

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California.”

FISCAL YEAR 2024/2025 BUDGET

Presented by:

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Fiscal Year 2024/2025 Budget



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EXECUTIVE SECTION

BUDGET LETTER

June 7, 2024

Honorable Commissioners
Ventura County Transportation Commission

Subject: Fiscal Year 2024/2025 Annual Budget

Dear Chair LaVere, Vice-Chair Judge, and Commissioners:

On behalf of myself, Ms. Sally DeGeorge, Director of Finance, and the entire VCTC staff, the Fiscal Year 2024/2025 Ventura County Transportation Commission Annual Budget is submitted to the Commission for your consideration and approval. This budget is both a fiscal document and policy directive that conveys the goals, programs, and priorities VCTC has set to serve its community and fulfill its mission. As presented, the Fiscal Year 2024/2025 Budget is a balanced budget with no bond debt obligation. The total annual budget for this fiscal year is approximately \$131.6 million, a 4.6 percent increase from the prior year.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 21, 2024. The Commission reviewed the Draft Budget and held a public hearing on April 5, 2024. The Finance Committee reviewed the proposed Final Budget on May 30, 2024. The Commission will review the Final Budget and hold a public hearing on June 7, 2024. As the final budget was prepared, staff prepared it with conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures.

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

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



In November 2021, President Biden signed into law the Infrastructure Investment and Jobs Act (IIJA), a landmark piece of legislation that will significantly increase investment in infrastructure in the United States over the next five years. With total anticipated spending of roughly \$1.2 trillion, the IIJA is being called the largest investment in U.S. infrastructure in at least six decades. It will provide a long-term infusion of funds to repair roads and bridges, improve public transportation and railroads, and support expansion of electric vehicle networks, among other benefits. While the IIJA will not provide enough funding to perform every needed repair and complete each new project, it is expected to go a long way toward helping states, including California, update and transform their transportation networks.

The IIJA is considered historic not only because of its size and scope, but also because it gained bipartisan support in both houses of Congress. The Senate passed the IIJA on a vote of 69-30 in August 2021, and the House of Representatives voted 228-206 in support on November 5, 2021. Hopefully, the IIJA will augur in a new spirit of bipartisanship, at least for transportation projects.

The IIJA (2021) also provides across-the-board formula funding increases for transit. The Urbanized Area Formula program (Section 5307), the primary federal transit formula program, receives a 30% increase in the first year. The first-year increases for the smaller transit formula programs include 47.5% for Senior and Persons with Disabilities (Section 5310); 22.7% for Rural Formula (Section 5311); and 63.9% for State of Good Repair (Section 5337). In subsequent years all these programs will continue to receive 2% to 3% increases.

The Commission receives funding primarily from three State revenue sources, two principally for public transit purposes and a third for freeway improvement projects. Local Transportation Funds, or LTF, comes from statewide $\frac{1}{4}$ cent sales tax on retail sales and partially funds VCTC Administration and Planning, Metrolink operations, bicycle and pedestrian improvements, bus transit services, and local streets and roads projects. State Transit Assistance, or STA, are revenues derived from the sales tax on diesel fuel. STA funds regional transit programs including the VCTC Intercity bus service and Metrolink commuter rail.

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

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

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



Now a brief description of the tasks ahead for Fiscal Year 2024/2025:

Financial Management

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

VCTC has received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fourteen consecutive years and staff expects its most recent Annual Comprehensive Financial Report (ACFR) to receive an award as well. Furthermore, GFOA has awarded VCTC the Distinguished Budget Presentation Award for the last three years and staff plans to submit this budget document for an award as well. Fiscal Year 2021/2022 was the first year VCTC submitted for the budget award.

Accessibility Services

The Accessibility Services program provides countywide coordination of transportation services for people with disabilities and seniors - in addition to those mandated activities required by state and federal regulation. For example, as required by the Americans with Disabilities Act (ADA), VCTC administers a countywide "paratransit eligibility certification" process for persons with disabilities. This is done centrally on behalf of all transit operators in Ventura County, streamlining the federally mandated process for riders and transit providers alike. The importance of this regional service—to provide door-to-door transportation to our most vulnerable riders—was highlighted during the COVID-19 pandemic. Additional initiatives and staff responsibilities include participation in planning efforts and serving on advisory committees, as well as representing VCTC with peer agencies. VCTC has concluded its work for the ADA Ad Hoc committee and will be releasing a refined ADA paratransit eligibility application based on recommendations provided by the ADA Ad Hoc committee and approved by Transit Operators Advisory Committee (TRANSCOM). The Accessibility Services program leverages VCTC's central position and regional focus to provide impactful and accessible transportation services for seniors and people with disabilities.



Regional Transit Technology

The Regional Transit Technology budget provides technology services to the many county operators such as the countywide fare media system, *VCbuspass*, and the real-time arrival passenger information system, *GoVCbus*. *VCbuspass* offers “contactless” tap cards and mobile ticketing options, with regionally accepted products such as “stored value” or unlimited use 31-day passes. With future options for *VCbuspass* to include more fleets such as paratransit services, layer on additional technologies such as contactless credit cards, or integrate with mobility services such as bikeshare and rideshare providers, the system will grow with Ventura County’s needs, while providing a single, fast, contactless payment platform. *GoVCbus* is an integrated technology network that provides passengers with up-to-the-second tracking of arriving buses, trip planning tools, real-time alerts, onboard audio announcements for next stop and route information, as well as computer automated dispatching tools. The goal of both *VCbuspass* and *GoVCbus* is to provide centralized tools for passengers and operations, making transit easier to use (and operate) in Ventura County. In addition, the systems give agencies data for planning and operational needs, as well as clearinghouse of transit data across all operators. These shared regional platforms, provided by VCTC, allow for the planning, operation and fare policies of a more coordinated system and network of transit operators. Staff will also be working to implement new Paratransit and On-Demand scheduling software on behalf of the Valley Express Transit, Camarillo Area Transit, Thousand Oaks Transit and in the coming years Simi Valley Transit and Gold Coast Transit District. The project will result in all the County operators sharing the same platform for paratransit scheduling, leading to more efficient scheduling of cross jurisdictional trips.

Transit Grant Administration

VCTC will continue to administer transit grants including funds that are passed through to local transit agencies and non-profit organizations. VCTC will continue its ongoing work to submit the required federal and state grants, file necessary reports, and ensure compliance with requirements. This line item also includes ongoing monitoring and compliance oversight, but not fund administration (which is performed by Caltrans) for the US 101 Connected Communities grant Senate Bill 1 funds allocated to Camarillo Station Improvements, LOSSAN Corridor Double-Tracking, and Rail Station Electric Vehicle Chargers.

Valley Express

The Valley Express bus service serves the Santa Clara River Valley community, including the cities of Fillmore and Santa Paula, as well as the neighboring unincorporated areas of the County, such as Piru and Bardsdale. The service is managed by a policy advisory committee, which is made up of the VCTC Commissioners representing the two cities and the County. As the administrator of the service, Commission staff works with the committee and local staff to ensure the service meets the needs of the community. This includes fixed routes, school “boosters”, general purpose Dial-a-Ride and ADA paratransit services. The upcoming year will include the implementation of a new fixed route connecting the cities of Fillmore and Moorpark, adjustment of fixed routes and Dial-a-Ride, a new community outreach program and replacing all 15 vehicles in the fleet with a focus on obtaining vehicles that are more accessible for all passengers. The community outreach program will include campaigns like Youth and College Ride Free, updating rider information such as transit maps and brochures and continuing the “Spanish first” campaign.



VCTC Intercity Transit Service

VCTC has operated intercity commuter bus service for twenty-nine years, with two of its funding partnerships lasting over twenty-four years each [one with Santa Barbara County Association of Governments (SBCAG), and the other with California State University Channel Islands (CSUCI)]. While VCTC utilizes both federal and state funding, these partnerships provide local funding for two high ridership service lines in the VCTC Intercity system. VCTC looks to continue growing partnerships such as this in the future with local organizations. Our funding partner SBCAG was awarded grant funds to increase VCTC Intercity bus service to Santa Barbara and purchase five electric buses. VCTC will be using the five new electric buses to implement the new bus service. SBCAG was also awarded funds to implement open-loop fare payment technology onboard all VCTC Intercity buses. The system will allow patrons to pay their fares with any debit or credit card. Other projects include replacing five (5) coaches with 2024 MCI coaches outfitted with ADA ramps instead of lifts for improved accessibility for those with mobility challenges and repowering others to extend their useful life making efficient use of the resources that VCTC manages.

Highway Project Management

VCTC will continue its work on the U.S. 101 HOV/Express Bus Lane Project Approval and Environmental Document (PAED) phase. The Commission's decision to prioritize the use of Surface Transportation Program (STP) funds to expedite the project development work, and eventual implementation of this project, will position the County to have a major "shovel ready" project should additional funding become available. During summer of 2024 VCTC expects to release the draft environmental document for public review, after which VCTC will proceed to development of the final document, and to project adoption. In compliance with new state environmental policies, the environmental analysis will evaluate the project's effect on Vehicle Miles Traveled, and provide mitigations, if warranted and feasible. Since existing funding is inadequate to fund the entire project within the next ten years, VCTC will be developing an "Early Action" package of improvements that will provide the maximum benefit with the projected available funds.

Motorist Aid Services - Service Authority for Freeway Emergencies (SAFE)

For Fiscal Year 2024/2025, the Emergency Roadside Callbox system enters the second of two option years of the maintenance and management support contracts. Monitoring of Rounds 2 and 3 of Incident Responder Grant Program awards will continue. VCTC will continue to facilitate speed data collection and dissemination to Caltrans and partner agencies through integration of the Transportation Data Pilot Program.

The operation, administration, and oversight of three Freeway Service Patrol (FSP) beats will continue, including coordination with Caltrans and California Highway Patrol. Beginning in Fiscal Year 2024/2025, modified beat configurations and schedules will provide expanded coverage areas and times better aligned to post-COVID travel behavior. While the long-term impact of COVID-19 on vehicle registrations and SAFE revenues remains to be seen, the SAFE Fund includes a sizeable reserve balance that helps to insulate revenues from this program area from fluctuations in the economy.



Passenger Rail (Metrolink and LOSSAN/Pacific Surfliner)

In the upcoming Fiscal Year, VCTC will contribute revenue-mile generated federal funding to Metrolink. VCTC is also using a portion of its Transportation Development Act LTF, STA and State of Good Repair SB 1 funds. In addition to funding operations and capital rehabilitation projects, these funds will help support the Simi Valley Double Track project and the Camarillo Station ADA Improvement Project. VCTC will work with Metrolink and the member agencies on ways to rebuild ridership and meet new travel demand in hopes of exposing new riders to the Metrolink system. Additional weekend service began in July 2023, which includes two round trips on Saturday and Sundays, allowing for more opportunities for Ventura County residents and visitors to travel between LA County and Ventura County.

The Amtrak Pacific Surfliner service is fully funded by the State but is locally governed by way of the LOSSAN joint powers authority and the LOSSAN managing agency, of which VCTC is a member. 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. VCTC will continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor with LOSSAN as lead managing agency such as the Leesdale Siding Extension project and the Pedestrian Undercrossing Project led by the City of Camarillo. The Coast Rail Coordinating Council focuses on the longer distance intercity trips (such as the Amtrak Coast Starlight) and Amtrak Coast Route service between Los Angeles and San Francisco.

Santa Paula Branch Line

With execution of the 35-year Railroad Lease and Operations Agreement with Sierra Northern Railway in December 2021, as amended in December 2023, VCTC will continue to transition responsibility for operations and maintenance of the Santa Paula Branch Line (SPBL) railroad and right-of-way. Under the Agreement, Sierra Northern has responsibility for implementation of the VCTC good neighbor policy through proactive management of the SPBL right-of-way, including weed abatement, debris cleanup, right of entry permitting, trespass removal, and compliance with Federal Railroad Administration (FRA) mandated Bridge Management Plan and annual bridge inspections. VCTC staff will continue to manage and assess leases, update rate schedules, and address encroachment issues within the right-of-way to ensure fairness, meet insurance requirements, bring fees up to date, and protect the right-of-way, to include conducting a right-of-way survey. VCTC will continue efforts to achieve the Commission's goal to reinvigorate the process to complete the SPBL trail. If grant funds are made available through the SCAG Regional Early Action Planning (REAP) 2.0 County Transportation Commissions Partnership Program or the Surface Transportation Block Grant Program, VCTC will conduct stakeholder engagement and other planning activities to update the SPBL Trail Master Plan and Environmental Impact Report (EIR)/Environmental Impact Study (EIS). In addition, VCTC staff will continue to support local partner efforts to implement the Trail Master Plan, including a four-mile section in Ventura and trail extension efforts in the City of Santa Paula. VCTC will coordinate 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. VCTC will also coordinate with the County of Ventura regarding broadband deployment along the SPBL corridor.



Regional Transit Information Center

The Regional Transit Information Center (RTIC) provides trip planning assistance and mobility management information for the residents and travelers in the greater Ventura County region. This includes wrap-around information for people new to the set of services provided by the many providers and programs offered in the region, such as new-rider “orientation materials”, customized “end-to-end” itineraries using public transit, as well as general information and materials for services offered by social service agencies and agency-sponsored or eligibility-based transportation programs. The RTIC provides a centralized clearinghouse for passenger information (1-800-438-1112). Additionally, the RTIC is the primary point of contact for customer service matters related to the VCTC Intercity and manages the federally required formal complaint process for VCTC agency-wide, including the VCTC Intercity, ADA Certification and Valley Express programs.

The RTIC also serves as VCTC’s main division leading sales and accounting of the regionally accepted VCbuspass coordinating with the sales outlets across the County to ensure consistent and reliable availability of the passes to passengers.

Rideshare Programs

The Rideshare Program for commuter services has a concerted focus on overall mobility options for Ventura County residents, including building upon Mobility as a Service (MaaS) strategies as prioritized by the Commission. As travel patterns have shifted since the pandemic, reinvesting in rideshare strategies is critical as vehicle miles traveled (VMT) levels have returned to pre-pandemic levels. In addition to MaaS, staff will focus efforts on encouraging commuters to consider alternatives to single occupancy vehicles whenever possible, including telecommuting, biking, carpooling, and vanpooling. Data sharing from our commuter services database is critical to support these efforts.

Airport Land Use Commission

The Airport Land Use Commission (ALUC) will continue to review development projects within defined Airport Comprehensive Land Use Plan (ACLUP) boundaries for four airports in Ventura County (Camarillo Airport, Oxnard Airport, Santa Paula Airport, and Naval Base Ventura County-Point Mugu). ALUC staff will continue to review airport-related applications submitted to the ALUC, such as heliport expansions. ALUC staff will also continue to work with the County Department of Airports and local jurisdictions to ensure appropriate development around the County’s airports. During Fiscal Year 2024/2025, VCTC staff will prepare a scope of work and request for proposals and identify potential funding to update the ACLUP. Should Caltrans or other funding sources become available to update to the ACLUP and the associated Environmental Impact Report (EIR), staff will work with Caltrans, the County Department of Airports, and the Department of Defense to apply for project funding and move the update forward.



Regional Transit Planning

Staff continue regional transit planning activities and coordination with other transit providers in the county. Traditional planning activities in this task include completing or updating required federal and state planning documents (including managing the state Unmet Transit Needs process), engagement with all Ventura County public transit operators and staffing the Transit Operators Advisory Committee (TRANSCOM).

In this fiscal year, VCTC will continue working with our consultant to complete the Short-Range Transit Plan (SRTP), which will provide a 10-year framework for planning and operating the various local transit systems within the County. It is an important plan that seeks to improve transit service throughout Ventura County. The SRTP will also compile, incorporate, and prioritize strategies listed in the Transit Integration and Efficiency Study (TIES), Coordinated Plan, Transportation Emergency Preparedness Plan (TEPP), Zero Emission Bus Plan, operator SRTPs and other planning documents.

