

# VENTURA COUNTY TRANSPORTATION COMMISSION

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

## FISCAL YEAR 2024/2025 BUDGET

Presented by:

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## EXECUTIVE SECTION

### BUDGET LETTER

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## BUDGET SUMMARY

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## AGENCY AND PROGRAM GOALS

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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**

Commissioner	Area Representation
<b>Matt LaVere</b>	<b>County of Ventura, Chair</b>
<b>Mike Judge</b>	<b>City of Simi Valley, Vice-Chair</b>
<b>Carrie Broggie</b>	<b>City of Fillmore</b>
<b>Daniel Chavez</b>	<b>Citizen Representative (Cities)</b>
<b>Jenny Crosswhite</b>	<b>City of Santa Paula</b>
<b>Chris Enegren</b>	<b>City of Moorpark</b>
<b>Bob Engler</b>	<b>City of Thousand Oaks</b>
<b>Suza Francina</b>	<b>City of Ojai</b>
<b>Jeff Gorell</b>	<b>County of Ventura</b>
<b>Mike Johnson</b>	<b>City of San Buenaventura</b>
<b>Kelly Long</b>	<b>County of Ventura</b>
<b>Vianey Lopez</b>	<b>County of Ventura</b>
<b>Bryan MacDonald</b>	<b>City of Oxnard, Past-Chair</b>
<b>Martha McQueen-Legohn</b>	<b>City of Port Hueneme</b>
<b>Janice Parvin</b>	<b>County of Ventura</b>
<b>Tony Trembley</b>	<b>City of Camarillo</b>
<b>Jim White</b>	<b>Citizen Representative (County)</b>
<b>Gloria Roberts</b>	<b>Caltrans (Ex-Officio)</b>

To fulfill VCTC's mission "**to Create a More Connected, Resilient, Equitable, and User-Friendly Transportation System for Ventura County**", VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state, and local funds for highway, transit, rail, aviation, bicycle, pedestrian, 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 provided with the final budget.

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## THE LOCAL ECONOMY

To be provided with the final budget.

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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 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 program overviews, projections, and strategic goals and is intended to provide a general understanding of the programs for which VCTC is responsible. The Program Task Budgets contain task level details of projects 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 status of the 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 agency's 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 of 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 prepares a budget summary of financial, organization, community, and local economy information. Financial policy information is updated if there have been any changes along with revenue and personnel information. 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 2024/2025 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	4			2	0	2	5	
	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, balanced budget, revenue and cash management, investment, auditing, fund balance and net position, capital asset, basis of accounting, basis of budgeting, debt and risk management 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. The Commission is in compliance with this policy.

### ***Balanced Budget Policies***

VCTC seeks to achieve a balanced budget each year. The agency achieves and maintains the operating and capital budgets with new and recurring revenues and fund transfers but may use fund balances as appropriate to fully cover expenditures in the adopted budget. The Commission is in compliance with this policy.

### ***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. The Commission is in compliance with this policy.

### ***Investment Policies***

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





### ***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. The Commission is in compliance with this policy.

### ***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. The Commission is in compliance with this policy.

### ***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. Intangible right to use assets are leases that convey control of the right to use another entity's nonfinancial assets as specified in the contract for a period of time in exchange or exchange-like transaction with a cost of more than \$5,000. 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. The Commission is in compliance with this policy.





### ***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 the liability is incurred. The Commission is in compliance with this policy.

### ***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. The Commission is in compliance with this policy.

### ***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. The Commission is in compliance.

### ***Risk Management Policies***

The Commission protects itself against losses through a balanced program of risk retention, risk transfers and the purchase of commercial insurance. Capital projects and rail properties are protected through a combination of commercial insurance, insurance required by Commission consultants and a self-insurance fund established by the Southern California Regional Rail Authority (SCRRA). The Commission is in compliance with this policy.



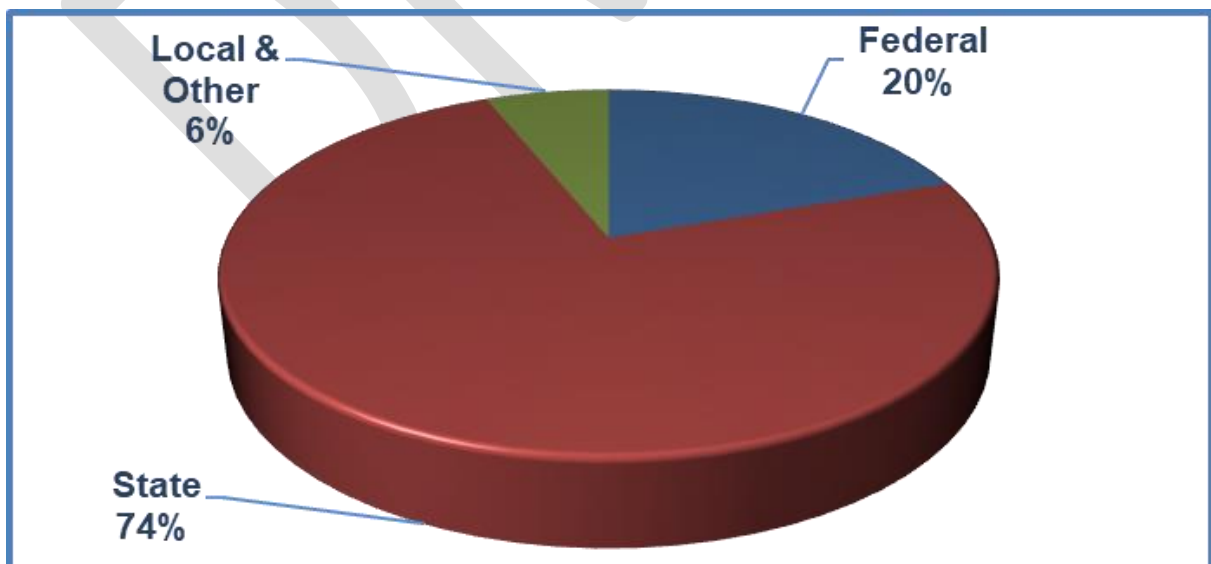
## REVENUES AND FUNDING SOURCES

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 the 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 2024/2025 are estimated to be \$104,606,949. Below in Chart 2 - *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$20,584,889. State revenues total \$77,557,276. The Local and Other revenues total \$6,464,784. 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, while there is a 50% funding share for operating subsidy. 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, and 50% funding share for operations.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. An 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 Highway 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.

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

- 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.
- 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 were distributed using the existing FTA transit apportionment formula.
- 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.

VCTC's budget includes approximately \$15,460,289 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 Transportation Improvement Program (TIP) based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget includes \$4,755,000 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 \$369,600 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 \$48.3 million.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$52,440,000 (LTF fund balance and new revenues) in the upcoming year. Of this amount, \$14,500 is for County Administration, \$989,534 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$39,673,460 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 \$1,048,800, administration funds of \$1,900,000, and commuter rail programs funds of \$8,813,706. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$11,762,506.

The budget also contains \$2,796,800 of carry-over funds of which \$2,546,000 is Article 3, Rail funds and \$250,800 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 \$11,476,333 in STA revenues. The STA funded expenditures of \$19,786,345 (which includes \$1,158,800 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."

### ***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 \$1,594,428 in SGR revenues. The SGR funded expenditures of \$8,373,716 (which includes \$6,851,000 in carry-over) will be expended directly from the fund or transferred out of the SGR 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 \$812,000 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. The VCTC budget contains \$0 in STIP funds.

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

The Planning, Programming and Monitoring (PPM) funds are derived from the STIP. When SB 45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming, and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget includes \$527,692 in PPM revenues.

### ***Access for All***

In September 2018, Senate Bill (SB) 1376 was signed into law requiring the California Public Utilities Commission (CPUC), as part of its regulation of Transportation Network Companies (TNCs) such as Uber and Lyft, to establish a program to improve the accessibility of persons with disabilities to on-demand transportation services. As a result, the CPUC established the "TNC Access for All Program" that requires TNCs to collect an "access fee" in the amount of \$0.10 for each TNC trip provided and remit such fees to the CPUC based on the geographic area (county) in which the trip originated. The collected fees are deposited into a TNC Access for All fund (Access Fund) which are then distributed through approved Local Access Fund Administrators (LAFAs) to qualified "Access Providers" that establish on-demand transportation programs or partnerships to meet the needs of persons with disabilities, including individuals who use wheelchairs, scooters, or other mobility devices. As the designated LAFA for Ventura County, VCTC initiates the required annual competitive solicitation process to select Access Providers receiving Access Funds each fiscal year. Award of funds to selected Access Providers occurs in April with obligation of funds no later than June. Per Program Guidelines, designated LAFAs can use up to 15% of the total funds to cover administrative costs of the program. VCTC's budget includes \$143,823 in Access for All revenues.





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

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$2,735,200 in LCTOP funds.

### ***Regional Early Action Planning (REAP) Grant***

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 Regional Housing Needs Allocation. HCD awarded REAP grants to the Southern California Association of Governments (SCAG), which subsequently awarded grants to VCTC. VCTC's budget includes \$1,672,600 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 \$326,900 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 \$460,300 in FSP-SHA funds and \$408,200 FSP-SB 1 funds.

### ***Clean California (Clean CA)***

The \$1.2 billion Clean California (Clean CA) program was established by the State Legislature for the purposes of beautifying and cleaning up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces. The California Department of Transportation (Caltrans), which administers these funds through a competitive process, awarded VCTC \$500,000 for bus stop improvements in the Gold Coast Transit District (GCTD) service area. The grant award will enable GCTD to enhance public transit infrastructure, focusing on active transportation, micro-mobility, and transit station enhancements with art, landscaping, or similar improvements to bus stops and stations. The VCTC budget includes \$250,000 in Clean CA funds for this Fiscal Year.

### ***Solutions for Congested Corridors Program (SCCP)***

The Solutions for Congested Corridors Program (SCCP) was established in 2017 as part of Senate Bill (SB) 1. It provides \$250 million per year from the increased vehicle fee for the construction or implementation phase of projects that reduce congestion in highly traveled and highly congested corridors, with projects being competitively selected by the California Transportation Commission (CTC). To be eligible for the program, projects must be included in a multimodal corridor plan. VCTC completed the US 101 Communities Connected multimodal corridor plan in 2020. In June 2022, the CTC approved \$74,897,000 for ready-to-projects in the VCTC plan for which VCTC had requested funding, and these funds will be used for project construction scheduled in Fiscal Year 2025/2026. Meanwhile, during Fiscal Year 2024/2025, VCTC has a role in implementing an SCCP multi-modal corridor project submitted to CTC by the Santa Barbara County Association of Governments. The VCTC budget includes \$400,000 in SCCP funds for this Fiscal Year.

### ***Senate Bill (SB) 125***

The Fiscal Year 2023/2024 state budget included a \$2 billion general funds appropriation for transit. At that time the Legislature also passed SB 125, a budget trailer bill, to direct the expenditure of these funds, along with an additional \$2 billion that was promised for Fiscal Year 2024/2025, with the funds to be apportioned by county and distributed by regional transportation planning agencies to transit operators for transit operating and capital purposes. The transportation budget trailer bill also establishes the \$1.1 billion Zero Emission Transit Capital Program (ZETCP) to be allocated to county regional transportation planning agencies on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operation. The remaining SB 125 funds that do not go to ZETCP are administered through the previously-existing Transit Capital and Intercity Rail Program (TCIRP), which provides money for transit and rail capital. SB 125 also gives flexibility such that the general funds added to TCIRP can provide one-time multiyear bridge funding for transit operators to address operational costs until long-term transit sustainability solutions are identified. The funds are administered by the State Transportation Agency and come with extensive planning and reporting requirements, with the Fiscal Year 2023/2024 state budget funds to become available no earlier than April 2024 largely to be utilized in Fiscal Year 2024/2025. VCTC's Fiscal Year 2024/2025 budget includes \$8,449,800 in SB125 funds.



## 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 \$3,780,984 in local contribution revenues and \$1,287,800 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 \$1,396,000 in investment income and other revenues.



Chart 3 – Funding Sources

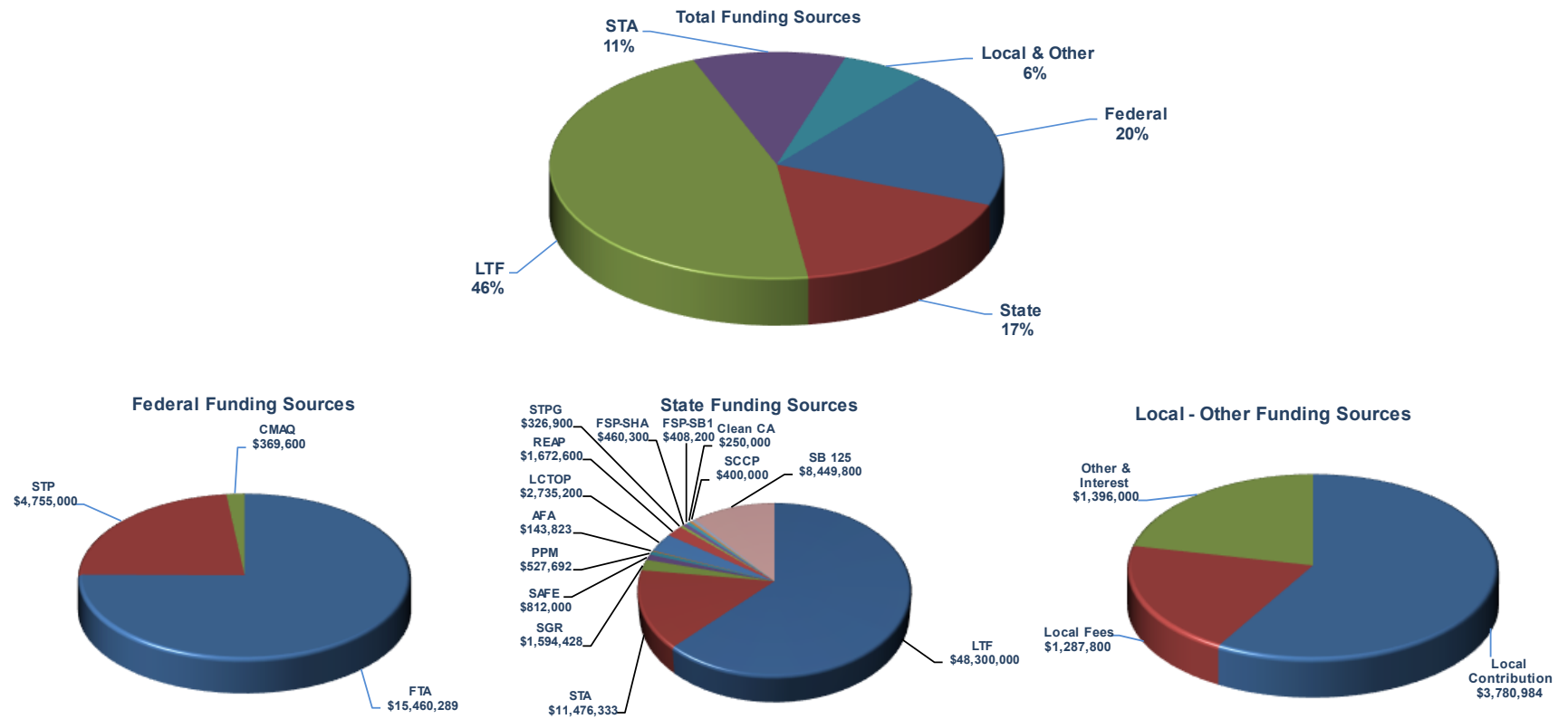
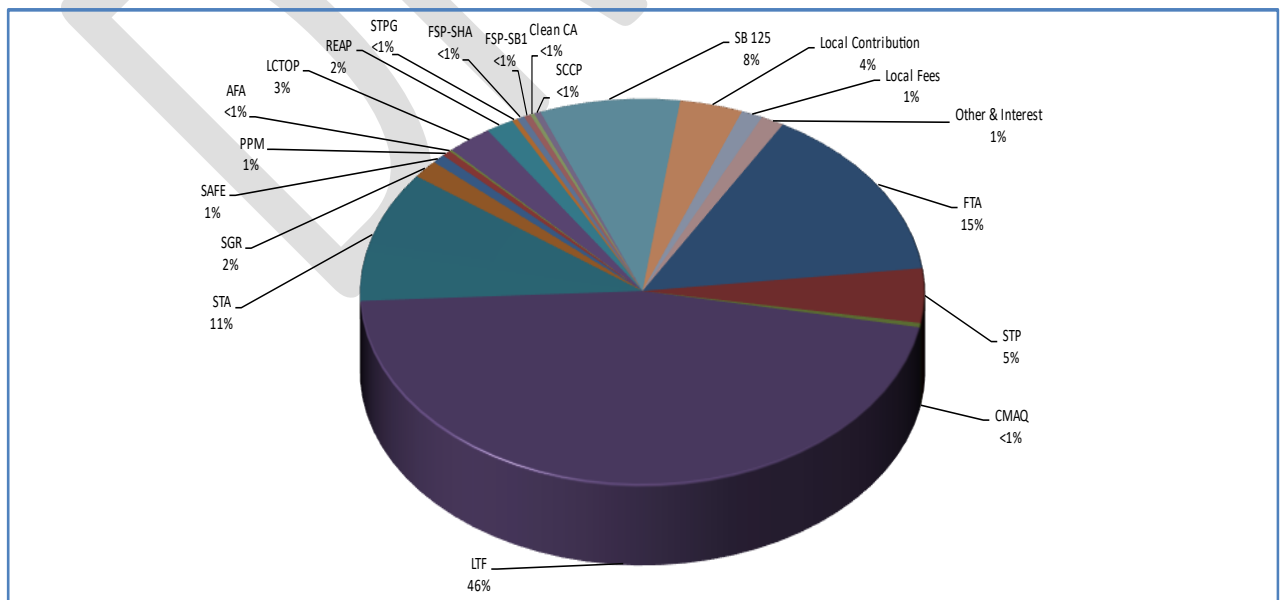


Table 2 – Revenue Sources

Funding Source	Fiscal Year 2022/2023 Actual Revenue	Fiscal Year 2023/2024 Revised Budget*	Fiscal Year 2024/2025 Budget
Federal Transit Administration (FTA)	\$ 11,647,359	\$ 19,115,010	\$ 15,460,289
Surface Transportation Program (STP)	306,366	5,215,689	4,755,000
Congestion Mitigation and Air Quality (CMAQ)	274,583	447,900	369,600
Local Transportation Fund (LTF)	48,505,879	46,000,000	48,300,000
State Transit Assistance (STA)	12,726,735	11,556,909	11,476,333
State of Good Repair (SGR)	1,491,427	1,552,466	1,594,428
Service Authority for Freeway Emergencies (SAFE) - VRF	816,864	800,000	812,000
Planning, Programming and Monitoring (PPM)	372,158	470,039	527,692
Access For All (AFA)	36,652	266,075	143,823
LCTOP – Cap and Trade	1,985,220	2,560,579	2,735,200
Regional Early Action Planning (REAP)	8,130	38,920	1,672,600
Sustainable Transportation Planning Grant (STPG)	92,997	326,890	326,900
Freeway Service Patrol (FSP) - SHA	424,663	566,937	460,300
Freeway Service Patrol (FSP) - SB1	401,113	649,887	408,200
Clean California (Clean CA)	0	500,000	250,000
Solutions for Congested Corridors Program (SCCP)	0	0	400,000
SB 125	0	0	8,449,800
Local Contributions	2,343,829	3,268,088	3,780,984
Local Fees	1,249,557	946,450	1,287,800
Other Revenues and Investment Income	1,683,279	890,000	1,396,000
<b>Total Funding Sources</b>	<b>\$ 84,366,811</b>	<b>\$ 95,171,839</b>	<b>\$104,606,949</b>

\* Some budget tasks were amended after the Commission approved the budget in June 2023.

