
<b>Total Expenditures</b>	<b>29,202,439</b>	<b>29,478,975</b>	<b>42,526,157</b>	<b>13,047,182</b>	<b>44.3%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>11,871,688</b>	<b>5,781,025</b>	<b>(196,157)</b>	<b>(5,977,182)</b>	<b>-103.4%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(6,344,003)	(6,921,108)	(10,760,730)	(3,839,622)	55.5%
Fund Balance Beginning of Year	9,649,449	9,002,168	15,047,451	6,045,283	67.2%
Less Contingency Reserve		(2,820,000)	(4,040,000)	(1,220,000)	43.3%
Less Capital and Accrual Adjustments			-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>15,177,134</b>	<b>5,042,085</b>	<b>50,564</b>	<b>(4,991,521)</b>	<b>-99.0%</b>



## State Transit Assistance Fund

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

The STA fund is estimated to increase approximately \$2.2 million in STA revenues as allocated by the State. Interest is estimated to decrease by \$40,000. There is a \$0.3 million decrease in expenditures for pass-through funds as carry-over funding was disbursed in the previous year. A \$1.1 million decrease in transfers to the General Fund, Santa Paula Branch Line Special Revenue Fund and VCTC Intercity Fund for associated activities due to normal fluctuation in needs in Fiscal Year 2022/2023. The fund balance is expected to increase by \$4.6 million since the beginning fund balance was adjusted for anticipated changes. Although not budgeted, these funds could be used (thus lowering the fund balance) for nonrecurring capital costs associated with Metrolink Capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County. The STA fund is considered a major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 21 - *State Transit Assistance Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 21 – State Transit Assistance Fund Fiscal Years 2020/2021 to 2022/2023**

	State Transit Assistance Fund				
	FY 2020/2021	FY 2021/2022	FY 2022/2023	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Transit Assistance	6,708,854	6,764,938	9,038,926	2,273,988	33.6%
Local, Investment, and Other Revenues	1,491	80,000	40,000	(40,000)	-50.0%
<b>Total Revenues</b>	<b>6,710,345</b>	<b>6,844,938</b>	<b>9,078,926</b>	<b>2,233,988</b>	<b>32.6%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	367,240	810,191	445,919	(364,272)	-45.0%
<b>Total Planning and Programming Budget</b>	<b>367,240</b>	<b>810,191</b>	<b>445,919</b>	<b>(364,272)</b>	<b>-45.0%</b>
<b>Total Expenditures</b>	<b>367,240</b>	<b>810,191</b>	<b>445,919</b>	<b>(364,272)</b>	<b>-45.0%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>6,343,105</b>	<b>6,034,747</b>	<b>8,633,007</b>	<b>2,598,260</b>	<b>43.1%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(1,969,008)	(6,552,438)	(7,631,445)	(1,079,007)	16.5%
Fund Balance Beginning of Year	13,224,224	15,215,593	18,334,530	3,118,937	20.5%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>17,598,321</b>	<b>14,697,902</b>	<b>19,336,092</b>	<b>4,638,190</b>	<b>31.6%</b>



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

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

In Fiscal Year 2022/2023, revenues are expected to decrease approximately \$0.2 million overall largely due to lower State grant funding needs. Expenditures are approximately \$1.5 million lower with the second cycle of the incident responder grant completed and adjustments made for lower consultant costs. Transfers out to the general fund cover staff time associated with SAFE funded projects decreased by \$13,200. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance is expected to increase approximately \$0.5 million after the beginning fund balance was adjusted for anticipated changes for increased one-time expenditures. The SAFE fund is considered a non-major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 22 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 22 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2020/2021 to 2022/2023**

	Service Authority for Freeway Emergencies				
	FY 2020/2021	FY 2021/2022	FY 2022/2023	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Vehicle Registration Fees	829,696	810,000	810,000	-	0.0%
State Grants	257,434	1,214,441	1,016,900	(197,541)	-16.3%
Local, Investment, and Other Revenues	2,771	36,000	10,000	(26,000)	-72.2%
<b>Total Revenues</b>	<b>1,089,901</b>	<b>2,060,441</b>	<b>1,836,900</b>	<b>(223,541)</b>	<b>-10.8%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Motorist Aid Services	651,755	3,354,366	1,840,500	(1,513,866)	-45.1%
<b>Total Highway Budget</b>	<b>651,755</b>	<b>3,354,366</b>	<b>1,840,500</b>	<b>(1,513,866)</b>	<b>-45.1%</b>
<b>Total Expenditures</b>	<b>651,755</b>	<b>3,354,366</b>	<b>1,840,500</b>	<b>(1,513,866)</b>	<b>-45.1%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>438,146</b>	<b>(1,293,925)</b>	<b>(3,600)</b>	<b>1,290,325</b>	<b>-99.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(68,491)	(66,600)	(53,400)	13,200	-19.8%
Fund Balance Beginning of Year	4,625,197	4,679,797	3,887,427	(792,370)	-16.9%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>4,994,852</b>	<b>1,804,272</b>	<b>2,315,427</b>	<b>511,155</b>	<b>28.3%</b>

## State of Good Repair Fund

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

The State of Good Repair funds are expected to increase by \$41,900. Interest revenues will decrease by \$20,000 due to lower interest rates. It is expected that approximately \$73,000 will be passed through to local agencies while \$7.9 million will be transferred out to the General Fund for Metrolink activities which includes funding from prior years. The fund balance is expected to increase by approximately \$134,000 for adjustments to prior revenues. The SGR fund is considered a non-major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 23 - *State of Good Repair Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 23 – State of Good Repair Fund Fiscal Years 2020/2021 to 2022/2023**

	State of Good Repair Fund				
	FY 2020/2021 Actual	FY 2021/2022 Projected Budget	FY 2022/2023 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
State of Good Repair	1,404,763	1,446,865	1,488,778	41,913	2.9%
Local, Investment, and Other Revenues	1,660	30,000	10,000	(20,000)	-66.7%
<b>Total Revenues</b>	<b>1,406,423</b>	<b>1,476,865</b>	<b>1,498,778</b>	<b>21,913</b>	<b>1.5%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	89,896	91,493	73,446	(18,047)	-19.7%
<b>Total Planning and Programming Budget</b>	<b>89,896</b>	<b>91,493</b>	<b>73,446</b>	<b>(18,047)</b>	<b>-19.7%</b>
<b>Total Expenditures</b>	<b>89,896</b>	<b>91,493</b>	<b>73,446</b>	<b>(18,047)</b>	<b>-19.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,316,527</b>	<b>1,385,372</b>	<b>1,425,332</b>	<b>39,960</b>	<b>2.9%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(31,149)	(6,285,557)	(7,944,132)	(1,658,575)	26.4%
Fund Balance Beginning of Year	3,898,381	5,029,634	6,782,374	1,752,740	34.8%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>5,183,759</b>	<b>129,449</b>	<b>263,574</b>	<b>134,125</b>	<b>103.6%</b>



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

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

At this time, it is expected that local revenues will increase approximately \$32,700 in Fiscal Year 2022/2023 offset by the removal of State signal money that will now flow directly to the contractor, a reduction of \$20,000. It is expected that expenditures will decrease \$30,000 for lower legal, consultant and staff time. Transfers out to the general fund cover staff time associated with SPBL funded projects. The Transfers in will consist of STA and LTF funds to pay for staff and operations. The net change is a decrease of \$42,700. The fund balance at \$25,367 will be available for future expenditures. The SPBL fund is considered a non-major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 24 - *Santa Paula Branch Line Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 24 – Santa Paula Branch Line Fund Fiscal Years 2020/2021 to 2022/2023**

	Santa Paula Branch Line Fund				
	FY 2020/2021	FY 2021/2022	FY 2022/2023	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Grants	43,750	20,000	-	(20,000)	-100.0%
Local, Investment, and Other Revenues	338,179	352,300	385,000	32,700	9.3%
<b>Total Revenues</b>	<b>381,929</b>	<b>372,300</b>	<b>385,000</b>	<b>12,700</b>	<b>3.4%</b>
<b>EXPENDITURES</b>					
<b>Rail</b>					
Santa Paula Branch Line	709,179	531,500	501,500	(30,000)	-5.6%
<b>Total Rail Budget</b>	<b>709,179</b>	<b>531,500</b>	<b>501,500</b>	<b>(30,000)</b>	<b>-5.6%</b>
<b>Total Expenditures</b>	<b>709,179</b>	<b>531,500</b>	<b>501,500</b>	<b>(30,000)</b>	<b>-5.6%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(327,250)</b>	<b>(159,200)</b>	<b>(116,500)</b>	<b>42,700</b>	<b>-26.8%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	327,247	159,200	116,500	(42,700)	-26.8%
Fund Balance Beginning of Year	25,370	25,370	25,367	(3)	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>25,367</b>	<b>25,370</b>	<b>25,367</b>	<b>(3)</b>	<b>0.0%</b>

## Enterprise Funds

The Commission has two enterprise funds: VCTC Intercity and Valley Express. These funds reflect the business-type operations of two transit systems within the County of Ventura. Individual enterprise fund budgets are presented in Tables 25-26.

### VCTC Intercity Fund

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

Revenues decreased 14.0% largely due to the prior year's use of CARES and ARP federal funds that are no longer available (a \$1.2 million decrease in federal funds) while local funding increased by \$0.3 million. The increase in expenses of \$1 million is largely due to increased contractor and consultant costs. Transfers in from STA increased by \$2.0 million because of lower federal revenue availability. The presented fund balance is \$9.3 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses and \$0.1 million unreserved rebates on fuel taxes. The VCTC Intercity fund is considered a major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 25 - VCTC Intercity Fund Fiscal Years 2020/2021 to 2022/2023.

**Table 25 – VCTC Intercity Fund Fiscal Years 2020/2021 to 2022/2023**

	VCTC Intercity Fund				
	FY 2020/2021	FY 2021/2022	FY 2022/2023	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Federal Grants	6,039,138	5,293,055	4,008,689	(1,284,366)	-24.3%
State Grants	550,351	-	-	-	0.0%
Local, Investment, and Other Revenues	980,231	1,527,860	1,857,517	329,657	21.6%
<b>Total Revenues</b>	<b>7,569,720</b>	<b>6,820,915</b>	<b>5,866,206</b>	<b>(954,709)</b>	<b>-14.0%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
VCTC Intercity	9,587,654	11,940,290	12,990,700	1,050,410	8.8%
<b>Total Transit and Transportation Budget</b>	<b>9,587,654</b>	<b>11,940,290</b>	<b>12,990,700</b>	<b>1,050,410</b>	<b>8.8%</b>
<b>Total Expenditures</b>	<b>9,587,654</b>	<b>11,940,290</b>	<b>12,990,700</b>	<b>1,050,410</b>	<b>8.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(2,017,934)</b>	<b>(5,119,375)</b>	<b>(7,124,494)</b>	<b>(2,005,119)</b>	<b>39.2%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	351,191	3,306,775	5,311,494	2,004,719	60.6%
Fund Balance Beginning of Year	12,973,264	11,027,536	11,306,521	278,985	2.5%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	(9,214,936)	(9,332,650)	(117,714)	1.3%
<b>Unassigned Fund Balance End of Year</b>	<b>11,306,521</b>	<b>-</b>	<b>160,871</b>	<b>160,871</b>	<b>0.0%</b>



## Valley Express Fund

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

Revenues increased by 11.3% overall, or \$232,100 as increased federal funds were offset by decreased local funding. The expenditures increased by \$232,100 for additional contract services in the upcoming fiscal year. This fund is designed to have a zero-fund balance. The Valley Express fund is considered a major fund.

The actual information for Fiscal Year 2020/2021 and the budgeted information for Fiscal Years 2021/2022 and 2022/2023 are included in Table 26 - *Valley Express Fund Fiscal Years 2020/2021 to 2022/2023*.