Staff will continue the College Ride Program, Youth Ride Free Program, and select free fare days during the year.

Regional Transportation Planning

VCTC's Regional Transportation Planning staff will continue to work closely with local jurisdictions, neighboring counties, and the Southern California Association of Governments (SCAG) to provide a regional perspective on Ventura County's regional transportation planning needs through review and comment on plans, projects, and environmental documents and participation in local, regional, and statewide planning efforts. Staff will continue to use the updated Ventura County Transportation Model (VCTM) and leverage the transportation data and analytics pilot program to enable VCTC and partner agencies to make better informed land use and transportation decisions. Through a partnership with Ventura Council of Governments (VCOG), funded by a Regional Early Action Planning (REAP) grant from SCAG and the California Department of Housing and Community Development, VCTC staff will continue to work jointly with VCOG to implement the Vehicle Miles Travelled (VMT) Adaptive Mitigation Program and develop communication tools on the relationship between transportation, housing, and land use.



VCTC will finalize and adopt an amendment to the Comprehensive Transportation Plan, which serves as a long-range policy document, built from community-based, local priorities and community-expressed need to enhance regional connections. The Plan will ultimately inform the Commission on transportation investments to help reduce congestion, improve mobility, and support economic resilience, while encouraging robust linkages between transportation, housing, and land use. VCTC will identify and consider alternatives to and through an update to the 2009 Congestion Management Program. If awarded funds are made available through the SCAG REAP 2.0 County Transportation Commissions Partnership Program, or if the Surface Transportation Block Grant (STBG) application is successful, VCTC will implement strategies of the Ventura County Freight Corridors Study to create a Community Traffic Calming & Pedestrian and Bicycle Safety Program. Also, with support from a Caltrans Sustainable Transportation Planning grant, VCTC will continue to partner with the National Park Service to study wildlife movements and connectivity in the U.S. 101 Conejo Pass area. Emphasis will continue to be placed on active transportation planning and furthering efforts to work with sponsoring jurisdictions to fund and construct bicycle and pedestrian improvements.

Transportation Development Act Administration

VCTC is the State's designated Regional Transportation Planning Agency for Ventura County, VCTC is responsible for the administration of the Transportation Development Act (TDA) funds and associated programs which include Local Transportation Funds (LTF), State Transit Assistance (STA) funds, as well as, State of Good Repair (SGR) funds, Proposition 1B funds and Local Carbon Transit Operations Program (LCTOP) funds. VCTC processes claims and allocates funds in compliance with State laws and regulations. VCTC monitors receipt of these funds throughout the year to make sure funds received are in line with apportionment estimates. When there are downturns in the economy, VCTC reviews the funds received and evaluates if a revision to the annual apportionment is necessary. There were over 50 TDA and specialized audits conducted last year through this program. During Fiscal Year 2023/2024, VCTC entered into a new three-year contract with two one-year optional periods for the professional auditing services for TDA, SGR, Prop 1B and LCTOP Financial and compliance audits.

Transportation Programming and Reporting

Transportation Programming and Reporting staff work closely with local jurisdictions to secure state and federal funding for high priority transportation projects and programs in Ventura County and to facilitate the development and timely delivery of these projects. The passage of the federal Infrastructure Investment and Jobs Act (IIJA) provided a significant amount of funding for multi-modal transportation projects in Ventura County and established new sources of funding including the Carbon Reduction Program (CRP). The past year was spent in collaboration with Southern California Association of Governments (SCAG) to roll out a new process and guidelines for identifying local projects to nominate for Congestion Mitigation and Air Quality Improvement (CMAQ), Surface Transportation Program (STP), and CRP funds. This ongoing process will continue into the forthcoming year. 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 and construction of a segment of the Santa Paula Branch Line (SPBL) Bike Trail. VCTC staff will continue its partnership with Caltrans and implementing agencies to facilitate delivery of these substantial projects.



VCTC staff will also initiate a call for projects for Federal Transit Administration (FTA) Section 5310 funds for a two-year cycle. The 5310 program provides funding to support the transportation needs of seniors and those with disabilities. The 5310 call for projects will also include California Public Utilities Commission (CPUC) Access for All program funds for projects that promote on-demand wheelchair accessible transportation in Ventura County. The Active Transportation Program (ATP) launched the Cycle 7 four-year funding round with the initiation of a statewide call-for-projects in March. VCTC staff will assist local agencies in project submittal for state funding and administer project selection for the Metropolitan Planning Organization (MPO) regional component which constitutes 40% of the overall ATP funds. VCTC staff will continue to advance local projects through all these funding programs working with local jurisdictions to submit and update the 2025 Federal Transportation Improvement Program (FTIP) and assisting as necessary to facilitate the timely delivery of these projects.

Community Outreach

The focus of the Community Outreach program in the coming year will be to provide community education about public transit and other transportation options such as ridesharing and bicycling. Outreach efforts will continue to build on two initiatives that started in the most recent fiscal year: Spanish-language outreach and expanded youth outreach. VCTC's first Spanish-language outreach initiative, *Buenas con VCTC*, which has received positive response from the community, multiple awards from the American Public Transportation Association (APTA) and inclusion in state and national publications about effective community outreach. VCTC will continue to partner with the local Boys & Girls Clubs for a youth art contest, a fun and educational project that has helped VCTC establish valuable connections with future transit riders. In addition, VCTC will offer a youth "roadshow," an interactive presentation for students and youth organizations that will share information about public transit, ridesharing, and youth-oriented transit programs such as Youth Ride Free. These efforts are intended to support the goals of VCTC to increase public transit ridership, as well as encourage the use of public transit and other modes of transportation. Staff will continue to participate in community events, such as Earth Day festivals. Lastly, the Community Outreach program will support public engagement efforts for other projects underway across VCTC.

State and Federal Governmental Relations

VCTC will continue to develop cooperative working relationships to carry out the annual Legislative Program and secure transportation funding in Ventura County. During the coming year, the work to advance the Legislative 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. At the state level, the Legislature's priorities will be on managing the projected budget shortfall. VCTC will engage in advocacy efforts and work with regional partners to ensure transportation funding is preserved. In Washington, D.C., the focus will continue to be on the rollout and implementation of the Infrastructure Investment and Jobs Act, a historic \$1.2 trillion bill passed and signed in November 2021, and passage of a new federal budget.



Looking Ahead

VCTC continues to be a “high performing” organization, as well as a “healthy” organization where staff feels valued. I am happy to report that at the present time we are fully staffed as an organization and that the development of last year’s five-year strategic plan included staff input and participation.

Last year, the legislature passed SB 125 which created new funding for transit service across Ventura County. However, due to the State’s budget deficit, half of SB 125 will be deferred. VCTC’s strategic use of state Low Carbon Transit Operations Program (LCTOP) funds provide funding for both the “College Ride” and “Youth Ride Free” programs that have been a bright spot in an otherwise challenging transit environment.

While maintaining transportation infrastructure is important, so too is fixing bumper-to-bumper traffic on the 101 and 118 freeways, improving bus and passenger train service, and safer bicycle and pedestrian facilities. VCTC does receive Federal and State formula funds that pays for a share of these projects and services. However, those two funding streams are insufficient long term. Unlike 25 counties in California, Ventura County has not yet passed a local transportation sales tax measure. Besides not being able to leverage the Federal and State funds with local transportation funds, VCTC is also not eligible for taxpayer-funded programs specifically created to reward transportation sales tax measure counties or be competitive for grant programs that reward project sponsors that include a substantial local match. It will likely take such a measure, where the revenues generated remain in Ventura County, to pay for our most critical transportation projects and public transit services. This is my third budget as Executive Director, and I am continually grateful for the Finance staff, and team effort of all VCTC staff to produce this budget. Our budget development process has integrity, rigor, transparency, and objectivity – all of which leads to VCTC achieving its goals.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Distinguished Budget Presentation Award and a Certificate of Recognition for Budget Preparation to the Ventura County Transportation Commission for its comprehensive budget report for Annual Budget for the fiscal year beginning July 1, 2023. To receive this award, a government must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

The Distinguished Budget Presentation Award is valid for a period of one year only. We believe that our current comprehensive budget report continues to meet the Distinguished Budget Presentation Award’s requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.



The management and finance staff are proud of their commitment to open, accountable, and transparent financial reporting. Fiscal Year 2020/2021 was the first time submitting for the award and receiving this prestigious award, which recognizes conformance with the highest standards for preparation of state and local government financial reports. VCTC has received this award three years in a row and plans to submit this document for the award. This effort would not have been possible without the collaborative and collective effort of the Commission staff. The undersigned are grateful to all involved for their time, efforts, and support to provide informative information.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Ventura County Transportation Commission
California**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrell
Executive Director

Finally, without the leadership and support of the Commission, this work would not be possible. There may be no more dynamic a time in transportation and transportation funding than what we will experience over the next several years. VCTC must continue to test our limits of creativity and resourcefulness as we endeavor to ensure a sustainable transportation future in such challenging times.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Martin R. Erickson', is written over a light blue horizontal line.

MARTIN R. ERICKSON
Executive Director



BUDGET SUMMARY

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

The Fiscal Year 2024/2025 Budget is a balanced budget with no bond debt obligations. Available resources to sustain the agency include sources, or new revenues, fund transfers-in, and fund balance in excess of assets over liabilities. Total sources consist of \$108.2 million in new revenues and fund Transfers-In of \$39.6 million. The projected fund balance as of June 30, 2025 (including restricted balances) is \$23.0 million. Accordingly, total funding available (total sources plus projected fund balance) to cover budgeted uses for the Fiscal Year 2024/2025 budget is \$147.8 million, a 10% increase (see Table 1 - *Total Sources and Fund Balance - Fiscal Year 2022/2023 to Fiscal Year 2024/2025*).

**Table 1 – Total Sources and Fund Balance –
Fiscal Year 2022/2023 to Fiscal Year 2024/2025**

	Actual Sources FY 2022/2023	Revised Budget FY 2023/2024	Final Budget FY 2024/2025	Dollar Change	Percent Change
Federal	\$ 12,228,308	\$ 24,778,599	\$ 24,711,523	\$ (67,076)	0%
LTF Sales Tax	48,505,879	46,000,000	48,300,000	2,300,000	5%
STA Sales Tax	12,726,735	11,556,909	11,476,333	(80,576)	-1%
Other State	5,629,224	14,909,793	17,099,627	2,189,834	15%
Local and Other	5,276,665	5,104,538	6,602,491	1,497,953	29%
Transfers-In/Fund Balance	17,092,787	31,951,352	39,644,518	7,693,166	24%
Total Sources	\$ 101,459,598	\$134,301,191	\$147,834,492	\$ 13,533,301	10%

Federal revenues were relatively flat with a small decrease of \$67,076 from the previous year due to several factors. The Federal Transit Administration (FTA) revenues had an increase of approximately \$461,700 as a normal fluctuation in FTA revenues offset by a \$450,700 decrease in Surface Transportation Program (STP) funding for the partial completion of the consultant work on the U.S. 101 PAED study in the Highway Project Management budget and a \$78,100 decrease in Congestion Mitigation and Air Quality (CMAQ) funding in the rideshare budget.



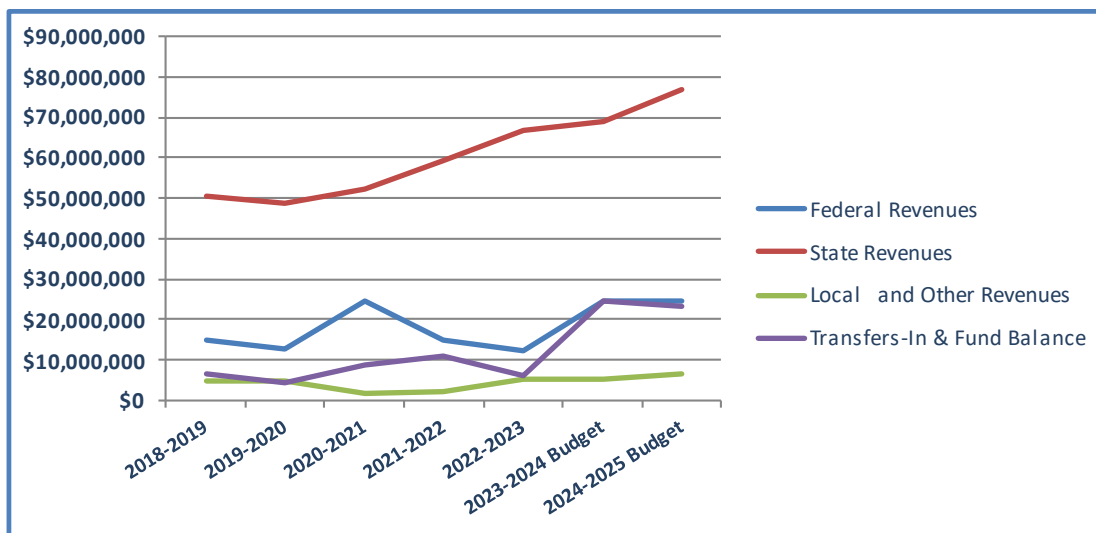
State revenues increased from the previous year by \$4.4 million. The Local Transportation Fund (LTF) sales tax revenues increased by \$2.3 million based on the County Auditor-Controller's estimate. Other State funding increased by \$5.5 million in TIRCP – SB125 funding for bus purchases in the VCTC Intercity budget and additional free fare rides in the Regional Transit Planning budget.

Local revenues, other revenues and investment income increased by \$1.5 million from the previous fiscal year. Local revenues (consisting of contributions and fees) are expected to increase by \$1.0 million largely due to increased contributions for operating the Valley Express and VCTC Intercity bus services. The other revenues and interest are expected to increase by \$0.5 million largely due to higher interest rates on higher fund balances offset by lower local fees attributed to bus fares.

Transfers-In (moving revenues from one fund to another) and fund balance (prior unspent earnings) sources vary from year to year based on estimated expenditures of operating and capital projects. Transfers-In from the LTF increased by \$292,000 for increased costs of LTF funded budgets. The Transfers-In from the State Transit Assistance (STA) accounts increased by \$4.3 million largely providing local match to federally funded transit projects as well as for one-time capital purchases. The Transfers-In from the State of Good Repair (SGR) funds increased approximately \$900,000 for capital projects within the Metrolink budget. The Transfers-In from the Service Authority for Freeway Emergencies (SAFE) increased by \$375,600 for the Clear Guide Big Data contract within the Regional Transportation Planning budget.

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

Chart 1 – Total Sources Seven Year Trend



Total Uses for Fiscal Year 2024/2025 consist of expenditures divided into six programs (see Table 2 - *Total Uses Fiscal Years 2022/2023 to Fiscal Year 2024/2025*. The program (each consisting of multiple budget tasks) usage amounts change from year to year depending on the on-going operational costs, planned studies and one-time capital costs. In Fiscal Year 2024/2025, the uses increased \$5.8 million for a total budget of \$131,636,215.