Chart 4 – Funding Source Detail

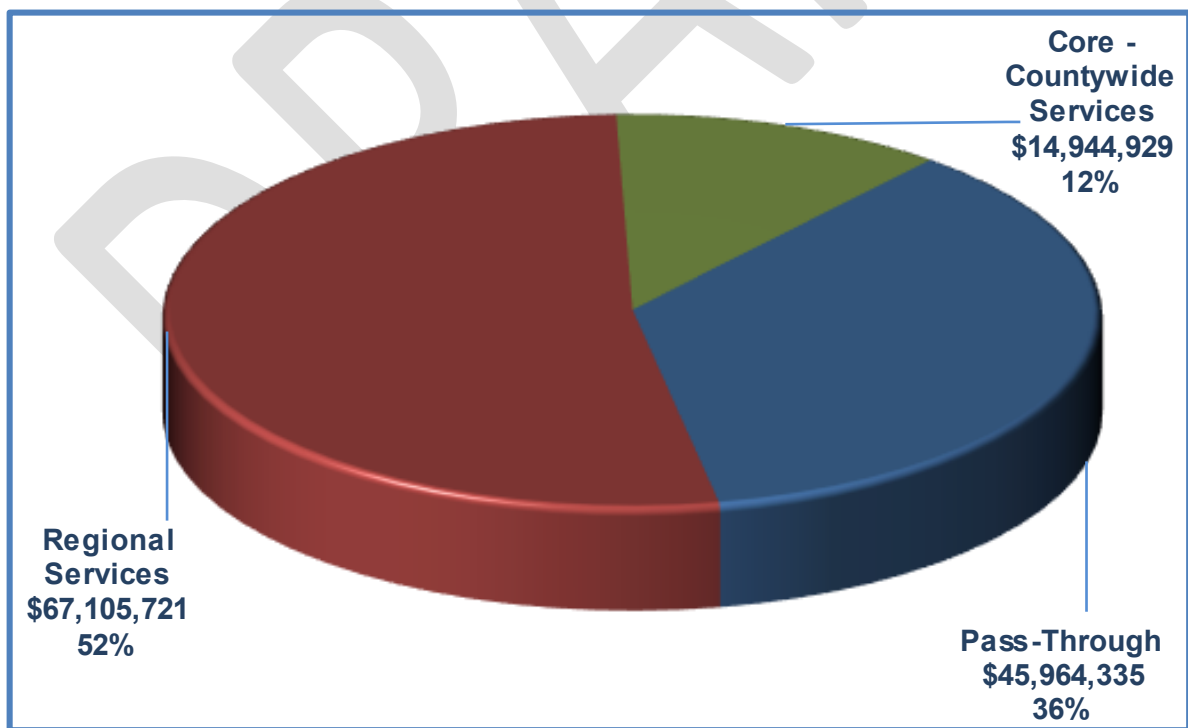


## PERSONNEL AND OPERATIONS SECTION

### 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 service 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 major service areas. A listing of the budget tasks and budgeted staff hours spent on these projects by major service area 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**

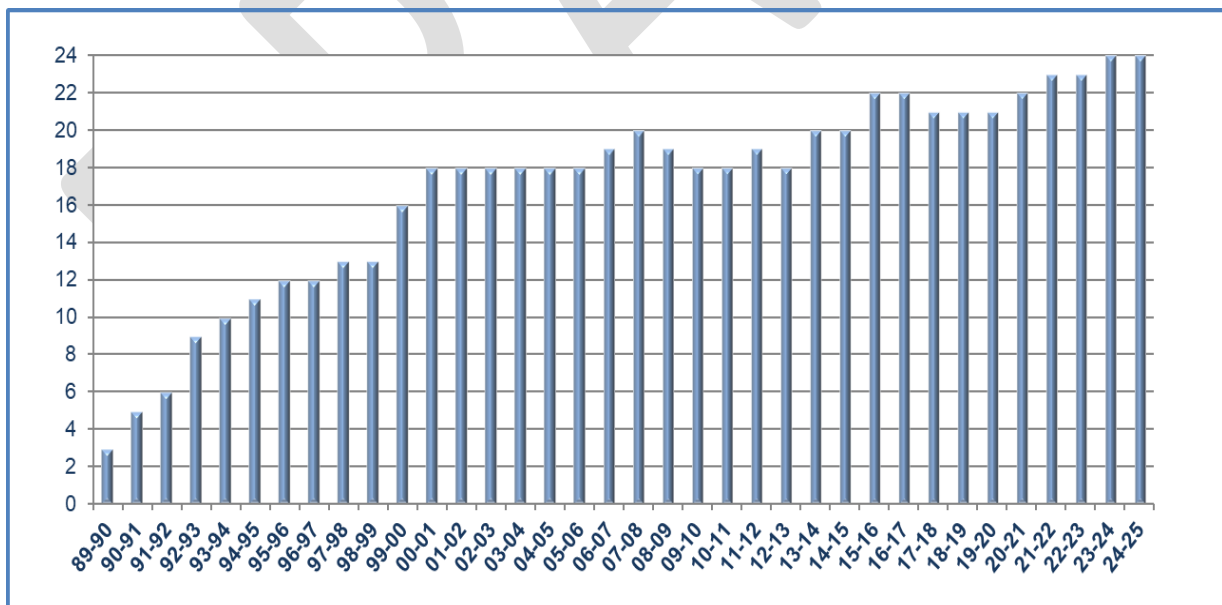


**Table 3 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

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		Accessibility 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>32,660</b>	<b>Staff Hours</b>	<b>15,922</b>	<b>Staff Hours</b>	<b>1,530</b>
<b>Total Staff Hours = 50,112</b>					

Growing from three employees in 1989 to its current proposed roster of twenty-four regular full-time employees, staffing includes nineteen professional positions and five 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. VCTC has the same number of employees as last year, which is twenty-four. 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 2022/2023	Fiscal Year 2023/2024	Fiscal Year 2024/2025
Program	Actual	Budget	Budget
Transit and Transportation	5.7	4.2	<b>4.4</b>
Highway	0.5	0.4	<b>0.4</b>
Rail	1.1	1.1	<b>1.4</b>
Commuter Assistance	1.5	3.0	<b>2.8</b>
Planning and Programming	6.8	7.0	<b>6.7</b>
General Government	<u>7.4</u>	<u>8.3</u>	<u><b>8.3</b></u>
<b>TOTAL</b>	23.0	24.0	<b>24.0</b>

In February 2024, the Commission received and approved a salary survey for the Directors, Managers, and Support staff. The Executive Director's salary was not included. Updated salary ranges were approved with an implementation date of July 1, 2024. No salaries were adjusted at that time but were deferred until Fiscal Year 2024/2025 when the budget impacts would be further evaluated.

There are five positions that would fall under the new minimum ranges without adjustments. This budget includes adjustments to those five positions. Four employees in three positions (Customer Service Representative (2), Transit Planner – Transit Services, and Public Transit Director) are adjusted to the minimum salary range as of July 1, 2024, for a cost just over \$16,000. One position created in Fiscal Year 2023/2024, Program Manager – Transportation Data and Services is being adjusted over two years for a first-year cost of approximately \$11,600.

The Commission also voiced concern that the Executive Director's minimum salary range fell within the Director classification. To address this concern, it is proposed with this budget that the Executive Director's minimum salary range be adjusted to five percent above the Director's maximum range with a new range of \$242,903 to \$282,556.

The past several years has seen low unemployment combined with high cost of living increases. VCTC is currently fully staffed and is focusing on the retention of its employees. Although the salary ranges were updated to market comparisons as previously mentioned, there were no wage changes to all employees' salaries. This budget includes a proposed 4.0% cost-of-living-adjustment to better align VCTC current wages with the market.



Below in Table 5, *Summary Schedule of Salary Ranges*, is the Fiscal Year 2024/2025 salary ranges detailed by classification. The Commission's detailed Salary Schedule for Fiscal Year 2024/2025 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	Number of Employees	Range	
		Minimum	Maximum
Executive Director	1	\$242,903	\$282,556
Director	4	\$149,249	\$231,336
Manager	9	\$106,069	\$164,406
Planner/Analyst	5	\$80,092	\$116,534
Support Staff II	3	\$51,628	\$75,119
Support Staff I	2	\$44,598	\$64,891

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

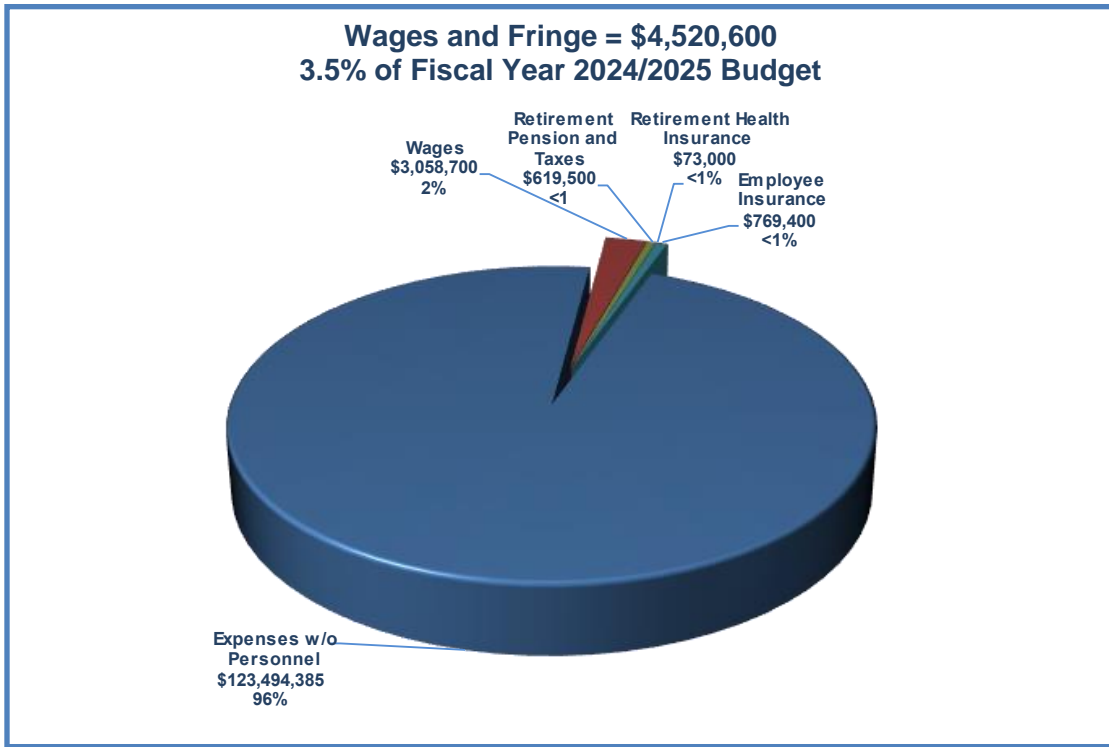
The Commission's salary and fringe benefits total \$4,520,600 and is 3.5% of the Fiscal Year 2024/2025 budget (see Table 6 - *Personnel Budget* and Chart 7 - *Personnel Costs*). This represents an increase of \$356,000 or 8.5% from the Fiscal Year 2023/2024 budget personnel costs. Of the \$356,000 increase, \$271,500 is attributed to salaries and wages. The wages total of \$3,058,700 includes approximately \$143,800 for potential merit increases for eligible employees not at the top of their range and approximately \$110,700 for a proposed four percent cost-of-living-adjustment (COLA) for all employees. The wage costs also include adjustments to the minimum salaries of five employees as mentioned previously for approximately \$27,600. Benefits account for 1.1% of the budget or \$1,461,900. The increase of \$84,500 is largely due to increases in health insurance and a proportionate share of taxes for salary increases offset in a reduction of funds set aside for retiree health benefits as VCTC will begin withdrawing funds from the OPEB trust to partially pay for retiree health care (see OPEB section below for further details).

**Table 6 – Personnel Budget**

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
<b>Personnel Costs</b>			
Wages	\$2,302,318	\$2,787,200	<b>\$3,058,700</b>
Retirement Pensions and Taxes	522,723	571,100	<b>619,500</b>
Retirement Health Insurance/OPEB	93,654	94,000	<b>73,000</b>
Employee Insurance	574,395	712,300	<b>769,400</b>
<b>Total Expenditures</b>	<b>\$3,493,090</b>	<b>\$4,164,600</b>	<b>\$4,520,600</b>



Chart 7 – Personnel Costs



### ***Health Insurance and Other Postemployment Benefits (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 eleven retirees in this tier and six employees/potential retirees. The second tier provides retiree health care coverage for the retiree at the minimum required California Public Employee’s Retirement System (CalPERS) contribution. Currently, there is one retiree in this tier and eighteen employees/potential retirees. If an employee separates from VCTC before retirement, the retirement benefit is forfeited.

VCTC contributes 100% of the annual Other Post Employment Benefits (OPEB) requirement related to its proportionate share of the post-retirement health care benefit. The retiree healthcare cost of \$73,000 will be used to pay for retiree healthcare costs and may partially prefund the OPEB Trust. The amount is \$21,000 less than the previous fiscal year and is based on the current actuary valuation from 2023. The next evaluation will be performed in late 2025. As of the 2023 actuarial valuation, the Unfunded Actuarial Accrued Liability (UAAL) was \$3,000 (\$85,000 lower than two years ago). For a history of the OPEB cost and UAAL by fiscal year see Table 7 - *OPEB Costs, Unfunded Actuarial Accrued Liability and Funded Status*.

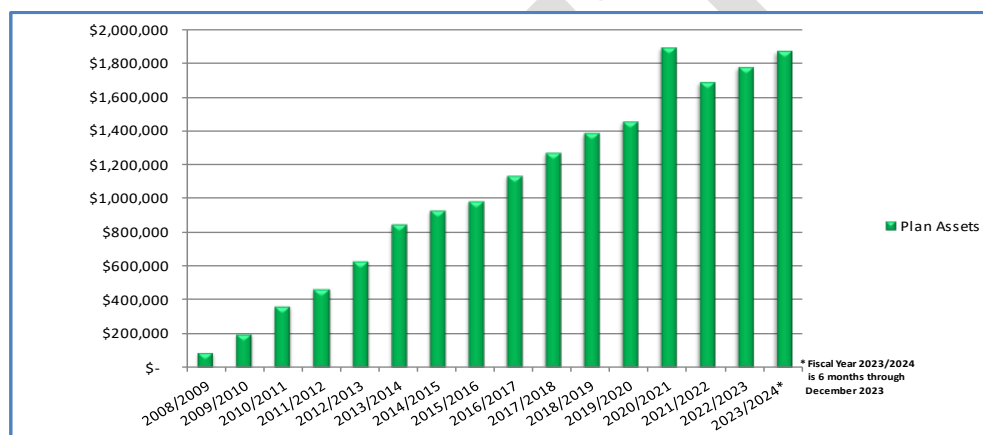
**Table 7 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status**

Fiscal Year	OPEB Costs	Unfunded Actuarial Accrued Liability	Funded Status
2024/2025*	\$ 73,000	unknown	unknown
2023/2024*	\$ 94,000	\$ 3,000	99.8%
2022/2023	\$ 92,000	\$ 3,000	99.8%
2021/2022	\$ 136,000	\$ 88,000	106.9%
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%
* Estimate based on GASB 87 Actuarial Reports and CalPERS CERBT account updates			



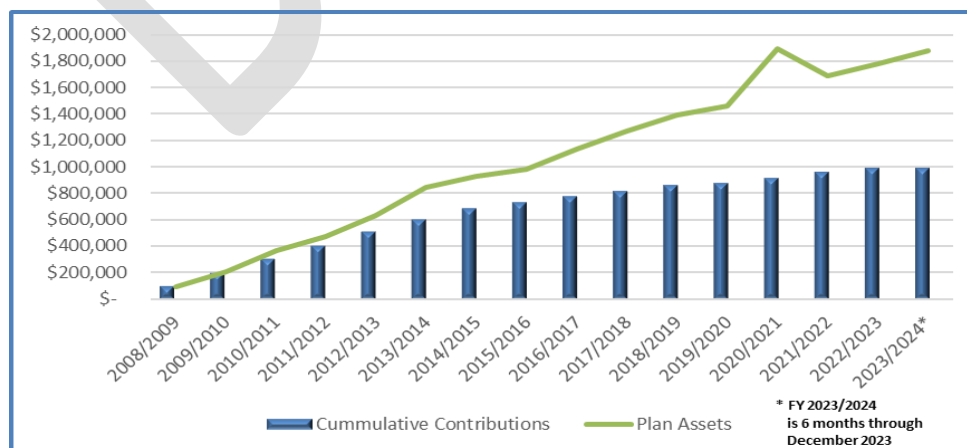
In 2009 the Commission began prefunding its OPEB obligation with the California Employer's Retiree Benefit Trust (CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. In the past, VCTC made annual payments to the trust based on the Actuarially Determined Contributions and additional discretionary payments, when possible, to further decrease its unfunded liability. VCTC is now reaping the benefits of wise investing and will start utilizing some of the investment income to help pay for retiree health insurance costs. This year, VCTC will utilize \$26,000 towards retiree costs while maintaining a low UAAL. The OPEB Trust fund's balance as of December 2023 was \$1,875,650 (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 accumulated 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 budgeted costs are used to pay for the retiree benefit (see Chart 9 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of December 2023, VCTC's contributions into the trust were approximately \$984,785 and VCTC's OPEB trust net earnings were approximately \$907,206. The average annual internal rate of return since inception is 6.64%.

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



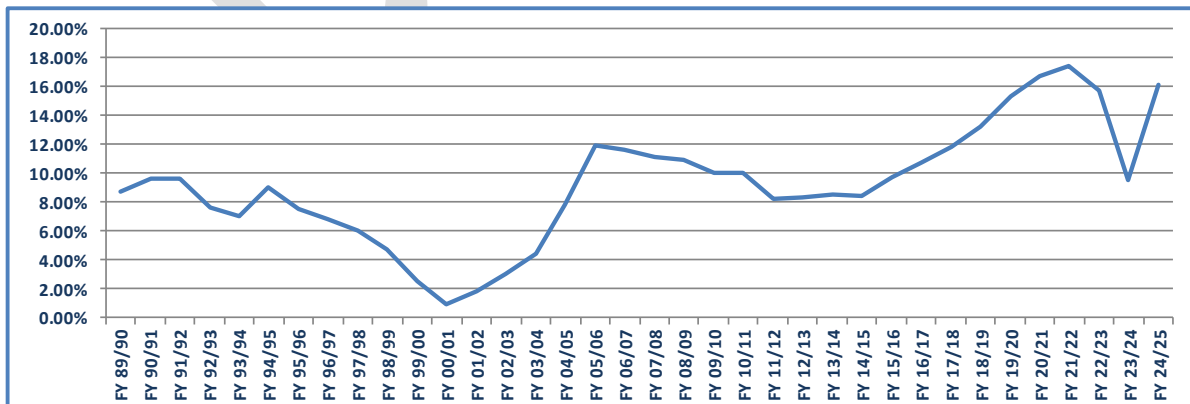
## Pension

VCTC belongs to the California Public Employees' 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 PEPR" employees receiving the 2% at 62-retirement formula with employee paying the employee portion. Currently there are fourteen employees within this tier. PEPR, 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, PEPR 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.

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 actuarial accrued liability (UAAL). Employers pay their "normal cost" or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAAL) as a set dollar amount both of which are determined by CalPERS through an actuary valuation. VCTC contributes 100% of the annual requirement related to its proportionate share of the net pension liability. In Fiscal Year 2024/2025 (based on the valuation for June 30, 2022), the weighted average, blended employer's current contribution is 16.13% of payroll (up from 9.52% in Fiscal Year 2023/2024 and 15.69% in Fiscal Year 2022/2023). This blended rate includes the UAAL payment of \$138,236 towards VCTC's total UAAL of \$1,129,464 and a blended funded ratio of 92.0% as of the valuation dated June 30, 2022.

VCTC remains among the agencies receiving the lowest increases in 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 (35 years) is 9.242%.

**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 PEPPRA. Other adjustments occur annually, such as the adjustment for investment returns.

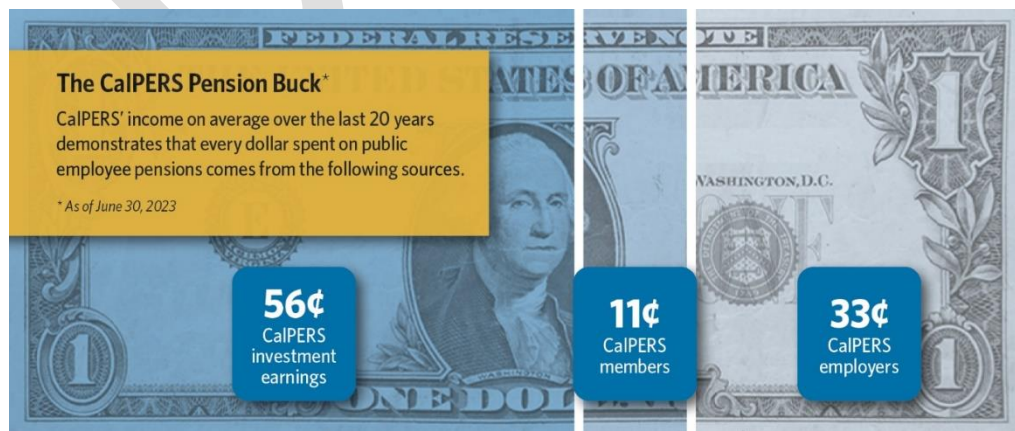
Although many of the stabilizing adjustments will increase employer rates initially, the anticipated outcome should be a more stable and sustainable pension plan. Per CalPERS, the estimated CalPERS employer contribution blended rates for the next five years (based on the 2021 valuation) are presented below in Table 8 – *Projected CalPERS Pension Employer Blended Contribution Rates*.

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

Fiscal Year	Pension Rate
2025/2026	16.39%
2026/2027	17.18%
2027/2028	18.37%
2028/2029	20.01%
2029/2030	22.03%

Pension benefits are largely funded (56%) from investment earnings (see Chart 11 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2022/2023, CalPERS investment returns were 5.8% for the last year, 6.1% for the last five years, and 7.1% for the last 10 years and 7.5% for the last 30 years. As of June 30, 2022 (the latest actuary valuation), VCTC has pension assets of \$12.9 million with a weighted average, blended funded ratio of 92.0%. The assets and funded ratio will change from year to year based on many factors including investment returns and pension payments. 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.