**Table 26 – Valley Express Fund Fiscal Years 2020/2021 to 2022/2023**

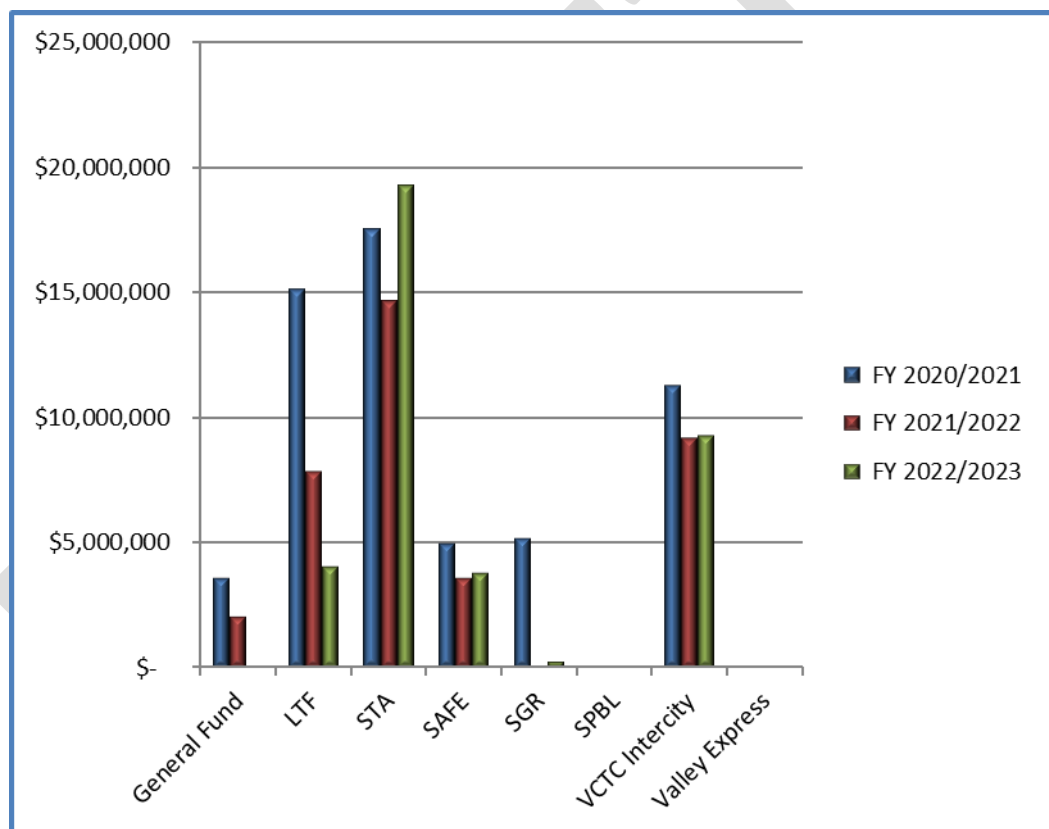
	Valley Express Fund				
	FY 2020/2021 Actual	FY 2021/2022 Projected Budget	FY 2022/2023 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	1,510,365	982,100	1,287,500	305,400	31.1%
Local, Investment, and Other Revenues	1,292	1,080,200	1,006,900	(73,300)	-6.8%
<b>Total Revenues</b>	<b>1,511,657</b>	<b>2,062,300</b>	<b>2,294,400</b>	<b>232,100</b>	<b>11.3%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
Valley Express	1,511,657	2,062,300	2,294,400	232,100	11.3%
<b>Total Transit and Transportation Budget</b>	<b>1,511,657</b>	<b>2,062,300</b>	<b>2,294,400</b>	<b>232,100</b>	<b>11.3%</b>
<b>Total Expenditures</b>	<b>1,511,657</b>	<b>2,062,300</b>	<b>2,294,400</b>	<b>232,100</b>	<b>11.3%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	-	-	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



## FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2022/2023 are expected to be \$79.2 million with expected expenditures to be \$98.9 million. These activities will result in an anticipated net decrease of \$19.7 million. The beginning fund balance of \$56.9 million is reduced for a reserve of approximately \$5.6 million and a fund balance adjustment for capital and accruals of \$9.3 million with the available total fund balance at June 30, 2023 anticipated to be \$22.2 million. Fund Balance changes from the prior year to the current year are discussed above. Below in Chart 17 - *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2020/2021) and projected (Fiscal Years 2021/2022 and 2022/2023) fund balances for all VCTC's funds for a three-year period. Details of the projected Fiscal Year 2022/2023 fund balances are reflected in Table 18 - *Budget Summary by Fund*.

**Chart 17 – Comparison of Fund Balances by Fund**





# VENTURA COUNTY TRANSPORTATION COMMISSION

## PROGRAM TASK BUDGETS



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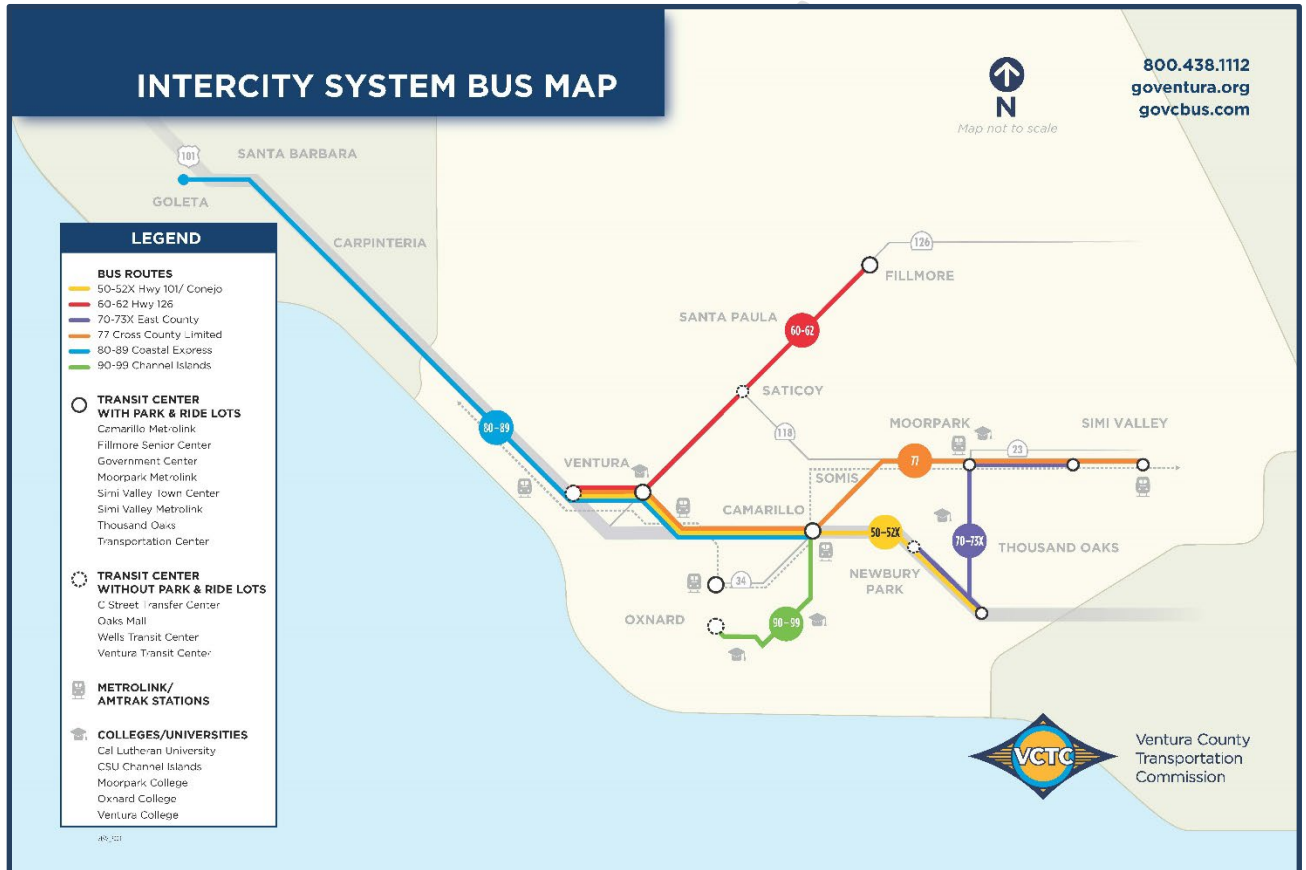
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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS





## **BUDGET TASK: ACCESSIBLE MOBILITY SERVICES**

**DIRECTOR:** Vacant

**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Historically this Budget Task, previously named Senior and Disabled Transportation, had the primary objective to provide Americans with Disabilities Act (ADA) Paratransit certification services to residents of Ventura County who are unable to use a fixed route bus due to disability. This is done on a countywide basis to ensure standardized certification policies and economy of scale. Over time and in combination with recent planning efforts, the renamed Accessible Mobility Services Budget Tasks objectives are expanded to include coordination and implementation of countywide public transportation programs for seniors and people with disabilities.

**ACCOMPLISHMENTS:** Provided oversight to the contractor-based Americans with Disabilities Act (ADA) certification program. Adjusted administration of interviews and evaluations considering social distancing and other COVID-related response procedures and ensured compliance with Transit Operators' ADA certification obligations. Aided VCTC Regional Transit Planning staff with the Coordinated Public Transit Human Services Transportation Plan update. Participated in ex-officio role with the East County Transit Alliance (ECTA) Management and Operations Committees. Participated in the development of the Transit Integration and Efficiency Study (TIES) as it relates to review of programs and potential strategies to address service needs for seniors and people with disabilities.

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

In addition to countywide ADA certification services, the Accessible Mobility Services Budget Task now provides countywide coordination of transportation services for people with disabilities and seniors. This includes both participation with planning efforts and serving on advisory committees, as well as representing VCTC with peer agencies, such as Area Agency on Aging. But also, this Budget Task will serve as the mechanism by which VCTC provides program oversight and implementation duties of those countywide initiatives, where necessary and feasible. Historically this has been reflected in VCTC's central role with the ADA certification program, for example. However, VCTC anticipates taking on similar coordinating or management roles, such as, the reinstatement of a countywide Mileage Reimbursement Program, and the pursuit of additional funding, like the California Public Utilities Commission (CPUC) Transportation Network Company (TNC) Access for All wheelchair accessibility program, which is funded by a \$.10 per trip fee on TNC operators such as Uber and Lyft. The newly renamed Accessible Mobility Services budget task, leverages VCTC's central position and regional focus to provide impactful and accessible transportation services for seniors and people with disabilities.



**BUDGET TASK: ACCESSIBLE MOBILITY SERVICES (continued)****DIRECTOR:** Vacant**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

1. Manage contract to certify ADA applicants and oversee contractor performance.
2. Manage appeal process for ADA certifications.
3. Ensure compliance with Federal Transit Administration ADA eligibility services regulations.
4. Provide program data for planning purposes including update of the Coordinated Public Transit Human Services Transportation Plan.
5. Provide information and assistance to inquiries regarding the ADA certification program.
6. Coordinate implementation of countywide transportation initiatives for target rider groups, including seniors and people with disabilities.
7. Develop and provide contract management for countywide Mileage Reimbursement Program.
8. Develop and manage updates to the countywide Access Mobility Guide for social service agencies and community-based organizations.

**PRODUCT:** Coordination and management of countywide transportation programs for seniors and people with disabilities.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$513,000
<b>Total Funding</b>	<b>\$513,000</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 15,915	\$ 23,500	<b>\$ 27,800</b>
Fringe and Tax	7,838	11,800	<b>12,100</b>
Indirect Cost Allocation	13,036	21,100	<b>26,500</b>
Business Meals	0	100	<b>100</b>
Mileage	0	500	<b>500</b>
Office Support	349	200	<b>200</b>
Printing	0	4,000	<b>4,200</b>
Travel and Conferences	0	1,500	<b>1,600</b>
Consultant Services	299,984	385,200	<b>\$430,000</b>
Legal Services	0	10,000	<b>10,000</b>
<b>Total Expenditures</b>	<b>\$337,122</b>	<b>\$457,900</b>	<b>\$513,000</b>



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY****DIRECTOR:** Vacant**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Planning and management of the VCTC regional transit technology program, which includes the countywide intelligent transportation systems (ITS), such as contactless fare collection, automatic passenger counters, computer automated dispatch/automatic vehicle location services, next-stop voice annunciators, and real-time passenger information (RTPI) systems.