Table 2 – Total Uses Fiscal Year 2022/2023 to Fiscal Year 2024/2025

	Actual Uses FY 2022/2023	Revised Budget FY 2023/2024	Final Budget FY 2024/2025	Dollar Change	Percent Change
Transit and Transportation	\$ 19,402,730	\$ 30,707,010	\$ 39,801,500	\$ 9,094,490	30%
Highway	1,706,366	8,492,165	6,767,000	(1,725,165)	-20%
Rail	8,151,929	31,527,312	31,848,221	320,909	1%
Commuter Assistance	444,579	948,000	866,400	(81,600)	-9%
Planning and Programming	47,378,414	52,602,405	50,655,794	(1,946,611)	-4%
General Government	2,260,537	1,560,000	1,697,300	137,300	9%
Total Uses	\$ 79,344,555	\$125,836,892	\$131,636,215	\$ 5,799,323	5%

Each program and associated budget tasks contain VCTC staff and allocated indirect costs. This year VCTC remained at 24 employees. Total staff costs are \$4.58 million consisting of \$3.12 million in salaries and \$1.46 million in taxes and benefits. This year's budget includes a four percent cost-of-living adjustment of \$104,100 for all employees and a merit pool increase of \$135,300 for eligible employees who are not at the top of their range. Based on a Salary Survey approved by the Commission in February 2024, salaries of five employees were raised to the bottom of the new salary range. There was also one position reclassification, analyst to manager in the Programming department. Indirect costs represent expenditures that are attributable to the general operation of the organization but not directly tied to a particular task. Indirect costs vary from year to year and in Fiscal Year 2024/2025 the allocation is 78.44%. (See pages 61-71 for personnel and pages 72-73 for indirect cost details).

The Transit and Transportation Program (pages 103-113) consists of five tasks and program uses increased by 30% from the prior year. The major changes to the program occurred in four of the five tasks. These changes include an increase of \$335,600 in the Regional Transit Technology task for the paratransit scheduling software and equipment. Although the Transit Grant Administration task received new pass-through funding for the local agencies, the prior year completion of projects was higher than new revenues which resulted in a net decrease of approximately \$579,100. There was also an increase of \$3.2 million in the Valley Express task for the purchase of fifteen new vehicles and a \$6.1 million increase in the VCTC Intercity task for five new bus purchases, five refurbished buses and increased operating costs.

The Highways Program (pages 115-119) consists of two tasks and program uses decreased 20%. Major changes occurred in both tasks. The Highway Program Management task decreased approximately \$461,600 for the partial completion of the on-going consultant work on the U.S. 101 preliminary engineering and environmental documents. The Motorist Aid task decreased by 1.2 million as a third round of the Incident Responder Grant was completed.



The Rail Program (pages 121-127) consists of three tasks and program uses increased by 1% from the prior year. The major changes occurred within two tasks. The Metrolink Commuter Rail task decreased by \$3.5 million largely due to increased operational costs offset by the partial completion of capital projects. The Santa Paula Branch Line task increased by \$3.8 million due to additional consultant services and anticipated repairs to the Sespe bridge due to prior storm damage.

The Commuter Assistance Program (pages 129-133) consists of two tasks and program uses decreased by 9% from the previous year. This is largely due to a \$78,100 decrease in Rideshare task for decreased consultant, outreach, and staff costs.

The Planning and Programming Program (pages 135-145) consists of five tasks and program uses decreased by 4% from the previous year. The major changes within this program can be found within two tasks. The Regional Transit Planning task decreased by \$520,971 for the removal of the REAP funded capital improvement projects (bus stop Improvements and paratransit study) offset by a new countywide radio project. The Transportation Development Act Administration task decreased \$1.4 million to local agencies due to a lower carry-in balance.

The General Government Program (pages 147-153) consists of three tasks and increased by 9% from the previous year. All tasks had salary cost increases while the Outreach task also had consultant costs increases and the Management and Administration task had increase to the hardware budget for new office computers.

VCTC is largely a planning and funding organization and therefore does not have large capital expenditures, or money spent on acquiring and/or maintaining capital assets. The on-going capital expenses of approximately \$31.5 million are largely found within four budgets: Valley Express, VCTC Intercity, Metrolink, and the Santa Paula Branch Line. Expenditures vary from year-to-year based on the needs for the upcoming year. Capital projects are usually funded with current resources and/or grant awards. Currently, VCTC has no capital debt and no plans to issue debt. Please also see the Capital Asset Policy discussion on page 46.

The Valley Express and VCTC Intercity tasks (pages 110-113) have \$11 million in capital expenses of which \$1,805,000 is for depreciation of the VCTC owned buses that provide the intercity service. Fifteen new vehicles will be purchased for Valley Express at \$2.7 million. Five new buses and five refurbished buses are planned for VCTC Intercity at \$6.5 million. The impact on the operating costs is mainly the annual recognition of the depreciation expense of the depreciation. The depreciation expense will be funded from the fund balance and the new expenses will be paid for with FTA, STA and SB 125 funding.

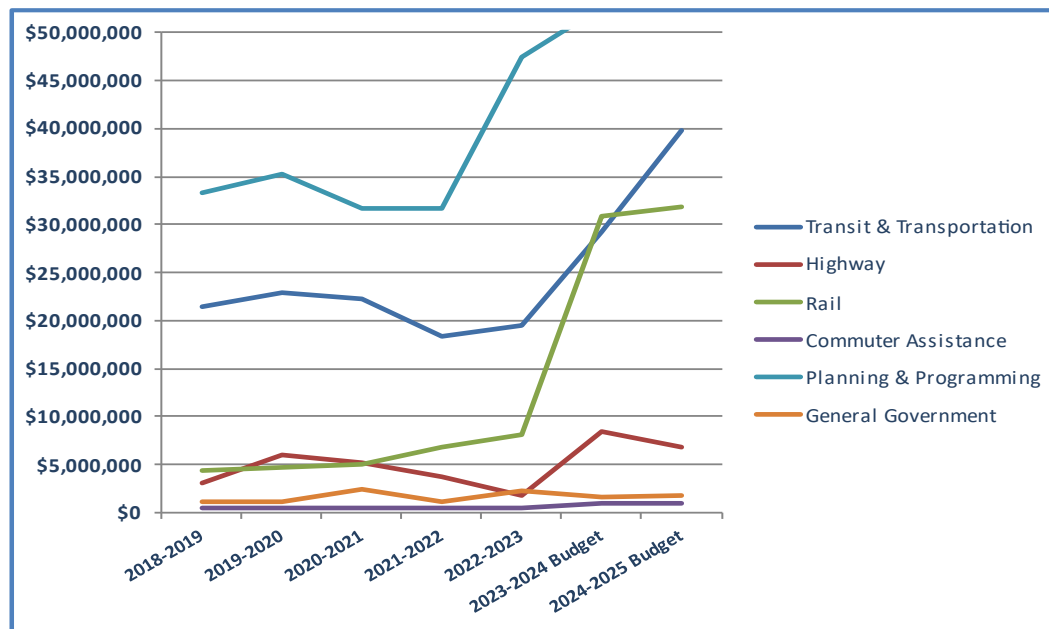
The Metrolink budget (pages 124-125) has \$11.3 million in one-time capital expenditures for capital rehabilitation on the Moorpark rail line and improvements to the Camarillo rail station ADA improvements. Most of these projects are multi-year projects and include carry-over funding from prior years as projects were delayed. These expenditures support infrastructure improvements, updating rolling stock and bringing the station up to required ADA standards. It is unknown what the operational impacts will be at this time but will likely be absorbed in the on-going operational costs. These projects will be funded with a combination of LTF, STA and SGR funds.



The Santa Paula Branch Line (pages 126-127) has \$7.2 million in one-time capital expenditures for the repairs of the Sespe bridge due to storm damage. It is unknown what the operational impacts will be at this time but will likely be absorbed in the on-going operational costs. This project will be funded by STA and possibly FEMA and CalOES.

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

Chart 2 – Total Uses Seven Year Trend



At the end of Fiscal Year 2024/2025 the spendable fund balance (both discretionary and non-discretionary funds) is expected to be \$23 million. This is a decrease of 42.4% from the prior year as funds were passed through to local agencies via the LTF fund. The ending available fund balances (excluding contingency reserves) are expected to be approximately \$5,026 for the General fund, \$472,836 for the Local Transportation Fund, \$19.4 million for the State Transit Assistance fund, \$1.5 million for the Service Authority for Freeway Emergencies fund, \$1.6 million for the State of Good Repair fund, and \$25,000 for the Santa Paula Branch Line fund. The VCTC Intercity and Valley Express funds are designed to have \$0 spendable fund balances. (See pages 86).

The budget provides 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 for the upcoming fiscal year and used as a financial barometer for financial policies and priorities. The budget is used to make the future better.

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



AGENCY AND PROGRAM GOALS

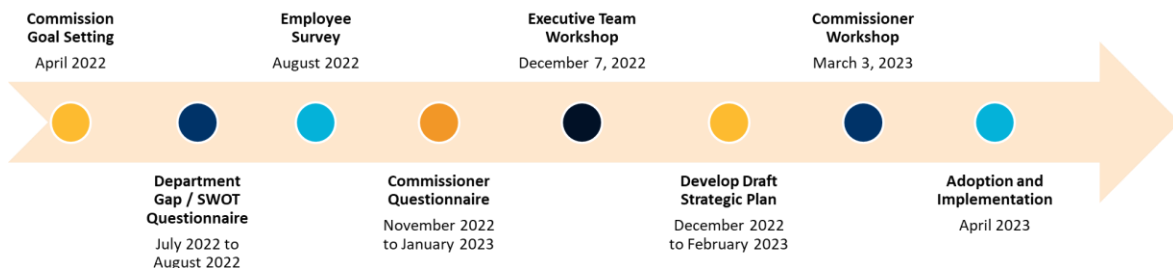
It is important to remember that the budget is more than just numbers. Regardless of the current and future economic conditions, the Commission faces on-going challenges to provide the on-going services, meet the necessary requirements while improving the quality of life of its constituents. To achieve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

The program budgets and associated task budgets are prepared based on key assumptions as guided by the Commission, the Executive Director, and the adopted Strategic Plan. The budget tasks contain accomplishments from the prior year(s), budget task goals and related objectives as they support VCTC's mission.

Strategic planning is a long-standing "best practice" in government. It is important to think strategically and in the long term in a volatile and resource constrained environment to provide positive, forward-moving results that support the agency's mission. A strategic plan also promotes cooperation and coordination between and among the various organizational stakeholders. VCTC's Strategic Plan sets VCTC's path for the next five years.

**"VCTC can't do everything,
but we can do some things very well,
by setting priorities."**

In the Spring of 2022, VCTC began a new goal setting process. The Commission held a special meeting to discuss specific VCTC goals for Fiscal Year 2022/2023. VCTC's mission, success, core functions and funding were reviewed before goals for Fiscal Year 2022/2023 were discussed. Then the Executive Director proposed ten (10) specific strategic near-term goals to be completed within Fiscal Year 2022/2023. The Commission and public then provided final comments. After leadership had carefully evaluated the financial priorities, they approved eleven goals for Fiscal Year 2022/2023 and six mid-term goals to be completed in the next two-three years. A long-term planning session with further refinement to the goal setting process was proposed for early 2023.



In March 2023 a Commission planning session was held. An overview of the Strategic Planning process was discussed. A vision statement, updated mission statement and values were developed, a reorganization of "goals" and "strategies" were developed, reviewed, and discussed. Then additional priorities for the next two years were developed. In April 2023,



the Final Strategic Plan was adopted with a defined and updated vision and mission statement, values, strategies, and implementation actions. The meetings were open to the public and public comment was received.

A Vision Statement, *To Keep Ventura County Moving*, was developed to state what the agency desired in the future. A Mission Statement, *To Create a More Connected, Resilient, Equitable, and User-Friendly Transportation System for Ventura County*, was developed to tell the purpose of the organization. Four Values, *Equity, Integrity, Service and Sustainability*, were established to drive the behaviors of the organization members.

Vision	<i>To keep Ventura County moving.</i>
Mission	<i>To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County.</i>
Values	<p>Equity: We are inclusive in our plans, practice fairness, and recognize that needs vary by region and people served.</p> <p>Integrity: We serve our community, do our work with honesty, are accountable for our actions, and take responsibility for results.</p> <p>Service: We serve our partners and stakeholders with excellence and teamwork, and seek innovative and reliable solutions to meet transportation and mobility needs.</p> <p>Sustainability: We are mindful of the impacts of our work on the environment, the economy, and equity, for our community and the VCTC organization.</p>

The Commission then adopted some terminology changes for “Goals” and “Strategies.” Information for setting the new goals and strategies were gathered via a commissioner questionnaire, a Gap Analysis questionnaire completed by executive staff, a VCTC all employee survey, and an Environmental Scan was prepared by VCTC staff. Based on the information obtained, four broad multi-year goals were developed representing key categories for the agency. Each goal then contains a set of strategies intended to help the agency make progress in achieving the broad goals over a period of years. The 2023 Adopted Strategic Plan (including all the goals and strategies) can be found on the VCTC’s website www.goventura.org under the tab Plans and Projects, then VCTC Goals and Strategic Plan.

The Commission discussed over 50 possible “strategies” that support the four goals. The Commission then identified their top priorities upon which to focus for the first two years of implementation, Fiscal Year 2023/2024 and 2024/2025 (See A1, A6, B1, B6, B23, and C5). The existing goals from Fiscal Year 2022/2023 were reclassified as “strategies” to achieve the established goals and are included in the information below. The wording of some of the Fiscal Year 2022/2023 may have been slightly modified and are shown as adopted in the Strategic Plan. The remaining strategies in the Strategic Plan can be initiated as time allows and directed by the Commission. This plan will be reviewed and updated as needed.



Goal A: Transportation Planning and Programming

Complete transportation-related plans and studies and allocate funding and resources aimed at improving mobility within Ventura County through various types of multimodal transportation programs and services.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(A1) Integrate the Comprehensive Transportation Plan (CTP) as VCTC's primary guiding document.	Management - Administration and Regional Transportation Planning (Pages 150-151 & 140-141)	2023/2024	2027/2028	Accepted CTP in February 2023 with direction to amend the plan to incorporate comments from the public and advisory committees for full adoption in Fiscal Year 2024/2025.
(A2) Complete the Transit Integration & Efficiency Study (TIES) and Coordinated Public Transit-Human Services Transportation Plan Update which will serve as a roadmap for improving transit and accessible transportation services.	Regional Transit Planning (pages 138-139)	2022/2023	2023/2024	Coordinated Plan completed in September 2022 and TIES completed in October 2023.
(A3) Complete and implement the zero-emission bus transition plan to meet State mandates and reduce greenhouse gas emissions related to transit.	VCTC Intercity Bus Service (pages 112-113)	2022/2023	2022/2023	Completed in June 2023. Five battery electric buses to be put in service by the end of 2024.
(A4) Reach consensus about the future of the US 101 corridor (congestion, wildlife connectivity, managed lanes, environmental review).	Highway Project Management and Regional Transportation Planning (pages 116-117 & 140-141)	2022/2023	2025/2026	Wildlife connectivity study is underway. VCTC and Caltrans are finalizing VMT analysis and mitigation methodology. Draft Environmental Document to be presented to the Commission within the next few months, followed by public release.
(A5) Leverage data to better inform transportation land use decisions making and grant seeking.	Regional Transportation Planning (pages 140-141)	2022/2023	on-going	Transportation Data and Analytics Pilot Program is underway. A 3-year data analytics contract with ClearGuide was initiated in Fiscal Year 2023/2024. VCTC Model and resultant data access to ClearGuide shared with the public and agency partners. Model outputs available via two web pages, goventura.org/work-with-vctc/traffic-model/ and goventura.org/work-with-vctc/vmt-amp/ .
(A6) Initiate the process to become a leader in the development of mobility as a service (Maas) strategy, including pursuit of a pilot mobility program, to assist the State in meeting its air quality goals, promoting public transit ridership recovery and increasing mobility choices.	Rideshare and Regional Transportation Planning (pages 132-133 & 140-141)	2023/2024	2025/2026	Research and planning on MaaS has begun. Funds for this are included in the SB125 Year 2 funds and therefore, procurement/implementation will begin in Fiscal Year 2025/2026.
(A7) Update the Ventura County Airport Comprehensive Land Use Plan (ACLUP) to ensure the safety and welfare of airport users and nearby residents.	Airport Land Use Commission (136-137)	2025/2026	2027/2028	VCTC has discussed cooperation to pursue funding for ACLUP Update with County of Ventura Department of Airports. ACLUP Update part of mid-range workplan dependent on availability of funding and staff resources.