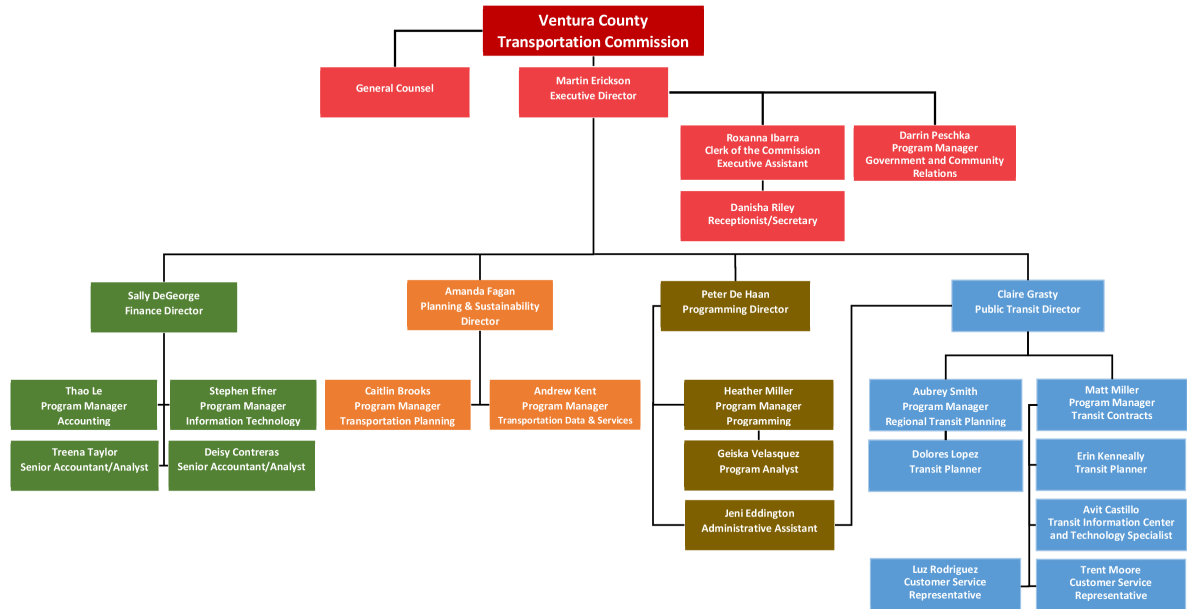
**Chart 11 – CalPERS Pension Buck**





# Staff Organizational Chart

Chart 12 – Staff Organization

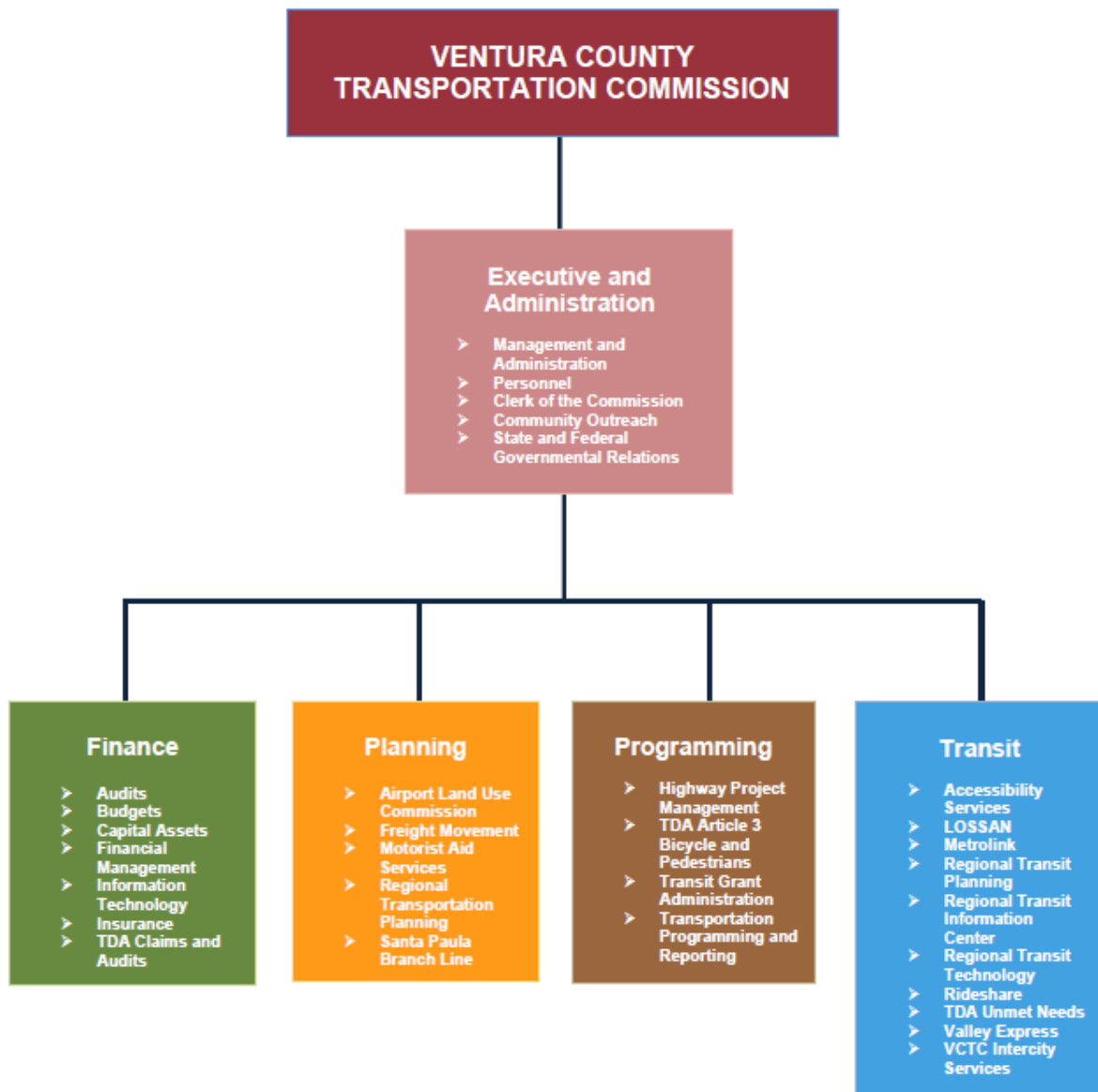


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## Functional Organizational Chart

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 a 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 increases the rate. The indirect costs were under-recovered in Fiscal Year 2022/2023 due to unfilled positions and, therefore, an adjustment of \$176,370 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, Program Manager - Information Technology, Finance Director, Program Manager - Accounting, and Senior Accountants.

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.

Indirect costs for Fiscal Year 2024/2025 total \$2,457,200 and increased by \$161,000 from Fiscal Years 2023/2024 to 2024/2025. Details of the changes are as follows:



The Salaries and Benefits line item increased by \$52,900 for proposed merits and COLA's. Other adjustments to the indirect budget include a reduction of \$500 to bank fees, a reduction of \$3,000 in printing costs, and a \$500 reduction in audits and actuary services. The Insurance line item is a 15% increase placeholder or \$96,400 due to increases caused by continued claims and losses experienced by the Special Districts Risk Management Authority (SDRMA), the insurance joint powers authority (JPA) that VCTC belongs to. Additional increases to the indirect costs include a \$5,500 increase in office costs which includes office wide software licenses, a \$5,000 increase in the office lease, \$1,000 in training, \$2,000 in travel and \$2,200 in legal services.

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 the 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**

Operating and Professional Costs:	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget	\$ Change	% Of Change
Salaries and Benefits	\$ 842,065	\$1,089,600	<b>\$1,142,500</b>	52,900	4.9%
Bank Fees	0	3,500	<b>3,000</b>	-500	-14.3%
Books and Publications	275	1,500	<b>1,500</b>	0	0.0%
Business Meals	50	500	<b>500</b>	0	0.0%
Communications	19,070	25,000	<b>25,000</b>	0	0.0%
Insurance	530,257	638,600	<b>735,000</b>	96,400	15.1%
Maintenance and Repairs	9,333	15,000	<b>15,000</b>	0	0.0%
Membership and Dues	3,174	5,000	<b>5,000</b>	0	0.0%
Mileage	997	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	18,695	10,000	<b>10,000</b>	0	0.0%
Office	25,814	44,500	<b>50,000</b>	5,500	12.4%
Postage	1,449	5,000	<b>5,000</b>	0	0.0%
Printing	4,867	8,000	<b>5,000</b>	-3,000	-37.5%
Lease	208,832	216,000	<b>221,000</b>	5,000	2.3%
Training	1,629	7,000	<b>8,000</b>	1,000	14.3%
Travel and Conferences	6,577	6,000	<b>8,000</b>	2,000	33.3%
Audit and Actuary Services	64,975	70,500	<b>70,000</b>	-500	-0.7%
Legal Services	20,110	44,000	<b>46,200</b>	2,200	5.0%
Professional and Human Resources	68,713	105,000	<b>105,000</b>	0	0.0%
<b>Subtotal</b>	<b>\$1,826,882</b>	<b>\$2,296,200</b>	<b>\$2,457,200</b>		
<b>Adjusted Overhead Rate</b>	<b>66.55%</b>	<b>85.91%</b>	<b>77.96%</b>		



## BUDGET SUMMARY PROGRAM SECTION

### PROGRAM OVERVIEW

The Fiscal Year 2024/2025 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 the public using VCTC's mission and goals.

Each of the six programs consists of individual project or budget 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 2024/2025 are \$128,014,985 and include an estimated \$33.5 million for capital and depreciation expenditures. The significant nonrecurring capital expenditures within this budget are \$12.3 million in the Metrolink budget for capital improvements, \$8.3 million in VCTC Intercity for buses and depreciation, and \$7.2 million in the SPBL budget for bridge repairs. The total budget expenditure increased by 10.2% and are briefly explained in the program summaries with details in individual budget tasks.

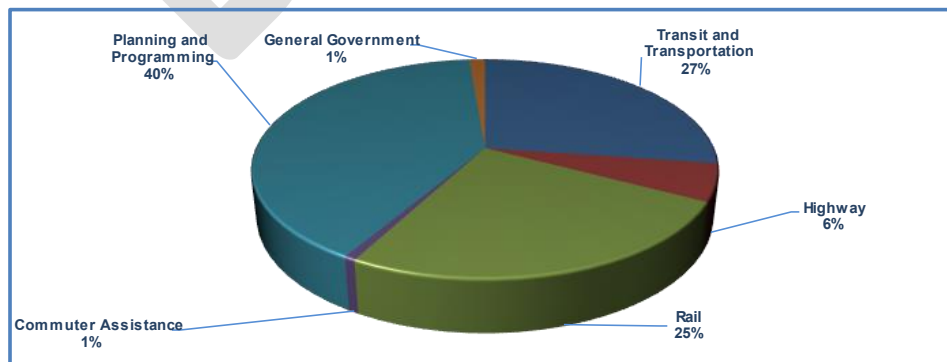
Below is a table and chart, which summarize these six programs: Table 10 - *Budgeted Expenditures Summary by Program*, and Chart 14 - *Budgeted Program Expenditures*.

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

Program Budget Categories	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
<b>Transit and Transportation</b>	\$19,402,730	\$ 29,307,010	<b>\$ 34,887,070</b>	19.0%
<b>Highway</b>	1,706,366	8,136,313	<b>6,999,900</b>	-14.0%
<b>Rail</b>	8,151,929	27,314,360	<b>32,177,321</b>	17.8%
<b>Commuter Assistance</b>	444,579	948,000	<b>864,900</b>	-8.8%
<b>Planning and Programming</b>	47,378,414	49,415,405	<b>51,429,294</b>	4.1%
<b>General Government</b>	2,260,537	1,560,000	<b>1,656,500</b>	6.2%
<b>Total Program Budget</b>	<b>\$79,344,555</b>	<b>\$116,181,088</b>	<b>\$128,014,985</b>	9.7%

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 providing transit and technological services where there are gaps in local jurisdiction's boundaries, commuter-oriented inter-county options, and 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 \$34,887,070, the Transit and Transportation Program is 27% of the budget. Major changes to the Program budget task include an increase of \$49,200 in the Accessibility Services budget for higher consultant and staff costs. The Regional Transit Technology budget increased by \$334,500 for new paratransit scheduling software and equipment as well as procurement of an open payment system for the VCTC Intercity buses. The Transit Grant Administration budget decreased approximately \$5.4 million as the new pass-through projects for local agencies will not be added until the final budget when amounts are known. The Valley Express budget increased by \$3.2 million largely due to the purchase of fifteen new buses and increased contractor costs partially due to the Fillmore to Moorpark demonstration. The VCTC Intercity budget increased by \$7.4 million largely due to the purchase of five new buses and refurbishment of five other buses and increased contractor costs. Capital expenditures funded by FTA, LTF, STA and local funds are found within the Regional Transit Technology (\$415,000), Valley Express (\$2.7 million) and VCTC Intercity (\$8.3 million) budget. 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
<b>Accessibility Services</b>	70	\$ 339,641	\$ 465,300	<b>\$ 514,500</b>	10.6%
<b>Regional Transit Technology</b>	72	723,142	2,000,000	<b>2,334,500</b>	16.7%
<b>Transit Grant Administration</b>	74	4,874,519	10,617,210	<b>5,219,570</b>	-50.8%
<b>Valley Express</b>	76	2,103,412	2,700,300	<b>5,916,000</b>	119.1%
<b>VCTC Intercity Services</b>	78	11,362,016	13,524,200	<b>20,902,500</b>	54.6%
<b>Total Transit and Transportation Budget</b>		<u>\$19,402,730</u>	<u>\$29,307,010</u>	<b><u>\$34,887,070</u></b>	19.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 680,771	\$ 652,900	<b>\$ 759,500</b>	
<b>Indirect</b>		453,053	561,000	<b>592,000</b>	
<b>Project</b>		<u>18,268,906</u>	<u>28,093,110</u>	<b><u>33,535,570</u></b>	
<b>Total Transit and Transportation Budget</b>		<u>\$19,402,730</u>	<u>\$29,307,010</u>	<b><u>\$34,887,070</u></b>	
<b>Full-Time Employee Equivalent</b>		5.7	4.2	<b>4.4</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 \$6,999,900, the Highway Program is 6% of the budget. The Highway Project Management and Monitoring budget decreased by \$465,289 due to the partial completion of the consultant work on the U.S. 101 for preliminary engineering and environmental report documents. The project was delayed due to additional Caltrans review requirements and the Environmental Impact Report (EIR) is now expected to be completed in early 2025. The Motorist Aid Services budget decreased approximately \$671,100 due to cost savings by modifying the current three FSP routes instead of adding a fourth FSP route and a partial carry-over of the incident responder grant allocation. 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
<b>Highway Project Management</b>	82	\$ 314,948	\$5,233,889	<b>\$4,768,600</b>	-8.9%
<b>Motorist Aid Services</b>	84	<u>1,391,418</u>	<u>2,902,424</u>	<b><u>2,231,300</u></b>	<b>-23.1%</b>
<b>Total Highway Budget</b>		<u>\$1,706,366</u>	<u>\$8,136,313</u>	<b><u>\$6,999,900</u></b>	-14.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 56,697	\$ 93,800	<b>\$ 99,100</b>	
<b>Indirect</b>		37,732	80,500	<b>77,300</b>	
<b>Project</b>		<u>1,611,937</u>	<u>7,962,013</u>	<b><u>6,823,500</u></b>	
<b>Total Highway Budget</b>		<u>\$1,706,366</u>	<u>\$8,136,313</u>	<b><u>\$6,999,900</u></b>	
<b>Full-Time Employee Equivalent</b>		0.5	<b>0.4</b>	<b>0.4</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 \$32,177,321, the Rail Program is 25% of the budget and includes three project tasks. Major changes to the Program budget tasks include a decrease of \$1.86 million to the Metrolink Commuter Rail budget due to partial completion of capital rehabilitation projects offset by an increase in operations. The Santa Paula Branch Line budget increased by \$6.7 million for the construction and consultant costs related to the Sespe bridge due to storm damage and broadband deployment offset by an overall reduction in consultant costs. Capital expenditures funded by LTF, STA, and SGR funds are found within the Metrolink task at \$12.3 million and SPBL at \$7.2 million. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	88	\$ 32,179	\$ 70,100	<b>\$ 73,700</b>	5.1%
<b>Metrolink Commuter Rail</b>	90	7,421,550	24,742,214	<b>22,886,721</b>	-7.5%
<b>Santa Paula Branch Line</b>	92	698,200	2,502,046	<b>9,216,900</b>	268.4%
<b>Total Rail Budget</b>		<u>\$8,151,929</u>	<u>\$27,314,360</u>	<u><b>\$32,177,321</b></u>	17.8%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 155,100	\$ 235,100	<b>\$ 280,900</b>	
<b>Indirect</b>		103,218	202,000	<b>219,100</b>	
<b>Project</b>		<u>7,893,611</u>	<u>26,877,260</u>	<u><b>31,677,321</b></u>	
<b>Total Rail Budget</b>		<u>\$8,151,929</u>	<u>\$27,314,360</u>	<u><b>\$32,177,321</b></u>	
<b>Full-Time Employee Equivalent</b>		1.1	1.1	<b>1.4</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 \$864,900, the Commuter Assistance Program is 1% of the budget. The Regional Transit Information Center budget decreased by \$4,800. The Rideshare budget decreased by \$78,300 for lower consultant and outreach 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
<b>Regional Transit Information Center</b>	96	\$168,496	\$497,100	<b>\$492,300</b>	-1.0%
<b>Rideshare Programs</b>	98	<u>276,083</u>	<u>450,900</u>	<b><u>372,600</u></b>	-17.4%
<b>Total Commuter Assistance Budget</b>		<u>\$444,579</u>	<u>\$948,000</u>	<b><u>\$864,900</u></b>	-8.8%
<b>Program Costs:</b>					
<b>Personnel</b>		\$117,485	\$302,000	<b>\$284,400</b>	
<b>Indirect</b>		78,186	259,500	<b>221,700</b>	
<b>Project</b>		<u>248,908</u>	<u>386,500</u>	<b><u>358,800</u></b>	
<b>Total Commuter Assistance Budget</b>		<u>\$444,579</u>	<u>\$948,000</u>	<b><u>\$864,900</u></b>	
<b>Full-Time Employee Equivalent</b>		1.5	3.0	<b>2.8</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 street 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 \$51,429,294, the Planning and Programming program is 40% of the budget. Major changes to the Program budget tasks include the Regional Transit Planning budget increased by \$3.58 million largely due to capital enhancement programs (including bus stop improvements, countywide radio system, and a paratransit needs assessment study) as well as increases to the free fare ridership programs (College, Youth, and Free Fare Programs). The Regional Transportation Planning budget increased \$237,870 largely due to the VCTM update and the Clear Guide Big Data contract. Although the Transportation Development Act budget had an increase in annual receipts, the carry-in balance was lower than the prior year with a net effect of a decrease of \$1.8 million passed through to local agencies. Capital expenditures are found within the \$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 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% of Change
<b>Airport Land Use Commission</b>	102	\$ 11,553	\$ 60,300	<b>\$ 62,200</b>	3.2%
<b>Regional Transit Planning</b>	104	2,592,705	3,365,371	<b>6,945,700</b>	106.4%
<b>Regional Transportation Planning</b>	106	946,792	1,719,430	<b>1,957,300</b>	13.8%
<b>TDA Administration</b>	108	43,194,633	43,419,804	<b>41,631,294</b>	-4.1%
<b>Transportation Programming &amp; Reporting</b>	110	632,731	850,500	<b>832,800</b>	-2.1%
<b>Total Planning &amp; Programming Budget</b>		<u>\$47,378,414</u>	<u>\$49,415,405</u>	<u><b>\$51,429,294</b></u>	4.1%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 1,144,492	\$ 1,279,900	<b>\$ 1,334,900</b>	
<b>Indirect</b>		761,660	1,099,600	<b>1,038,700</b>	
<b>Project</b>		<u>45,472,262</u>	<u>47,035,905</u>	<u><b>49,055,694</b></u>	
<b>Total Planning &amp; Programming Budget</b>		<u>\$47,378,414</u>	<u>\$49,415,405</u>	<u><b>\$51,429,294</b></u>	
<b>Full-Time Employee Equivalent</b>		6.8	7.0	<b>6.7</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (see budget task section for details).

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## 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 \$1,656,500, the General Government Program is 1% of the budget. Major changes to the Program budget tasks include an increase of \$46,800 to the Community Outreach budget for higher consultant, events, and staffing costs. The Management and Administration budget increased \$38,200 for additional staffing costs and hardware costs related to computer replacements. 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 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% of Change
<b>Community Outreach</b>	114	\$ 418,632	\$ 522,400	<b>\$ 569,200</b>	9.0%
<b>Management and Administration</b>	116	1,595,801	757,400	<b>795,600</b>	5.0%
<b>State and Federal Governmental Relations</b>	118	246,104	280,200	<b>291,700</b>	4.1%
<b>Total General Government Budget</b>		<u>\$2,260,537</u>	<u>\$1,560,000</u>	<u><b>\$1,656,500</b></u>	6.2%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 496,490	\$ 538,700	<b>\$ 593,300</b>	
<b>Indirect</b>		330,414	462,900	<b>462,600</b>	
<b>Project</b>		1,433,633	558,400	<b>600,600</b>	
<b>Total General Government Budget</b>		<u>\$2,260,537</u>	<u>\$1,560,000</u>	<u><b>\$1,656,500</b></u>	
<b>Full-Time Employee Equivalent</b>		7.4	8.3	<b>8.3</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2023 (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 Fund. Capital projects are found within individual budget tasks.

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

General Fund	Special Revenue Funds	Enterprise Funds
Accessibility 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>	
State & Federal Governmental Relations	- Santa Paula Branch Line	
TDA Administration		
Transit Grant Administration		
Transportation Programming & Reporting		

Details of the Fiscal Year 2024/2025 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

VENTURA COUNTY TRANSPORTATION COMMISSION BUDGET SUMMARY BY FUND FISCAL YEAR 2024/2025									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>REVENUES</b>									
Federal Grants	13,716,551	-	-	-	-	-	4,126,551	2,741,787	20,584,889
State Grants	8,006,015	-	-	868,500	-	-	6,500,000	-	15,374,515
Local Transportation Fund	-	48,300,000	-	-	-	-	-	-	48,300,000
State Transit Assistance	-	-	11,476,333	-	-	-	-	-	11,476,333
State of Good Repair	-	-	-	-	1,594,428	-	-	-	1,594,428
Vehicle Registration Fees	-	-	-	812,000	-	-	-	-	812,000
Local, Investment, and Other Revenues	110,600	460,000	600,000	100,000	200,000	325,000	2,794,971	1,874,213	6,464,784
<b>Total Revenues</b>	<b>21,833,166</b>	<b>48,760,000</b>	<b>12,076,333</b>	<b>1,780,500</b>	<b>1,794,428</b>	<b>325,000</b>	<b>13,421,522</b>	<b>4,616,000</b>	<b>104,606,949</b>
<b>EXPENDITURES</b>									
<b>Transit and Transportation</b>									
Accessibility Services	514,500	-	-	-	-	-	-	-	514,500
Regional Transit Technology	2,334,500	-	-	-	-	-	-	-	2,334,500
Transit Grant Administration	5,219,570	-	-	-	-	-	-	-	5,219,570
Valley Express	-	-	-	-	-	-	-	5,916,000	5,916,000
VCTC Intercity Services	-	-	-	-	-	-	20,902,500	-	20,902,500
<b>Total Transit and Transportation Budget</b>	<b>8,068,570</b>	-	-	-	-	-	<b>20,902,500</b>	<b>5,916,000</b>	<b>34,887,070</b>
<b>Highway</b>									
Highway Project Management & Monitoring	4,768,600	-	-	-	-	-	-	-	4,768,600
Motorist Aid Services	73,700	-	-	2,157,600	-	-	-	-	2,231,300
<b>Total Highway Budget</b>	<b>4,842,300</b>	-	-	<b>2,157,600</b>	-	-	-	-	<b>6,999,900</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY BY FUND  
FISCAL YEAR 2024/2025**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>									
LOSSAN - Coast Rail Coordinating Council	73,700	-	-	-	-	-	-	-	73,700
Metrolink Commuter Rail	22,886,721	-	-	-	-	-	-	-	22,886,721
Santa Paula Branch Line	183,400	-	-	-	-	9,033,500	-	-	9,216,900
<b>Total Rail Budget</b>	<b>23,143,821</b>	-	-	-	-	<b>9,033,500</b>	-	-	<b>32,177,321</b>
<b>Commuter Assistance</b>									
Regional Transit Information Center	492,300	-	-	-	-	-	-	-	492,300
Rideshare Programs	372,600	-	-	-	-	-	-	-	372,600
<b>Total Commuter Assistance Budget</b>	<b>864,900</b>	-	-	-	-	-	-	-	<b>864,900</b>
<b>Planning and Programming</b>									
Airport Land Use Commission	62,200	-	-	-	-	-	-	-	62,200
Regional Transit Planning	6,945,700	-	-	-	-	-	-	-	6,945,700
Regional Transportation Planning	1,957,300	-	-	-	-	-	-	-	1,957,300
TDA Administration	296,400	40,691,130	565,235	-	78,529	-	-	-	41,631,294
Transportation Programming and Reporting	832,800	-	-	-	-	-	-	-	832,800
<b>Total Planning and Programming Budget</b>	<b>10,094,400</b>	<b>40,691,130</b>	<b>565,235</b>	-	<b>78,529</b>	-	-	-	<b>51,429,294</b>
<b>General Government</b>									
Community Outreach	569,200	-	-	-	-	-	-	-	569,200
Management and Administration	795,600	-	-	-	-	-	-	-	795,600
State and Federal Governmental Relations	291,700	-	-	-	-	-	-	-	291,700
<b>Total General Government Budget</b>	<b>1,656,500</b>	-	-	-	-	-	-	-	<b>1,656,500</b>





**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY BY FUND  
FISCAL YEAR 2024/2025**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>48,670,491</b>	<b>40,691,130</b>	<b>565,235</b>	<b>2,157,600</b>	<b>78,529</b>	<b>9,033,500</b>	<b>20,902,500</b>	<b>5,916,000</b>	<b>128,014,985</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(26,837,325)</b>	<b>8,068,870</b>	<b>11,511,098</b>	<b>(377,100)</b>	<b>1,715,899</b>	<b>(8,708,500)</b>	<b>(7,480,978)</b>	<b>(1,300,000)</b>	<b>(23,408,036)</b>
<b>Other Financing Sources (Uses)</b>									
Transfers In (Out)	24,076,525	(11,807,106)	(19,221,110)	(437,600)	(8,295,187)	8,708,500	5,675,978	1,300,000	-
Fund Balance Beginning of Year	2,857,187	8,113,636	27,864,720	3,585,499	8,481,113	25,367	5,808,949	-	56,736,471
Less Contingency Reserve	(50,000)	(3,960,000)	-	(1,515,000)	-	-	-	-	(5,525,000)
Less Capital and Accrual Adjustments	-	-	-	-	(265,590)	-	(4,003,949)	-	(4,269,539)
<b>Unassigned Fund Balance End of Year</b>	<b>46,387</b>	<b>415,400</b>	<b>20,154,708</b>	<b>1,255,799</b>	<b>1,636,235</b>	<b>25,367</b>	<b>-</b>	<b>-</b>	<b>23,533,896</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.