**ACCOMPLISHMENTS:** On July 1, 2021, VCTC launched the countywide VCbuspass system—a contactless fare collection system that offers both reloadable smartcards and mobile tickets for any fixed route and general public dial-a-ride (on-demand) bus. Procured and developed over the prior Fiscal Year, the new fare collection system program is integrated with and leverages VCTC's other countywide technology program, GoVCBus. Combined, these two programs provide passengers ticketing, real-time schedule information, rider alerts, push notifications, onboard audio announcements, trip planning and options for “unbanked and underbanked” individuals access to discounted fare products. In addition, staff is working on methods to engage colleges, social service agencies and specialized transportation providers to participate in the VCbuspass program. Additional options for the program include expansion to fleets such as paratransit services which would further unify fare technology across the County, improving access to persons with disabilities unable to use fixed route buses. The VCbuspass program has an upgrade path to accept Credit Cards and Debit Cards, in addition to specific passes. In preparation, program staff participated in the California Integrated Travel Plan (Cal-ITP) working group. The Cal-ITP working group provided guidance to the State regarding its development of statewide services and technology contracts for California's transit agencies. This includes such technology as utilizing debit cards and credit cards as fare media, and scalable computer-automated dispatching and real-time arrival information services for small agencies.

In combination with the real-time passenger information (RTPI) system, these technologies can create a more seamless and integrated transit network for the region's travelers, that reduces touchpoints onboard the bus, speeds up operations, and breaks down the complexity and challenges with navigating the network of Ventura County transit operators. To further this end, VCbuspass staff have convened a working group amongst County transit providers, in order to address the need for standardized fare policies and procedures, with a goal for uniform public-facing information related to paying fares and trip planning.

**DESCRIPTION:** This program assists the general public, transit riders, and operators through the provision of technologies that improve coordination and ease of use for passengers navigating between and boarding the various transit operators in Ventura County. This is facilitated with real-time information, improved accessibility features, efficiencies with operations and regionally accepted contactless fare media. Expenditures for Fiscal Year 2022/2023 transitioned from the implementation and deployment activities to the warranty/maintenance period for the VCbuspass and contactless fare media systems. Recurring duties include management of fare media, installation, maintenance and oversight of the real-time bus stop arrival signs, back-end system and onboard fleet equipment, and associated software packages. In addition, program staff administers training of transit operator staff as well as the coordination and maintenance of a countywide general transit feed syntax (GTFS aka “Google transit”) database.



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

1. Coordinate system installation, training and maintenance activities with transit operators and vendors for countywide ITS technologies, equipment, and services.
2. Perform daily system health checks and oversee generation of statistical reporting for proper accounting and planning.
3. Provide account management duties at VCTC's central point-of-sale office and conduct reconciliation of revenues for point-of-sales network, and reimbursement to the operators.
4. Plan, coordinate and deploy policy initiatives for a seamless and intuitive countywide fare structure and oversee compliance with Title VI fare equity activities.
5. Oversee management and updates to RTP1 and GTFS database.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$634,000
LTF Fund Transfer	274,300
<b>Total Funding</b>	<b>\$908,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 121,177	\$ 115,300	<b>\$119,900</b>
Fringe and Tax	91,415	84,900	<b>76,700</b>
Indirect Cost Allocation	116,670	119,900	<b>130,900</b>
Business Meals	39	100	<b>100</b>
Communications	170	1,000	<b>6,000</b>
Mileage	567	2,500	<b>2,500</b>
Notices	115	200	<b>500</b>
Office Support	14	2,000	<b>2,000</b>
Postage	0	1,600	<b>1,800</b>
Printing	0	9,000	<b>9,000</b>
Training	0	1,000	<b>1,300</b>
Travel and Conferences	390	2,800	<b>2,800</b>
Bank Credit Card Processing Fees	1,304	60,000	<b>30,000</b>
Consultant Services	0	10,000	<b>60,000</b>
Legal Services	10,408	11,000	<b>14,000</b>
Professional Services	1,094,230	500,000	<b>305,800</b>
Equipment / Equipment Maintenance	6,504	120,000	<b>145,000</b>
<b>Total Expenditures</b>	<b>\$1,443,003</b>	<b>\$1,041,300</b>	<b>\$908,300</b>

\* This budget task was amended after the Commission approved the budget in June 2021.



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

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

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

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

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. Over the past two years, the Pass-Through budget was increased significantly due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Recovery Plan (ARP) Act which provided funds to mitigate the impacts of COVID-19, including the loss of local revenues. Most but not all of these funds will have been expended, significantly reducing the budget for this item in Fiscal Year 2022/2023. The funds are also reduced due to completion of other subrecipient projects. The final version of the budget will be increased to incorporate funds from the Fiscal Year 2022/2023 Program of Projects, which has not yet been developed.

This task makes no change to the Fiscal Year 2021/2022 approved staffing level, although it should be recognized that the budget includes a portion of the Analyst position that was first added with the prior budget, to ensure adequate monitoring of FTA compliance of VCTC and subrecipients. To date VCTC has been unable to fill this position but recruitment efforts are ongoing.

**WORK ELEMENTS:**

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.



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

2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports. Ensure compliance with all FTA requirements including civil rights, drug and alcohol testing, auditing and record-keeping, competitive contracting, Buy America, Disadvantaged Business Enterprise (DBE), lobbying, capital maintenance, useful life and disposal, public comment, fare discount for seniors and persons with disabilities, and Americans with Disabilities Act (ADA).
3. Review subrecipient invoices for FTA funds and submit to the FTA for reimbursement.
4. Provide required periodic grant project status reports to the FTA and state funding entities.
5. Prepare for and participate in FTA Fiscal Year 2022/2023 Triennial Review.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310, CMAQ	\$ 258,406
FTA 5307, 5310, CMAQ Transfers, Carry-over	3,964,006
FTA CARES	1,239,141
FTA ARP	517,253
LTF Fund Transfer	94,594
<b>Total Funding</b>	<b>\$6,073,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 65,099	\$ 121,300	<b>\$ 128,700</b>
Fringe and Tax	38,233	79,200	<b>74,100</b>
Indirect Cost Allocation	56,708	120,100	<b>135,000</b>
Business Meals	0	100	<b>100</b>
Mileage	0	600	<b>700</b>
Notices	392	1,600	<b>700</b>
Training	150	0	<b>0</b>
Travel and Conferences	0	700	<b>700</b>
Consultant Services	19,320	10,880	<b>10,000</b>
Legal Services	1,274	3,200	<b>3,000</b>
Equipment	0	120,100	<b>0</b>
Pass-Through Grants	9,242,350	9,831,000	<b>5,720,400</b>
<b>Total Expenditures</b>	<b>\$9,423,526</b>	<b>\$10,288,780</b>	<b>\$6,073,400</b>

\* This budget task was amended after the Commission approved the budget in June 2021.





**BUDGET TASK: VALLEY EXPRESS****DIRECTOR:** Vacant**BUDGET MANAGER:** Aaron Bonfilio

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

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

Over the past two years the Valley Express service, like all transit systems, saw its ridership decline and adjusted its operations in response to COVID-19. Valley Express ridership declined by approximately 48%. Certain routes were suspended as schools went “virtual”. New services/promotions were offered such as free door-to-door service to vaccine appointments. As a precautionary measure, fare collection was suspended until July 1, 2021. This past year to-date, ridership has rebounded by approximately 47%. With the launch of the contactless fare collection system, the Valley Express joined VCTC and participated in a “half fare” promotion, to incentivize and ease a return of daily riders. With the return to in-person schooling this past Fall, Valley Express resumed its popular “tripper routes”.

Since its inception, VCTC staff have provided administration of the Policy Committee, contractor oversight, marketing program development, ridership analysis, service quality monitoring and general outreach activities to promote transit usage. Recent staff administrative duties have also included the development of a Request for Proposals for a short-term services contract as well as updating the accompanying Cooperative Agreement between the Cities, County and VCTC. These efforts are designed in coordination with the ongoing discussion and study related to further transit service integration and consolidation.

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





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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	1,288,926
Local Contribution – Bus Operations*	676,034
Local Contribution – Route Guarantee*	190,740
Local Fee – Contract Administration*	100,000
Local Fee – Farebox	38,700
<b>Total Funding</b>	<b>\$2,294,400</b>

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

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 36,728	\$ 41,800	\$ 40,100
Fringe and Tax	19,776	20,800	19,900
Indirect Cost Allocation	31,009	37,400	40,000
Mileage	117	1,700	1,700
Office Support	0	500	500
Postage	12	200	200
Printing	0	26,000	10,000
Bank Fees	16	800	1,000
Legal Services	283	12,000	12,000
Professional Services	41,285	68,000	75,000
Bus Purchase/ Farebox Capital Equipment	1,759	4,000	4,000
Communications Wi-Fi	7,426	9,000	9,000
Contract Services	1,318,335	1,765,100	2,006,000
Outreach	54,911	75,000	75,000
<b>Total Expenditures</b>	<b>\$1,511,657</b>	<b>\$2,062,300</b>	<b>\$2,294,400</b>



**BUDGET TASK: VCTC INTERCITY SERVICES****DIRECTOR:** Vacant**BUDGET MANAGER:** Aaron Bonfilio

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

**ACCOMPLISHMENTS:** The immediate after-effects of the pandemic were devastating to public transit nationwide. For the Intercity service this meant a decrease of about 57% of VCTC's daily riders. As a response, in Fiscal Year 2020/2021, services were scaled back to contain costs, adjust for demand, and manage driver availability. This past year, VCTC reinstituted 90% of its service and saw ridership grow by 35% system-wide, fiscal year to-date. On July 1, 2021, VCTC Intercity resumed collecting fare revenues. This coincided with VCTC's launch of the countywide *VCbuspass* system. To encourage transit usage, VCTC launched a "half-off" fare promotion for Intercity riders. VCTC continued its pandemic response activities related to deep cleaning, improved air quality and passenger safety policies. Of special note, ridership on the California State University Channel Islands (CSUCI) line has increased 544%.

In addition to response and rebuilding efforts, this past year marked the Coastal Express line's 20-year anniversary. The successful commuter bus line between Ventura County and Santa Barbara County is jointly funded by VCTC and the Santa Barbara County Associations of Governments (SBCAG) sales tax Measure A. VCTC and SBCAG staff have been working together in preparation for the deployment of zero-emission, battery-electric motor coaches, funded by a State grant for additional peak-hour service. With respect to the entire VCTC-owned fleet, VCTC is in the process of developing its zero-emission bus rollout plan.

With reopening of the economy and incremental progress of emergency public health orders, VCTC looks forward to another year of continued, albeit gradual growth.

**DESCRIPTION:** VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus transit, with service extending to Santa Barbara County. The system provides vital regional service for all citizens, including for those with and without access to a vehicle. The fleet is equipped with complimentary Wi-Fi, reclining seats, and made up of commuter-style coaches. In addition to Santa Barbara County, VCTC plans to reintroduce service to Los Angeles County, pending demand and funding availability.

Over the past three years, Federal stimulus funds from the CARES and ARP acts were applied to reduce use of local and State revenues, as well as offset losses in fare revenues. Fiscal Year 2022/2023 service is funded with recurring State Transit Assistance (STA), Federal Transit Administration (FTA) formula revenues, including those staggered revenues received as part of VCTC's programming of ARP, and passenger revenues. Fare revenues are estimated to increase accordingly following the end of the "half-fare" promotion. In addition, dedicated revenues, called "Route Guarantees", are provided by VCTC's regional partners, Santa Barbara County Association of Governments, and CSU Channel Islands.