Goal A: Transportation Planning and Programming - continued

Complete transportation-related plans and studies and allocate funding and resources aimed at improving mobility within Ventura County through various types of multimodal transportation programs and services.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(A8) Update the Santa Paula Branch Line (SPBL) trail master plan, validate trail alignment connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.	Santa Paula Branch Line (126-127)	2022/2023	2026/2027	VCTC applied for and received SCAG REAP CTC Partnership Program grant award to update the SPBL Trail Master Plan and EIR/EIS, but funds placed on hold due to State budget uncertainty. VCTC applied for alternative funding through STBG. If funded, VCTC will conduct extensive outreach to the agriculture industry, neighboring property owners, potential trail users, and others, prepare a phasing plan and develop an actionable implementation strategy.
(A9) Complete the Rail Corridor Strategic Plan aimed at taking a holistic review of the Metrolink/Amtrak Surfliner rail line.	Metrolink (124-125)	2022/2023	2024/2025	Metrolink has initiated the Service Growth Development Plan and LOSSAN has completed the Corridor Optimization Study, both of which plan for future service.
(A10) Complete the short-range transit plan (SRTP) to better plan and coordinate transit services and programs.	Regional Transit Planning (138-139)	2023/2024	2025/2026	The SRTP began in fall 2023 and is underway.
(A11) Revisit VCTC's responsibility as it pertains to the Congestion Management Program (CMP), to consider alternatives to maintaining the program as currently constituted.	Regional Transportation Planning (140-141)	2024/2025	2025/2026	ClearGuide license, which is available through VCTC's Transportation Data and Analytics Pilot Program, has been used by other County Transportation Commissions to meet requirements of CMP. VCTC staff to research and initiate revisions to CMP using big data license resources in Fiscal Year 2024/2025.
(A12) Conduct a regional transit fare study to benchmark and evaluate fare options.	Regional Transit Planning (138-139)	2023/2024	2025/2026	A fare study will be included in the SRTP.



Goal B: Transportation Services

Provide for an accessible, reliable innovative, multimodal transportation system to meet the needs of Ventura County residents and visitors, which is compatible with regional plans based on industry best practices and standards.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(B1) Encourage city and county partners to plan and prioritize building new bike lanes and continue seeking funds for this purpose.	Regional Transportation Planning (140-141)	2023/2024	on-going	VCTC updated and distributed the countywide Bicycle Map and new guidebook entitled "Biking Ventura County: Routes & Tips for Beginners & Families." Staff actively participates in various active transportation related efforts, including Cycle Cal Coast. However, due to competing VCTC priorities, establishing an advisory committee dedicated to implementing the Bicycle Wayfinding Plan has been deferred to Fiscal Year 2024/2025. The Bike Trail in the Santa Paula Branch Line from East Ventura to Satcoy was fully funded with Active Transportation and SB 1 Congested Corridor funds, and the City of Ventura is underway with project design.
(B2) Encourage integration of e-bikes as an alternative transportation mode by establishing an e-bike demonstration program to allow residents the ability to try e-bikes before they purchase them.	Regional Transportation Planning (140-141)	2023/2024	2026/2027	Staff began research on e-bike safety education programs in Fiscal Year 2023/2024. Additional efforts will continue in Fiscal Year 2024/2025 with the Community Traffic Calming and Bicycle & Pedestrian Safety Program. Information and tips related to e-biking was a focus of Bike Month in both 2023 and 2024, including adding resources to the website.
(B3) Partner with community organizations to create a bicycle distribution program for youth and low-income Ventura County residents aimed at increasing bike ridership.	Regional Transportation Planning (140-141)	2025/2026	2026/2027	Community Traffic Calming and Bicycle & Pedestrian Safety Program findings to be incorporated in developing strategies.
(B4) Develop a model ordinance for consideration by the County and cities to replace a portion of vehicle parking at multi-family residential properties with bicycle lockers and/or secured parking.	Regional Transportation Planning (140-141)	2025/2026	2026/2027	Community Traffic Calming and Bicycle & Pedestrian Safety Program findings to be incorporated in developing strategies.
(B5) Identify possible funding to replace buses or convert them to have zero emissions, following completion of the Zero Emissions Bus (ZEB) plan.	Valley Express and VCTC Intercity (pages 110-111 & 112-113)	2023/2024	on-going	Based on the ZEB Plan, buses will initially be replaced by diesel/gasoline vehicles and transition to ZEBs over time.
(B6) Coordinate with Caltrans, Ventura County, and cities to prioritize the projects and submit grant application(s) for goods movement projects based on the recommendations of the Ventura County Freight Corridors Study.	Regional Transportation Planning and Transportation Improvement Program (pages 140-141 & 144-145)	2023/2024	on-going	Began implementing recommendations of the Ventura County Freight Corridors Study (FCS) and submitted a REAP 2.0 grant application to implement a Community Traffic Calming and Pedestrian and Bicycle Safety Program, which was a product of community engagement to improve safety and goods movement efficiency through the FCS. Initiated work with County of Ventura and Caltrans on Hueneme Road Widening application for upcoming SB 1 Trade Corridor funding cycle.



Goal B: Transportation Services - continued

Provide for an accessible, reliable innovative, multimodal transportation system to meet the needs of Ventura County residents and visitors, which is compatible with regional plans based on industry best practices and standards.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(B7) Develop grant applications for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) or Solutions for Congested Corridors Program (SCCP) funds or other programs for making improvements to US 101 based on US 101 environmental document results and 101 Communities Connected.	Regional Transportation Planning and Transportation Improvement Program (pages 140-141 & 144-145)	2023/2024	2027/2028	VCTC applied for and received approximately \$75M SCCP grant in July 2024 to implement key 101 Communities Connected strategies, including rail double track project and 4-mile section of Class I bike trail along Santa Paula Branch Line from Montalvo to Saticoy.
(B8) Identify funding for additional "free ride" services for veterans and seniors.	Regional Transit Planning (pages 138-139)	2024/2025	2026/2027	Staff will begin identifying funds to support this in the coming fiscal year.
(B9) Administer and expand VCTC's Motorist Aid programs as appropriate, including Freeway Service Patrol, Emergency Roadside Call Boxes, and Incident Responders Grant Program.	Motorist Aid (pages 118-119)	2022/2023	on-going	Expanded FSP coverage area and modified schedule to begin July 1, 2024. Call boxes operational and under contract through Fiscal Year 2024/2025. Round 3 Incident Responder Grant Program awards executed in Fiscal Year 2023/2024.
(B10) Identify possible funding for expanding transit (bus and/or rail) operations. In particular, pursue funding for Metrolink Southern California Optimized Rail Expansion (SCORE) operations in time for the 2028 Olympics.	Regional Transit Planning (pages 138-139)	2023/2024	2027/2028	VCTC applied for and received approximately \$75M SCCP grant in July 2024 to implement key 101 Communities Connected strategies, including rail double track project between Oxnard and Camarillo.
(B11) Develop a set of multimodal transportation metrics to determine the effectiveness of various modes of transportation.	Regional Transportation Planning (pages 140-141)	2024/2025	2024/2025	Will be included in the Final CTP adoption.
(B12) Support improved transit and transportation services for those with disabilities.	Regional Transit Planning (pages 138-139)	2023/2024	2025/2026	Paratransit Integration Study incorporated into Short Range Transit Plan. Study ongoing through Fiscal Year 2024/2025.
(B13) Continue new Spanish language public outreach campaigns to connect the Spanish-speaking community with VCTC Intercity and other public transportation options.	Community Outreach (pages 148-149)	2022/2023	on-going	This successful outreach campaign has continued into the second phase with new loteria card designs and videos created by a Spanish-speaking local influencer.
(B14) Establish enhanced efforts (to include polls or surveys) to connect younger people in the community by creating a transportation/transit "road show" that VCTC staff can use for school and other presentation to expand youth outreach.	Community Outreach (pages 148-149)	2022/2023	2024/2025	Work is underway and expected completion in June 2023. This will be an on-going project when completed. Presentations to begin in late summer/fall of 2024. The presentation is complete, and staff has made initial contacts with several schools. Staff will continue to fully implement this program in 2024/2025.
(B15) Develop a memorable and effective ad campaign to promote transit ridership and to address the myths and misconceptions about transit.	Community Outreach (pages 148-149)	2024/2025	2024/2025	Planning has begun for a "how to ride" outreach campaign that will use videos to demonstrate skills such as how to use VCBusPass, read a schedule, board the bus, and transfer between transit systems.



Goal B: Transportation Services - continued

Provide for an accessible, reliable innovative, multimodal transportation system to meet the needs of Ventura County residents and visitors, which is compatible with regional plans based on industry best practices and standards.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(B16) Enhance outreach to senior population.	Community Outreach (pages 148-149)	2024/2025	on-going	VCTC has been attending senior fairs to improve outreach. A Buenas con VCTC loteria card features an older couple to represent senior riders. VCTC will consider an outreach campaign targeted specifically at the senior population.
(B17) Develop an equity plan and framework to guide capital projects and transportation investments.	Regional Transportation Planning (pages 140-141)	2024/2025	2025/2026	Work will be started in 2024/2025.
(B18) Incorporate greenhouse gas emissions reductions in transportation planning and services.	Regional Transportation Planning (pages 140-141)	2024/2025	2025/2026	GHG emissions reductions incorporated in VMT mitigation and integration of housing, land use, and transportation program efforts.
(B19) Implement future phases of Metrolink and Amtrak Los Angeles-San Diego-San Luis Obispo Rail Corridor (LOSSAN) capital projects (Simi Valley double track, Leesdale siding, Camarillo station, additional projects planned for completion prior to the 2028 Olympics) to improve future rail service.	LOSSAN and Metrolink (pages 122-123 & 124-125)	2022/2023	2027/2028	Progress continues with the Camarillo Station ADA Improvement Project with an anticipated solicitation for construction bids in Fall 2024. Leesdale siding in the design phase, Oxnard/Camarillo double tracking project funded from Solutions for Congested Corridors Program (SCCP), Simi Double track project Right-of-Way (ROW) acquisitions and utility agreements are underway and solicitation for construction is anticipated in Fall 2024.
(B20) Conduct a comprehensive review of current rail service compared with potential markets to ensure service meets community demand.	Metrolink (pages 124-125)	2023/2024	2025/2026	This will be done as part of Metrolink's Service Growth Development Plan (SGDP) and the SRTP.
(B21) Partner with Sierra Northern Railway, corridor cities and the County to operate, maintain, and improve the Santa Paula Branch Line railroad and right-of-way corridor as a countywide community asset, ensuring outreach to stakeholders in the process.	Santa Paula Branch Line (pages 126-127)	2023/2024	on-going	VCTC staff meet bi-weekly with Sierra Northern personnel to coordinate activities, solve problems in the operations, maintenance, and improvements to the SPBL railroad and ROW.
(B22) Continue to address encroachment into the Santa Paula Branch Line right-of-way through leasing activities to ensure safety of operations and protection of the asset and infrastructure.	Santa Paula Branch Line (pages 126-127)	2023/2024	on-going	New Right-of-Entry (ROE) permit process approved by Commission in April 2024, outreach underway to ROE recipients for June 2024 implementation. Leasing and licensing activities continue as need arise and time allows.
(B23) Evaluate and consider continuation of the free transit pass programs (college ride, youth pass) to maximize ridership and ensure efficient use of resources.	Regional Transit Planning (pages 138-139)	2022/2023	on-going	Funds to supplement the LCTOP funds in order to continue the program are included in the SB 125 funds. Additionally, limited free fare days have been implemented.
(B24) Promote transit ridership recovery to assist the State in meeting its air quality goals, promoting public transit ridership recovery and increasing mobility choices.	Regional Transit Planning (pages 138-139)	2022/2023	on-going	A back-to-basics marketing campaign is underway that will help demystify transit with the goal of helping new riders feel more comfortable taking transit. As part of this, new maps were created for VCTC Intercity routes.



Goal C: Partnerships

Collaborate with agencies across the region to provide sustainable and improved transportation services within Ventura County.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(C1) Establish an advisory committee and work with partner agencies to implement the signage strategies in the Bicycle Wayfinding Plan.	Regional Transportation Planning (pages 140-141)	2022/2023	2024/2025	VCTC updated and distributed the countywide Bicycle Map and new guidebook entitled "Biking Ventura County: Routes & Tips for Beginners & Families." Staff actively participates in various active transportation related efforts, including Cycle Cal Coast. However, due to competing VCTC priorities, establishing an advisory committee dedicated to implementing the Bicycle Wayfinding Plan has been deferred to Fiscal Year 2024/2025.
(C2) Assist cities and the County to seek supplemental federal and state funding including through Caltrans.	Transportation Improvement Program (pages 144-145)	2022/2023	on-going	Submitted successful applications for SB 1 Congested Corridors (\$75 million), and State Port Freight Infrastructure (\$15 million) programs. CTC approved \$19.7 million for Active Transportation Program (ATP) Cycle 6. Continue to submit applications and provide support letters.
(C3) Assist local agencies in implementing Senate Bill 743 by identifying and encouraging land use and transportation strategies to reduce vehicle miles traveled (VMT).	Regional Transportation Planning (pages 140-141)	2023/2024	on-going	VCTC created two web pages with content and mapping resources for VMT information and mitigation. VCTC adopted VMT Adaptive Mitigation Program in May 2023.
(C4) Partner with the National Park Service to study wildlife movement and connectivity along the US 101 Conejo Pass area.	Regional Transportation Planning (pages 140-141)	2023/2024	on-going	US-101 Conejo Pass Wildlife Movement Study currently underway in partnership with NPS. Expected completion Feb. 2025.
(C5) Engage federal and state legislators to secure more transportation funding, protect existing revenues, and support legislation that may benefit VCTC and its operations (or oppose legislation that may adversely affect VCTC and its operations).	State and Federal Relations (pages 152-153)	2022/2023	on-going	VCTC regularly communicates with federal and state legislators to request support when applying for grants. Likewise, VCTC sends letters of support and concern, or joins regional agencies on similar letters, regarding state and federal issues and legislation. VCTC staff also joins in delegation trips to meet with legislators and discuss priorities.
(C6) Utilize TRANSCOM in a more robust way as a Productivity Committee to better coordinate services regionally.	Regional Transit Planning (pages 138-139)	2022/2023	on-going	VCTC staff has begun taking more and more regional items to Transcom to get input and receives ridership information from operators monthly.
(C7) Partner with Naval Base Ventura County and Channel Islands Air National Guard Station to explore Federal, State and other funding sources to provide transit service to the Naval Base and Air National Guard Station.	Regional Transit Planning (pages 138-139)	2025/2026	2027/2028	Gold Coast Transit (GCT) studied improving service to the naval bases but the study was never finalized. Staff will work with GCT to resurrect the study.
(C8) Integrate safety into transportation plans, projects and services, including but not limited to a community traffic calming program, Arroyo Simi Bridge suicide prevention task force, and bicycle and pedestrian safety education.	Regional Transportation Planning (pages 140-141)	2023/2024	on-going	Transportation safety concepts and improvements incorporated into each of the referenced programs and as other opportunities arise.



Goal D: Organizational Sustainability

Ensure sufficient resources and invest in our workforce for the long-term health and effectiveness of VCTC.