For additional information about the individual funds' revenues, expenses/expenditures, fund balances and changes to the fund balances, please see pages 53-63 for detailed information. For information about how revenues are generated see the Revenues and Funding sources section pages 15-23.



## 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

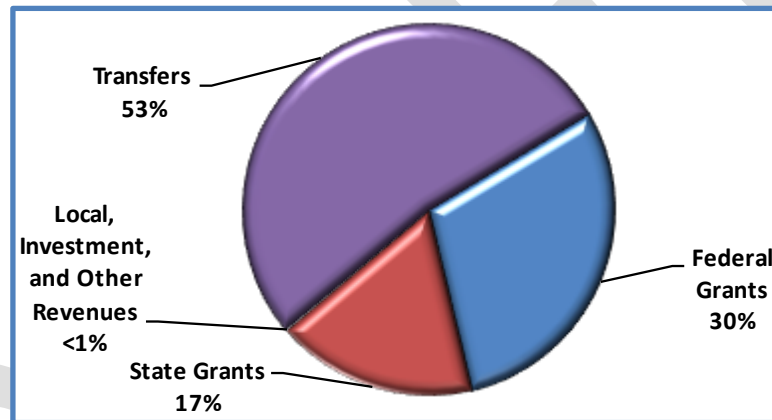
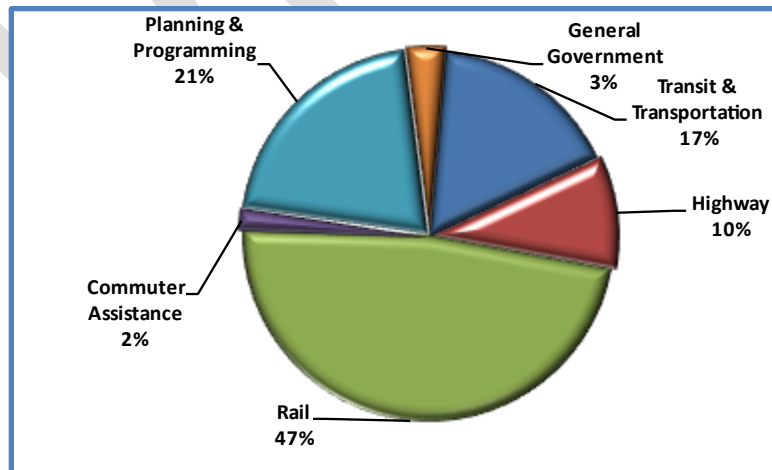


Chart 16 – General Fund Uses



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 6.3 percent overall in Fiscal Year 2024/2025 as follows:
  - FTA funds decreased approximately \$5.5 million mainly within the Transit Grant Administration budget related to pass-through funding.
  - Federal funds were further reduced by \$78,300 in CMAQ funds in the rideshare budget and \$460,700 less in STP funds for the Highway Project Managements budget.
  - State grant funding increased by \$4.5 million largely due to \$1.6 million in REAP funding and \$2 million in SB 125 funding within the Regional Transit Planning budget.
  - Local funds and investments was basically flat with an increase of \$36,800.
- The Expenditures decreased 6.5% overall in Fiscal Year 2024/2025 as follows:
  - In the Transit and Transportation Program:
    - A \$49,200 increase in the Accessibility Services budget for higher consultant and staff costs.
    - A \$334,500 increase in the Regional Transit Technology budget for paratransit scheduling software and an open loop system for the VCTC Intercity buses
    - A \$5.4 million decrease in the Transit Grant Administration budget as some pass-through projects were completed and new pass-through funds to local agencies will not be added until the final budget when projects and funding is known.
  - In the Highway Program:
    - A \$465,300 decrease in the Highway Project Management and Monitoring budget is largely due to the partial completion of the U.S. 101 PAED study.
  - In the Rail Program:
    - A \$1.86 million net decrease in the Metrolink budget for the reduction of \$2.68 million in capital projects offset by an increase to operations of approximately \$600,000.
  - In the Commuter Assistance Program:
    - A \$78,300 decrease in the Rideshare budget for reduced consultant, outreach, and staff time.
  - In the Planning and Programming Program:
    - A \$3.58 million increase in Regional Transit Planning for increased free fare rides and countywide radio system (SB125 funded) and a countywide paratransit integration analysis and 15 bus stops accessibility enhancements and improvements (REAP funded).
    - A \$237,900 increase in the Regional Transportation Planning budget for an update to the Ventura County Transportation Model, Clear Guide Big Data project and additional staff time.
    - A \$121,000 increase in TDA Administration for increased audit costs.
  - In the General Government Program:
    - A \$46,800 increase in the Community Outreach budget for additional consultants and staff time.
    - A \$38,200 increase in Management and Administration for new computer hardware for staff and additional staff time.
- Transfers in/out decreased by 1.3% or \$0.3 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.



- The fund balance is expected to be \$46,387 after the beginning fund balance was adjusted for anticipated changes and carry-over funding expended.

The actual information for Fiscal Year 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are also included in Table 19 - *General Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 19 – General Fund Fiscal Years 2022/2023 to 2024/2025**

	FY 2022/2023 Actual	FY 2023/2024 Projected Budget	General Fund FY 2024/2025 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	7,246,137	19,775,415	13,716,551	(6,058,864)	-30.6%
State Grants	2,495,157	3,462,503	8,006,015	4,543,512	131.2%
Local, Investment, and Other Revenues	149,319	73,800	110,600	36,800	49.9%
<b>Total Revenues</b>	<b>9,890,613</b>	<b>23,311,718</b>	<b>21,833,166</b>	<b>(1,478,552)</b>	<b>-6.3%</b>
<b>EXPENDITURES</b>					
<b>Transit and Transportation</b>					
Accessibility Services	339,641	465,300	514,500	49,200	10.6%
Regional Transit Technology	723,142	2,000,000	2,334,500	334,500	16.7%
Transit Grant Administration	4,874,519	10,617,210	5,219,570	(5,397,640)	-50.8%
<b>Total Transit and Transportation Budget</b>	<b>5,937,302</b>	<b>13,082,510</b>	<b>8,068,570</b>	<b>(5,013,940)</b>	<b>-38.3%</b>
<b>Highway</b>					
Highway Project Management & Monitoring	314,948	5,233,889	4,768,600	(465,289)	-8.9%
Motorist Aid Services	53,015	66,400	73,700	7,300	11.0%
<b>Total Highway Budget</b>	<b>367,963</b>	<b>5,300,289</b>	<b>4,842,300</b>	<b>(457,989)</b>	<b>-8.6%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	32,179	70,100	73,700	3,600	5.1%
Metrolink Commuter Rail	7,421,550	24,742,214	22,886,721	(1,855,493)	-7.5%
Santa Paula Branch Line	114,198	154,700	183,400	28,700	18.6%
<b>Total Rail Budget</b>	<b>7,567,927</b>	<b>24,967,014</b>	<b>23,143,821</b>	<b>(1,823,193)</b>	<b>-7.3%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	168,496	497,100	492,300	(4,800)	-1.0%
Rideshare Programs	276,083	450,900	372,600	(78,300)	-17.4%
<b>Total Commuter Assistance Budget</b>	<b>444,579</b>	<b>948,000</b>	<b>864,900</b>	<b>(83,100)</b>	<b>-8.8%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	11,553	60,300	62,200	1,900	3.2%
Regional Transit Planning	2,592,705	3,365,371	6,945,700	3,580,329	106.4%
Regional Transportation Planning	946,792	1,719,430	1,957,300	237,870	13.8%
Transportation Development Act	146,271	175,300	296,400	121,100	69.1%
Transportation Programming and Reporting	632,731	850,500	832,800	(17,700)	-2.1%
<b>Total Planning and Programming Budget</b>	<b>4,330,052</b>	<b>6,170,901</b>	<b>10,094,400</b>	<b>3,923,499</b>	<b>63.6%</b>
<b>General Government</b>					
Community Outreach	418,632	522,400	569,200	46,800	9.0%
Management and Administration	1,595,801	757,400	795,600	38,200	5.0%
State and Federal Governmental Relations	246,104	280,200	291,700	11,500	4.1%
<b>Total General Government Budget</b>	<b>2,260,537</b>	<b>1,560,000</b>	<b>1,656,500</b>	<b>96,500</b>	<b>6.2%</b>
<b>Total Expenditures</b>	<b>20,908,360</b>	<b>52,028,714</b>	<b>48,670,491</b>	<b>(3,358,223)</b>	<b>-6.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(11,017,747)</b>	<b>(28,716,996)</b>	<b>(26,837,325)</b>	<b>1,879,671</b>	<b>-6.5%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	13,248,216	24,393,728	24,076,525	(317,203)	-1.3%
<b>Fund Balance Beginning of Year</b>	<b>2,905,670</b>	<b>5,102,380</b>	<b>2,857,187</b>	<b>(2,245,193)</b>	<b>-44.0%</b>
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	(33,759)	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>5,102,380</b>	<b>729,112</b>	<b>46,387</b>	<b>(682,725)</b>	<b>-93.6%</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 \$2.3 million in sales tax receipts in Fiscal Year 2024/2025. It is estimated interest revenues will increase by \$110,000. Funds passed through to local agencies will decrease \$1.86 million due to a lower carry-in balance. There is an increase in transfers out of \$750,700 to the General Fund and the Santa Paula Branch Line Fund 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 approximately \$9.8 million as the fund balance is apportioned to local agencies. The LTF is considered a major fund.

The actual information for Fiscal Year 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 20 - *Local Transportation Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 20 – Local Transportation Fund Fiscal Years 2022/2023 to 2024/2025**

	Local Transportation Fund				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local Transportation Fund	48,505,879	46,000,000	48,300,000	2,300,000	5.0%
Local, Investment, and Other Revenues	635,176	350,000	460,000	110,000	31.4%
<b>Total Revenues</b>	<b>49,141,055</b>	<b>46,350,000</b>	<b>48,760,000</b>	<b>2,410,000</b>	<b>5.2%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	42,374,872	42,557,508	40,691,130	(1,866,378)	-4.4%
<b>Total Planning and Programming Budget</b>	<b>42,374,872</b>	<b>42,557,508</b>	<b>40,691,130</b>	<b>(1,866,378)</b>	<b>-4.4%</b>
<b>Total Expenditures</b>	<b>42,374,872</b>	<b>42,557,508</b>	<b>40,691,130</b>	<b>(1,866,378)</b>	<b>-4.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>6,766,183</b>	<b>3,792,492</b>	<b>8,068,870</b>	<b>4,276,378</b>	<b>112.8%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(10,913,640)	(11,056,395)	(11,807,106)	(750,711)	6.8%
Fund Balance Beginning of Year	25,839,173	21,691,716	8,113,636	(13,578,080)	-62.6%
Less Contingency Reserve	-	(4,150,000)	(3,960,000)	190,000	-4.6%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>21,691,716</b>	<b>10,277,813</b>	<b>415,400</b>	<b>(9,862,413)</b>	<b>-96.0%</b>



## State Transit Assistance Fund

The State Transit Assistance (STA) special revenue fund derives its revenue from allocations of diesel 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 is approved by the Commission as part of the annual budget process.

The STA revenues are estimated to decrease by \$80,600 as allocated by the State. Interest is estimated to increase by \$250,000. There is a \$5.75 million increase in transfers-out to the General Fund, Santa Paula Branch Line Fund and VCTC Intercity Fund for associated activities due to normal fluctuation in needs in Fiscal Year 2024/2025. The fund balance is expected to decrease by approximately \$6.55 million for the increase in expenditures within other funds. Although not currently 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 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 21 - *State Transit Assistance Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 21 – State Transit Assistance Fund Fiscal Years 2022/2023 to 2024/2025**

	State Transit Assistance Fund				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Transit Assistance	12,726,735	11,556,909	11,476,333	(80,576)	-0.7%
Local, Investment, and Other Revenues	638,301	350,000	600,000	250,000	71.4%
<b>Total Revenues</b>	<b>13,365,036</b>	<b>11,906,909</b>	<b>12,076,333</b>	<b>169,424</b>	<b>1.4%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	611,197	579,030	565,235	(13,795)	-2.4%
<b>Total Planning and Programming Budget</b>	<b>611,197</b>	<b>579,030</b>	<b>565,235</b>	<b>(13,795)</b>	<b>-2.4%</b>
<b>Total Expenditures</b>	<b>611,197</b>	<b>579,030</b>	<b>565,235</b>	<b>(13,795)</b>	<b>-2.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>12,753,839</b>	<b>11,327,879</b>	<b>11,511,098</b>	<b>183,219</b>	<b>1.6%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(5,288,683)	(13,465,570)	(19,221,110)	(5,755,540)	42.7%
Fund Balance Beginning of Year	21,378,455	28,843,611	27,864,720	(978,891)	-3.4%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>28,843,611</b>	<b>26,705,920</b>	<b>20,154,708</b>	<b>(6,551,212)</b>	<b>-24.5%</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 motorist aid assistance for the emergency call boxes located strategically on the highways of the County, the Freeway Service Patrol program on major highways, and incident responder grant program. Use of the funds is approved by the Commission as part of the annual budget process.

In Fiscal Year 2024/2025, revenues are expected to remain relatively flat with a \$12,000 increase. State revenues are estimated to decrease by \$348,300 as FSP expenses will be lower and interest is expected to increase about \$30,000. Expenditures are approximately \$678,400 lower with reduced costs for the Freeway Service Patrol costs. Transfers out to the general fund increased by \$371,200 to cover staff time and costs for a Transportation Data and Analytics Pilot Program. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed. The fund balance is expected to decrease approximately \$814,700 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 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 22 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 22 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2022/2023 to 2024/2025**

	Service Authority for Freeway Emergencies				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Vehicle Registration Fees	816,864	800,000	812,000	12,000	1.5%
State Grants	825,776	1,216,824	868,500	(348,324)	-28.6%
Local, Investment, and Other Revenues	119,693	70,000	100,000	30,000	42.9%
<b>Total Revenues</b>	<b>1,762,333</b>	<b>2,086,824</b>	<b>1,780,500</b>	<b>(306,324)</b>	<b>-14.7%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Motorist Aid Services	1,338,404	2,836,024	2,157,600	(678,424)	-23.9%
<b>Total Highway Budget</b>	<b>1,338,404</b>	<b>2,836,024</b>	<b>2,157,600</b>	<b>(678,424)</b>	<b>-23.9%</b>
<b>Total Expenditures</b>	<b>1,338,404</b>	<b>2,836,024</b>	<b>2,157,600</b>	<b>(678,424)</b>	<b>-23.9%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>423,929</b>	<b>(749,200)</b>	<b>(377,100)</b>	<b>372,100</b>	<b>-49.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(53,015)	(66,400)	(437,600)	(371,200)	559.0%
Fund Balance Beginning of Year	4,030,185	4,401,099	3,585,499	(815,600)	-18.5%
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>4,401,099</b>	<b>2,070,499</b>	<b>1,255,799</b>	<b>(814,700)</b>	<b>-39.3%</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 revenues are expected to increase by \$42,000. Interest revenues will increase by \$80,000 due to higher rates and balances. It is expected that approximately \$78,500 will be passed through to local agencies while \$8.3 million will be transferred out to the General Fund for Metrolink activities which includes funding from prior years and Valley Express fund for new bus procurement. VCTC's allocation of SGR revenues in Fiscal Year 2024/2025 are committed to Thousand Oaks transit needs in Fiscal Year 2025/2026; therefore, are shown as a reduction under capital and accrual adjustments to better reflect the spendable fund balance. The fund balance is expected to increase by approximately \$6,100 for adjustments to prior revenues. The SGR fund is considered a non-major fund.

The actual information for Fiscal Year 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 23 - *State of Good Repair Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 23 – State of Good Repair Fund Fiscal Years 2022/2023 to 2024/2025**

	State of Good Repair Fund				
	FY 2022/2023 Actual	FY 2023/2024 Projected Budget	FY 2024/2025 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
State of Good Repair	1,491,427	1,552,466	1,594,428	41,962	2.7%
Local, Investment, and Other Revenues	208,317	120,000	200,000	80,000	66.7%
<b>Total Revenues</b>	<b>1,699,744</b>	<b>1,672,466</b>	<b>1,794,428</b>	<b>121,962</b>	<b>7.3%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	62,293	107,966	78,529	(29,437)	-27.3%
<b>Total Planning and Programming Budget</b>	<b>62,293</b>	<b>107,966</b>	<b>78,529</b>	<b>(29,437)</b>	<b>-27.3%</b>
<b>Total Expenditures</b>	<b>62,293</b>	<b>107,966</b>	<b>78,529</b>	<b>(29,437)</b>	<b>-27.3%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,637,451</b>	<b>1,564,500</b>	<b>1,715,899</b>	<b>151,399</b>	<b>9.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(723,252)	(7,208,287)	(8,295,187)	(1,086,900)	15.1%
<b>Fund Balance Beginning of Year</b>	<b>6,359,701</b>	<b>7,273,900</b>	<b>8,481,113</b>	<b>1,207,213</b>	<b>16.6%</b>
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	(265,590)	(265,590)	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>7,273,900</b>	<b>1,630,113</b>	<b>1,636,235</b>	<b>6,122</b>	<b>0.4%</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. The use of the funds is approved by the Commission as part of the annual budget process.

At this time, it is expected that local revenues will decrease in Fiscal Year 2024/2025 by \$60,000. It is expected that expenditures will increase \$6.69 million for additional consultant costs and bridge repairs caused by storm damage. Transfers out to the general fund cover staff time associated with SPBL funded projects and are netted with the Transfers-in which consist of STA funds to pay for staff and operations for a net increase of approximately \$6.75 million. The fund balance of \$25,367 will be available for future expenditures. The SPBL fund is considered a non-major fund.

The actual information for Fiscal Year 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 24 - *Santa Paula Branch Line Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 24 – Santa Paula Branch Line Fund Fiscal Years 2022/2023 to 2024/2025**

	Santa Paula Branch Line Fund				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local, Investment, and Other Revenues	417,186	385,000	325,000	(60,000)	-15.6%
<b>Total Revenues</b>	<b>417,186</b>	<b>385,000</b>	<b>325,000</b>	<b>(60,000)</b>	<b>-15.6%</b>
<b>EXPENDITURES</b>					
<b>Rail</b>					
Santa Paula Branch Line	584,002	2,347,346	9,033,500	6,686,154	284.8%
<b>Total Rail Budget</b>	<b>584,002</b>	<b>2,347,346</b>	<b>9,033,500</b>	<b>6,686,154</b>	<b>284.8%</b>
<b>Total Expenditures</b>	<b>584,002</b>	<b>2,347,346</b>	<b>9,033,500</b>	<b>6,686,154</b>	<b>284.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(166,816)</b>	<b>(1,962,346)</b>	<b>(8,708,500)</b>	<b>(6,746,154)</b>	<b>343.8%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	166,816	1,962,346	8,708,500	6,746,154	343.8%
Fund Balance Beginning of Year	25,367	25,367	25,367	0	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>25,367</b>	<b>25,367</b>	<b>0</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 and Los Angeles counties. Revenues are generated from federal, state, and local resources. The use of the funds is approved by the Commission as part of the annual budget process.

Total revenues increased 114.4%. Federal funds increased approximately \$411,100 and state revenues increased \$6.3 million for bus needs. Local funds have increased by \$451,800 for increased local match needs and anticipated increases in fare revenues. The increase in expenses of approximately \$7.38 million is due to increases in operations, the purchase of new buses and refurbishment of additional buses. Transfers-in from the STA increased by \$235,400. The presented fund balance is approximately \$4.0 million for undepreciated capital assets, pension liabilities and OPEB liabilities and are not available for current expenses. Therefore, the unassigned or spendable fund balance is expected to be \$0. The VCTC Intercity fund is considered a major fund.