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



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

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 4,008,689
STA Fund Transfer	5,311,494
Local Contribution – Route Guarantee*	1,427,517
Local Contribution – CSUCI Administration	35,000
Local Fee – Farebox	395,000
VCTC Intercity Fund Balance	1,813,000
<b>Total Funding</b>	<b>\$12,990,700</b>

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

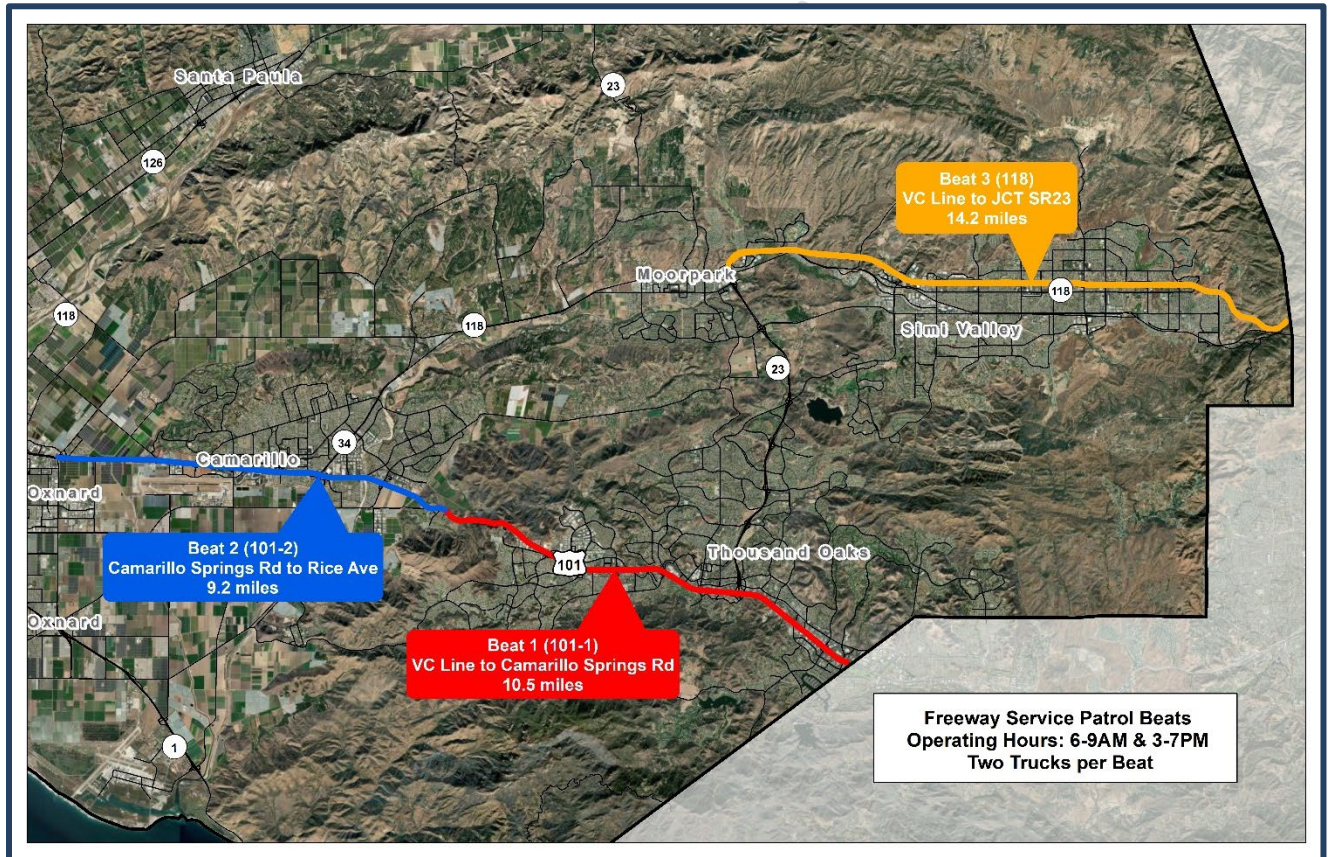
**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 150,197	\$ 175,700	\$ 171,800
Fringe and Tax	92,057	104,800	102,900
Indirect Cost Allocation	132,949	168,000	182,800
Business Meals	0	100	200
Mileage	0	2,000	2,000
Office Support	0	1,500	1,500
Printing	0	25,000	30,000
Training	163	2,000	2,000
Travel and Conferences	0	6,000	6,300
Bank Fees	16	4,300	4,400
Consultant Services	0	50,000	330,000
Legal Services	1,274	35,000	37,000
Bus and Equipment	56,060	53,790	50,000
Communications Wi-Fi	16,420	26,000	28,000
Contract Services	7,131,735	9,308,500	10,118,800
Outreach	116,266	115,000	110,000
Software	24,780	50,000	0
Depreciation	1,865,737	1,812,600	1,813,000
<b>Total Expenditures</b>	<b>\$9,587,654</b>	<b>\$11,940,290</b>	<b>\$12,990,700</b>

\* This budget task was amended after the Commission approved the budget in June 2021.







## HIGHWAY PROGRAM TASK BUDGETS





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

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Peter De Haan

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

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

The PAED work for the Route 101 project is underway with the Project Development Team (PDT), comprised of staff from the 101 corridor jurisdictions, Caltrans, VCTC and the consultants, meeting monthly. Foundational work was completed in early 2019 and included data collection, surveying/mapping, and utility locations in the 27-mile corridor. The scoping meetings were held in the summer of 2019. The consultant has continued to work on the preliminary engineering of alternatives and technical studies. The draft environmental document is currently anticipated for a Fall 2022 release to the public.

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

**DESCRIPTION:** In Fiscal Year 2022/2023 staff will be working with Caltrans and the project consultant to continue the work on the PAED phase for Route 101, and the Right-of-Way acquisition for the Rice Avenue Grade Separation.

The work on the US 101 has taken longer than planned due to unanticipated Caltrans review requirements. As a result, a significant amount of funding has been carried over to Fiscal Year 2022/2023. However, the consultant has largely completed a significant portion of the project costs, including conceptual engineering, and technical environmental reports. Once the PAED phase is completed, the project will be ready to move to final engineering. The phasing of the engineering and eventual project delivery will be determined during the PAED process.



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

**DESCRIPTION (continued):** Caltrans has the lead for the Rice Avenue Grade Separation right-of-way acquisition. The offers are being made, and the project should move to construction sometime in late 2023 or early 2024, depending on whether any condemnation will be required. The SB 1 funds for the project are provided directly to Oxnard and therefore do not appear in the VCTC budget.

**WORK ELEMENTS:**

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STP	\$1,389,500
STP Carry-over	3,672,000
PPM Carry-over	16,200
<b>Total Funding</b>	<b>\$5,077,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 32,330	\$ 72,500	\$ 50,200
Fringe and Tax	18,186	42,000	26,100
Indirect Cost Allocation	27,723	68,600	50,700
Mileage	0	700	700
Office Support	0	500	500
Travel and Conferences	0	1,000	1,000
Consultant Services	4,301,640	5,240,857	4,942,000
Legal Services	248	6,500	6,500
<b>Total Expenditures</b>	<b>\$4,380,127</b>	<b>\$5,432,657</b>	<b>\$5,077,700</b>

\* This budget task was amended after the Commission approved the budget in June 2021.





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

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

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

As personal cellular phones proliferated, callbox volumes decreased over time, yet continue to average approximately 100 calls per month. In Calendar Year 2021, the call boxes were used 1,179 times to call for aid. In Fiscal Year 2020/2021, VCTC engaged new three-year contracts for management and maintenance of the 429 callboxes. In Fiscal Year 2021/2022, the callboxes were upgraded to 4G/LTE technology in advance of the February 2022 sunset of 3G service.

In Fiscal Year 2019/2020, with changes to SAFE legislation and a growing fund balance, the SAFE Board approved two additions to the Ventura County SAFE: (1) Freeway Service Patrol (FSP), and (2) Incident Responder Grant Program (IRGP). In Fiscal Year 2020/2021, VCTC solicited proposals and awarded contracts for three FSP segments, with service initiated in March 2021. During Fiscal Year 2021/2022, VCTC awarded six (6) Round 2 Incident Responder Grants for a total of \$1,000,000.

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

**DESCRIPTION:** Maintain the callbox network on County highways. Maintain positive working relationships with program partners Caltrans and California Highway Patrol (CHP). Manage contractor roles in program implementation. Interact with adjacent county callbox and FSP programs and other SAFEs throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. Monitor expenditures from Rounds 1 and 2 IRGP awards. Implement and monitor FSP program operations and effectiveness.

For Fiscal Year 2022/2023, the Motorist Aid Services budget is \$1,237,966 less than the previous fiscal year. No funds are included for the Incident Responder Grant Program, given completion of Round 2 awards within the preceding Fiscal Year. A fourth FSP beat is proposed for U.S. 101 from Rice Avenue to State Route 33, with estimated initiation in January 2023, and the budget includes funding for six (6) months of service.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$ 877,000
FSP - State Highway Account (SHA)	441,400
FSP - Senate Bill 1 (SB 1)	575,500
<b>Total Funding</b>	<b>\$1,893,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 30,513	\$ 28,800	\$ 23,500
Fringe and Tax	13,709	12,800	8,600
Indirect Cost Allocation	24,268	25,000	21,300
Mileage	30	500	500
Office Support	52	500	500
Training	0	500	500
Travel and Conferences	0	1,500	1,500
Consultant Services	371,180	765,400	450,000
Legal Services	1,558	5,000	5,000
CHP	0	45,000	45,000
Communications Callbox	41,364	55,100	60,000
DMV Processing Fees	3,847	4,200	4,500
FSP Contract Services	222,740	1,466,666	1,260,000
FSP Equipment and Software	7,192	8,000	8,000
FSP Printing	4,545	2,000	5,000
Incident Responder Grant Program	-752	1,000,000	0
<b>Total Expenditures</b>	<b>\$720,246</b>	<b>\$3,420,966</b>	<b>\$1,893,900</b>

\* This budget task was amended after the Commission approved the budget in June 2021.



## Santa Paula Branch Line – 32 Miles





## RAIL PROGRAM TASK BUDGETS



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

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

**ACCOMPLISHMENTS:** While service was reduced in response to the COVID-19 pandemic, LOSSAN was able to increase service along the corridor, including adding a fourth-round trip between Los Angeles and Goleta, benefitting passengers in Ventura County. The Corridor Optimization Study, which looks at improving service along the LOSSAN corridor and identifies the necessary infrastructure improvements, was completed. Similarly, the Santa Barbara County Association of Governments' (SBCAG) Network Integration Plan that examines service improvements between Moorpark and San Luis Obispo was also completed.

Design on the pedestrian underpass planned for the Camarillo station is underway. Additionally, an ADA station survey was conducted for the station and the upcoming year will include a plan for required future improvements. This past year also included significant grant efforts in conjunction with LOSSAN to apply for funding for double tracking between the Oxnard and Camarillo stations.

The Coast Rail Coordinating Council (CRCC) member agencies [San Luis Obispo Council of Governments (SLOCOG), SBCAG, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, and VCTC] have continued to work to increase advocacy and raise awareness of the importance of the rail corridor between Los Angeles and the San Francisco Bay Area. The Coast Rail Corridor Study, led by SLOCOG, that helps to further the goals of CRCC, was completed and approved.

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

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

As VCTC is a member of the Coast Rail Coordinating Council (CRCC), two Commissioners serve as primary member and alternate on the CRCC Policy Committee, which meets on a



**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)****DIRECTOR:** Vacant**BUDGET MANAGER:** Claire Grasty

**DESCRIPTION (Continued):** quarterly basis. VCTC staff attends the Working Group meetings, which meets the months that Policy Committees are not held.

**WORK ELEMENTS:**

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$50,800
<b>Total Funding</b>	<b>\$50,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$15,084	\$18,400	<b>\$16,300</b>
Fringe and Tax	7,099	9,200	<b>8,900</b>
Indirect Cost Allocation	12,174	16,500	<b>16,800</b>
Business Meals	0	200	<b>200</b>
Membership and Dues	2,500	2,500	<b>2,500</b>
Mileage	0	600	<b>600</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	0	2,000	<b>2,000</b>
Legal Services	71	1,000	<b>1,000</b>
Community Outreach	955	5,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$37,883</b>	<b>\$55,900</b>	<b>\$50,800</b>





**BUDGET TASK: METROLINK COMMUTER RAIL****DIRECTOR:** Vacant**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** VCTC partnered with Metrolink and LA Metro to begin Saturday service along the Ventura County Line for the first time. Progress has been made on the Simi Valley Double Track project, which is part of the Southern California Optimized Rail Expansion (SCORE) program and includes the Simi Valley Double Track project.