Strategies	Budget Task(s)	Estimated Start	Estimated Complete	Comments
(D1) Ensure the continued operational excellence of VCTC's financial operations and grants administration	Management-Administration (pages 150-151), Finance, and Transit Grant Administration (pages 108-109)	2022/2023	on-going	Participate in educational opportunities, evaluate and revise processes and procedures for continual improvement, apply best standards, etc.
(D2) Devise strategies to secure future revenue options for transportation-related programs and services.	Regional Transit Planning & Regional Transportation Planning (pages 138-141)	2023/2024	on-going	VCTC is using SB 125 funds for a number of transit projects including the ongoing free fare programs and a countywide radio program.
(D3) Conduct a review of VCTC policies and procedures and revise to meet current needs.	Management-Administration (pages 150-151)	2022/2023	on-going	VCTC conducted a comprehensive update of its Personnel Policies and Procedures manual which was adopted by the Commission in April 2024.
(D4) Create a paid internship program to introduce careers in transportation and support VCTC operators.	Management-Administration (pages 150-151)	2024/2025	on-going	VCTC is collaborating with other partner agencies.
(D5) Assess staffing levels and capacity to implement VCTC programs and services.	Management-Administration (pages 150-151)	2022/2023	on-going	Evaluate staffing levels and capacity with planned and budgeted activities.
(D6) Develop an internal comprehensive training program that supports skill development, preparing staff for advancement, and succession planning.	Management-Administration (pages 150-151)	2024/2025	on-going	Participate in educational opportunities, evaluate and revise processes and procedures for continual improvement, apply best standards, etc.
(D7) Increase public awareness of VCTC and build champions to support investments in transportation.	Management-Administration (pages 150-151)	2022/2023	on-going	Participate in educational opportunities, promote partnerships and local agencies.



Funding for the expenses related to achieving the goals are contained within the assigned main budget task and would be budgeted each year of the goal period. The funding may be specific grant related and/or a mixture of funding. The funding sources may also vary from year-to-year or remain constant depending on the goal and type of work performed. Please refer to each budget task for additional details.

Program Strategies (and the budget tasks within each Program) support the on-going goals of the agency and are summarized as follows:

Transit and Transportation Program (see pages 103-113)

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

Highway Program (see pages 115-119)

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

Rail Program (see pages 121-127)

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

Commuter Assistance Program (see pages 129-133)

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

Planning and Programming Program (see pages 135-145)

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



General Government Program (see pages 147-153)

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





VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

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

Table 3 – Current Commissioners

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

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:

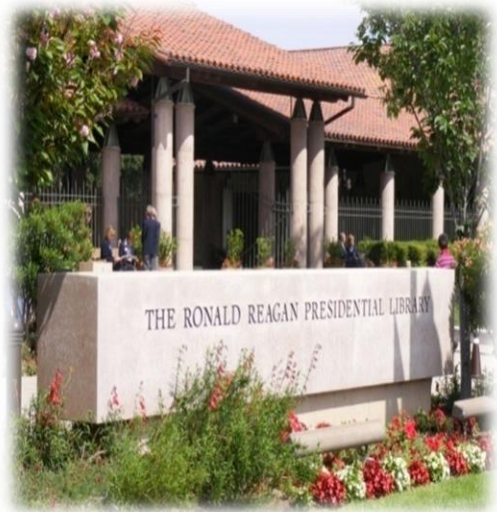
- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC)
- Heritage Valley Policy Advisory Committee (HVPAC)
- Managers Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)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

THE COMMUNITY WE SERVE

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

The California Department of Finance (DOF) now estimates that Ventura County's population is just over 823,000 (a 0.3% decline since 2023 estimates) but remains the thirteenth largest county in the State. Ventura County's population is largely concentrated in its ten cities, with four cities having a population in excess of 100,000: Oxnard (197,536), Simi Valley (124,029), Thousand Oaks (122,643), and San Buenaventura (107,569).

Ventura County's growth rate has over time averaged less than one percent (1%) per year for many years but has seen a decline in the last six years. With thoughtful growth controls in place Ventura County's residents continue to enjoy a variety of lifestyle options from metropolitan to rural and the cities within Ventura County are consistently ranked among some of the safest in the nation.



According to the 2022 United States Census American Community Survey 5-year estimates, Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 43.5% and Hispanic at 43.6%. The median age of County residents is 39.0 which is slightly higher than the State's median age of 37.3. The senior population (over 65) at 16.3% continues to slowly grow while the population under 18 years at 22.3% continues to slowly decline. Over the next decade, it is estimated that the 55 and over population will continue to grow faster, bringing significant changes to Ventura's economy, social structure, and workforce composition.

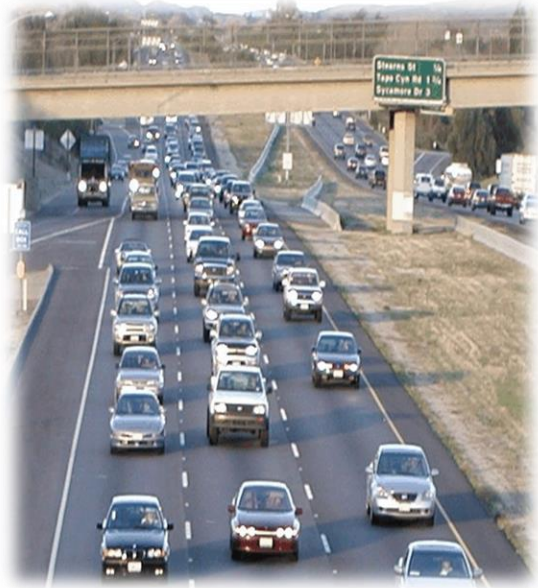
Ventura County residents enjoy a favorable comparison to the State as a whole in median household income and education levels. The United States Census American Community Survey estimates states the County's median household income increased slightly to \$102,141 in 2022 (\$94,150 in 2021) and remains higher than the State's median household income of \$91,905. The percentage of people below the poverty level in Ventura County increased slightly to 9.0% in 2022 (8.9% in 2021), and the County is better off than the State as a whole at 12.1%. The percentage of Ventura County residents holding a bachelor's degree or higher has increased from 34.0% in 2021 to 34.7% in 2022 while the State is slightly higher at 35.9% in 2022.

The 2022 United States Census American Community Survey 5-year estimates for Ventura County's civilian workforce indicates a decrease to 436,577 in 2022 from 438,224 in 2021 workers, sixteen years old and above, in a wide variety of industries. More than half of Ventura County workers are found within the top four employment categories and over seventy percent within the top six:

- Educational, health care and social assistance workers – 82,401
- Government – 58,359
- Professional, scientific, management, administrative and waste management workers – 52,543
- Retail trade – 42,094
- Manufacturing workers – 40,535
- Arts, entertainment and recreation, accommodation, and food service – 38,646

Considering VCTC's mission of improving mobility, it is especially important to note how the County's workers travel to their jobs. With a mean travel time to work of 26.0 minutes (down from 26.8 minutes in 2021), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2022 in Ventura County was:

- Drove alone – 74.1%
- Carpooled – 9.9%
- Worked at home – 12.4%
- Walked – 1.6%
- Other means – 1.2%
- Public Transportation – 0.8%



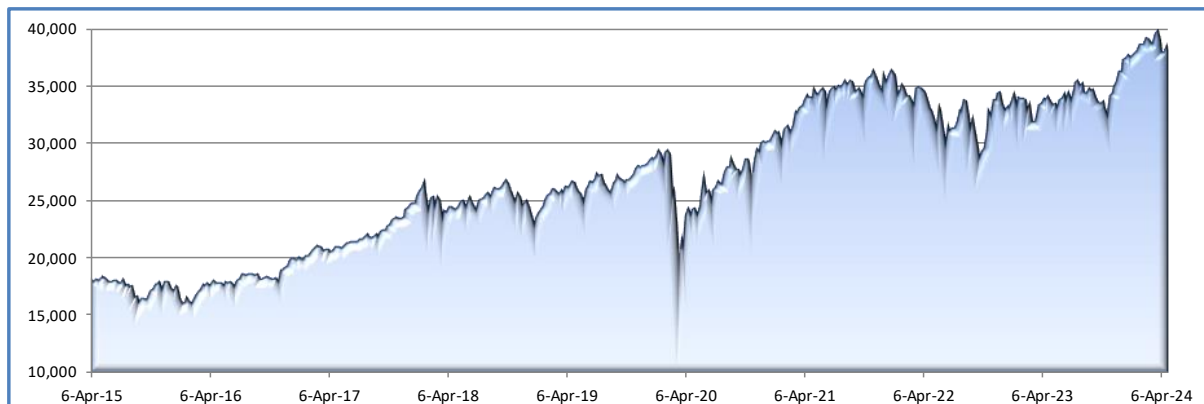
Transportation touches every area of our lives on a daily basis, and we often overlook its importance. We expect roads to carry us safely and efficiently to where we want to go whether we choose to drive, bike, walk or take a bus. Business owners need and should have easy access to their locations for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

THE LOCAL ECONOMY

Ventura County along with the rest of the world, is still recovering from the unprecedented change brought about by the COVID-19 pandemic. Then there are the current issues that are adding to the economic uncertainty. The economy continues to hold, and the stock market continues to climb. At the same time, the labor market remains tight, and inflation continues to be higher than the Federal Reserve, although they are both better than last year. Higher rates influence mortgage rates which impacts housing affordability. Geopolitical uncertainty remains and has even increased as the Russia/Ukraine war continues along with issues between China/Taiwan, Venezuela/Guyana, and the Middle East. Furthermore, the upcoming year is an election year with continued brinkmanship between political parties. The results are continued uncertainty, volatility, and instability in the economy.

The Dow Jones Industrial Average index has increased approximately 4,000 points from April's year-over-year (end of April 2023 at 34,098 to end of April 2024 at 38,085). The market hit an all-time high of 39,807 in March 2024 causing some to speculate if and when the market would break 40,000. However, the market remains volatile and the spread for the year was over 7,000 points. Over the last ten years the market has climbed almost 22,000 points (see Chart 3 - *Dow Jones Industrial Average Ten Year History*). The volatile market impacts the economy as a whole but also the confidence consumers have (or do not have).

Chart 3 - Dow Jones Industrial Average Ten Year History



Consumer confidence remains fairly flat from a year ago at 104.7 as opposed to 104.0 in March 2023 but lower than in March of 2022 at 107.6. This is still far above the low of 86.9 in April 2020 when the Covid-19 pandemic was in full force. Still, consumer confidence expectations have remained cautious as higher prices remain, geo-political uncertainty increases (i.e., the Russian/Ukraine war which is not expected to end any time soon), and continued inflation. Furthermore, the US Consumer Confidence Board in March 2024 stated that while the consumer's assessment of the present situation improved in March, they also became more pessimistic about the future. However, they note that confidence has been moving sideways over the last six months neither improving nor decreasing.

As of March 2024, Ventura County's unemployment rate was 4.6% as opposed to the State's unemployment rate of 5.3%. Ventura's rate is close to the pre-pandemic rate of 3.7% in February 2020 but far from the peak in April 2020 of 14.5%. Employers are still struggling to fill vacant positions. Ventura County, much like the nation, continues to have more job openings than available workers due to accelerated retirements of over 65 years of age workers caused by the pandemic, net negative migration, and a mismatch of job skills. Although slowing, continued pressure to increase wages and a tight labor market continues to encourage higher inflation.

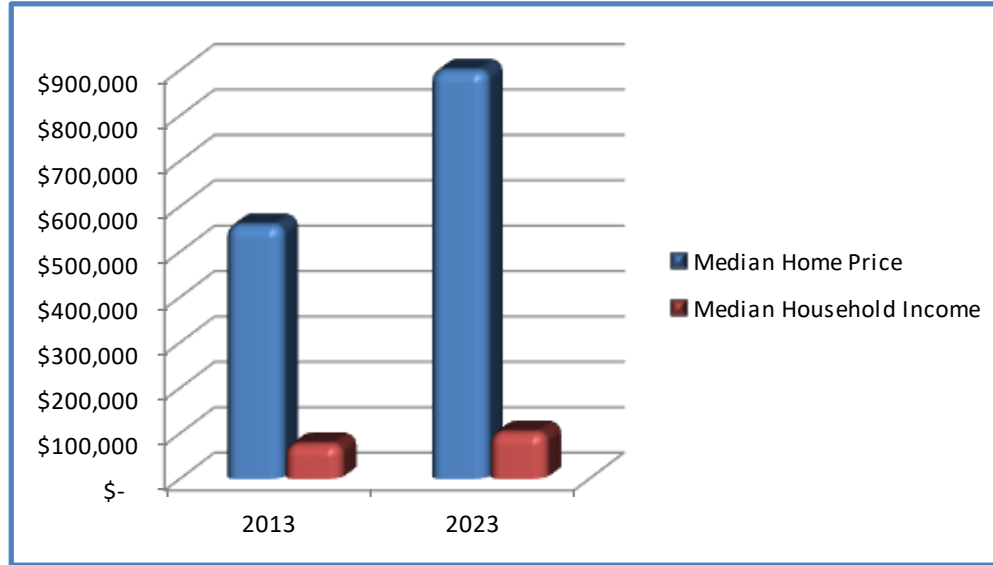
In June of 2022, inflation hit a 40-year high just over 9%. The nation's inflation is lower than a year ago at 3.8%. It is down from 4.98% as of March 2023 and 8.54% in March 2022, but it continues to remain higher than the federal government's target of 2%. In an attempt to reduce inflation, the Federal Reserve has raised the federal funds target rate eleven times in the last year and a half, currently at 5.33% compared to last year at 4.83%. It should be noted that the Federal Reserve's rate has been as high as 19-20 percent and as low as 0-0.25 percent. However, with higher federal funds rates comes higher borrowing rates including home mortgages. The ultra-low mortgage rates consumers have been used to since the 2008 financial crisis have most likely ended.

According to the California Association of realtors, in March 2024, single-family home sales in California were down 4.4% from March 2023 and down 18.6% in Ventura County. At the same time, housing prices in California have increased 7.7% and in Ventura County increased 8.1%. The California median home price for single-family home in March 2024 was \$854,490 and the Ventura County median home price for single-family home in March 2024 was \$918,040 (up from \$849,000 in March 2022). Ventura County's inventory is moving off the market faster with the number of days on the market in March 2024 at 28.5 days from 31 days in March 2023.

California has the fifth highest median income in the U.S. in 2023, but the high costs of housing and living erode the consumers buying power. The same problem is amplified in Ventura County as housing costs remain high compared to household income (see Chart 4 - *Median Home Price to Median Household Income*). As housing prices continue to rise faster than incomes, the affordability index (percentage of households that can afford to purchase the median priced home) continues to decline. In Ventura, the affordability index at the end of 2023 was at 13% as opposed to 16% in 2022 and 33% in 2013. In fact, the Ventura County area was considered the fourth least affordable major housing market in the nation by the National Association of Home Builders in the last quarter of 2023. This imbalance of housing costs to income continues to force young families to look outside Ventura County to raise their families resulting in a loss of sales tax revenue and property tax revenue that pay for government services and allow for improvements within the County.