The actual information for Fiscal Year 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 25 - VCTC Intercity Fund Fiscal Years 2022/2023 to 2024/2025.

**Table 25 – VCTC Intercity Fund Fiscal Years 2022/2023 to 2024/2025**

	VCTC Intercity Fund				
	FY 2022/2023 Actual	FY 2023/2024 Projected Budget	FY 2024/2025 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	3,889,441	3,715,453	4,126,551	411,098	11.1%
State Grants	-	200,000	6,500,000	6,300,000	3150.0%
Local, Investment, and Other Revenues	2,097,991	2,343,169	2,794,971	451,802	19.3%
<b>Total Revenues</b>	<b>5,987,432</b>	<b>6,258,622</b>	<b>13,421,522</b>	<b>7,162,900</b>	<b>114.4%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
VCTC Intercity	11,362,016	13,524,200	20,902,500	7,378,300	54.6%
<b>Total Transit and Transportation Budget</b>	<b>11,362,016</b>	<b>13,524,200</b>	<b>20,902,500</b>	<b>7,378,300</b>	<b>54.6%</b>
<b>Total Expenditures</b>	<b>11,362,016</b>	<b>13,524,200</b>	<b>20,902,500</b>	<b>7,378,300</b>	<b>54.6%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(5,374,584)</b>	<b>(7,265,578)</b>	<b>(7,480,978)</b>	<b>(215,400)</b>	<b>3.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	3,563,558	5,440,578	5,675,978	235,400	4.3%
Fund Balance Beginning of Year	9,423,858	7,633,949	5,808,949	(1,825,000)	-23.9%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	21,117	(5,808,949)	(4,003,949)	1,805,000	-31.1%
<b>Unassigned Fund Balance End of Year</b>	<b>7,633,949</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



## Valley Express Fund

The Valley Express service is managed and operated for the benefit of Heritage Valley and provides fixed, Dial-A-Ride and paratransit 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 is approved by the Commission as part of the annual budget process.

Total revenues increased by 70.9% overall, or a \$1.9 million increase. Federal revenues increased by \$1.45 million for new bus purchases and a demonstration bus route between Fillmore and Moorpark. The local revenues increased by \$461,600 for additional local matches and increased fare revenues. The expenditures increased by \$3.2 million largely due to the new bus purchases and additional contract services in the upcoming fiscal year. Transfers-in of \$1.3 million include State of Good Repair funding for the purchases of new buses. 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 2022/2023 and the budgeted information for Fiscal Years 2023/2024 and 2024/2025 are included in Table 26 - *Valley Express Fund Fiscal Years 2022/2023 to 2024/2025*.

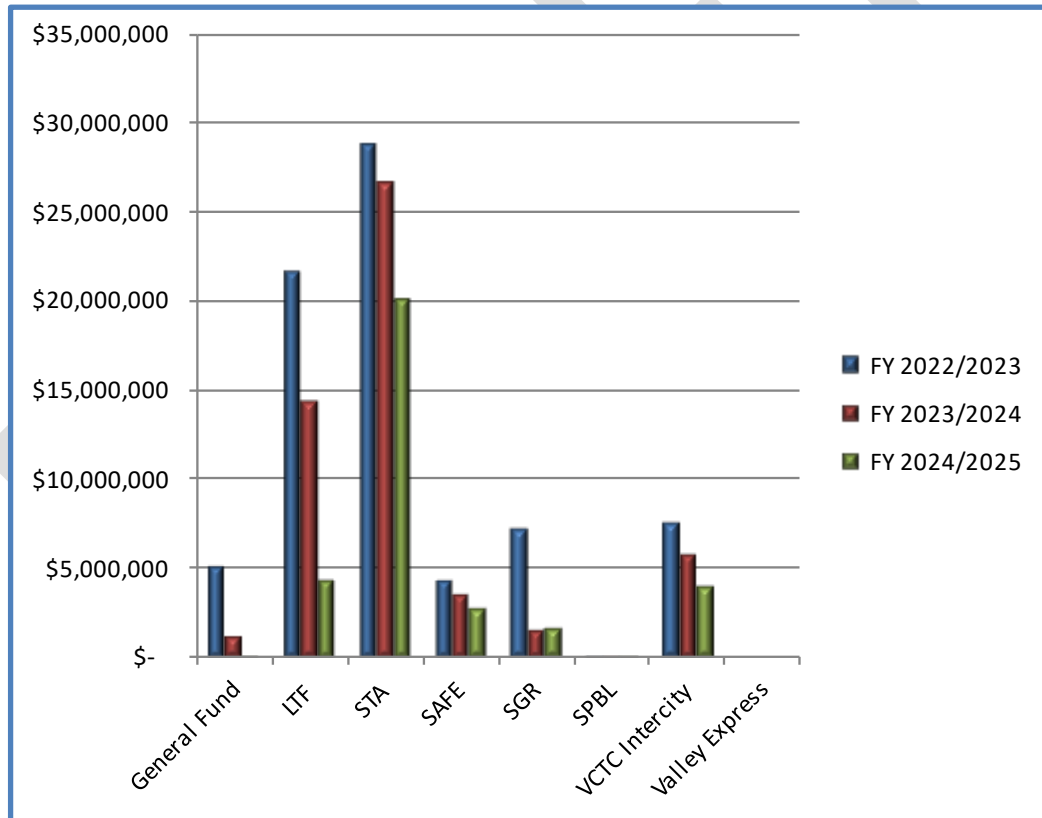
**Table 26 – Valley Express Fund Fiscal Years 2022/2023 to 2024/2025**

	Valley Express Fund				
	FY 2022/2023 Actual	FY 2023/2024 Projected Budget	FY 2024/2025 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	1,092,730	1,287,731	2,741,787	1,454,056	112.9%
Local, Investment, and Other Revenues	1,010,682	1,412,569	1,874,213	461,644	32.7%
<b>Total Revenues</b>	<b>2,103,412</b>	<b>2,700,300</b>	<b>4,616,000</b>	<b>1,915,700</b>	<b>70.9%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
Valley Express	2,103,412	2,700,300	5,916,000	3,215,700	119.1%
<b>Total Transit and Transportation Budget</b>	<b>2,103,412</b>	<b>2,700,300</b>	<b>5,916,000</b>	<b>3,215,700</b>	<b>119.1%</b>
<b>Total Expenditures</b>	<b>2,103,412</b>	<b>2,700,300</b>	<b>5,916,000</b>	<b>3,215,700</b>	<b>119.1%</b>
<b>Revenues Over/(Under) Expenditures</b>	-	-	<b>(1,300,000)</b>	<b>(1,300,000)</b>	-
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	1,300,000	1,300,000	-
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 2024/2025 are expected to be \$104.6 million with expected expenditures to be \$128.0 million. These activities will result in an anticipated net decrease of \$23.4 million. The beginning fund balance of \$56.7 million is reduced by \$5.5 million for a reserve and further reduced by \$4.3 million for capital adjustments (anticipated depreciation) and accruals (pension and OPEB). Therefore, the expected fund balance on June 30, 2025 is anticipated to be \$23.5 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 2022/2023 and projected Fiscal Years 2023/2024 and 2024/2025 fund balances for all VCTC's funds for a three-year period. Details of the projected Fiscal Year 2024/2025 fund balances are reflected in Table 18 - *Budget Summary by Fund*.

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





# VENTURA COUNTY TRANSPORTATION COMMISSION

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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



## **BUDGET TASK: ACCESSIBILITY SERVICES**

**DIRECTOR:** Claire Grasty

**BUDGET MANAGER:** Aubrey Smith

**OBJECTIVES:** Historically this budget task 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 Accessibility Services Budget Task 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. Managed the ADA subcommittee to update the ADA application and other related improvements. Began work to implement strategies outlined in the Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan) and the Transit Integration and Efficiency Study (TIES).

**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 Accessibility 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 the Ventura County Area Agency on Aging. This budget task will also 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.

In the upcoming year, VCTC anticipates applying recommendations from the ADA subcommittee to improve the ADA application and to implement strategies outlined in the Coordinated Plan and the TIES. VCTC has also started a Short-Range Transit Plan (SRTP) that will cover Fiscal Years 2025 to 2034 and will further evaluate strategies identified in the TIES and the Coordinated Plan. The SRTP includes a task called the Countywide Paratransit Integration Analysis that will analyze the potential consolidation of paratransit services in Ventura County into a countywide paratransit agency. The Accessibility Services budget task leverages VCTC's central position and regional focus to provide impactful and accessible transportation services for seniors and people with disabilities. VCTC staff expects to be more engaged in this budget for Fiscal Year 2024/2025 and as such, the budget is 10% higher than last fiscal year due to an increase in staff time, training, and consultant services other than the ADA certification program.





**BUDGET TASK: ACCESSIBILITY SERVICES (continued)****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Aubrey Smith**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 the update of the Coordinated Public Transit Human Services Transportation Plan.
5. Provide information and assistance with inquiries regarding the ADA certification program.
6. Coordinate implementation of countywide transportation initiatives for target rider groups, including seniors and people with disabilities.
7. Implement strategies identified in both the Coordinated Plan and TIES to improve the coordination and delivery of paratransit services.

**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	\$514,500
<b>Total Funding</b>	<b>\$514,500</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 7,450	\$ 21,200	<b>\$ 33,000</b>
Fringe and Tax	3,243	11,700	<b>17,700</b>
Indirect Cost Allocation	7,116	28,200	<b>39,500</b>
Business Meals	0	100	<b>100</b>
Mileage	75	500	<b>500</b>
Office Support	652	1,000	<b>1,000</b>
Printing	0	3,500	<b>3,500</b>
Training	0	500	<b>8,200</b>
Travel and Conferences	2,210	1,600	<b>4,000</b>
Consultant Services	318,254	390,000	<b>400,000</b>
Legal Services	641	7,000	<b>7,000</b>
<b>Total Expenditures</b>	<b>\$339,641</b>	<b>\$465,300</b>	<b>\$514,500</b>



## **BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY**

**DIRECTOR:** Claire Grasty

**BUDGET MANAGER:** Matt Miller

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

**ACCOMPLISHMENTS:** VCTC staff continued to refine the VCbuspass that was launched in Fiscal Year 2021/2022. VCbuspass offers both reloadable smartcards and mobile tickets for use on any fixed route and general public dial-a-ride (on-demand) bus in Ventura County. The VCbuspass system compliments VCTC's other countywide technology program, GoVCBus. Combined, these programs provide passengers ticketing, real-time schedule information, rider alerts, push notifications, onboard audio announcements, trip planning and options for "unbanked and underbanked" individuals to access discounted fare products.

Staff has successfully activated 22 of 66 eligible Ventura County retail locations where the VCbuspass can be reloaded with cash or credit/debit card. Retailer locations are located throughout the County along major bus routes and include select 7 Eleven, CVS, Walgreens and Family Dollar stores. Staff will be working on activating the remaining stores in 2024. In addition, staff worked with California State University Channel Islands (CSUCI) to enable student IDs to be tapped on VCbuspass readers, providing an easy way for CSUCI students to travel on transit throughout the County. Staff also worked with the Housing Authority of Ventura to develop a special fare program to provide residents of a new housing development with a VCbuspass that can be used throughout the county. Additional options for the program include expansion to fleets such as paratransit services which would further unify fare technology across the county and improve access for persons with disabilities unable to use fixed route buses.

In combination with the RTPI system, these technologies can create a more seamless and integrated transit network for the region's travelers that speed up operations and breakdowns the complexity and challenges of navigating transit in Ventura County. To this end, the Transit Integration and Efficiency Study (TIES) includes recommendations to standardize 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 of transit in Ventura County. Expenditures for Fiscal Year 2024/2025 are for the warranty/maintenance for the VCbuspass fare systems, recurring duties for management of fare media, installation, maintenance and oversight of the real-time bus stop arrival signs, back-end system, onboard fleet equipment, associated software packages, and coordination and maintenance of a countywide GTFS database. This budget will support needed technology for vehicle replacements, ongoing maintenance, and support efforts, deploying new paratransit scheduling software, installing VCbuspass readers on paratransit vehicles and procuring an open payment system for VCTC Intercity buses, funded by Solutions for Congested Corridors Program (SCCP) through the Santa Barbara County Association of Governments (SBCAG).



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY (continued)****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller**WORK ELEMENTS:**

1. Coordinate system installation, training and maintenance activities with transit operators and vendors for countywide ITS technologies, equipment, and services.
2. 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.
3. Plan, coordinate and deploy policy initiatives for a seamless and intuitive countywide fare structure and oversee compliance with Title VI fare equity activities.
4. Oversee management and updates to RTPI and GTFS database.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA, CMAQ	\$1,151,300
FTA Carry-over	440,000
LTF Carry-over	50,000
STA Fund Transfer	293,200
Solutions for Congested Corridors Program (SCCP)	400,000
<b>Total Funding</b>	<b>\$2,334,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 87,846	\$ 130,100	<b>\$ 139,800</b>
Fringe and Tax	57,350	77,000	<b>81,000</b>
Indirect Cost Allocation	96,628	177,900	<b>172,200</b>
Business Meals	0	100	<b>100</b>
Communications	0	0	<b>35,000</b>
Mileage	150	2,000	<b>2,000</b>
Office Support	0	2,000	<b>2,000</b>
Postage	60	300	<b>300</b>
Printing	8,294	17,000	<b>17,000</b>
Training	0	1,000	<b>1,000</b>
Travel and Conferences	0	3,000	<b>3,000</b>
Bank Credit Card Processing Fees	10,223	15,000	<b>15,000</b>
Legal Services	5,914	15,000	<b>15,000</b>
Professional Services	363,687	844,600	<b>1,421,100</b>
Equipment / Equipment Maintenance	92,990	715,000	<b>415,000</b>
Outreach	0	0	<b>15,000</b>
<b>Total Expenditures</b>	<b>\$723,142</b>	<b>\$2,000,000</b>	<b>\$2,334,500</b>





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

**OBJECTIVES:** Provide funds made available by the Federal Transit Administration (FTA) and the State of California to Ventura County transit operators and local agencies and ensure that the funding 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 to fund bus transit and planning, and on a pass-through basis to county transit agencies, except for Metrolink, Gold Coast Transit District and Simi Valley Transit, which are direct grant recipients of FTA funds. VCTC is subject to FTA review of its federal compliance. During the past year VCTC also launched its first projects under the Access for All Program funded from the California Public Utilities Commission (CPUC).

**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 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, Interface Children & Family Services / 211, Pathpoint Ventura County, and Caregivers. The first round of Access for All funds went to Gold Coast Transit District and Ventura Transit System, Inc.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. The FTA funds include a small amount of unexpended COVID emergency funds for Thousand Oaks. VCTC has also been approved by the California Transportation Commission for a \$75 million grant from the Senate Bill SB 1 Solutions for Congested Corridors Program for a package of projects, and although these funds are provided directly to the various implementing agencies, and therefore not included in this Transit Grant Administration budget, VCTC must assume a significant responsibility to ensure compliance with the requirements for this large grant. Staff therefore recommends a \$45,000 increase for Consultant Services, and an increase in staff hours, to provide adequate resources for these expanded monitoring and compliance responsibilities.

**WORK ELEMENTS:**

1. Prepare and submit FTA grant applications and requests to Caltrans and CPUC as required to obtain funds for projects approved by VCTC.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports. Ensure compliance with all grant agency requirements including (for FTA) 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.
4. Provide required grant project status reports to the FTA and state funding entities.



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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$ 240,440
FTA 5307, 5310, CMAQ Transfers, Carry-over	4,603,021
FTA CRRSA Carry-over	33,613
FTA ARP Carry-over	33,613
STA Fund Transfer	151,460
PUC – Access for All	143,823
Local Contributions Carry-over	13,600
<b>Total Funding</b>	<b>\$5,219,570</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 147,911	\$ 103,700	\$ 135,900
Fringe and Tax	85,160	52,100	65,100
Indirect Cost Allocation	155,109	133,900	156,700
Business Meals	0	100	100
Mileage	0	700	400
Notices	1,825	1,900	2,000
Travel and Conferences	0	700	700
Consultant Services	1,198	20,000	65,000
Legal Services	1,710	3,200	3,200
Equipment	64,015	68,000	68,000
Pass-Through Grants	4,417,591	10,232,910	4,722,470
<b>Total Expenditures</b>	<b>\$4,874,519</b>	<b>\$10,617,210</b>	<b>\$5,219,570</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



**BUDGET TASK: VALLEY EXPRESS****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller

**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 in 2013 and reauthorized in March 2023.

Like all transit agencies, Valley Express is continuing to see improved ridership, which is now at 65% of pre-pandemic figures. Through the unmet transit needs process, VCTC staff received public comments and requests for a route connecting the city of Fillmore and Moorpark to take advantage of work and educational opportunities in that part of Ventura County. VCTC staff applied for and were awarded a Congestion Mitigation and Air Quality (CMAQ) grant to implement this route for 3 years. The new Route will serve the Fillmore Terminal, Moorpark Metrolink Station, Moorpark Marketplace, and Moorpark College and will be implemented in August 2024 coinciding with the start of school.

**DESCRIPTION:** The Valley Express service provides General Public Dial-a-Ride (DAR), Fixed Route, and Americans with Disabilities Act (ADA) Paratransit/Senior transit services. VCTC administers the program pursuant to a cooperative agreement. Since its inception, VCTC has provided administration of the policy and technical committees, contractor oversight, marketing program development, ridership analysis, service quality monitoring and general outreach activities to promote transit usage.

The cost of the transit service is driven primarily by contract service provider rates and the level of service provided. A new contract began in March 2023, which saw increased costs, which can be seen in the Contract Services line item. Costs in the Fiscal Year 2024/2025 budget also include the Fillmore to Moorpark route and increased DAR costs due to increased demand that has been realized since the contractor became fully staffed. Recurring costs include a fixed administrative fee of \$133,800 (for VCTC salaries, fringe, and indirect costs), contract operator expenses, printing, outreach, 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 are waived for Fiscal Year 2024/2025 and these revenues are not needed, though they may be again.

Besides the implementation of the Fillmore to Moorpark route, procurement for replacement transit vehicles will continue, with the first five expected to be delivered in the fiscal year.

**WORK ELEMENTS:**

1. Provide the Valley Express service through a contract operator and oversee contractor performance, service quality, and compliance.
2. Organize and administer regular committee meetings with representatives.
3. Oversee the planning and development of schedule adjustments of the service.



**BUDGET TASK: VALLEY EXPRESS (continued)****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller**WORK ELEMENTS (continued):**

4. Implement support activities such as marketing and outreach.
5. Administer contracts related to service, consultants and as needed.
6. Prepare service statistics and provide information to Cities, County, State, and FTA.
7. Provide development of service information for online and real-time arrival systems.
8. Oversee fleet asset management including 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, CMAQ	\$2,741,787
State of Good Repair Fund Transfer	1,300,000
Local Contribution – Bus Operations*	1,148,813
Local Contribution – Route Guarantee*	524,600
Local Fee – Contract Administration*	133,800
Local Fee – Farebox	67,000
<b>Total Funding</b>	<b>\$5,916,000</b>

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

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 42,334	\$ 48,000	\$ 52,700
Fringe and Tax	21,009	21,400	22,500
Indirect Cost Allocation	42,155	59,700	58,600
Mileage	445	1,000	1,000
Office Support	179	1,000	1,000
Printing	6,665	10,000	10,000
Bank Fees	0	1,200	1,000
Legal Services	9,680	10,000	8,000
Professional Services	54,940	60,000	55,000
Communications Wi-Fi	6,842	9,000	7,000
Contract Services	1,872,576	2,400,000	2,935,900
Equipment	0	4,000	10,000
Outreach	46,587	75,000	70,000
Vehicle Replacements	0	0	2,683,300
<b>Total Expenditures</b>	<b>\$2,103,412</b>	<b>\$2,700,300</b>	<b>\$5,916,000</b>



**BUDGET TASK: VCTC INTERCITY SERVICES****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller

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

**ACCOMPLISHMENTS:** VCTC Intercity Services is still recovering from the devastating effects of the pandemic. Although the ridership recovery has been slow, Intercity service has recovered about 66% of its pre-covid ridership, a 10% increase since the previous year. To help rebuild ridership, staff implemented a “Back to the Basics” outreach campaign that focused messaging on how to ride transit, pay your fare, load a bicycle, and read a bus schedule. Additionally, staff, with the help of our VCTC marketing contractor, redesigned all the Intercity Bus schedules which include route maps with destinations and landmarks for easier trip planning and streamlined route schedules. A complimentary bilingual “How to Ride Guide” was also developed which contains additional information about the Intercity Bus Service like how to make transfers, ways to pay your fare, rules of conduct, Title VI information and Dial-A-Ride information.

Following the “Back to the Basics” theme, staff focused on improving bus network reliability by repairing or replacing existing vehicle passenger counters and on-time performance data sensors onboard the entire Intercity bus fleet. The project has led to a large increase in reliable data to assist in route scheduling and planning. Staff will be relying on the data as all routes are assessed and adjusted to improve on-time performance and usage.

Lastly, VCTC has brought back the Conejo Connection Route which was suspended during the pandemic. This route is an express route that begins in Ventura and continues south serving Oxnard, Camarillo, Thousand Oaks and Woodland Hills where it stops at Westfield Topanga, Metro Orange Line, L.A. Pierce College, and Kaiser Permanente Hospital.

**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 and Los Angeles County. The system provides vital regional service for all citizens, including for those with and without access to a vehicle. The fleet is made up of commuter coaches each equipped with complimentary Wi-Fi and reclining seats.

Fiscal Year 2024/2025 service is funded with State Transit Assistance (STA), Federal Transit Administration (FTA) formula revenues, Senate Bill (SB)125 funds, and passenger revenues. In addition, dedicated revenues, called “Route Guarantees”, are provided by VCTC’s regional partners, Santa Barbara County Association of Governments (SBCAG), California State University Channel Islands (CSUCI) and Moorpark College. This year, staff efforts will be spent replacing and repowering aging buses.