Service	Fiscal Year 2019/2020	Fiscal Year 2020/2021
Avg. Weekday Boardings (VC Line)	3,484	420
Avg. Weekday Boardings (VC Portion)	572	115

**DESCRIPTION:** VCTC has yet to receive operating or final capital budget numbers from Metrolink for FY 2022/2023. Operating costs are expected to increase as Metrolink plans to restore service initially to two-thirds of full-service level and eventually to full-service level in the coming year. Weekend service on the VC Line will also be increased in April 2023, which is funded by the Low Carbon Transit Operations Program. Additionally, Metrolink has remaining Coronavirus Aid, Relief and Economic Security (CARES) funds from the over \$30 million dollars allocated to them in Fiscal Year 2020/2021 and expects to utilize them again this year.

In Fiscal Year 2022/2023, VCTC will program a total of \$29,900,413 to the Metrolink program, including \$11,186,424 Federal Transit Administration (FTA) funds generated by running Metrolink service through Ventura County for both operations and capital expenses that do directly to SCRRA and are not passed-through the VCTC budget. Through the VCTC budget, \$18,713,989 will be allocated for both operations and capital expenses as well as VCTC expenses and staff costs.

Capital expenditures continue to be a significant cost and VCTC is contributing \$7,005,022 to Metrolink this fiscal year with \$1,415,332 State of Good Repair (SGR) funds through the VCTC budget and \$5,589,690 FTA funds sent directly to Metrolink and not included in the VCTC budget. The VCTC capital rehabilitation line-item totals \$10,013,732 and includes the Fiscal Year 2022/2023 SGR funds as well as \$8,598,400 of prior year capital funds that have yet to be drawn down. Capital funds will support infrastructure improvements to help maintain system performance and avoid impacts to travel times as well as funding for operations. Significant capital repairs are necessary to maintain service levels and safety compliance, including repairing the Arroyo Simi bridge.

**WORK ELEMENTS:**

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





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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 6,813,906
LTF Fund Transfer Carry-over	785,700
STA Fund Transfer	818,751
STA Fund Transfer Carry-over	1,283,900
SGR Fund Transfer	1,415,332
SGR Fund Transfer Carry-over	6,528,800
Proposition 1B Carry-over	708,200
LCTOP Funds	350,000
Local Fees	9,400
<b>Total Funding</b>	<b>\$18,713,989</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 69,118	\$ 59,700	\$ 81,000
Fringe and Tax	34,043	29,600	43,600
Indirect Cost Allocation	56,615	53,500	83,000
Business Meals	0	400	400
Mileage	97	1,000	1,000
Office Support	14	500	500
Travel and Conferences	0	4,000	4,000
Legal Services	8,391	10,000	15,000
Bridges and Culverts	743,329	772,900	708,200
Capital Rehabilitation	158,198	8,585,557	10,013,732
Community Outreach	3,996	5,000	4,000
Right of Way Vegetation Control	39,470	160,000	100,000
SCRRRA Operations/Maintenance-of-Way	3,048,999	5,484,339	7,309,557
Saturday Service	24,892	180,000	350,000
<b>Total Expenditures</b>	<b>\$4,187,162</b>	<b>\$15,346,496</b>	<b>\$18,713,989</b>
<b>Total including funds disbursed directly to SCRRRA</b>	<b>\$11,186,424</b>	<b>\$26,630,680</b>	<b>\$29,900,413</b>

\* This budget task was amended after the Commission approved the budget in June 2021.



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

**ACCOMPLISHMENTS:** The Ventura County Transportation Commission purchased the 32-miles long Santa Paula Branch Line in 1995 with funding from a Federal Transportation Enhancement Activities (TEA) grant and local sources. With the purchase of the Branch Line came leases for cultivation, utilities, crossings, and pipelines, which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a 20-year lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL railroad. With these agreements comes the continual need to actively manage the SPBL.

During Fiscal Year 2021/2022, staff managed the day-to-day business of owning the SPBL, issuing right-of-entry permits, license agreements, weed abatement, trash removal, and interfacing with other jurisdictions on property management issues. Staff also worked to address encroachments into the railroad right-of-way by adjacent property owners and negotiated with landowners to execute new or updated leases and to remove encroachments into the operating right-of-way. With consultant support, VCTC met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan and evaluate load carrying capacity as needed. Staff also provided administrative oversight for private development projects adjacent to the SPBL corridor in Santa Paula and Fillmore, with staff and legal costs fully compensated by the developers.

With the June 30, 2021 expiration of the lease agreement with Fillmore and Western, VCTC issued a Request for Proposals for Rail Operator Service in October 2020. After proposal review and negotiations, VCTC executed a Railroad Lease and Operations Agreement in December 2021 with Sierra Northern Railway (SNR) for a 35-year term. Under the Agreement, Sierra Northern Railway is responsible to operate and maintain the full SPBL right-of-way. For the first five years of the Agreement, Sierra Northern is entitled to reimbursement of up to \$450,000 in expenses related to deferred and regular maintenance of the rail infrastructure and right-of-way.

**DESCRIPTION:** The Fiscal Year 2022/2023 Santa Paula Branch Line Task Budget provides for coordination and oversight of the Railroad Lease and Operations Agreement, which includes railroad and signals operations and maintenance, weed abatement, debris cleanup, trespass removal, and bridge inspections. The budget also includes VCTC staff costs for lease and asset management, such as issuing new and updated leases and licenses. With a long-term operator in place, Staff may also focus on efforts to implement the SPBL Recreational Trail Master Plan and work with City and County partners to complete the trail.

The Fiscal Year 2022/2023 SPBL Budget is \$111,100 below the previous fiscal year, due to reduced VCTC contribution to the operations and maintenance costs for the Branch Line resulting from the executed Railroad Lease and Operations Agreement. The Signals Repair and Replacement and Non-Rail Maintenance expense categories have been absorbed into the Track Maintenance category in accordance with the Agreement.



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

1. Coordination and oversight of the Railroad Lease and Operations Agreement.
2. Continue to facilitate transition to new Railroad Operator.
3. Railroad operations and right-of-way maintenance, including response to neighbor complaints, weed abatement activities, tree, and brush trimming and removal, and annual rail bridge inspections.
4. Ensure compliance with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), Federal Railroad Administration (FRA), and Surface Transportation Board (STB).
5. Prepare and administer leases, licenses, and right-of-entry permits for use of SPBL corridor property. Evaluate leases and establish a new rate schedule where applicable.
6. Implement VCTC Trespass Policy requirements.
7. Coordinate with Railroad Operator to identify and address areas of encroachment onto the railroad right-of-way through noticing and leasing.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 86,800
STA Fund Transfer	116,500
Local Fee – Leases	355,000
Local Fee – Permits, Film and Rail Car Storage	30,000
<b>Total Funding</b>	<b>\$588,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 62,716	\$ 73,300	<b>\$ 38,300</b>
Fringe and Tax	26,878	31,700	<b>13,800</b>
Indirect Cost Allocation	49,169	62,900	<b>34,700</b>
Mileage	217	500	<b>500</b>
Notices	2,026	500	<b>500</b>
Office Support	214	500	<b>500</b>
Consultant Services	84,099	65,000	<b>30,000</b>
Legal Services	68,416	50,000	<b>20,000</b>
Non-Rail Maintenance	104,207	50,000	<b>0</b>
Signal Repair and Replacement	0	40,000	<b>0</b>
Track Maintenance	450,000	325,000	<b>450,000</b>
<b>Total Expenditures</b>	<b>\$847,942</b>	<b>\$699,400</b>	<b>\$588,300</b>

\* This budget task was amended after the Commission approved the budget in June 2021.







COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



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

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

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

As with past years, staff provided customer service and support for the Commission's formal comment process related to ADA, Title VI, unmet needs and transit operations. Additionally, the RTIC acted as liaison to social service agencies, which utilize transit services, such as the County of Ventura Human Services Agency. During a typical year, staff may conduct outreach to agencies or community groups such as senior centers; however onsite outreach has been suspended and will be re-introduced when feasible.

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

This program task is funded by both Federal Transit Administration (FTA) and Local Transportation Funds (LTF) "taken off the top".



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$229,520
LTF Fund Transfer	57,380
LTF Fund Transfer Carry-over	15,000
<b>Total Funding</b>	<b>\$301,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 88,296	\$ 89,000	<b>\$ 91,500</b>
Fringe and Tax	75,216	76,300	<b>67,400</b>
Indirect Cost Allocation	89,736	99,000	<b>105,700</b>
Communications	2,124	2,100	<b>4,200</b>
Mileage	0	400	<b>500</b>
Office Support	0	200	<b>200</b>
Training	0	1,700	<b>2,200</b>
Travel and Conferences	0	1,000	<b>1,200</b>
Temporary/Extra Help	0	12,000	<b>14,000</b>
Software (CRM)	0	20,000	<b>15,000</b>
<b>Total Expenditures</b>	<b>\$255,372</b>	<b>\$301,700</b>	<b>\$301,900</b>





**BUDGET TASK: RIDESHARE PROGRAMS****DIRECTOR:** Vacant**BUDGET MANAGER:** Claire Grasty

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

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

VCTC continues to work with a contractor specializing in managing the rideshare database for the Southern California collective, including to support the Ventura County Air Pollution Control District's Rule 211. Commute patterns changed drastically due to the COVID-19 pandemic. The contractor provided monthly reports to VCTC that detailed commute pattern changes for those using the RideMatch system to help show how trips have changed over the course of the last two years and help staff to understand trends that are expected to continue long-term.

This past year, staff revamped the Guaranteed Ride Home (GRH) program to make it more streamlined and easier to use for participants. The program is now much more in line with the other GRH programs in the region.

The popular Bike to Work and Rideshare Weeks resumed this year after being canceled due to the pandemic but the programs were modified to meet the community's current travel patterns and habits and were quite successful as a result. This included encouraging people to use alternative modes of travel for any type of trip and not just commute trips. Staff has been continuously improving VCTC's telework resources over the last two years and intends to continue to do so in the future.

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

**WORK ELEMENTS:**

1. Contract with Metro, OCTA, RCTC and SBCTA for delivery of rideshare matching database management services.
2. Have RideGuides and RideSmart Tips produced for the purpose of providing commuters rideshare opportunities. Respond to inquiries from Ventura County



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

- commuters generated by phone calls, direct referrals, [www.RideMatch.info](http://www.RideMatch.info), and the 511 online interface.
3. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs as well as working with other County Transportation Commissions on outreach for the [www.RideMatch.info](http://www.RideMatch.info) and 511 websites.
  4. Monitor and support the California Vanpool Authority (CalVans) Vanpool Program by active participation as a member of the CalVans Technical Advisory Committee.
  5. Develop and communicate resources for alternatives to single occupancy vehicles, including biking and teleworking.