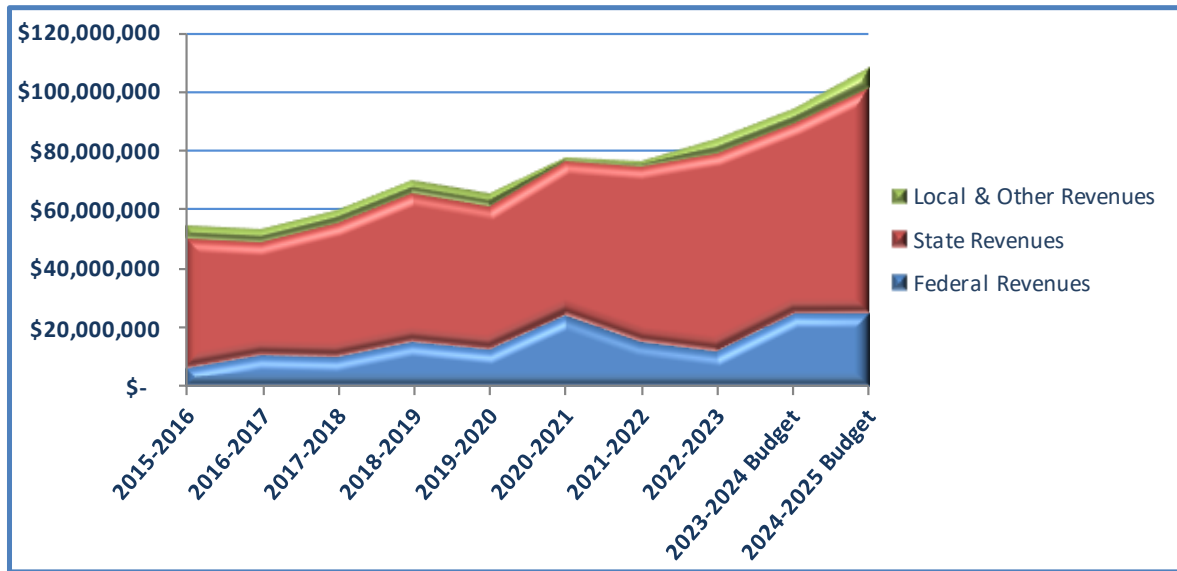
Chart 4 – Median Home Price to Median Household Income



Local, state, and federal governments are dependent on revenues generated by property taxes, income taxes, and sales taxes. Although housing prices have remained strong, the associated property taxes are slow to catch up. Furthermore, State, and local government agencies continue to struggle to meet the demand for services they provide and are still recovering from the costs of additional “relief” to their constituents due to the COVID-19 recession while resources are dwindling. This is especially true as most of the additional federal aid for pandemic relief has been spent by State and local agencies, leaving many still needed services to be paid locally. This is especially pertinent as both political parties of the Federal Government present diverse plans to deal with the debt ceiling “crisis”. Cuts to federally funded spending often mean higher costs shouldered by State and local governments. VCTC is in similar circumstances and is entirely reliant on federal and state funds. Even a small cut to federal or state funds has a large impact on the services and projects VCTC provides to the County’s residents.

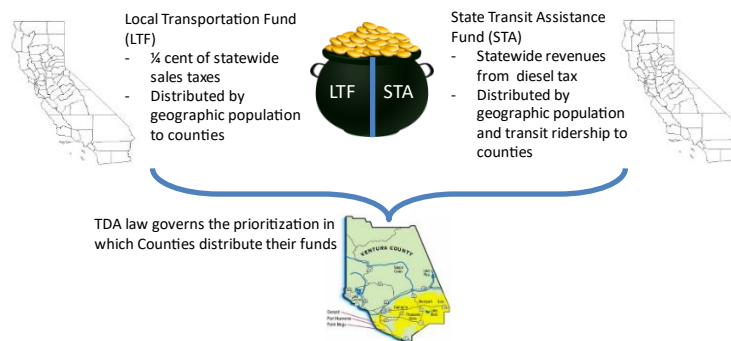
Federal funds comprise 22.8% of the budget. Most of the federal funds VCTC receives require a State or local match. If these State and local funds were unavailable or not eligible to be used on specific projects, VCTC would be unable to utilize federal funds that might be available causing those funds to go to other counties with the ability to provide local matching funds. Of the federal funds received this fiscal year, 38.5% of the funds are passed through to local agencies. Chart 5 - *Federal, State and Local Revenues Ten Year History*, reflects the historical funding mix of VCTC.

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



The federal budget and transportation programs continue to be highly unstable and difficult to forecast due to Congress often passing multiple short-term extensions of the previous Transportation Act continuing to make transportation funding unpredictable. However, in November 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) that included funding for another five years. This allowed agencies to “plan” for the next several years instead of managing one year at a time.

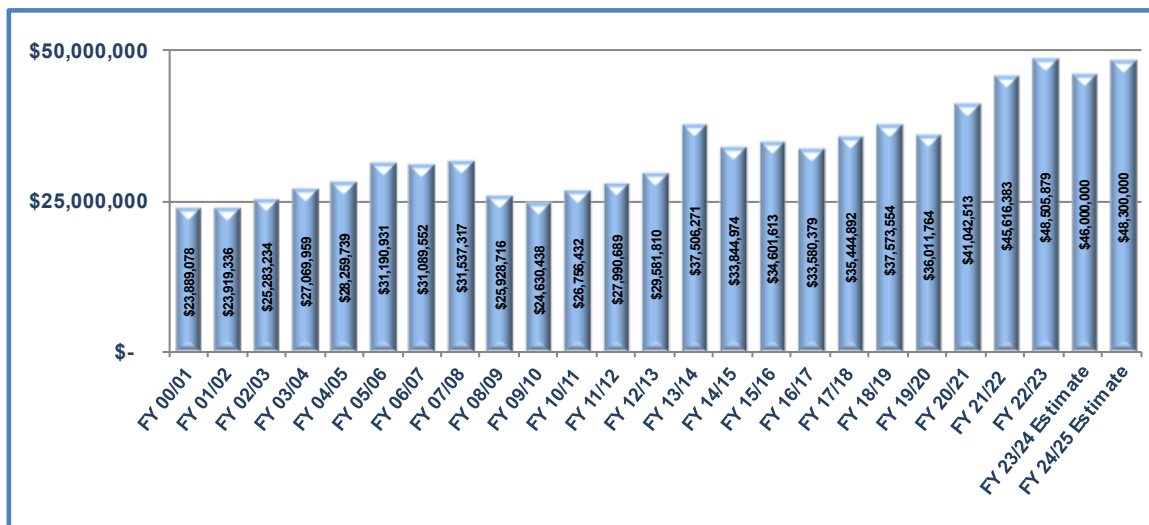
VCTC receives its largest source of funding from the State Transportation Development Act (TDA). TDA is further divided into two sources: Local Transportation Funds (LTF) and State Transit Assistance (STA). Although both funds support transit and transportation, they are derived from two different sources. LTF funds are from the ¼ cent statewide sales tax while the STA funds are derived from Statewide revenues from diesel sales.



In Fiscal Year 2024/2025, VCTC will receive 44.6% of its revenue from the statewide one-quarter cent Local Transportation Fund (LTF) sales tax. The Ventura County Auditor-Controller expects LTF sales tax revenues to increase by \$2.3 million as consumer spending remains strong but cautions that the current spending level is not sustainable. VCTC passes through the majority (76.5% in Fiscal Year 2024/2025) of the new LTF funds to local agencies. With the passage of SB 716, SB 203, SB 508, and AB 664 a larger portion of LTF funds is used for transit. A small portion will still be used for bicycles and pedestrian projects and cities with a population under 100,000 receiving TDA allocations can use these funds for streets and roads purposes after transit needs are met. With a legislative exemption from SB 848, the City of Thousand Oaks is now allowed to claim street and roads funds even though its population is over 100,000. VCTC uses the majority of its LTF funds for passenger rail with a smaller portion used for planning and administrative purposes.

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

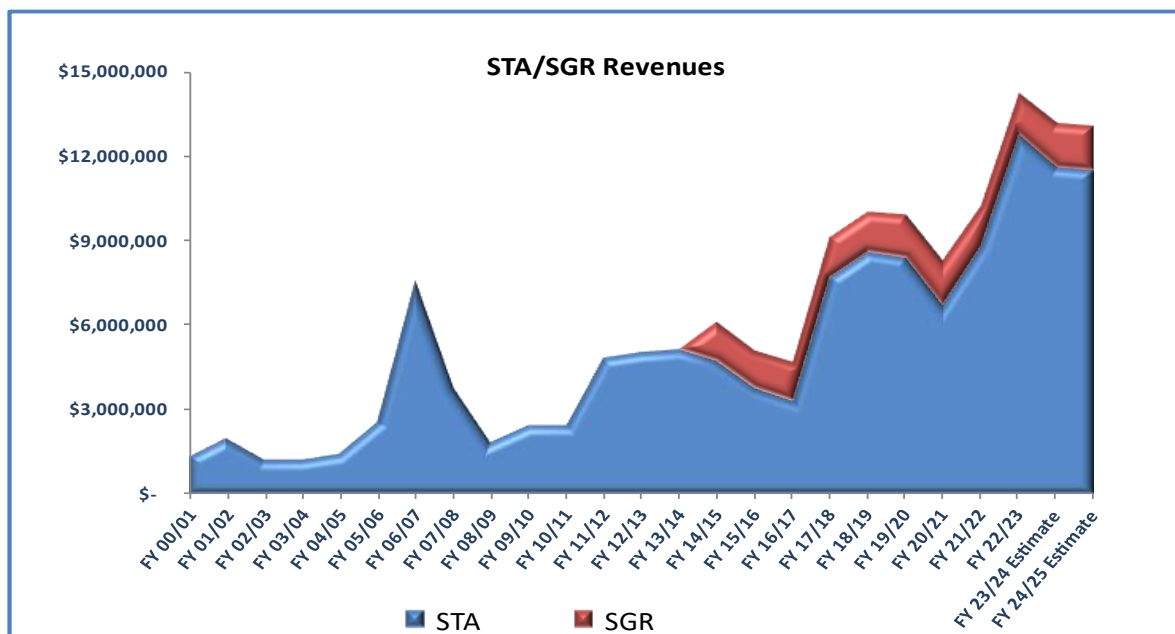
Chart 6 - Local Transportation Fund Revenues Twenty-five Year History



The second largest source of State TDA revenues is the State Transit Assistance (STA) funding. STA revenues are 10.6% of the budget. These funds are used to fund VCTC Intercity Bus Service, Metrolink Commuter rail services within the County, LOSSAN, the Santa Paula Branch Line, as well as other transit projects. VCTC also receives State of Good Repair (SGR) funds from the State which is 1.5% of the budget. Although STA revenues are slowing in growth with the drop off in diesel fuel sales, the SGR funds have remained constant and increased slightly as written in the SB 1 legislation that created these funds.

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

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



VCTC also receives approximately 14.3% of its budget from other State funding sources. Most of the funds included in this budget should not be vulnerable to the State's predicted shortfall this year. However, the SB 125 funds have been put on a two-month freeze (through June 2024) as the State works through its budget shortfall. VCTC will continue to closely monitor these issues and adjust the on-going budget accordingly. The on-going funding sources (including funding for zero emission vehicles and LCTOP funding which supports the College and Youth Ride Free programs) could be vulnerable in future years as the State balances its budgetary shortfall, currently projected to be between \$38 billion and \$73 billion depending on the source. VCTC's budget is written before the State's final budget is approved in June, but all funds will be monitored. The State did cut new Regional Early Action Planning (REAP) grant funding, and VCTC has not included the new funds that were in the Draft Budget. If these funds become available, staff will bring a budget amendment to the Commission for the associated revenues and new projects.

These last several years were unprecedented and unpredictable. As VCTC's budget is largely funded with sales tax revenues, a decline in consumer spending would have far reaching impacts to both the agency itself and the local agencies that rely on TDA funding to run transit. With continued inflation concerns and consumer confidence wavering, the question remains, is there a recession looming? If so, would it be a short or long-term recession? If so, how will consumer spending slow down, and how fast will it slow down as reduced spending will directly impact local sales tax receipts that support transit and transportation in Ventura County?

VCTC and local transit agencies received federal pandemic assistance initially in the form of Coronavirus Aid, Relief and Economic Securities Act (CARES), American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) funding over the last few years that sustained transit during the pandemic, but for the most part, those funds are largely spent and will be consumed by the end of Fiscal Year 2024/2025. But with the federal debt ceiling at statutory limits and a standoff between political parties, how and when this issue will be resolved remains unknown. What will happen to the federal aid VCTC, other local agencies, and the states receive? Will the federal government take back unspent pandemic aid even though the costs of the pandemic are still impacting current operations? Will the federal government cut funding to current and new programs?

Then there is the slow return of ridership on both buses and rail. Although local buses are picking up ridership, if ridership does not return soon, local transit agencies may have to reduce transit operations, delay capital expenditures, and postpone needed studies until discretionary money is once again available. Furthermore, if long-term funding shortages occur, agencies will likely need to reduce costs which will put operating and capital services at risk.

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

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





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 1st and ending on June 30th 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 8 - *Budget Process*.

Chart 8 – 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 no 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.



**RESOLUTION NO. 2024-07
A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY
ADOPTING THE FISCAL YEAR 2024/2025 BUDGET**

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

WHEREAS, the VCTC budget for Fiscal Year 2024/2025 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

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

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2024/2025 Budget and authorizes expenditures of \$131,636,215. Included in the budget adoption is the approval for all identified estimated revenues, expenditures, and transfers between funds as well as all salaries and applicable cost-of-living-adjustments as presented in the schedule of salary ranges for the fiscal year.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2024 in the manner and to the extent authorized by the VCTC Administrative Code.

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

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

Adopted this 7th day of June 2024.

ATTEST:

Matt LaVere, Chair
APPROVED AS TO FORM:

Roxanna Ibarra, Clerk of the Commission

Steven T. Mattas, General Counsel



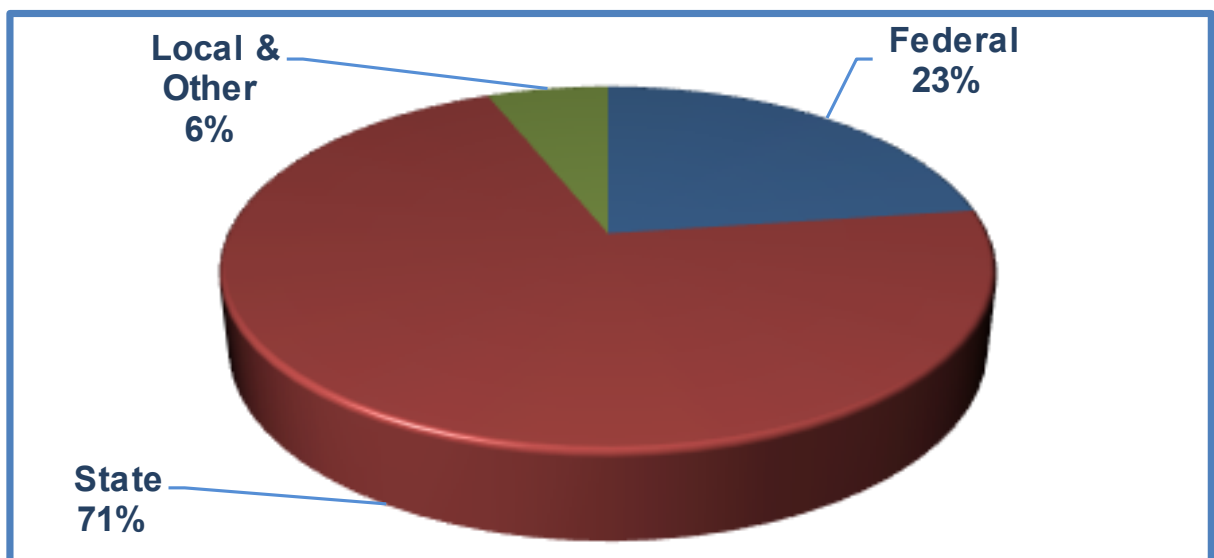
REVENUES AND FUNDING SOURCES

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 \$108,189,974. Below in Chart 9 - *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$24,711,523. State revenues total \$76,875,960. The Local and Other revenues total \$6,602,491. 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 in Chart 10 - *Funding Sources*, Table 4 - *Revenue Sources* and Chart 11 - *Funding Source Detail* that provide further information about the budgeted revenues.