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:** Claire Grasty**BUDGET MANAGER:** Matt Miller**WORK ELEMENTS:**

1. Oversee contract compliance, budget performance, rolling stock and regulatory compliance.
2. Plan and implement regular service changes and adjustments to timetables.
3. Administer Cooperative funding agreements and prepare related budgets.
4. Manage development and reporting of service indicators and system information.
5. Promote the system, conduct outreach, ridership surveys, and solicit rider input.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 4,126,551
STA Fund Transfer	5,675,978
SB 125 - TIRCP	6,500,000
Local Contribution – Route Guarantee*	2,008,971
Local Contribution – CSUCI Administration	35,000
Local Fee – Farebox	751,000
VCTC Intercity Fund Balance	1,805,000
<b>Total Funding</b>	<b>\$20,902,500</b>

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

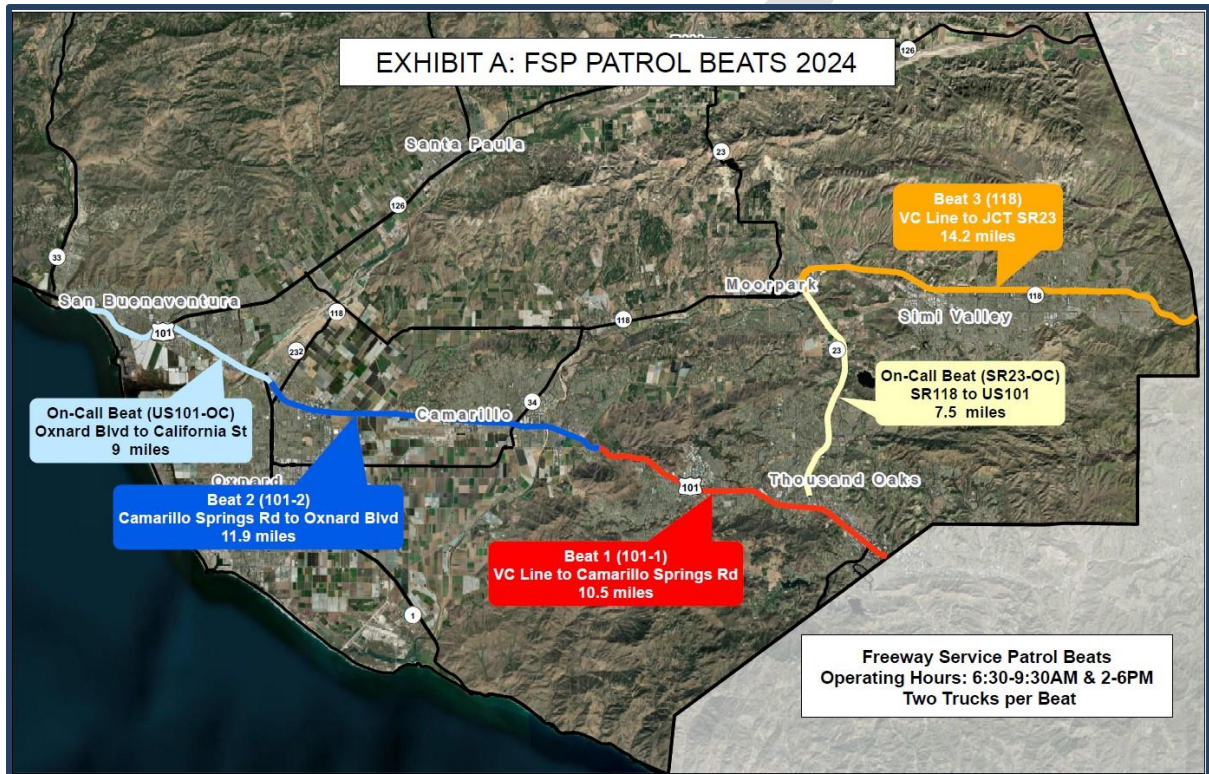
**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 142,190	\$ 128,700	<b>\$147,200</b>
Fringe and Tax	86,278	59,000	<b>64,600</b>
Indirect Cost Allocation	152,046	161,300	<b>165,000</b>
Business Meals	99	200	<b>200</b>
Mileage	554	1,500	<b>1,500</b>
Office Support	8,024	1,500	<b>1,500</b>
Printing	12,512	30,000	<b>30,000</b>
Training	500	2,000	<b>2,000</b>
Travel and Conferences	750	6,000	<b>6,000</b>
Bank Fees	0	4,000	<b>2,500</b>
Consultant Services	112,070	300,000	<b>180,000</b>
Legal Services	5,752	25,000	<b>25,000</b>
Bus and Equipment	41,281	260,000	<b>16,500</b>
Bus Replacements	0	0	<b>6,500,000</b>
Communications Wi-Fi	16,420	20,000	<b>20,000</b>
Contract Services	8,870,524	10,600,000	<b>11,835,500</b>
Outreach	101,990	100,000	<b>100,000</b>
Depreciation	1,811,026	1,825,000	<b>1,805,000</b>
<b>Total Expenditures</b>	<b>\$11,362,016</b>	<b>\$13,524,200</b>	<b>\$20,902,500</b>

\* This budget task was amended after the Commission approved the budget in June 2023.

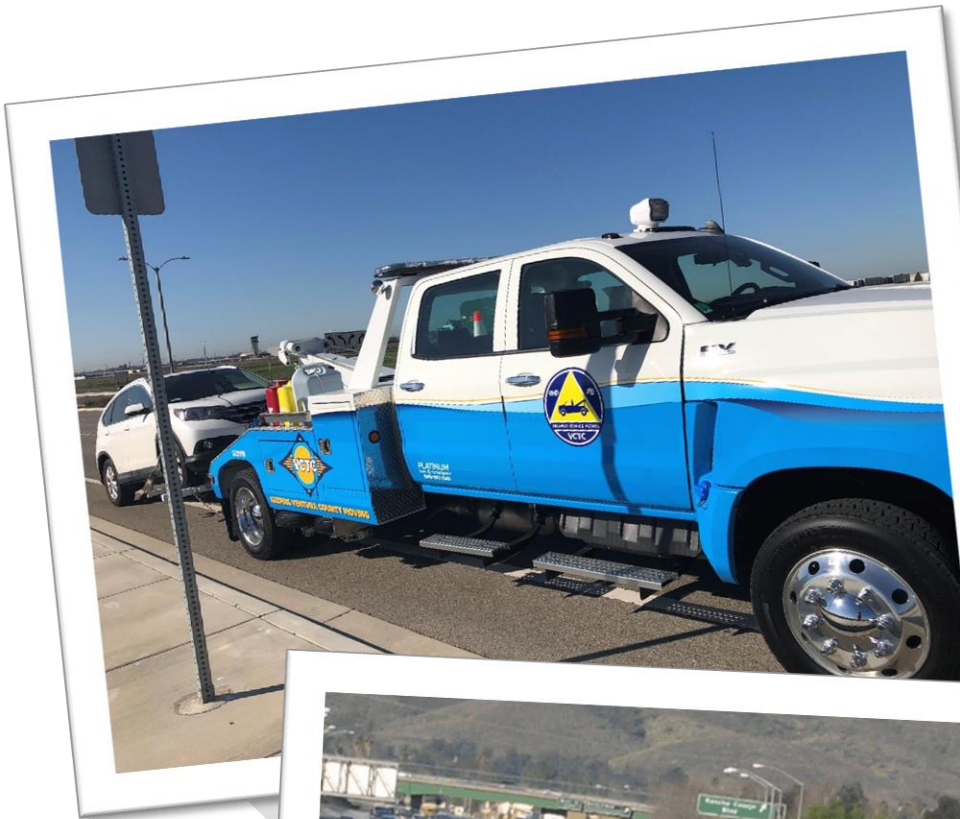








## HIGHWAY PROGRAM TASK BUDGETS



## **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 US 101, the Commission laid the groundwork to move forward with environmental work for that project. That document also provided a preliminary construction cost estimate ranging from \$690 million to \$2 billion, depending on the selected alternative. 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 ongoing 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, and in May 2023 updated the Commission on the project's status. The draft environmental document is currently anticipated to be released to the public in mid-2024. There will be a presentation to the Commission on the project, prior to the release of the document.

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. This past year VCTC obtained a \$15 million state Port Freight Infrastructure Program (PFIP) grant to cover the project's cost escalation. The Final Design and Right-of-Way acquisition are nearly finished, and the project should be ready to go to bid this Fall. The Project Development Team includes VCTC, City of Oxnard, the County, Caltrans, and the consultants.

**DESCRIPTION:** In Fiscal Year 2024/2025 staff will be working with Caltrans and the project consultant to continue the work on the PAED phase for Route 101, and to start the construction of 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 2024/2025. 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. The PAED will also provide the necessary updated cost data, including a phasing



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

**DESCRIPTION (continued):** analysis, so that the Commission can consider an early action phase that can move forward based on currently available funding.

The Rice Avenue Grade Separation should be ready to list, go out for bid for construction, in time for the June 2024 California Transportation Commission construction allocation deadline. One currently unresolved issue is that the adopted Fiscal Year 2023/2024 state budget delayed the project's PFIP funds to Fiscal Year 2025/2026, creating uncertainty with that funding, which staff is currently attempting to resolve. The state provides the project funds directly to Oxnard and therefore these funds do not appear in the VCTC budget.

Based on the experience over the past few years with the predominance of virtual project meetings, the budget reduces funding for Mileage and Travel, which are associated primarily with meeting attendance.

**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, commencement of Rice Avenue Grade Separation construction phase and project monitoring during construction.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STP Carry-over	\$4,755,000
PPM	13,600
<b>Total Funding</b>	<b>\$4,768,600</b>

**EXPENDITURE COMPARISON:38**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 18,215	\$ 38,000	\$ 38,300
Fringe and Tax	6,651	20,100	19,400
Indirect Cost Allocation	16,549	49,800	45,000
Mileage	0	700	300
Office Support	0	500	500
Travel and Conferences	0	1,000	200
Consultant Services	273,451	5,116,789	4,657,600
Legal Services	82	7,000	7,300
<b>Total Expenditures</b>	<b>\$314,948</b>	<b>\$5,233,889</b>	<b>\$4,768,600</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



## **BUDGET TASK: MOTORIST AID SERVICES**

**DIRECTOR:** Amanda Fagan

**BUDGET MANAGER:** Andrew Kent

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

**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, emergency roadside callbox volumes decreased over time, yet continue to average approximately 100 calls for aid each month. In 2023, the 428 call boxes were used 1,226 times to call for aid. Callboxes are maintained and managed through existing service provider contracts.

In 2019, with changes to SAFE legislation and a growing fund balance, the SAFE Board approved two additions to Motorist Aid Services: Freeway Service Patrol (FSP) and Incident Responder Grant Program (IRGP). In March 2021, VCTC initiated service to three segments (“beats”) of FSP service. Procurement for a fourth beat was conducted during Fiscal Year 2022/2023; however, the procurement process did not result in a responsive bid that met benefit/cost ratio requirements. During Fiscal Year 2023/2024, VCTC exercised the FSP Tow Contractor Services contract extension option with Platinum Tow & Transport for an additional two (2) years of service under existing FSP contracts and incorporated service hours and coverage area modifications effective July 1, 2024 at no additional cost. VCTC also implemented a third round of IRGP and monitored the performance of prior round awards.

With sunset of the SpeedInfo Speed Sensor network, which provided travel speed data from 2007 – 2022 to the Caltrans District 7 Traffic Management Center (TMC), VCTC evaluated alternatives to a replacement system that leverages emergent technology to collect and analyze speed and other traffic data. In Fiscal Year 2023/2024, the VCTC Transportation Data and Analytics Pilot Program launched to license real-time probe data as an alternative source of highway speed data. VCTC is working with Caltrans to integrate resulting data into the TMC and share data with local traffic operations managers and incident responders.

**DESCRIPTION:** Maintain the callbox network. Maintain positive working relationships with Caltrans and California Highway Patrol (CHP) and manage contractor roles in program implementation. Interact with SAFEs throughout the state. Develop strategies to reduce costs and improve service to the motoring public. Implement and monitor expenditures from IRGP awards. Implement and monitor FSP program operations and effectiveness. Continue FSP service and implement service modifications and expanded coverage areas. For Fiscal Year 2024/2025, the Motorist Aid Services budget is \$671,124 less than the prior fiscal year due to using existing FSP truck hours to extend the service area instead of the previously budgeted addition of a fourth beat, offset by carryover of Round 3 IRGP. The Transportation Data and Analytics Pilot Program is included in the Regional Transportation Planning Program Budget, with SAFE funding proposed to cover a portion of the costs.





**BUDGET TASK: MOTORIST AID SERVICES (continued)****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Andrew Kent**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.
3. Contract with California Highway Patrol for dispatch services (Callboxes and FSP).
4. Initiate, award, and monitor Incident Responder Grant Program awards.
5. Oversee FSP implementation and monitor program effectiveness.
6. Work with Caltrans to implement the big data license to replace SpeedInfo.

**PRODUCT:** Products include repair, installation and/or removal of callboxes, implementation and oversight of FSP and IRGP, and improved traveler information and congestion data.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$1,362,800
FSP - State Highway Account (SHA)	460,300
FSP - Senate Bill 1 (SB 1)	408,200
<b>Total Funding</b>	<b>\$2,231,300</b>

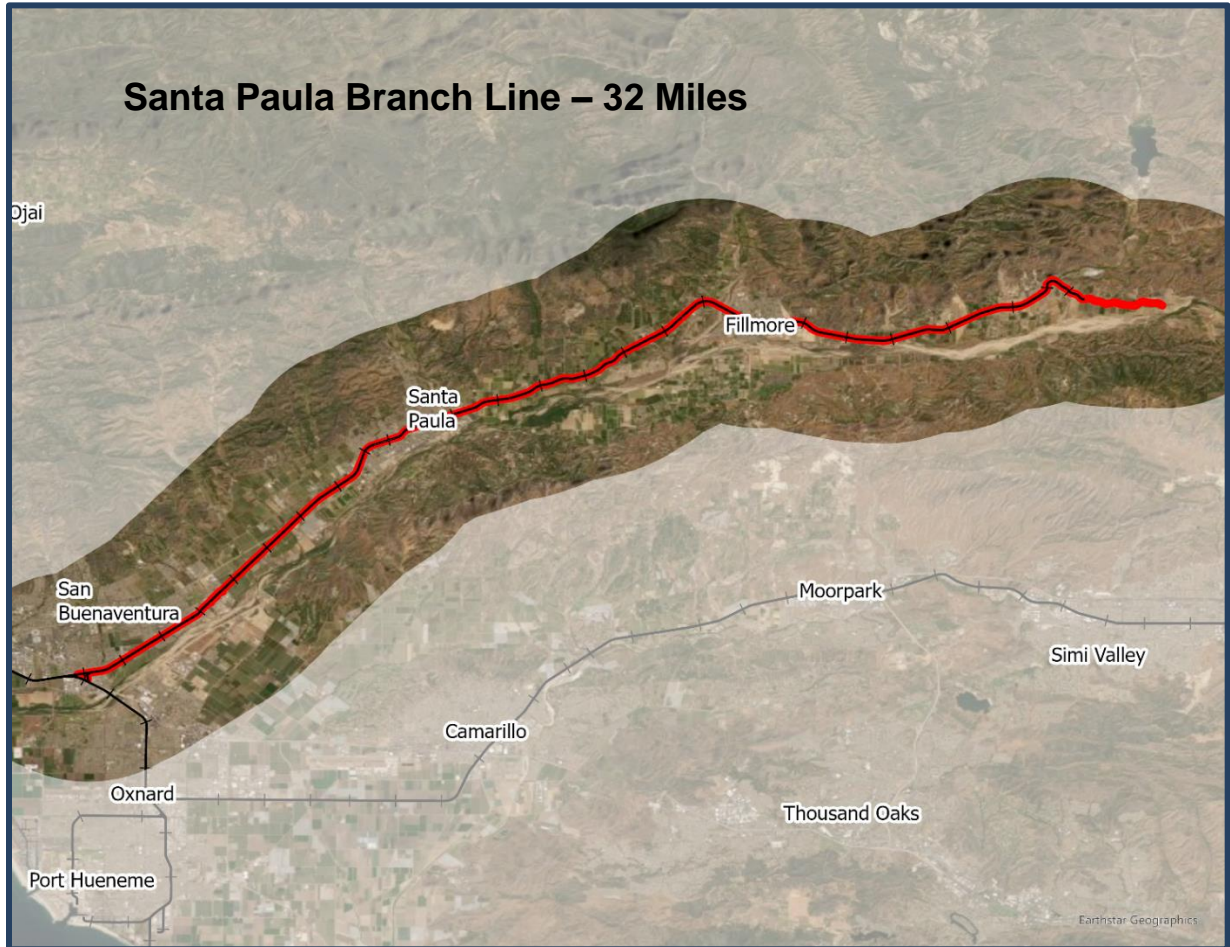
**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 20,943	\$ 26,600	\$ 31,000
Fringe and Tax	10,888	9,100	10,400
Indirect Cost Allocation	21,184	30,700	32,300
Mileage	239	500	500
Office Support	0	500	500
Training	0	500	500
Travel and Conferences	1,110	1,500	1,500
Consultant Services	258,044	347,800	340,600
Legal Services	2,318	5,000	5,500
CHP Dispatch Services	0	45,000	55,000
Communications Callbox	75,350	60,000	78,000
DMV Processing Fees	4,084	4,500	4,500
FSP Contract Services	993,465	1,598,724	1,158,000
FSP Equipment and Software	1,073	8,000	8,000
FSP Printing	2,720	5,000	5,000
Incident Responder Grant Program	0	759,000	500,000
<b>Total Expenditures</b>	<b>\$1,391,418</b>	<b>\$2,902,424</b>	<b>\$2,231,300</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



## Santa Paula Branch Line – 32 Miles



## RAIL PROGRAM TASK BUDGETS





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

**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:** The Pacific Surfliner's reported ridership for Fiscal Year 2022/2023 is 1,542,198, which is a 44.5% decrease from Fiscal Year 2018/2019 ridership of 2,777,822, but a 158% increase over Fiscal Year 2020/2021. In June 2021, the Pacific Surfliner began its COVID-19 service restoration and reinstated five round trips north of Los Angeles. In November 2023, LOSSAN and Metrolink launched a pilot program to provide an expansion of codeshare service that allows all riders to travel on all Metrolink or Pacific Surfliner trains between Los Angeles Union Station and Ventura on weekdays and weekends using either ticket type, helping to make the service easier to use and more affordable for passengers. Design on the Camarillo Americans with Disabilities Act (ADA) Improvement Project and Pedestrian Underpass Project is progressing, and both project teams are coordinating efforts to leverage efficiencies. This past year, LOSSAN was awarded \$43.5 million dollars in funding for double tracking between the Oxnard and Camarillo stations. LOSSAN was also awarded a contract for the final design for the Leesdale Siding Extension project which will improve the operational flexibility within the LOSSAN corridor.

**DESCRIPTION:** The LOSSAN JPA and VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively engage with other member agencies and LOSSAN management to assure cost-effective operations and quality service on behalf of rail passengers in the region. Although VCTC does not contribute funding for Surfliner operations or capital improvements, VCTC does support LOSSAN's efforts for grant funding opportunities.

Efforts to better integrate the Surfliner with other local and regional transit services 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, service recovery efforts and planned service expansions along the corridor. Efforts continue to increase accessibility at the Camarillo station related to pedestrian pathways, station signage, and other station facilities through VCTC's Camarillo Station ADA Improvement Project. LOSSAN has initiated a LOSSAN Corridor Regional Rail Working Group to address critical climate change resilience issues along the LOSSAN corridor which is a top priority and focus to maintain the health and safety of passengers traversing along the corridor.

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.



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

**DESCRIPTION (continued):** As VCTC is a member of the Coast Rail Coordinating Council (CRCC), two Commissioners serve as a primary member and an alternate member on the CRCC Policy Committee.

**WORK ELEMENTS:**

1. Provide staff support and represent VCTC interests at LOSSAN, CRCC, and at other rail meetings as needed.
2. Continue to participate in LOSSAN and work with Caltrans 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.
8. Coordinate with LOSSAN and the City of Camarillo to ensure that station improvement projects are consistent between each other.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$73,700
<b>Total Funding</b>	<b>\$73,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$10,435	\$21,700	<b>\$23,700</b>
Fringe and Tax	5,727	10,400	<b>11,300</b>
Indirect Cost Allocation	10,755	27,500	<b>27,300</b>
Business Meals	0	400	<b>300</b>
Membership and Dues	2,500	3,000	<b>3,000</b>
Mileage	91	600	<b>600</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	10	2,000	<b>2,000</b>
Legal Services	677	2,000	<b>3,000</b>
Community Outreach	1,984	2,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$32,179</b>	<b>\$70,100</b>	<b>\$73,700</b>



**BUDGET TASK: METROLINK COMMUTER RAIL****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Aubrey Smith

**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:** Beginning July 1, 2023, Metrolink expanded Ventura County Line (VCL) service by adding two new weekend trains and adjusting schedules along the VCL corridor. In November 2023, LOSSAN and Metrolink launched a pilot program to provide an expansion of codeshare service that allows all riders to travel on all Metrolink or Pacific Surfliner trains between Los Angeles Union Station and Ventura on weekdays and weekends, helping to make the service easier to use and more affordable for passengers. Progress has been made on major capital projects including the Simi Valley Double Track project, Camarillo Station Americans with Disability Act (ADA) improvements and pedestrian undercrossing, and the Leesdale siding extension.

Service	Fiscal Year 2023/2024
Avg. Weekday Station Boardings (VC Line)	1,857
Avg. Weekday Boardings (VC Portion)	362

**DESCRIPTION:** To support the rising operational costs with lower than projected fare revenues, VCTC expects to use around \$1.64 million dollars of federal Covid relief funds this year from the over \$30 million dollars allocated to Metrolink in Fiscal Year 2020/2021. Without these funds, VCTC would be hard pressed to fund the total cost of operation of the service due to the rising costs and stagnant fare revenues. As VCTC will need to find a way to fill the funding gap once the federal relief funds are expended, staff is working with SCRRA to explore ways to address the funding gap such as swapping capital funds for operating funds since VCTC has more rail capital funds via the Infrastructure Investment and Jobs Act (IIJA) than used annually.