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

**FUNDING:**

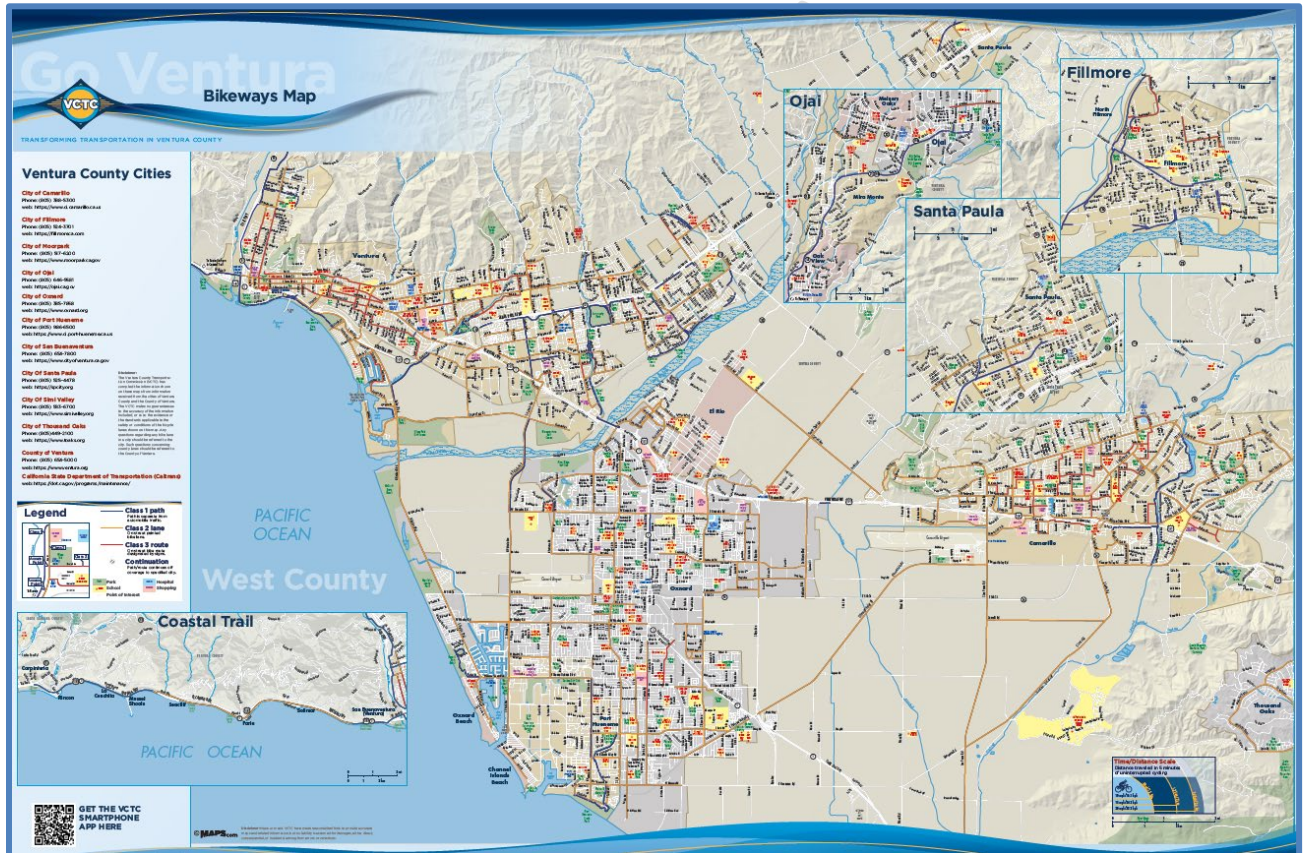
<b>Funding Source</b>	<b>Funding Dollars</b>
CMAQ	\$299,800
CMAQ Carry-over	60,000
LTF Fund Transfer	3,000
<b>Total Funding</b>	<b>\$362,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 21,574	\$ 26,000	<b>\$ 27,000</b>
Fringe and Tax	9,692	12,900	<b>15,000</b>
Indirect Cost Allocation	17,158	23,300	<b>27,900</b>
Membership and Dues	575	600	<b>600</b>
Mileage	0	300	<b>300</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	25	2,000	<b>2,000</b>
Consultant Services	0	166,000	<b>130,000</b>
Database Administration	72,221	0	<b>0</b>
Legal Services	956	1,500	<b>1,500</b>
Guaranteed Rides (Taxi or Rental Car)	0	5,000	<b>5,000</b>
Outreach	144,960	153,000	<b>153,000</b>
<b>Total Expenditures</b>	<b>\$267,161</b>	<b>\$391,100</b>	<b>\$362,800</b>

\* This budget task was amended after the Commission approved the budget in June 2021.







## PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



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

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

**ACCOMPLISHMENTS:** Throughout Fiscal Year 2021/2022, ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on ACLUP policies and development criteria. Staff works in consultation with the Ventura County Department of Airports and local city/County staff to resolve potential airport land use conflicts prior to the permit process, relieving the need for project review by the Commission where appropriate. ALUC staff reviewed and facilitated Commission review of a proposed General Plan Amendment and Zoning Ordinance within the Oxnard airport influence area, conducted staff review and comment on a Draft Environmental Impact Review recirculation a Specific Plan in Oxnard, and coordinated with the Department of Airports regarding a proposed update to the Camarillo Airport Master Plan.

Caltrans Division of Aeronautics recommends comprehensive review and update of an Airport Land Use Compatibility Plan (ALUCP) at least every five years. The current Ventura County ACLUP was completed in 2000 and is due for review and update. Caltrans requires inclusion of the ALUCP update in the County of Ventura Department of Airports Capital Improvement Plan (CIP). The July 2019 CIP includes \$360,000 in State Grant funds and \$40,000 local match to update the ACLUP. To date, no grant funds have been released by the Caltrans Division of Aeronautics specific to an update to the ALUCP.

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

The Fiscal Year 2022/2023 workplan and budget includes funding to coordinate with the County of Ventura Department of Airports, Naval Base Ventura County, and the Santa Paula Airport to develop a Request for Proposals (RFP) and Scope of Work (SOW) for an update to the ACLUP, and to identify grant, partner agency, or other funding sources to update the Plan. Staff anticipates then initiating the ACLUP update in Fiscal Year 2023/2024, subject to Commission approval and funding availability.

The Fiscal Year 2022/2023 budget is \$8,000 more than the budget for the preceding year due to increased staff time and associated costs to coordinate and to prepare the ACLUP update RFP, SOW, and related grant application(s).



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

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

**PRODUCT:** Advisory recommendations on the consistency of development surrounding Ventura County's airports. Scope of Work and Request for Proposals to update ACLUP.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$31,400
LTF Fund Carry-over	13,500
<b>Total Funding</b>	<b>\$44,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$2,314	\$ 7,900	<b>\$11,600</b>
Fringe and Tax	991	3,600	<b>4,600</b>
Indirect Cost Allocation	1,814	6,900	<b>10,700</b>
Mileage	0	500	<b>500</b>
Notices	0	1,000	<b>1,000</b>
Travel and Conferences	0	1,000	<b>500</b>
Consultant Services	0	10,000	<b>10,000</b>
Legal Services	0	5,000	<b>5,000</b>
Public Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$5,119</b>	<b>\$36,900</b>	<b>\$44,900</b>





**BUDGET TASK: REGIONAL TRANSIT PLANNING****DIRECTOR:** Vacant**BUDGET MANAGER:** Claire Grasty

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

**ACCOMPLISHMENTS:** Began the Transit Integration and Efficiency Study (TIES) and the Coordinated Public Transit-Human Services Plan (Coordinated Plan). Implemented some priority items from the recently completed the Transportation Emergency Preparedness Plan (TEPP) to better prepare transit agencies and coordinate with emergency service agencies to assist in emergencies. Completed the first countywide transit system map. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission.

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

Major projects for the year are the completion of the TIES and the Coordinated Plan and beginning the Short-Range Transit Plan (SRTP). Additionally, the Transit Asset Management (TAM) Plan will be updated.

In the coming year, VCTC will continue the College Ride Program and work with the colleges and operators to make this program sustainable in the long term.

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

**WORK ELEMENTS:**

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



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA CARES Act	\$ 200,000
FTA CARES Act Carry-over	145,000
FTA 5307, 5310, CMAQ	413,000
FTA Carry-over	73,000
LTF Fund Transfer	162,650
LTF Fund Transfer Carry-over	18,250
STA Fund Transfer Carry-over	50,000
LCTOP	400,000
<b>Total Funding</b>	<b>\$1,461,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$210,386	\$ 251,100	\$ <b>255,500</b>
Fringe and Tax	108,381	129,400	<b>140,300</b>
Indirect Cost Allocation	174,939	227,900	<b>263,400</b>
Business Meals	0	200	<b>200</b>
Membership and Dues	740	500	<b>500</b>
Mileage	0	2,000	<b>2,000</b>
Office Support	2,156	1,000	<b>1,000</b>
Training	1,104	2,000	<b>2,000</b>
Travel and Conferences	484	6,000	<b>6,000</b>
Consultant Services	144,946	594,500	<b>331,000</b>
Legal Services	5,735	4,000	<b>5,000</b>
College Ride Pilot Program	11,502	550,000	<b>400,000</b>
Outreach	41,170	40,000	<b>45,000</b>
Unmet Needs	8,549	10,000	<b>10,000</b>
<b>Total Expenditures</b>	<b>\$710,092</b>	<b>\$1,818,600</b>	<b>\$1,461,900</b>

\* This budget task was amended after the Commission approved the budget in June 2021.



## **BUDGET TASK: REGIONAL TRANSPORTATION PLANNING**

**DIRECTOR:** Amanda Fagan

**BUDGET MANAGER:** Caitlin Brooks

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

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

During Fiscal Year 2021/2022, staff reviewed and commented on local development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments (SCAG) to monitor implementation of Connect SoCal, the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

VCTC led one major planning study funded by a Caltrans grant through SCAG, the Ventura County Freight Corridors Study (FCS), which was adopted by the Commission in November 2021. VCTC also updated, printed, and published the countywide Bike Map and a Beginner & Family Friendly Bike Routes Map.

VCTC managed a Caltrans Sustainable Transportation Planning – Sustainable Communities grant and led a consultant team to update the 2013 Ventura County Comprehensive Transportation Plan (CTP) and 2009 Congestion Management Program (CMP). To create a connected, resilient, and equitable transportation future for all in Ventura County, the CTP Update will continue into Fiscal Year 2022/2023, with anticipated adoption in February 2023.

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

Staff continued to utilize the Ventura County Traffic Model (VCTM) to support updates to the CTP and U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation (PAED), and to support member agency General Plan Updates. VCTC also made VCTM outputs available to local agencies and the public in graphic form online through the GoVentura website.

**DESCRIPTION:** This task provides regional perspective through review and comment on plans and projects, participation in committees, and development of new plans and products to address the regional transportation planning needs across the County. The Fiscal Year 2022/2023 Regional Transportation Planning work plan includes: (1) Complete the CTP Update; (2) Transition to implementation of the VMT/AMP; (3) Develop a transportation sustainability framework; (4) Include transportation concepts and data within the County-led Farmworker Housing Survey; (5) Develop a transportation data and analytics pilot program; (6) Coordination with partner agencies and pursuit of grant opportunities to implement strategies of 101 Communities Connected Multimodal Corridor Study, Freight Corridors Study, and the Bicycle Wayfinding Study; and the RTP/SCS.



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

**DESCRIPTION (continued):** The Fiscal Year 2022/2023 budget is \$150,716 more than the previous fiscal year due to shifted workload from other programs and \$300,000 for a new software license for upgraded transportation data and analytics, offset by reduced carry-over for the CTP/CMP.

**WORK ELEMENTS:**

1. Review and comment on plans and projects of regional significance, such as General Plans, and participate in regional planning efforts by SCAG, VCOG and other entities.
2. Update the CTP/CMP, including public engagement and contract oversight.
3. Develop a transportation data and analytics pilot program.
4. Pursue grant funding to implement CTP/CMP and other plans and studies strategies.
5. Implement a VMT Adaptive Mitigation Program with VCOG.
6. Coordinate with partner agencies and pursue grant opportunities to implement strategies of the Freight Corridors Study and 101 Communities Connected.
7. Participate in Farmworker Housing Survey to foster inclusion of transportation data.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$ 985,600
LTF Fund Transfer Carry-over	250,000
PPM	40,000
REAP-SCAG/VCOG Carry-over	30,000
Sustainable Communities Grant Carry-over	150,000
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$1,505,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$279,092	\$ 297,600	\$ 317,800
Fringe and Tax Allocation	125,389	136,900	125,100
Indirect Cost Allocation	221,979	260,300	294,700
Membership and Dues	9,270	15,000	15,000
Mileage	0	1,000	1,000
Notices	0	500	500
Office Support	14	3,000	1,000
Printing	0	5,000	5,000
Training	2,421	2,500	2,500
Travel and Conferences	0	3,500	3,500
Consultant Services	145,834	617,484	425,000
Legal Services	1,487	7,000	7,000
Software Licenses	3,115	5,100	307,500
<b>Total Expenditures</b>	<b>\$788,601</b>	<b>\$1,354,884</b>	<b>\$1,505,600</b>

\* This budget task was amended after the Commission approved the budget in June 2021.