Chart 9 – Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

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

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys, and research, as well as internship programs. The matching ratios are generally 88.53% federal and 11.47% local.
- 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 City of Ojai, a few years ago 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. Fiscal Year 2024/2025 will be the final year for Section 5311 funds going to VCTC Intercity under this arrangement, after which time all Section 5311 funds will again go to the City of Ojai for the Trolley.
- Section 5337 “State of Good Repair” funds are provided under the Moving Ahead for Progress in the 21st 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 Security 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 \$19,576,723 in FTA revenues.

Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) 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 (STP) 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 \$4,765,000 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 (CMAQ) 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 \$369,800 in CMAQ revenues.

State Revenues

Transportation Development Act (TDA)

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

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 \$52,400,000 (LTF fund balance and new revenues) in the upcoming year. Of this amount, \$14,500 is for County Administration, \$996,750 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$40,027,044 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 \$1,048,000, administration funds of \$1,500,000, 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 \$11,361,706.

The budget also contains \$3 million of carry-over funds of which \$2,247,200 is Article 3, Rail funds and \$774,690 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 \$20,126,196 (which includes \$713,800 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 (SGR) 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 \$8,181,016 (which includes \$6,658,300 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 (SAFE) 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 \$550,000 in PPM revenues.

Access for All (AFA)

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 (AFA) 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 which are then distributed through approved Local Access Fund Administrators (LAFA) 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 \$194,884 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. The State Controller publishes LCTOP apportionments, and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$3,565,815 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 \$20,000 in REAP funding.

Sustainable Transportation Planning Grant (STPG)

SB 1 provides that a portion of the state transportation revenues are set aside for Sustainable Transportation Planning Grants (STPG), which include Sustainable Communities Grants and Strategic Partnership Grants. The Sustainable Communities Grants (SCG) 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 20%. 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 \$500,000 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.

TIRCP and ZETCP - 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 and Intercity Rail Capital 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 \$8,267,100 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 and Moorpark Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget includes \$3,813,691 in local contribution revenues and \$1,392,800 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 10 – Funding Sources

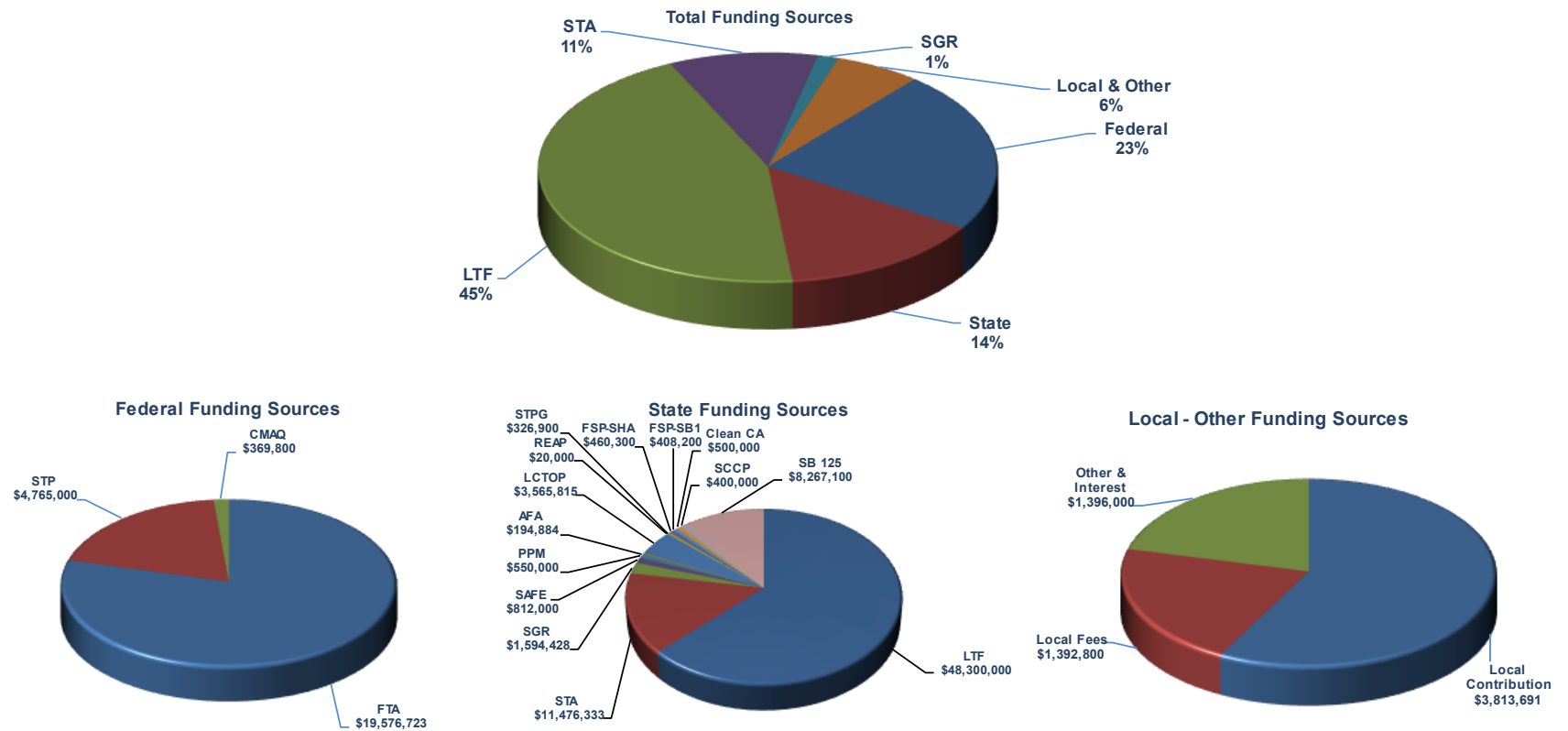
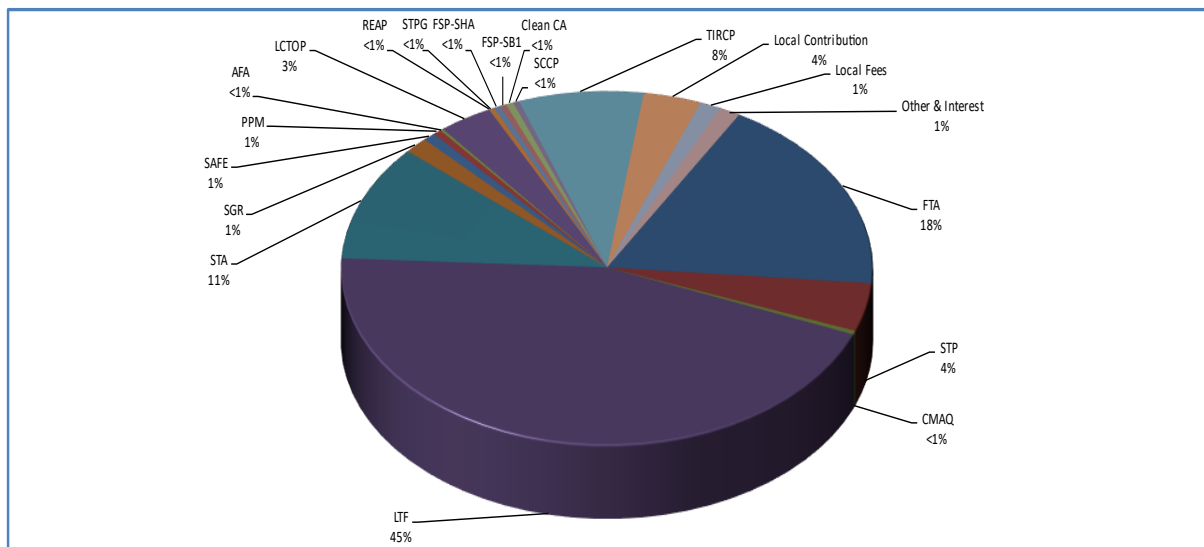


Table 4 – Revenue Sources

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	\$ 19,576,723
Surface Transportation Program (STP)	306,366	5,215,689	4,765,000
Congestion Mitigation and Air Quality (CMAQ)	274,583	447,900	369,800
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)	816,864	800,000	812,000
Planning, Programming and Monitoring (PPM)	372,158	470,039	550,000
Access For All (AFA)	36,652	266,075	194,884
LCTOP – Cap and Trade	1,985,220	3,190,579	3,565,815
Regional Early Action Planning (REAP)	8,130	3,815,920	20,000
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	500,000
Solutions for Congested Corridors Program (SCCP)	0	0	400,000
TIRCP - SB125	0	2,771,000	8,267,100
Local Contributions	2,343,829	3,268,088	3,813,691
Local Fees	1,249,557	946,450	1,392,800
Other Revenues and Investment Income	1,683,279	890,000	1,396,000
Total Funding Sources	\$ 84,366,811	\$102,349,839	\$108,189,974

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

Chart 11 – Funding Source Detail





PERSONNEL AND OPERATIONS SECTION

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major 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 12 - *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 5 - *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

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

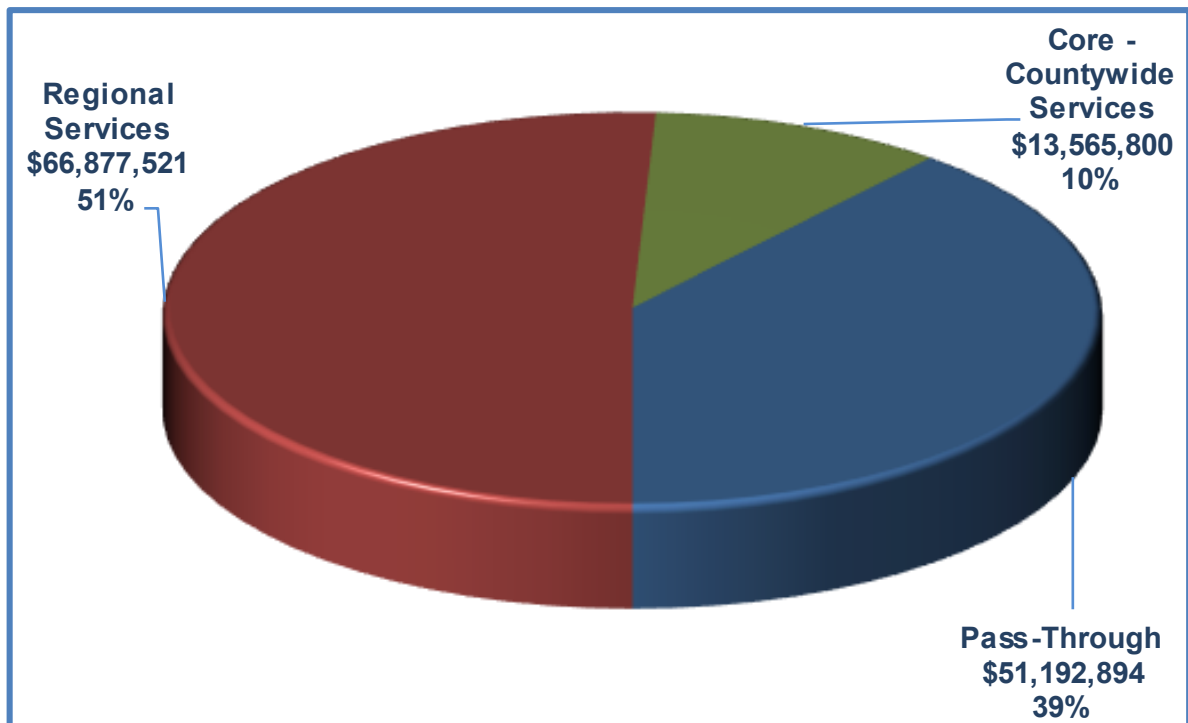
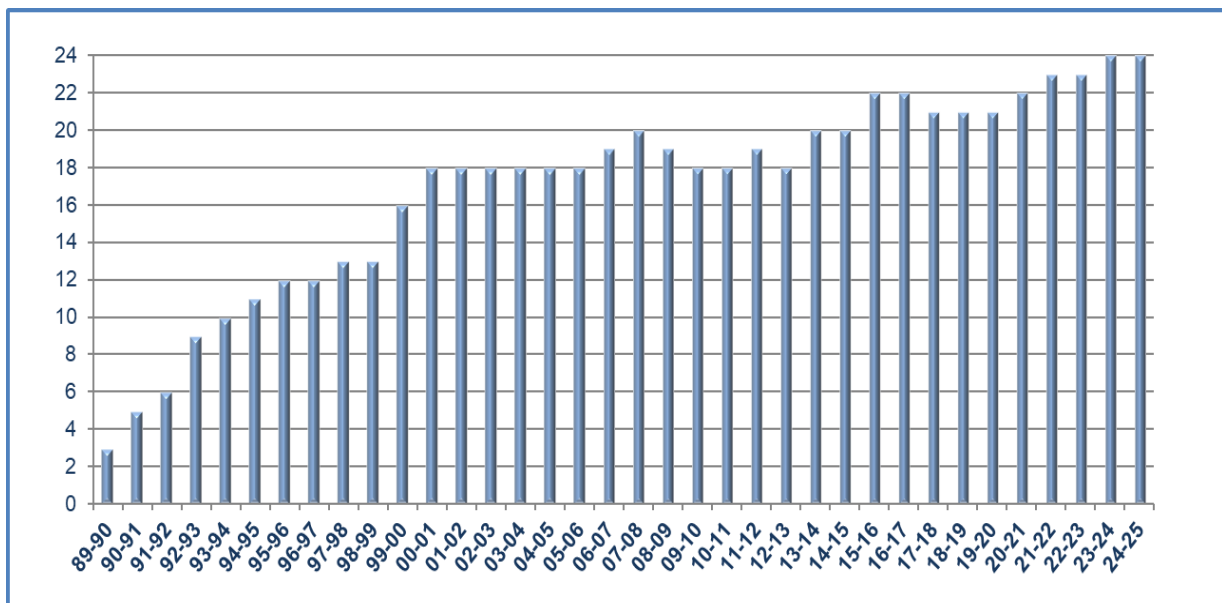


Table 5 – Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services		Regional Services		Pass-Through Services	
Airport Land Use Commission Motorist Aid Services Community Outreach Management and Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Reporting		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	
Staff Hours	32,667	Staff Hours	15,902	Staff Hours	1,543
Total Staff Hours = 50,112					

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 13 - *Number of Employees*, Chart 19 - *Staff Organization*, and Chart 20 - *Functional Organization*).

Chart 13 – Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. VCTC has the same number of employees as last year, which is twenty-four. Below in Table 6 - *Full Time Equivalents by Program* are the year-to-year full-time equivalent comparisons:

Table 6 – Full Time Equivalents by Program

	Fiscal Year 2022/2023	Fiscal Year 2023/2024	Fiscal Year 2024/2025
Program	Actual	Budget	Budget
Transit and Transportation	5.7	4.2	4.4
Highway	0.5	0.4	0.4
Rail	1.1	1.1	1.4
Commuter Assistance	1.5	3.0	2.8
Planning and Programming	6.8	7.0	6.7
General Government	<u>7.4</u>	<u>8.3</u>	<u>8.3</u>
TOTAL	23.0	24.0	24.0

In February 2024, the Commission received and approved a salary survey for the Directors, Managers, Analyst, 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 four positions that would fall under the new minimum ranges without adjustments. This budget includes adjustments for those positions. Five employees in four positions (Customer Service Representative (2), Transit Planner – Transit Services, Public Transit Director, and Program Manager – Transportation Data and Services) are adjusted to the minimum salary range as of July 1, 2024.

The Commission also voiced concern at the February 2024 meeting 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.

This budget contains one classification change to better align the level of responsibility and tasks with the position. Over the past several years the Programming Department's workload has become increasingly complex due to various state and federal changes, including additional requirements related to the Federal Transportation Improvement Program (FTIP) such as the new regionwide project selection process. Therefore, the Program Analyst position in the Programming Department was reclassified to Program Manager, Programming with a wage increase of approximately \$18,000.