In Fiscal Year 2024/2025, VCTC will program a total of \$41,688,466 to the Metrolink program, including \$16,907,815 in Federal Transit Administration (FTA) funds generated by running Metrolink service through Ventura County. Through the VCTC budget, \$22,886,721 will be allocated for operations, capital expenses and VCTC expenses.

Capital expenditures continue to be a significant cost and VCTC is contributing \$11,052,002 to Metrolink this fiscal year and \$1,574,200 to support the Camarillo Station ADA improvement work that VCTC is responsible for. The VCTC capital rehabilitation line-item totals \$10,699,987 and includes \$144,187 SGR funds as well as \$10,555,800 of prior year capital funds that have yet to be drawn down. Capital funds will support infrastructure improvements and updates to rolling stock.

The Fiscal Year 2024/2025 VCTC Metrolink budget is less than the previous fiscal year due to a decrease in capital rehabilitation costs.



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

1. Represent VCTC in SCRRA Member Agency Advisory Committee (MAAC) and other rail meetings.
2. Work with Metrolink on the continuation of the new weekend service.
3. Work with Metrolink staff to improve and coordinate outreach.
4. Monitor and provide staff support for VCTC's portion of the Main Line operation costs, maintenance-of-way, and capital activities.
5. Support major Right of Way (ROW) and capital projects along the corridor including projects led by other agencies. 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	\$ 8,813,706
LTF Fund Transfer Carry-over	2,546,000
STA Fund Transfer	2,612,028
STA Fund Transfer Carry-over	1,158,800
SGR Fund Transfer	144,187
SGR Fund Transfer Carry-over	6,851,000
LCTOP	750,000
Local Fees	11,000
<b>Total Funding</b>	<b>\$22,886,721</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 45,440	\$ 80,900	\$ 96,300
Fringe and Tax	24,931	39,000	46,600
Indirect Cost Allocation	46,832	102,900	111,400
Business Meals	108	500	500
Mileage	231	1,200	1,000
Office Support	0	500	500
Travel and Conferences	899	4,000	4,000
Legal Services	23,809	17,000	80,000
Capital Rehabilitation	952,458	13,321,093	10,699,987
Community Outreach	3,981	6,000	7,000
Right of Way Support/Vegetation Control	216,863	100,000	130,000
SCRRA Operations/Maintenance-of-Way	5,887,706	8,747,413	9,385,234
Station Rehabilitation	0	1,500,000	1,574,200
Weekend Service	218,292	821,708	750,000
<b>Total Expenditures</b>	<b>\$7,421,550</b>	<b>\$24,742,214</b>	<b>\$22,886,721</b>
<b>Total including FTA funds directly to SCRRA</b>	<b>\$37,576,916</b>	<b>\$45,357,530</b>	<b>\$41,688,466</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



**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 railroad and right-of-way in 1995 with funding from a Federal Transportation Enhancement Activities (TEA) grant and local sources. The purchase included leases for cultivation, utilities, crossings, and pipelines, which provide a portion of the revenue needed to support the line and a continual need to actively manage the SPBL. In December 2021, VCTC executed a Railroad Lease and Operations Agreement with Sierra Northern Railway (SNR) for a 35-year term. Under the Agreement, SNR is responsible to operate and maintain the full SPBL right-of-way, including weed abatement, trash removal, addressing trespass, bridge inspections, and other day-to-day management activities. During Fiscal Year 2023/2024, VCTC staff provided administrative oversight and managed responsibilities retained by VCTC, including efforts to address encroachments into the railroad right-of-way and leasing activities.

In April 2022, the Commission adopted a goal to reinvigorate the process to complete the SPBL bike trail, and in April 2023, adopted a Five-Year Strategic Plan that included a strategy to update the trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement. To implement these goals and strategies, VCTC successfully applied for a Regional Early Action Planning County Transportation Commissions Partnership Program Grant from the Southern California Association of Governments (SCAG) to update the SPBL Trail Master Plan and Environmental Impact Report/Environmental Impact Statement. However, due to State budget uncertainties for Fiscal Year 2024/2025, SCAG issued a stop work order in January 2024. At the time of VCTC budget draft preparation, it remains uncertain whether the awarded grant funds will be available to complete the project, and VCTC placed the project on hold.

In January 2023, an approximately 90-foot section of the Sespe Creek Overflow bridge near Fillmore washed out during an atmospheric river storm. VCTC procured design, environmental permitting, and construction management contracts to restore the bridge and continued efforts to secure Federal and State emergency funding to repair and replace the damaged section of the bridge to reconnect the eastern section of the SPBL to the rail network. Designs and permits were completed. VCTC also executed Amendment No. 1 to the Railroad Lease and Operations Agreement to refine the rail car storage allowable area and resolve neighborhood concerns with rail car storage after the bridge was damaged.

**DESCRIPTION:** The Fiscal Year 2024/2025 Santa Paula Branch Line Task Budget provides for coordination and oversight of the Railroad Lease and Operations Agreement, lease and asset management, and coordination with Federal, State, and local partners to repair the Sespe Creek overflow bridge and respond to storm damage, including efforts to secure Federal and State emergency funding assistance. The workplan also includes continued efforts to update SPBL Trail Master Plan and work with City and County partners to complete the trail. The Fiscal Year 2024/2025 SPBL Budget is \$6,894,700 above the previous fiscal year due to storm damage response and broadband deployment.





**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. Railroad operations and right-of-way maintenance, i.e. weed abatement, response to neighbor complaints, and annual bridge and track inspections.
3. Ensure compliance with policies and requirements of VCTC, California Public Utilities Commission, Federal Railroad Administration, and Surface Transportation Board.
4. Coordinate with Railroad Operator to identify and address areas of encroachment onto the railroad right-of-way through noticing and leasing.
5. Prepare and administer leases, licenses, and right-of-entry permits for use of SPBL property. Evaluate leases and establish a new rate schedule where applicable.
6. Conduct a Railroad Right-of-Way Survey.
7. Implement VCTC Trespass Policy requirements.
8. Update the SPBL Trail Master Plan.
9. Respond to storm-related damage to SPBL infrastructure.
10. Coordinate with the County of Ventura regarding possible broadband deployment.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$3,510,650
STA Fund Transfer – FEMA / CalOES	5,381,250
Local Fee – Leases	315,000
Local Fee – Permits, Film and Rail Car Storage	10,000
<b>Total Funding</b>	<b>\$9,216,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 52,909	\$ 61,900	\$ 76,700
Fringe and Tax	15,658	21,200	26,300
Indirect Cost Allocation	45,631	71,600	80,400
Mileage	17	500	500
Notices	0	500	500
Office Support	0	500	500
Consultant Services	106,466	1,830,846	1,330,000
Legal Services	24,924	60,000	72,000
Bridge Reconstruction	0	0	7,175,000
Non-Rail Maintenance	2,595	5,000	5,000
Track Maintenance	450,000	450,000	450,000
<b>Total Expenditures</b>	<b>\$698,200</b>	<b>\$2,502,046</b>	<b>\$9,216,900</b>

\* This budget task was amended after the Commission approved the budget in June 2023.







COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller

**OBJECTIVES:** Provide comprehensive and convenient customer service to the public by assisting in all areas of transportation information services for Ventura County, including but not limited to fixed route, rail, Americans with Disabilities Act (ADA) service, demand response service, Rideshare, Freeway Service Patrol and program-based services run by local social service agencies.

**ACCOMPLISHMENTS:** The Regional Transit Information Center (RTIC) serves as a central repository for all public transportation information within the County for new and regular transit riders as well as a resource for those utilizing the wide array of VCTC's other programs. As transit passengers travelling throughout the county navigate numerous weather-related incidents like heavy rainfall and flooding that cause delays, stop closures, and trip cancellations, the RTIC continues to play a pivotal role in emergency communications keeping passengers up to date with the most current information.

As in 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. Staff supported outreach to community groups, including through a senior fair for the first time since the pandemic.

The RTIC has implemented a new customer feedback software to easily track all comments, complaints, and compliments staff receives daily that is then shared with the contract staff of VCTC's Intercity Bus Service and the Heritage Valley's Valley Express Transit Service. The modern software helps ensure feedback is collected and responded to in a timely manner.

The RTIC is also the main pass sales outlet for VCTC Intercity, Valley Express bus passes and the VCbuspass (a countywide fare system). In Fiscal Year 2023/2024, the RTIC processed an estimated \$200,000 in fare products for passengers for use on transit throughout the County.

**DESCRIPTION:** The RTIC is the "front line" for transit information for VCTC's transit services and also provides information for all of Ventura County's transit operators, 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, 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. Ensuring 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 and agency partners throughout the County. The RTIC tracks customer feedback, including complaints (formal ADA, Title VI, or transit service related) that are filed regarding VCTC and/or its transit services.



**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER (continued)****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller**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 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.

**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	\$393,840
STA Fund Transfer	98,460
<b>Total Funding</b>	<b>\$492,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 49,397	\$128,600	<b>\$148,600</b>
Fringe and Tax	37,743	117,000	<b>103,000</b>
Indirect Cost Allocation	57,992	211,000	<b>196,200</b>
Communications	2,010	4,000	<b>4,000</b>
Mileage	39	500	<b>500</b>
Office Support	272	500	<b>1,000</b>
Postage	0	0	<b>500</b>
Training	0	2,000	<b>2,000</b>
Travel and Conferences	0	1,500	<b>1,500</b>
Consultant Services	0	0	<b>15,000</b>
Legal	0	0	<b>10,000</b>
Temporary Support Staff	18,997	0	<b>0</b>
Software	2,046	32,000	<b>10,000</b>
<b>Total Expenditures</b>	<b>\$168,496</b>	<b>\$497,100</b>	<b>\$492,300</b>



**BUDGET TASK: RIDESHARE PROGRAMS****DIRECTOR:** Claire Grasty**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 County Metropolitan Transportation Authority (LA 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 population 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. The contractor provides monthly reports with detailed commute patterns for those using the RideMatch system, which VCTC and the regional County Transportation Commissions utilize to better understand commute patterns have shifted since the pandemic, especially with the growth of "hybrid" work environments.

This past year, VCTC expanded on Bike Month and Rideshare week efforts, providing new tips and education related to biking, particularly for beginners in coordination with the new Biking Ventura County map and for e-bikes. Additionally, VCTC provided new resources for Rideshare week including sharing an outreach toolkit with Employee Transportation Coordinators (ETC). Additionally, staff have presented at and participated on multiple regionwide rideshare panels in the last year which is expected to continue 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 Month efforts, outreach will include a much broader and ongoing effort to educate the public on the benefits of rideshare and alternative transportation modes, including teleworking and vanpooling. Additionally, VCTC will work to promote the Guaranteed Ride Home (GRH) program that was updated in the last fiscal year to allow Transportation Network Companies (TNC's) to be used for rides home.

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. Funding for Mobility as a Service (MaaS) is one of the projects included in the second year of Senate Bill (SB) 125 funding. Though funds are subject to State budget approval and are at this point expected to be delayed, VCTC will continue to develop a path forward to better integrate all modes of transportation in the meantime. Costs for Rideshare are down this year due to time spent on major projects in other budgets.

**WORK ELEMENTS:**

1. Contract with Metro, OCTA, RCTC and SBCTA for delivery of rideshare matching database management services.





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

2. Have RideGuides and RideSmart Tips produced for the purpose of providing commuters rideshare opportunities. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, [www.RideMatch.info](http://www.RideMatch.info), and the 511 online interface.
3. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs as well as working with other CTCs 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 GRH 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	\$309,600
CMAQ Carry-over	60,000
LTF Fund Transfer	3,000
<b>Total Funding</b>	<b>\$372,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 19,559	\$ 37,000	<b>\$ 21,700</b>
Fringe and Tax	10,786	19,400	<b>11,100</b>
Indirect Cost Allocation	20,195	48,500	<b>25,500</b>
Membership and Dues	575	900	<b>800</b>
Mileage	85	300	<b>300</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	2,955	2,000	<b>2,000</b>
Consultant Services	106,015	181,300	<b>170,200</b>
Legal Services	1,416	3,000	<b>3,000</b>
Guaranteed Rides	0	5,000	<b>5,000</b>
Outreach	114,497	153,000	<b>132,500</b>
<b>Total Expenditures</b>	<b>\$276,083</b>	<b>\$450,900</b>	<b>\$372,600</b>







## 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 2023/2024, staff has continued to respond to developers and local jurisdiction staff requests 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 Industrial Planned Development Permit, Lot Line Adjustment and Specific Plan Amendment, and General Plan Amendment within the Camarillo airport influence area.

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 CIP now includes \$360,000 in State Grant funds and \$40,000 local match to update the ALUCP. To date, no grant funds have been released by the Caltrans Division of Aeronautics for ALUCP updates. In June 2024, staff completed the University of California Berkeley Institute of Transportation Studies Airport Systems Planning and Design course to prepare for a future ALUCP update.

**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 2024/2025 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 initiating the ACLUP update in Fiscal Year 2025/2026, subject to Commission approval and funding availability.

The Fiscal Year 2024/2025 budget is \$1,900 more than the budget for the preceding year largely due to an increase in salaries, fringe and tax, and indirect costs and carried forward costs to prepare the ACLUP update RFP, SOW, and related grant application(s). The timeline to prepare the ACLUP is carried forward to align with the Department of Airports updates to the Camarillo and Oxnard Airport Layout Plans and Part 150 noise studies.



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

1. Review proposed developments located in the airport influence areas for airports within Ventura County for consistency with the Ventura County ACLUP.
2. Post Legal Notices and hold public hearings for consistency findings that are heard and adopted.
3. Notify applicants of the outcome of consistency hearings. Notify project approval authorities of consistency hearing outcomes.
4. Participate in the Department of Airports Planning Advisory Committee for Part 150 Noise Studies, Airport Layout Plans, and/or Master Plan Updates.
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.
8. Participate in Southern California Association of Governments (SCAG) Aviation Technical Advisory Committee.

**PRODUCT:** Advisory recommendations on the consistency of development surrounding Ventura County's airports. Scope of Work and Request for Proposals to update ACLUP. Advisory recommendations for Department of Airport Part 150 Studies and Master Plan updates.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$22,200
LTF Fund Transfer Carry-over	40,000
<b>Total Funding</b>	<b>\$62,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$4,136	\$12,700	<b>\$13,900</b>
Fringe and Tax	1,640	4,700	<b>5,300</b>
Indirect Cost Allocation	3,844	14,900	<b>15,000</b>
Mileage	229	500	<b>500</b>
Notices	0	1,000	<b>1,000</b>
Travel and Conferences	191	5,500	<b>500</b>
Consultant Services	0	15,000	<b>20,000</b>
Legal Services	1,513	5,000	<b>5,000</b>
Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$11,553</b>	<b>\$60,300</b>	<b>\$62,200</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



**BUDGET TASK: REGIONAL TRANSIT PLANNING****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Aubrey Smith

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

**ACCOMPLISHMENTS:** Completed the Transit Integration and Efficiency Study (TIES). The highly successful Youth Ride Free (YRF) observed total countywide ridership over 1.1 million and over 330,000 for the College Ride (CR) Program. VCTC staff also launched a Free Fare Days (FFD) Program, allowing anyone to ride any bus service for free within Ventura County on select days. The average ridership for Free Fare Days is over 15,000. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission.

**DESCRIPTION:** This ongoing task includes activities such as developing transit plans and studies, 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.

Staff has initiated the development of the Short-Range Transit Plan (SRTP) which will guide service and capital investments for Ventura County transit operators based on current market and service information, financial resources, and performance targets. The SRTP will also compile and prioritize the strategies listed in the TIES, Coordinated Plan, Transportation Emergency Preparedness Plan (TEPP), Zero Emission Bus Plan, operator SRTPs and other planning documents. The SRTP will facilitate implementation of strategies recommended in the TIES and the Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan), including the Paratransit Integration Analysis, which will be included.

VCTC is allocating \$700,000 for the CR Program, \$2,000,000 for the YRF Program, and \$170,000 for FFD's. Other budget tasks include consultant support and supporting all transit stakeholders including operators' initiatives to improve transit services. VCTC, in partnership with Gold Coast Transit District (GCTD), was awarded grant funds through the Clean California (Clean CA) program to improve 15 bus stops in the GCTD service area. Additionally, VCTC staff anticipates implementing a countywide radio system, which is listed as a priority in the TEPP, funded by SB 125 funds. VCTC also intends to conduct a needs assessment and subsequent infrastructure improvements at countywide bus stops and rail stations, funded by Regional Early Action Program 2.0 (REAP) funds.

**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 SRTP, including a prioritized list of strategies recommended in prior plans.
5. Manage and complete the annual Unmet Transit Need process.
6. Prepare VCTC grant applications as funding opportunities arise.



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

7. Work with Ventura County colleges and transit operators to continue the YRF and CR programs in the near term and fund it sustainably in the longer term. Continue select free fare days throughout the year.
8. Implement TEPP recommendations.

**PRODUCT:** Increase outreach and promotion of transit services in Ventura County. Disseminate information to operators. Continue efforts toward regional coordination. Manage/deliver the Transportation Development Administration (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 5307, CMAQ	\$ 722,960
FTA Carry-over	124,000
LTF Fund Transfer	27,000
LTF Fund Transfer Carry-over	32,300
STA Fund Transfer	201,840
REAP	1,652,600
SB125	1,949,800
Clean CA Carry-over	250,000
LCTOP	1,985,200
<b>Total Funding</b>	<b>\$6,945,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 213,088	\$ 223,800	\$ 251,000
Fringe and Tax	115,902	116,000	127,000
Indirect Cost Allocation	218,943	292,000	294,600
Business Meals	35	200	200
Membership and Dues	0	500	500
Mileage	675	2,000	2,000
Office Support	9,727	1,000	1,500
Training	2,175	2,000	3,000
Travel and Conferences	760	6,000	6,000
Consultant Services	218,377	426,000	506,200
Legal Services	1,921	7,000	17,000
Free Fare Program	1,766,929	1,738,871	2,870,000
Capital Enhancement Program	0	500,000	2,815,000
Outreach	34,116	35,000	40,000
Unmet Needs	10,057	15,000	11,700
<b>Total Expenditures</b>	<b>\$2,592,705</b>	<b>\$3,365,371</b>	<b>\$6,945,700</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



## **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:** During Fiscal Year 2023/2024, staff continued to collaborate with partner agencies on local planning efforts and review and comment on significant development projects to address regional transportation planning needs countywide. Staff participated on Southern California Association of Governments (SCAG) working groups and committees and provided feedback on the draft 2024 Connect SoCal Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and implementation of the Connect SoCal 2020 Plan.

In 2023, staff successfully pursued grant funding through the SCAG Regional Early Action Planning Grant Program (REAP) County Transportation Commission (CTC) Partnership Program for a Community Traffic Calming and Bicycle and Pedestrian Safety Program. However, due to proposed State budget cuts, funding for the program is uncertain. Staff will continue to seek alternative funding sources to continue with a Community Traffic Calming Plan.

VCTC and the Ventura Council of Governments (VCOG) worked to implement recommendations of the Vehicle Miles Traveled (VMT) Adaptive Mitigation Program (AMP), which supports local agencies to implement Senate Bill (SB) 743. Staff continued to utilize the Ventura County Transportation Model (VCTM) to support the CTP, VMT AMP, U.S. 101 High Occupancy Vehicle/Express Bus Lanes Project, and local planning efforts. VCTC has made VCTM outputs available online to local agencies and the public through the GoVentura.org website. VCTC staff launched the ClearGuide probe-based data pilot program for transportation planning, performance monitoring and analysis, and provided access to all VCTC partner transportation agencies for transportation planning and engineering purposes.

VCTC continued work on the U.S. 101 Conejo Pass Wildlife Tracking Study in partnership with the National Park Service. VCTC also continued to develop the Ventura County Comprehensive Transportation Plan Update.

**DESCRIPTION:** The Fiscal Year 2024/2025 Regional Transportation Planning work plan includes: (1) Complete an amendment to the 2023 CTP Update and finalize Congestion Management Plan (CMP) resolution; (2) Continue the Transportation Data and Analytics Pilot Program; (3) Implement the VMT AMP; (4) Update the VCTM baseline to the year 2020 to be consistent with the SCAG Connect SoCal 2024 RTP/SCS; (5) Coordinate with partner agencies and pursue grant opportunities to implement strategies of 101 Communities Connected Multimodal Corridor Study, Freight Corridors Study, Bicycle Wayfinding Study, CTP Update, and the RTP/SCS; (6) Participate in the implementation of the 2024 Connect SoCal update; and (7) Facilitate the U.S. 101 Conejo Pass Wildlife Tracking Study in partnership with the National Park Service.

The increase of \$237,870 from Fiscal Year 2023/2024 is primarily due to the planned VCTM update, approved increase for the ClearGuide Big Data contract, and increases to salaries, fringe and tax allocation, and the indirect cost rate.





**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Caitlin Brooks**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. Amend the 2023 CTP and provide a resolution for the CMP.
3. Implement the transportation data and analytics pilot program.
4. Coordinate with partner agencies and pursue grant opportunities to implement strategies of the Comprehensive Transportation Plan (CTP), Freight Corridors Study, and 101 Communities Connected.
5. Implement the final VMT Adaptive Mitigation Program.
6. Update the VCTM baseline from 2016 to 2020 to be consistent with the SCAG Connect SoCal 2024 RTP/SCS.
7. Manage the U.S. 101 Conejo Pass Wildlife Tracking Study and Sustainable Communities Grant in partnership with the National Park Service.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$1,028,000
LTF Fund Transfer Carry-over	128,500
SAFE Fund Transfer	363,900
PPM	40,000
REAP-SCAG/VCOG Carry-over	20,000
Sustainable Communities Grant (SCG) Carry-over	326,900
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$1,957,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$306,095	\$ 349,700	\$ 360,400
Fringe and Tax Allocation	120,493	127,400	132,400
Indirect Cost Allocation	283,894	409,900	382,200
Membership and Dues	11,745	15,000	15,000
Mileage	366	1,000	1,000
Notices	0	500	500
Office Support	0	2,000	2,000
Printing	3,817	2,000	2,000
Training	750	2,500	3,000
Travel and Conferences	933	6,500	5,000
Consultant Services	202,453	161,530	350,000
Legal Services	11,126	7,000	10,000
Sustainable Communities (Wildlife Study)	0	326,900	326,900
Software Licenses	5,120	307,500	366,900
<b>Total Expenditures</b>	<b>\$946,792</b>	<b>\$1,719,430</b>	<b>\$1,957,300</b>

\* This budget task was amended after the Commission approved the budget in June 2023.