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

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

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

**DESCRIPTION:** As the Regional Transportation Planning Agency (TPA) for Ventura County, VCTC is responsible for the administration of the LTF, STA and SGR funds. In Fiscal Year 2022/2023, the LTF revenues are estimated to be \$16.58 million higher than the Fiscal Year 2021/2022. It is estimated that the carry-in balance will be \$13.9 million due to the higher than initially projected receipts for Fiscal Year 2021/2022. It is estimated there will be just over \$40.4 million to apportion to Articles 4 and 8.

VCTC combined the bi-annual Congestion Mitigation and Air Quality Improvement (CMAQ) process with the allocation of the Article 3 Bicycle and Pedestrian funds to promote larger and transformative projects. In Fiscal Year 2022/2023 the estimated Article 3 bicycle and pedestrian funds are just under \$2.1 million comprised of \$963,974 for the current year apportionment which includes both bicycle maintenance and project funding and \$1,126,886 prior year project funding. The next combined call for projects is set for Spring 2022.

Based on the State's January estimate, this budget contains new funding of \$445,919 in STA PUC Section 99314 funds and \$73,446 SGR funds passed through to eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. Estimated carry-over STA and SGR funds due to local agencies are \$0 but will be added in with the final budget. Only the funds received will be allocated to the local agencies.

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



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

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Revenues and Fund Transfer	\$41,563,571
LTF Revenues Carry-over	1,126,886
STA Revenues - Section 99314	445,919
SGR Revenues - Section 99314	73,446
<b>Total Funding</b>	<b>\$43,209,822</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 9,194	\$ 32,800	\$ 16,600
Fringe and Tax	5,172	17,400	7,900
Indirect Cost Allocation	7,884	30,200	16,300
Mileage	0	500	500
Office Support	0	1,000	1,000
Audits	110,000	111,100	120,000
Legal Services	0	2,000	2,000
County Auditor Administration	14,500	14,500	14,500
Pass-Through State Transit Assistance	367,240	810,191	445,919
Pass-Through State of Good Repair	89,896	91,493	73,446
Article 3 - Bicycles and Pedestrians	0	1,297,061	2,090,860
Article 4 - Transit	0	18,805,076	26,985,656
Article 8 - Transit, Streets and Roads	29,187,939	9,362,338	13,435,141
<b>Total Expenditures</b>	<b>\$29,791,825</b>	<b>\$30,575,659</b>	<b>\$43,209,822</b>

\* This budget task was amended after the Commission approved the budget in June 2021.





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

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Heather Miller

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

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

The passage of Senate Bill (SB) 1 included new critical administrative roles for VCTC. Staff continues to work with the California Transportation Commission (CTC), Caltrans, and Southern California Association of Governments (SCAG) to provide input into the development of funding guidelines and new Caltrans programs, projects, and requirements, including the 2022 Solutions for Congested Corridor Program (SCCP) and the Trade Corridor Enhancement Program (TCEP) Cycle 3. Staff serves as a clearinghouse notifying local agencies of upcoming calls-for-projects, such as the Active Transportation Program (ATP) Cycle 6 and Caltrans Planning Grants, and new Congestion Mitigation & Air Quality (CMAQ), Low Carbon Transit Operations program (LCTOP) and State of Good Repair (SGR) funds. VCTC worked with local agencies to facilitate allocation/obligation of these funds and submitted the required reports to Caltrans in order to meet the accountability requirements of the SB 1 program. VCTC also partnered with the National Park Service in a grant proposal to the Sustainable Transportation Planning Grant Program.

**DESCRIPTION:** Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), the CMAQ program, Federal Transit Administration (FTA) programs, the Active Transportation Program, and LCTOP and SGR programs. VCTC prioritizes and nominates projects for these funding programs as well as submits projects to the CTC for inclusion in the STIP. VCTC updates the FTIP submittal to SCAG which includes Air Quality Calculations and Performance Measures for projects.

Over the last few years, significant changes have occurred in Transportation Project Financing. Funding programs have become more complex and now include performance targets to meet safety, congestion, innovation, economic development, and climate and land use goals. Additionally, the recent passage of the Infrastructure Investment and Jobs Act (IIJA), which provides new federal investment in infrastructure including roads, bridges and mass transit, increases funding opportunities for local transportation projects. Consequently, there is likely to be a significant increase in staff work over the next few years to ensure Ventura County maintains its competitive position for new grant funds. This task makes no change to the Fiscal Year 2021/2022 approved staffing level, although it should be noted that the budget includes a portion of the Analyst position that was first added with the prior budget, to ensure adequate monitoring of FTA compliance of VCTC and subrecipients. To date VCTC has been unable to fill this position but recruitment efforts are ongoing.



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

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

**PRODUCT:** Develop regional funding strategies; select projects for funding to provide the greatest regional benefit including CMAQ, LTF-Article 3, LCTOP, SGR and ATP; update local agency projects in the FTIP; develop the Fiscal Year 2022/2023 Program of Projects for federal transit funds; provide assistance to local agencies on grant opportunities; submit project progress reports for funded projects.

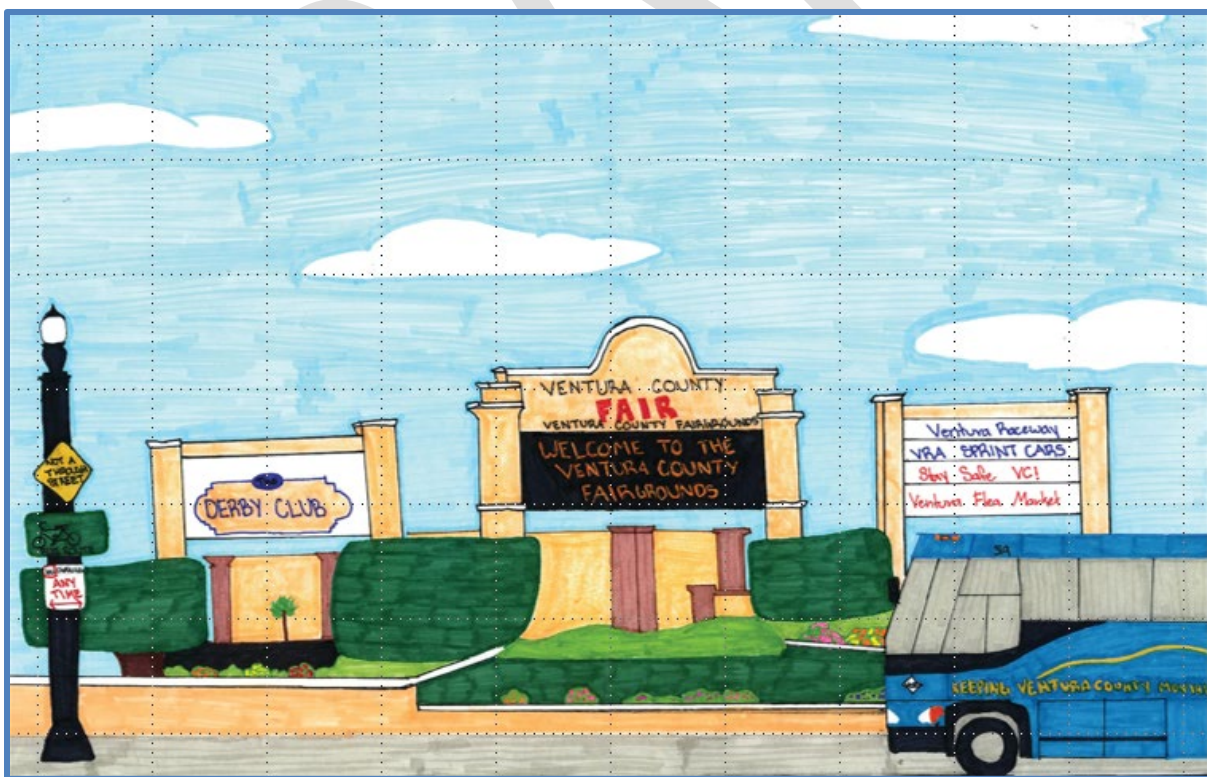
**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$202,000
LTF Fund Transfer	37,000
CRRSA PPM	198,000
PPM	179,100
<b>Total Funding</b>	<b>\$616,100</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$176,374	\$210,400	<b>\$235,600</b>
Fringe and Tax	103,584	118,200	<b>119,800</b>
Indirect Cost Allocation	153,641	196,800	<b>236,600</b>
Business Meals	0	300	<b>300</b>
Membership and Dues	0	700	<b>700</b>
Mileage	177	1,600	<b>1,600</b>
Notices	0	1,000	<b>1,000</b>
Travel and Conferences	139	4,700	<b>4,700</b>
Consultant Services	10,350	8,000	<b>10,500</b>
Legal Services	441	5,000	<b>5,300</b>
<b>Total Expenditures</b>	<b>\$444,706</b>	<b>\$546,700</b>	<b>\$616,100</b>







## GENERAL GOVERNMENT PROGRAM TASK BUDGETS



**BUDGET TASK: COMMUNITY OUTREACH****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Darrin Peschka**OBJECTIVES:** Increase public awareness of and support for VCTC and its programs.**ACCOMPLISHMENTS:** Continuing to grow the VCTC brand and increasing public awareness of VCTC's role as a regional transportation planning agency and provider of transportation projects and services were primary goals for Fiscal Year 2021/2022.

Digital outreach continued to be a priority in the past fiscal year. VCTC used its website and social media platforms to share messages and videos in English and Spanish about the COVID-19 pandemic and impact on transit, changes to bus schedules, and general information about VCTC transit and transportation programs. Last year also saw the launch of VCTC Newsroom, a page on the VCTC website, [www.goventura.org](http://www.goventura.org), that is dedicated to sharing positive, staff-written stories about programs and achievements. As in years past, VCTC also conducted outreach using traditional media strategies, including distribution of press releases that led to several stories in local print publications and radio outlets.

Meaningful community involvement enhanced VCTC's digital efforts. For the third year in a row, VCTC partnered with the local Boys & Girls Clubs for an art contest. The partnership provided positive engagement with youth, reinforced connections with the clubs and encouraged youths to consider using public transit in their daily lives. Social media posts about the contest reached thousands of people, and the artwork decorated VCTC buses. Other partnerships include the Ventura County Leadership Academy, the Ventura County Economic Development Association, Ventura County Civic Alliance, and California Lutheran University. This task also provides outreach support for other VCTC initiatives, including Our Future 101, the Comprehensive Transportation Plan (CTP) update and the Transit Integration and Efficiency Study (TIES).

Participation in community events is a mainstay of VCTC outreach. In Fiscal Year 2021/2022, many in-person activities were still postponed because of the COVID-19 pandemic, yet VCTC still found ways to participate virtually and in-person when possible. The calendar included a Mobility 21 regional conference for transportation leaders, the Ventura County Housing Conference, the Ventura County Civic Alliance State of the Region Report launch, the Ventura County Leadership Academy, and Bike and Rideshare weeks. VCTC will continue to sponsor these and other events in Fiscal Year 2022/2023. Last, but not least, as part of VCTC's commitment to giving back to the community, staff organized a food collection event during the holiday season and donated the cans of food to a local food bank.

**DESCRIPTION:** The community outreach and education plan will focus on defining VCTC as a brand and a service to the community, as well as encouraging youth involvement in transportation issues. The task is overseen by the Program Manager of Government and Community Relations and a portion of the salary for that position is funded from this task. The Executive Director plays an active role of connecting with stakeholders, so this task funds a portion of the Executive Director's salary. The Program Manager for Information Technology supports digital communication efforts and website management, so this task also funds a portion of that salary. The addition of the Information Technology Program Manager hours for Fiscal Year 2022/2023 is reflected in the increased personnel costs.



**BUDGET TASK: COMMUNITY OUTREACH (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Darrin Peschka**WORK ELEMENTS:**

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$478,200
LTF Fund Transfer	10,000
<b>Total Funding</b>	<b>\$488,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 98,618	\$108,900	<b>\$118,100</b>
Fringe and Tax	53,102	42,700	<b>45,900</b>
Indirect Cost Allocation	83,264	90,800	<b>109,200</b>
Membership	0	550	<b>500</b>
Mileage	0	450	<b>500</b>
Office Support	0	500	<b>1,000</b>
Training	0	2,000	<b>0</b>
Travel	0	500	<b>0</b>
Consultant Services	144,077	136,500	<b>140,000</b>
Legal Services	212	3,000	<b>3,000</b>
Collateral Materials	0	10,000	<b>10,000</b>
Community Events	9,932	26,500	<b>30,000</b>
Youth Programs	21,266	27,400	<b>30,000</b>
<b>Total Expenditures</b>	<b>\$410,471</b>	<b>\$449,800</b>	<b>\$488,200</b>

\* This budget task was amended after the Commission approved the budget in June 2021.





**BUDGET TASK: MANAGEMENT AND ADMINISTRATION****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Martin Erickson

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

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

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

The budget contains a one-time additional discretionary payment of \$1,000,000 to CalPERS to reduce VCTC's pension Unfunded Actuarial Accrued Liability (UAAL). These funds will be paid for out of the Local Transportation Fund (LTF) carry-in funding from the prior year that is included in the LTF apportionment.

**WORK ELEMENTS:**

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



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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$1,576,300
<b>Total Funding</b>	<b>\$1,576,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 146,528	\$199,800	<b>\$ 175,600</b>
Fringe and Tax	68,955	91,700	<b>70,700</b>
Indirect Cost Allocation	118,258	174,700	<b>164,000</b>
Business Meals	595	1,000	<b>1,000</b>
Membership and Dues	2,250	3,000	<b>3,000</b>
Mileage	193	1,000	<b>1,000</b>
Travel and Conferences	25	3,800	<b>10,000</b>
Consultant Services	0	50,000	<b>50,000</b>
Legal Services	850	19,100	<b>20,000</b>
Commissioner Expenses	16,072	30,000	<b>30,000</b>
Education Reimbursement	4,979	10,000	<b>15,000</b>
Employee Recognition	32	1,000	<b>1,000</b>
Hardware/Software & Network Infrastructure	29,901	30,000	<b>35,000</b>
Office Relocation, Furniture & Equipment	432,325	20,000	<b>0</b>
Pension UAAL payment	1,000,000	0	<b>1,000,000</b>
<b>Total Expenditures</b>	<b>\$1,820,963</b>	<b>\$635,100</b>	<b>\$1,576,300</b>

\* This budget task was amended after the Commission approved the budget in June 2021.

**BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Darrin Peschka

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

**ACCOMPLISHMENTS:** VCTC has continued to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County. The past year has been active for transportation legislation, with the Legislature extending regulatory relief bills to assist transit agencies, which have been severely impacted by declines in ridership resulting from the coronavirus pandemic. On the federal level, Congress passed the Infrastructure Investment and Jobs Act (IIJA), legislation that includes a five-year extension of the Fixing America's Surface Transportation (FAST) Act and new spending.

**DESCRIPTION:** VCTC's legislative priorities have been set out in its two-year Legislative Program, which the Commission adopted in January 2021. During the coming year, the work to advance VCTC's program will encompass monitoring of transportation legislation and regulations under development that could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), the American Public Transportation Association (APTA), and the Southern California Transportation Legislative Roundtable. In the coming months, the Legislature's priorities are likely to include how to allocate the substantial surplus that is anticipated in the state budget, COVID-19 response, and climate change and resiliency. Moving forward, the Legislature could also return to previous discussions on issues such as permanent reform of the Transportation Development Act.

In Washington, D.C., the focus will be on the rollout and implementation of the Infrastructure Investment and Jobs Act, a \$1.2 trillion bill passed and signed in November 2021. The IIJA consists of two pieces: a five-year reauthorization of the Fixing America's Surface Transportation (FAST) Act, which was first passed in 2015, and roughly \$550 billion in new spending above previous FAST Act levels. The bill is expected to bring historic levels of investment in infrastructure projects across the country, including in California, which is expected to receive approximately \$40 billion from the IIJA. VCTC will work closely with regional and state agencies to help shape guidelines for implementation of the IIJA across different policy areas and provide input on how funding in California is appropriated over the coming years.

The personnel costs in the proposed budget reflect changes in the Executive Director position at VCTC. The Executive Director plays a key role in establishing and advocating for VCTC's legislative priorities, so this budget funds a portion of the Executive Director's salary. The budget also provides for the continuation of the state advocacy contract. Although COVID-19 continued to send meetings and conferences online for much of the previous year, the Business Meals and Travel and Conferences items are included, in anticipation of such events being held in person more often this year.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$250,500
<b>Total Funding</b>	<b>\$250,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2020/2021 Actual</b>	<b>Fiscal Year 2021/2022 Budget*</b>	<b>Fiscal Year 2022/2023 Budget</b>
Salaries	\$ 41,949	\$ 69,800	<b>\$ 60,400</b>
Fringe and Tax	21,610	27,750	<b>22,200</b>
Indirect Cost Allocation	34,881	58,400	<b>55,000</b>
Business Meals	18	500	<b>500</b>
Membership and Dues	37,095	40,500	<b>40,500</b>
Mileage	0	900	<b>900</b>
Travel and Conferences	936	8,150	<b>13,500</b>
Consultant Services	54,022	55,000	<b>55,000</b>
Legal Services	35	1,700	<b>2,500</b>
<b>Total Expenditures</b>	<b>\$190,546</b>	<b>\$262,700</b>	<b>\$250,500</b>

\* This budget task was amended after the Commission approved the budget in June 2021.







# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

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



CLUP	Comprehensive Land Use Plan (for airports)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Plan
CMS	Changeable Message Signs
COLA	Cost of Living Adjustment
Commission	Ventura County Transportation Commission
County	County of Ventura
CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRCC	Coast Rail Coordinating Council
CRM	Customer Relationship Management
CRRSA	Coronavirus Response and Relief Supplemental Appropriations Act
CSMP	Corridor System Management Plan
CSR	Customer Service Representatives
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FCS	Freight Corridor Study
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
FRA	Federal Railroad Administration
FSP	Freeway Service Patrol
FSPA	Freeway Service Patrol Act
FSR	Financial Status Report



FTA	Federal Transit Administration (formerly UMTA)
FTE	Full Time Equivalent
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAO	Government Accountability Office
GASB	Governmental Accounting Standards Board
GCTD	Gold Coast Transit District
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GPS	Global Positioning System
GRH	Guaranteed Ride Home
GTFS	General Transit Feed Syntax
HCD	Housing and Community Development
HTF	Highway Trust Fund
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVPAC	Heritage Valley Policy Advisory Committee
HVTS	Heritage Valley Transit Study
ICAP	Indirect Cost Allocation Plan
IJA	Infrastructure Investment and Jobs Act
IIP	Interregional Improvement Program
IRGP	Incident Responder Grant Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITA	Interagency Transfer Agreement
ITS	Intelligent Transportation System
JARC	Jobs Access and Reverse Commute
JLUS	Joint Land Use Study
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LCTOP	Low Carbon Transit Operations Program
LLC	Limited Liability Company
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LEED	Leadership in Energy and Environmental Design
LTF	Local Transportation Fund
MAAC	Member Agency Advisory Committee
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority



Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MT	Mass Transit
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAS	Naval Air Station
NBVC	Naval Base Ventura County
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OBVSS	On-board Video Surveillance System
OCTA	Orange County Transportation Authority
OEA	Office of Economic Adjustment
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PAED	Project Approval and Environmental Document
PDS	Project Design Support
PDT	Project Development Team
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employer's Retirement System
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring
PSR	Project Study Report
PTA	Public Transit Account
PTC	Positive Train Control
PTMISEA	Public Transportation, Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission
PWA	Public Works Agency
RCTC	Riverside County Transportation Commission
REAP	Regional Early Action Planning Grant Program
RFGS	Rail Fixed Guideway System
RFP	Request for Proposal
RFQ	Request for Qualification
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program





ROE	Right of Entry
ROW	Right of Way
RSTP	Regional Surface Transportation Program
RTA	Regional Transit Authority
RTIC	Regional Transit Information Center
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
RTPI	Real-time Passenger Information
QR	Quick Response (codes)
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SBCTA	Santa Barbara County Transportation Authority
SCAG	Southern California Association of Governments
SCCP	Solutions for Congested Corridor Program
SCORE	Southern California Optimized Rail Expansion
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SDRMA	Special District Risk Management Authority
SGR	State of Good Repair
SHA	State Highway Account
SHOP	Safety Highway Operations Program
SHOPP	State Highway Operation and Protection Program
SOV	Single Occupant Vehicle
SOW	Scope of Work
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
SR	State Route
SRTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
State	State of California
STB	Surface Transportation Board
STBG	Surface Transportation Block Grant
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STPG	Sustainable Transportation Planning Grant
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TCEP	Trade Corridor Enhancement Program
TCIF	Trade Corridor Improvement Fund
TDA	Transportation Development Act
TDM	Transportation Demand Management



TE	Transportation Enhancements
TEA	Transportation Enhancement Activities Program
TEA-21	Transportation Equity Act for the 21st Century
TEAM	Transportation Electronic Awards and Management
TED	Technology, Entertainment and Design
TEPP	Transportation Emergency Preparedness Plan
TIC	Transit Information Center
TIES	Transit Integration and Efficiency Study
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction
TIP	Transportation Improvement Program
TIRCP	Transit and Intercity Rail Capital Program
TMC	Traffic Management Center
TNC	Transportation Network Companies
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
TVM	Ticket Vending Machine
UAAL	Unfunded Actuarial Accrued Liability
UP	Union Pacific
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VC	Ventura County
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
VOC	Volatile Organic Compounds
VRF	Vehicle Registration Fees
YTD	Year to Date



## APPENDIX B – GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



## APPENDIX C – SALARY SCHEDULE

### Ventura County Transportation Commission Salary Schedule by Department Fiscal Year 2022/2023 Effective July 1, 2022

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
				Bottom	Top	
ADMINISTRATION						
Executive Director	1.0	0	271,688			E
Program Manager, Government and Community Relations	1.0	70,132	128,510			E
Clerk of the Commission/Executive Assistant	1.0	70,132	128,510			E
Receptionist/Secretary	1.0	43,826	67,434	21.07	32.42	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	109,108	181,349			E
Program Manager, Information Technology	1.0	70,132	128,510			E
Program Manager, Accounting	1.0	70,132	128,510			E
Senior Accountant/Analyst	1.0	50,107	94,037	24.09	45.21	NE
FINANCE SUBTOTAL:	4.0					
PLANNING						
Planning and Sustainability Director	1.0	109,108	181,349			E
Program Manager, Transportation Planning	1.0	70,132	128,510			E
Program Analyst	1.0	50,107	94,037	24.09	45.21	NE
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	109,108	181,349			E
Program Manager, Programming	1.0	70,132	128,510			E
Program Analyst	1.0	50,107	94,037	24.09	45.21	NE
Administrative Assistant	0.4	43,826	67,434	21.07	32.42	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	109,108	181,349			E
Program Manager, Regional Transit Planning	1.0	70,132	128,510			E
Program Manager, Transit Contracts	1.0	70,132	128,510			E
Transit Planner	1.0	50,107	94,037	24.09	45.21	NE
Transit Specialist	1.0	43,826	67,434	21.07	32.42	NE
Transit Information Center and Technology Specialist	1.0	43,826	67,434	21.07	32.42	NE
Administrative Assistant	0.6	43,826	67,434	21.07	32.42	NE
Customer Service Representative	2.0	31,200	42,786	15.00	20.57	NE
TRANSIT SUBTOTAL:	8.6					

**TOTAL BUDGETED POSITIONS: 23.0**

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

Hourly time is based on a 2080 hour year. If more billable hours in a year, than budget would be adjusted accordingly



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