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

**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, allocated funds in compliance with State laws and regulations and monitored receipts for the cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Simi Valley, Thousand Oaks, Gold Coast Transit District and the County of Ventura. Annual fiscal and compliance audits of claimants for LTF, STA, SGR, Proposition 1B and Low Carbon Transit Operations Program (LCTOP) for a total of 51 audits were completed and submitted as required to the State Controller's Office and State Department of Transportation for the prior Fiscal Year. In January 2024, staff issued a new Request for Proposals for the professional auditing services for TDA, SGR, Proposition 1B and LCTOP financial and compliance audits.

**DESCRIPTION:** As the Regional Transportation Planning Agency (RTPA) for Ventura County, VCTC is responsible for the administration of the LTF, STA and SGR funds. In Fiscal Year 2024/2025, the LTF revenues are estimated to be \$2.3 million higher than the Fiscal Year 2023/2024 revenues. It is estimated that the carry-over balance will be \$8.1 million due to the higher than initially projected receipts for Fiscal Year 2023/2024. It is estimated there will be just over \$39.6 million to apportion to Articles 4 and 8. Articles 4 and 8 are approximately \$1.8 million lower this year as the carry-over balance is projected to be less than the prior year.

In Fiscal Year 2024/2025, the estimated Article 3 bicycle and pedestrian funds are just under \$1 million which includes both bicycle maintenance of \$247,384 and project funding of \$742,151. The carry-over for Article 3 is estimated to be \$13,636. The Article 3 funding is approximately \$21,000 lower this year as the carry-in bicycle and pedestrian balance is projected to be less than the prior year.

Based on the State's January 2024 estimate, this budget contains new funding of \$565,235 in STA Section 99314 funds and \$78,529 in SGR PUC Section 99314 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. Only the funds received will be allocated to the local agencies. The final budget may increase with carry-over STA and SGR balances.

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



**BUDGET TASK: TDA ADMINISTRATION (continued)****DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Thao Le**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, 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	\$40,973,894
LTF Revenues Carry-over	13,636
STA Revenues - Section 99314	565,235
SGR Revenues - Section 99314	78,529
<b>Total Funding</b>	<b>\$41,631,294</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 14,756	\$ 15,500	\$ 16,800
Fringe and Tax	7,022	7,000	7,300
Indirect Cost Allocation	14,493	19,300	18,800
Mileage	0	500	500
Office Support	0	1,000	1,000
Audits	110,000	130,000	250,000
Legal Services	0	2,000	2,000
County Auditor Administration	14,500	14,500	14,500
Pass-Through State Transit Assistance	611,197	579,030	565,235
Pass-Through State of Good Repair	62,293	107,966	78,529
Article 3 - Bicycles and Pedestrians	2,079,627	1,074,427	1,003,170
Article 4 - Transit	26,871,272	21,382,371	26,423,442
Article 8 - Transit, Streets and Roads	13,409,473	20,086,210	13,250,018
<b>Total Expenditures</b>	<b>\$43,194,633</b>	<b>\$43,419,804</b>	<b>\$41,631,294</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



## **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 in Ventura County.

**ACCOMPLISHMENTS:** VCTC continues to identify, pursue, and secure new state and federal funding for high priority transportation projects in Ventura County. As part of this work, VCTC developed and updated the 2025 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 to facilitate timely delivery of projects, particularly those funded with state or federal funds.

Staff serves as a clearinghouse notifying local agencies of upcoming calls-for-projects and administers the selection of projects funded by federal programs including the Congestion Mitigation and Air Quality (CMAQ) Program and the Carbon Reduction Program (CRP); state programs including the Low Carbon Transit Operations Program (LCTOP) and State of Good Repair (SGR) funding for transit projects; and bicycle and pedestrian projects funded by the Active Transportation Program (ATP) and Transportation Development Act (TDA) Article 3 funds.

**DESCRIPTION:** Federal and state laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the federal Surface Transportation Program (STP), CMAQ program, CRP, and state LCTOP and SGR programs. VCTC prioritizes and nominates local projects for these funding programs.

In 2022, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) notified Southern California Association of Governments (SCAG) that STP and CMAQ funds cannot be suballocated through an apportionment to individual counties. Instead, SCAG, as the Metropolitan Planning Organization (MPO), must conduct a regionwide competitive project selection process. County transportation commissions, including VCTC, participated in the development of the new regional competitive selection process for CMAQ, STP and CRP funds. VCTC is currently working with local agencies to nominate projects to SCAG for consideration.

VCTC staff also administers a call-for-projects for two-year FTA funds that include Section 5310 Seniors and Individuals with Disabilities funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds and develops the annual Program of Projects (POP) for federal transit funds. Staff also administers the MPO component project selection of the 2025 Active Transportation Program (Cycle 7).

Last year VCTC partnered with Caltrans to secure nearly \$75 million in Solutions for Congested Corridors Program (SCCP) funding for local projects drawn from the U.S. 101 Communities Connected multimodal corridor study including major rail improvement projects. This budget includes an increase in Consultant Services to assist VCTC in facilitating delivery of these substantial projects, in addition to helping ensure that Ventura County maintains its competitive position for new grant funds and assisting with the additional effort required due to the new regionwide prioritization process for STP, CMAQ, and CRP funds.



**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 (SHS).
3. Staff the Transportation Technical Advisory Committee (TTAC) and attend CTC, Regional Transportation Planning Agency (RTPA), Southern California Programming Roundtable, and Local Streets and Roads (LSR) committee meetings.
4. Identify projects for CMAQ, CRP, TDA Article 3, ATP, LCTOP, SGR, FTA and other funding sources and prepare recommendations for approval by the VCTC and TTAC/TRANSCOM committees.
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.

**PRODUCT:** Develop regional funding strategies; select projects for funding to provide the greatest regional benefit; update local agency projects in the FTIP; work with local agencies to facilitate obligation of funds and timely delivery of projects; develop the Fiscal Year 2024/2025 Program of Projects (POP) for federal transit funds; assist local agencies on grant opportunities; administer the selection of projects for FTA 5310 and 5307 JARC funds.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$294,964
STA Fund Transfer	63,744
PPM	474,092
<b>Total Funding</b>	<b>\$832,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$239,551	\$289,000	<b>\$291,700</b>
Fringe and Tax	121,809	134,100	<b>129,100</b>
Indirect Cost Allocation	240,485	363,500	<b>328,100</b>
Business Meals	191	500	<b>500</b>
Mileage	1,013	2,400	<b>2,400</b>
Notices	523	1,000	<b>1,000</b>
Training	395	0	<b>0</b>
Travel and Conferences	5,902	7,000	<b>7,000</b>
Consultant Services	22,785	50,000	<b>70,000</b>
Legal Services	77	3,000	<b>3,000</b>
<b>Total Expenditures</b>	<b>\$632,731</b>	<b>\$850,500</b>	<b>\$832,800</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:** Increasing the 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 2023/2024.

In the past year, VCTC extended its inaugural Spanish-language outreach campaign, *Buenas con VCTC*, which is designed to educate Spanish speakers about VCTC services and encourage them to try public transit. *Buenas con VCTC* has driven an increase in visits to VCTC's website, resulted in more customer service calls from Spanish speakers and generated hundreds of conversations on social media platforms. In October the campaign won a first-place award in the 2023 American Public Transportation Association (APTA) Adwheel Awards competition. The campaign also was cited in the Public Transit Agency of the Year award presented by the California Transit Association. VCTC will continue to build on this successful campaign in the year ahead.

VCTC continued its successful partnership with the Boys & Girls Clubs of Ventura County through an art contest. Winning artwork created by club members is featured on VCTC Intercity buses. The program is popular with the clubs and engages youths in transportation-related topics. VCTC looks forward to continuing the contest in Fiscal Year 2024/2025. Likewise, as part of Youth Programs, VCTC in 2023 began creating an interactive presentation that is being offered to schools and youth-focused community organizations. VCTC will continue to participate in and sponsor community events such as the Port of Hueneme Banana Festival, Ventura County Leadership Academy sessions and the Ventura County Housing Conference.

The Community Outreach budget manager also serves as VCTC's public information officer. This task includes drafting and distributing press releases, gathering and providing information about VCTC programs and coordinating media coverage. Updates about VCTC programs are also posted on the VCTC Newsroom page on the VCTC website, and the budget manager is responsible for posting useful and relevant content. This task also provides outreach support for other VCTC initiatives, such as the new Free Fares program and Bike to Work Month.

**DESCRIPTION:** The outreach plan will focus on community education about VCTC programs, supporting efforts to grow transit ridership, and 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 in connecting with stakeholders, so this task funds a portion of the Executive Director's salary. This year, more of the Executive Director's hours have been added to this budget, and the addition of those hours is reflected in the increased personnel costs. The Program Manager for Information Technology supports digital communication efforts and website management, so this task also funds a portion of that salary. A scheduled increase in costs for consultant services is reflected in that line item. The Program Manager of Government and Community Relations also will travel occasionally to participate in training and conferences. Those costs are reflected in the Training and Travel line items.



**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	\$554,200
LTF Fund Transfer	15,000
<b>Total Funding</b>	<b>\$569,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$104,898	\$122,100	<b>\$139,900</b>
Fringe and Tax	40,769	45,900	<b>52,600</b>
Indirect Cost Allocation	96,941	144,400	<b>150,100</b>
Membership	480	500	<b>600</b>
Mileage	207	500	<b>500</b>
Office Support	379	4,900	<b>1,000</b>
Training	0	0	<b>1,000</b>
Travel	1,573	1,000	<b>1,500</b>
Consultant Services	120,980	136,100	<b>145,000</b>
Legal Services	0	2,000	<b>2,000</b>
Collateral Materials	3,861	15,000	<b>15,000</b>
Community Events	18,214	25,000	<b>30,000</b>
Youth Programs	30,330	25,000	<b>30,000</b>
<b>Total Expenditures</b>	<b>\$418,632</b>	<b>\$522,400</b>	<b>\$569,200</b>

\* This budget task was amended after the Commission approved the budget in June 2023.



**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. In Fiscal Year 2023/2024, a salary survey for staff was completed with salary ranges updated to the labor market benchmarks.

**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.

This year the hardware/software budget increased by \$31,000 largely due to the anticipation of replacement of aging computers. This year the consultant line item contains funding to build on gaining further community input, following up on the five-year strategic plan that was adopted in 2023. Obtaining additional feedback from the community on their mobility needs, post pandemic, will help VCTC plan more efficiently for the future.

The Fiscal Year 2022/2023 budget contained a one-time Additional Discretionary Payment (ADP) to California Public Employees' Retirement System (CalPERS) to reduce VCTC's pension Unfunded Actuarial Accrued Liability (UAAL).

**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 government, the media and business and community stakeholders.
8. Followup on Strategic Plan by continued input from Community.



**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	\$795,600
<b>Total Funding</b>	<b>\$795,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget*</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 187,535	\$200,500	<b>\$217,800</b>
Fringe and Tax	75,505	80,500	<b>85,100</b>
Indirect Cost Allocation	175,053	241,400	<b>236,200</b>
Business Meals	3,180	3,000	<b>3,500</b>
Membership and Dues	420	2,000	<b>2,000</b>
Mileage	357	1,000	<b>1,000</b>
Office Support	4,025	2,000	<b>2,000</b>
Training	0	0	<b>5,000</b>
Travel and Conferences	15,441	20,000	<b>15,000</b>
Consultant Services	35,900	110,000	<b>100,000</b>
Legal Services	29,521	20,000	<b>20,000</b>
Commissioner Expenses	21,795	30,000	<b>30,000</b>
Education Reimbursement	16,980	20,000	<b>20,000</b>
Employee Recognition	54	2,000	<b>2,000</b>
Hardware/Software & Network Infrastructure	30,035	25,000	<b>56,000</b>
Pension UAAL ADP Payment	1,000,000	0	<b>0</b>
<b>Total Expenditures</b>	<b>\$1,595,801</b>	<b>\$757,400</b>	<b>\$795,600</b>

\* This budget task was amended after the Commission approved the budget in June 2023.

**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 funding, with the Legislature and Governor Gavin Newsom committing to provide more than \$5 billion in flexible funding through a population-based formula to support transit agencies. The state budget also included an extension of farebox recovery rules for transit agencies as ridership continues to recover from the pandemic. On the federal level, the focus has been on disbursement of funds from the Infrastructure Investment and Jobs Act (IIJA), as well as continuing resolutions that maintain funding until Congress reaches agreement on the annual budget.

**DESCRIPTION:** VCTC's legislative priorities have been set out in its two-year Legislative Program and Legislative Advocacy Policy, which the Commission adopted in January 2023. 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 state Legislature's priorities likely will be addressing a significant budget shortfall, which could affect funding for programs such as the Regional Early Action Planning grants program known as REAP 2.0. The budget shortfall could also delay the timeline for distribution of Senate Bill 125 funding for transit agencies. The Legislature is also likely to continue discussions regarding the nexus between transportation, housing and land-use planning, and strategies to achieve the state's climate goals.

In Washington, D.C., the focus will continue to be on the disbursement of Infrastructure Investment and Jobs Act (IIJA) funding through grant programs. The IIJA, a five-year reauthorization bill, is expected to bring \$40 billion to California over five years. 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. VCTC will also continue to monitor legal action regarding challenges to the Public Employees' Pension Reform Act (PEPRA) and any impact on federal transportation grants for California transit agencies.

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, memberships in professional organizations dedicated to transportation, and travel to meetings and conferences to advocate for local, regional and state legislative priorities.





**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	\$291,700
<b>Total Funding</b>	<b>\$291,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2022/2023 Actual</b>	<b>Fiscal Year 2023/2024 Budget</b>	<b>Fiscal Year 2024/2025 Budget</b>
Salaries	\$ 64,190	\$ 65,700	<b>\$ 71,600</b>
Fringe and Tax	23,593	24,000	<b>26,300</b>
Indirect Cost Allocation	58,419	77,100	<b>76,300</b>
Business Meals	0	500	<b>500</b>
Membership and Dues	39,060	41,000	<b>43,000</b>
Mileage	337	900	<b>900</b>
Travel and Conferences	5,228	13,500	<b>13,500</b>
Consultant Services	54,894	55,000	<b>57,000</b>
Legal Services	383	2,500	<b>2,600</b>
<b>Total Expenditures</b>	<b>\$246,104</b>	<b>\$280,200</b>	<b>\$291,700</b>





# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
ACFR	Annual Comprehensive Financial Report
ACLUP	Airport Comprehensive Land Use Plan
ADA	Americans with Disabilities Act
ADP	Additional Discretionary Payment
AFA	Access for All
ALUC	Airport Land Use Commission
ALUCP	Airport Land Use Compatibility Plan
AMP	Adaptive Mitigation Program
AMTRAK	American Track (National Railroad Passenger Corporation)
APCD	Air Pollution Control District
APTA	American Public Transportation Association
ARP	American Rescue Plan
ARRA	American Recovery and Reinvestment Act
ATP	Active Transportation Program
BEB	Battery-Electric Buses
BOE	Board of Equalization
CalAct	California Association for Coordinated Transportation
CalCOG	California Association of Councils of Governments
CalPERS	California Public Employees' 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
CEQA	California Environmental Quality Act
CERBT	California Employer's Retiree Benefit Trust
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CIP	Capital Improvement Plan
Clean CA	Clean California
CLUP	Comprehensive Land Use Plan
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Plan
COLA	Cost of Living Adjustment
Commission	Ventura County Transportation Commission
County	County of Ventura
CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CR	College Ride
CRCC	Coast Rail Coordinating Council



CRP	Carbon Reduction Program
CRP	College Ride Program
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	County Transportation Commission
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
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinators
FAST Act	Fixing America's Surface Transportation Act
FEMA	Federal Emergency Management Agency
FFD	Free Fare Days
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FSP	Freeway Service Patrol
FSPA	Freeway Service Patrol Act
FTA	Federal Transit Administration
FTE	Full Time Equivalent
FTIP	Federal Transportation Improvement Program
FWRY	Fillmore and Western Railway Company
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GASB	Governmental Accounting Standards Board
GCTD	Gold Coast Transit District
GFOA	Government Finance Officers Association
GFTS	General Transit Feed Syntax
GIS	Geographic Information System
GRH	Guaranteed Ride Home
HCD	Housing and Community Development
HOV	High Occupancy Vehicle
HVPAC	Heritage Valley Policy Advisory Committee



ICAP	Indirect Cost Allocation Plan
IJA	Infrastructure Investment and Jobs Act
IIP	Interregional Improvement Program
IRA	Inflation Reduction Act
IRGP	Incident Responder Grant Program
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation System
JARC	Jobs Access and Reverse Commute
JPA	Joint Powers Authority
LA	Los Angeles
LAFA	Local Access Fund Administrators
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LCTOP	Low Carbon Transit Operations Program
LLC	Limited Liability Company
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LSR	Local Streets and Roads
LTF	Local Transportation Fund
MAAC	Member Agency Advisory Committee
MaaS	Mobility as a Service
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
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
MTA	Metropolitan Transit Authority
MTD	Metropolitan Transit District
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OES	Office of Emergency Services
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PAED	Project Approval and Environmental Document
PDT	Project Development Team
PEPRA	Public Employees' Pension Reform Act
PERS	Public Employees' Retirement System
PFIP	Port Freight Infrastructure Program
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring





PSR	Project Study Report
PTMISEA	Public Transportation, Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission
RAISE	Rebuilding America's Infrastructure with Sustainability and Equity
RCTC	Riverside County Transportation Commission
REAP	Regional Early Action Planning Grant Program
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
SAFE	Service Authority for Freeway Emergencies
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SBCTA	Santa Bernardino County Transportation Authority
SCAG	Southern California Association of Governments
SCCP	Solutions for Congested Corridors 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
SHS	State Highway System
SLOCOG	San Luis Obispo Council of Governments
SOV	Single Occupant Vehicle
SOW	Scope of Work
SNR	Sierra Northern Railway
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
TAM	Transit Asset Management
TAP	Transportation Alternatives Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancements
TEA	Transportation Enhancement Activities
TEPP	Transportation Emergency Preparedness Plan
TIES	Transit Integration and Efficiency Study
TIP	Transportation Improvement Program
TIRCP	Transit and Intercity Rail Capital Program
TMC	Traffic Management Center
TMC	Traffic Mitigation Center
TNC	Transportation Network Companies
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TTAC	Transportation Technical Advisory Committee
UAAL	Unfunded Actuarial Accrued Liability
UP	Union Pacific
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VC	Ventura County
VCEDA	Ventura County Economic Development Association
VCL	Ventura County Line
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VMT	Vehicle Miles Traveled
VRF	Vehicle Registration Fees
YRF	Youth Ride Free
YTD	Year to Date
ZETCP	Zero Emission Transit Capital Program



## 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.

**Annual Comprehensive Financial Report (ACFR)** – 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.

**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. Examples include Budgetary authority that carries forward to following year, some long-term contract amounts, "rainy day" funds, etc.

**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.

**Deferred Inflow of Resources** – An acquisition of net assets that is applicable to a future reporting period that has a negative effect on net position, similar to liabilities.

**Deferred Outflow of Resources** – A consumption of net assets that is applicable to a future reporting period that has a positive effect on net position, similar to assets.

**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. A fund is meant to stand alone. Common fund types are General Fund, Special Revenue Fund, Proprietary Fund, Capital Fund, Debt Fund, Fiduciary Fund, etc.

**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. Governments only have one General Fund but may have many other funds.

**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 or cash (i.e., prepaid items), are legally or contractually required to be maintained intact (i.e., permanent endowments) or property held for resale (i.e., inventory). 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. Examples include unspent grants, unspent debt proceeds, revenues set aside due to court judgement, etc.

**Restricted Net Position** – Consisting of restricted assets reduced by liabilities and deferred inflows related to those assets.

**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.

**Unrestricted Net Position** – Net amount of assets, deferred outflows, liabilities, and deferred inflows not included in Net Invested in Capital Assets and Restricted Net Position.

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

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## APPENDIX C – SALARY SCHEDULE

### Ventura County Transportation Commission Salary Schedule by Department Fiscal Year 2024/2025

Effective July 1, 2024

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
ADMINISTRATION						
Executive Director	1.0	242,903	282,556			E
Program Manager, Government and Community Relations	1.0	106,069	164,406			E
Clerk of the Commission/Executive Assistant	1.0	106,069	164,406			E
Receptionist/Secretary	1.0	51,628	75,119	24.82	36.11	NE
ADMINISTRATION SUBTOTAL:	4.0					
FINANCE						
Finance Director	1.0	149,249	231,336			E
Program Manager, Information Technology	1.0	106,069	164,406			E
Program Manager, Accounting	1.0	106,069	164,406			E
Senior Accountant/Analyst	2.0	80,092	116,534	38.51	56.03	NE
FINANCE SUBTOTAL:	5.0					
PLANNING						
Planning and Sustainability Director	1.0	149,249	231,336			E
Program Manager, Transportation Planning	1.0	106,069	164,406			E
Program Manager, Transportation Data and Services	1.0	106,069	164,406			E
PLANNING SUBTOTAL:	3.0					
PROGRAMMING						
Programming Director	1.0	149,249	231,336			E
Program Manager, Programming	1.0	106,069	164,406			E
Program Analyst	1.0	80,092	116,534	38.51	56.03	NE
Administrative Assistant	0.4	51,628	75,119	24.82	36.11	NE
PROGRAMMING SUBTOTAL:	3.4					
TRANSIT						
Public Transit Director	1.0	149,249	231,336			E
Program Manager, Regional Transit Planning	1.0	106,069	164,406			E
Program Manager, Transit Contracts	1.0	106,069	164,406			E
Transit Planner	2.0	80,092	116,534	38.51	56.03	NE
Transit Information Center and Technology Specialist	1.0	51,628	75,119	24.82	36.11	NE
Administrative Assistant	0.6	51,628	75,119	24.82	36.11	NE
Customer Service Representative	2.0	44,598	64,891	21.44	31.20	NE
TRANSIT SUBTOTAL:	8.6					
TOTAL BUDGETED POSITIONS:	24.0					

VCTC will automatically adjust any wage that does not meet California's minimum wage or 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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