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 for a cost of approximately \$104,100.

Below in Table 7, *Summary Schedule of Salary Ranges*, is the Fiscal Year 2024/2025 salary ranges detailed by classification. The salary ranges were not adjusted by the 4% COLA as normally occurs since the ranges were just revised and approved by the Commission with an effective date of July 1, 2024. 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 under finance when the budget is approved.

Table 7 – 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	10	\$106,069	\$164,406
Planner/Analyst	4	\$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 \$4,579,500 and is 3.5% of the Fiscal Year 2024/2025 budget (see Table 8 - *Personnel Budget* and Chart 14 - *Personnel Costs*). This represents an increase of \$360,100 or 8.5% from the Fiscal Year 2023/2024 budget personnel costs. Of the \$360,100 increase, \$293,300 is attributed to salaries and wages. The wages total of \$3,120,500 includes approximately \$135,300 for potential merit increases for eligible employees not at the top of their range and approximately \$104,100 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 and one position reclassification as mentioned previously of just over \$53,900. Benefits account for 1.1% of the budget or \$1,459,000. The increase of \$66,800 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).

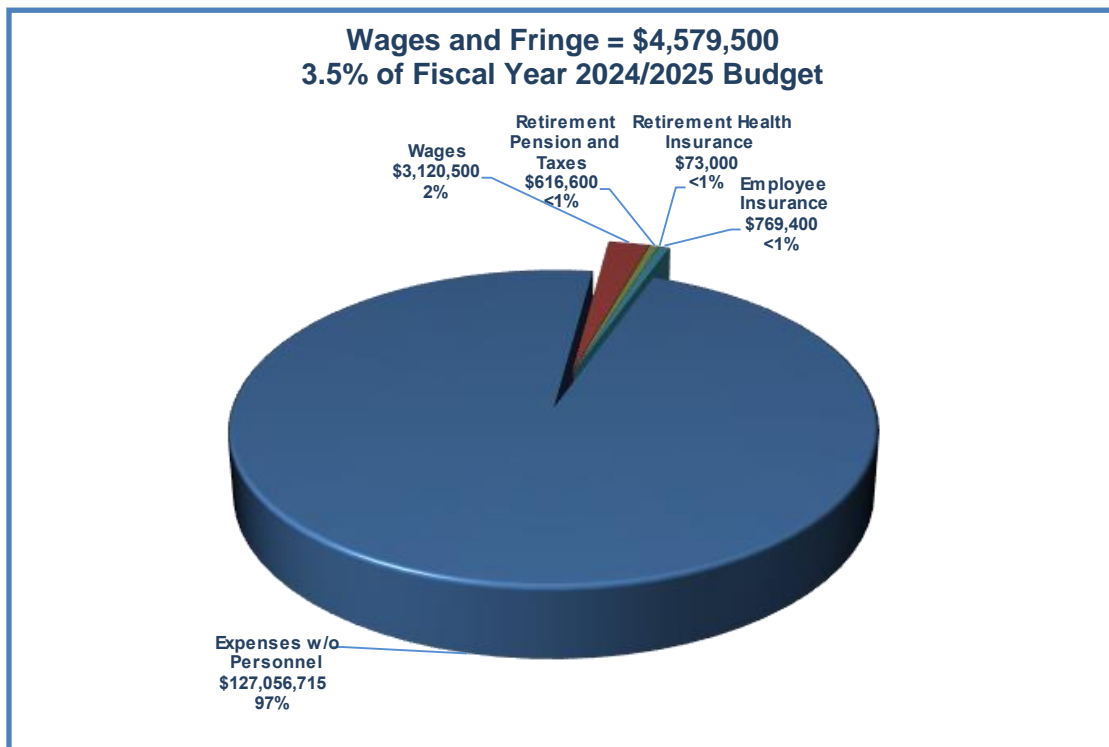


Table 8 – Personnel Budget

Personnel Costs	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Wages	\$2,302,318	\$2,827,200	\$3,120,500
Retirement Pensions and Taxes	522,723	585,900	616,600
Retirement Health Insurance/OPEB	93,654	94,000	73,000
Employee Insurance	574,395	712,300	769,400
Total Expenditures	\$3,493,090	\$4,219,400	\$4,579,500

*The staff costs were amended after the Commission approved the budget in June 2023

Chart 14 – 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 9 - *OPEB Costs, Unfunded Actuarial Accrued Liability and Funded Status*.

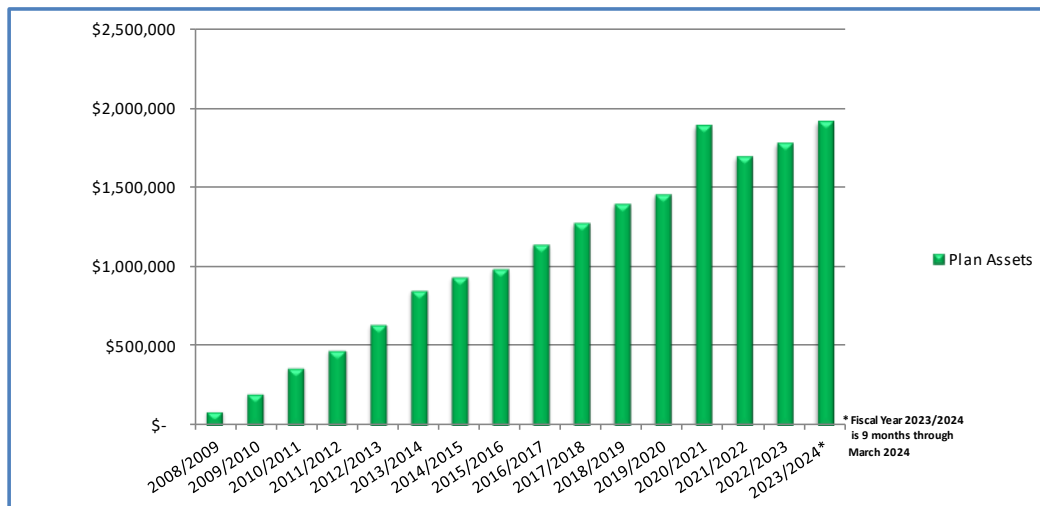
Table 9 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status

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 Employee'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 March 2024 was \$1,918,181 (see Chart 15 - *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.

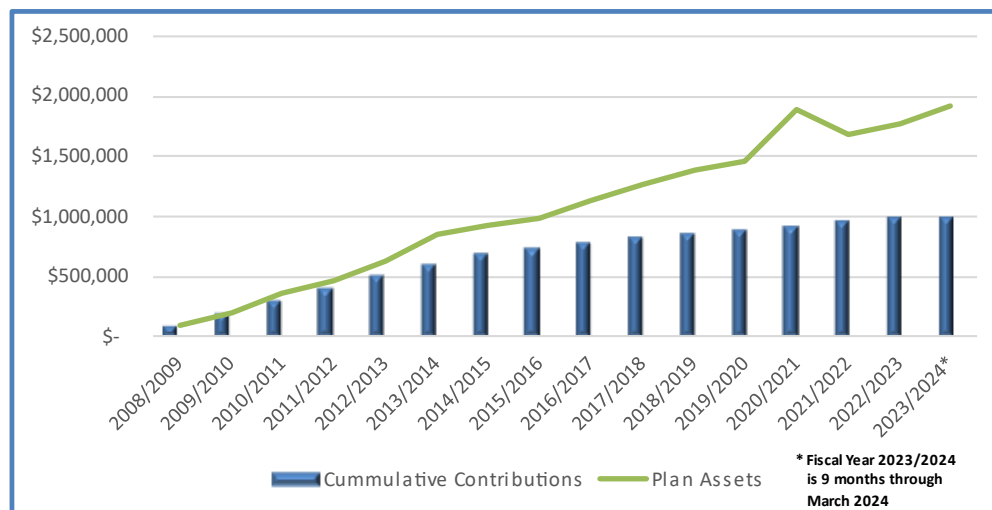


Chart 15 – OPEB Trust Assets by Fiscal Year



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 16 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of March 2024, VCTC's contributions into the trust were approximately \$984,800 and VCTC's OPEB trust net earnings were approximately \$935,700. The average annual internal rate of return since inception is 6.71%.

Chart 16 – OPEB Trust Earnings and Contributions by Fiscal Year



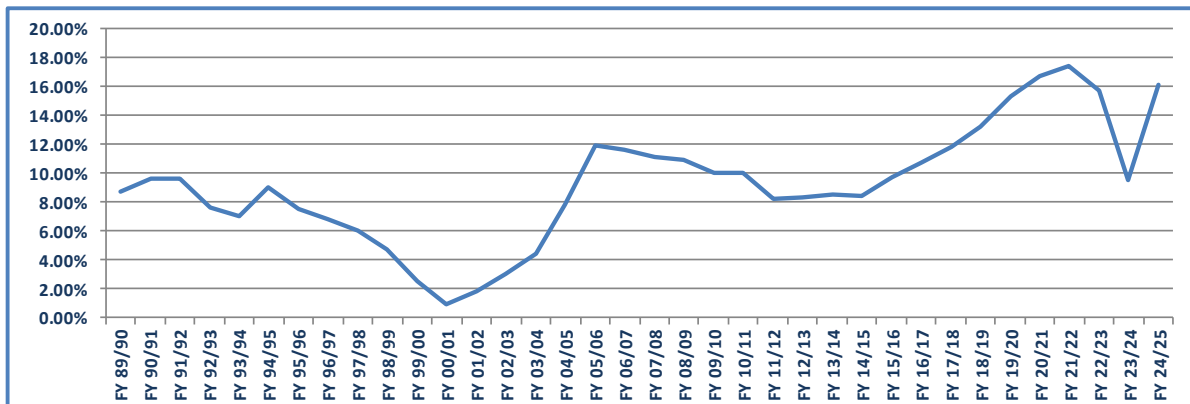
Pension

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 PEPRAs" employees receiving the 2% at 62-retirement formula with employee paying the employee portion. Currently there are fourteen employees within this tier. PEPRAs, 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, PEPRAs 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 PEPRAs. Although the rates have fluctuated over the years (see Chart 17 - *Historical Pension Employer Rates*), VCTC's weighted average, blended employer rate since 1989 (36 years) is 9.242%.

Chart 17 – Historical Pension Employer Rates



The UAAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. In addition, every few years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions and uses this information to compute the employer's required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPPRA. Other adjustments occur annually, such as the adjustment for investment returns.

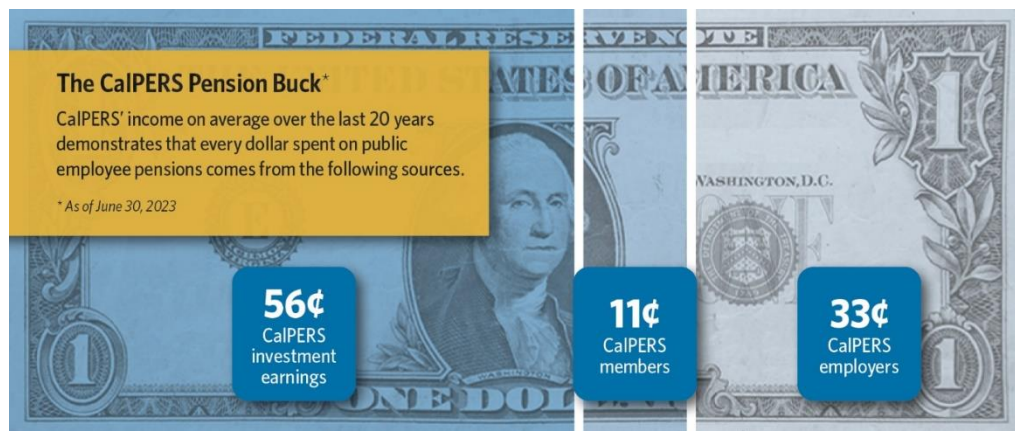
Although many of the stabilizing adjustments will increase employer rates initially, the anticipated outcome should be a more stable and sustainable pension plan. Per CalPERS, the estimated CalPERS employer contribution blended rates for the next five years (based on the 2022 valuation) are presented below in Table 10 – *Projected CalPERS Pension Employer Blended Contribution Rates*.

Table 10 – Projected CalPERS Pension Employer Blended Contribution Rates

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

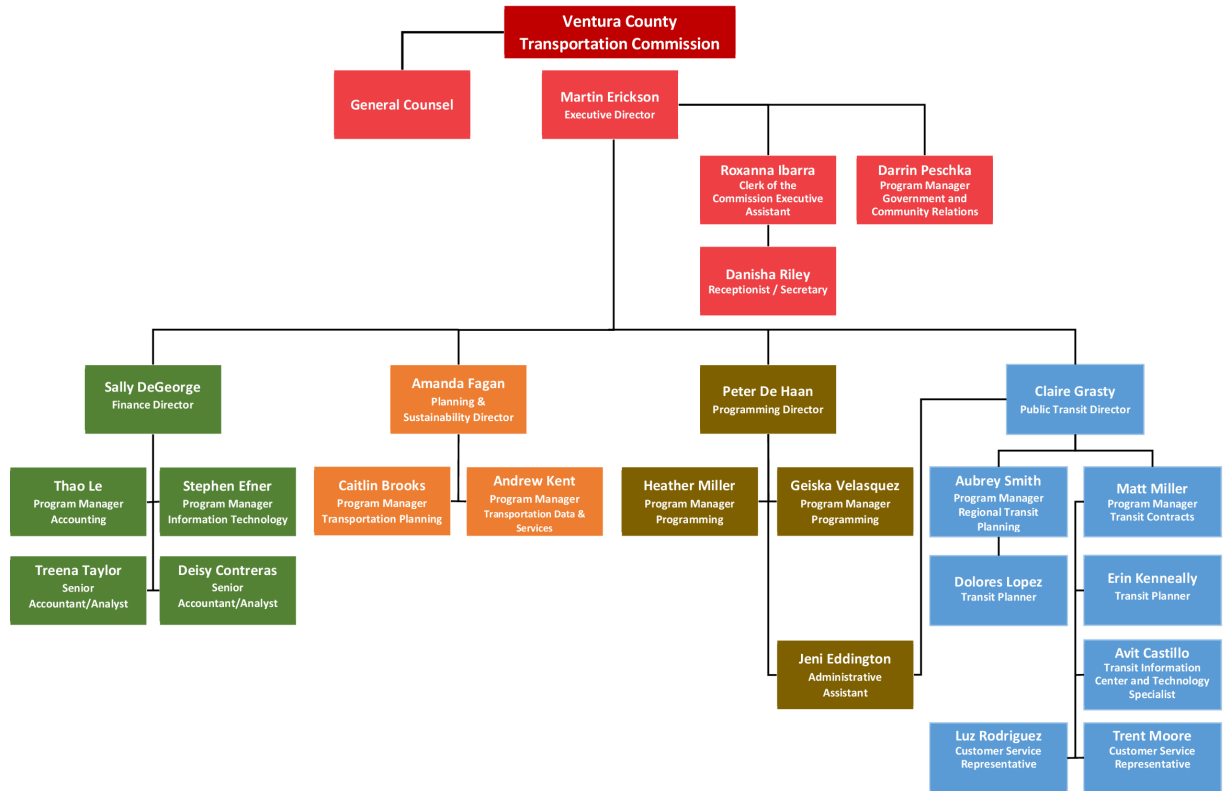
Pension benefits are largely funded (56%) from investment earnings (see Chart 18 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2022/2023, CalPERS investment returns were 5.8% for the last year, 6.1% for the last five years, and 7.1% for the 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 18 – CalPERS Pension Buck



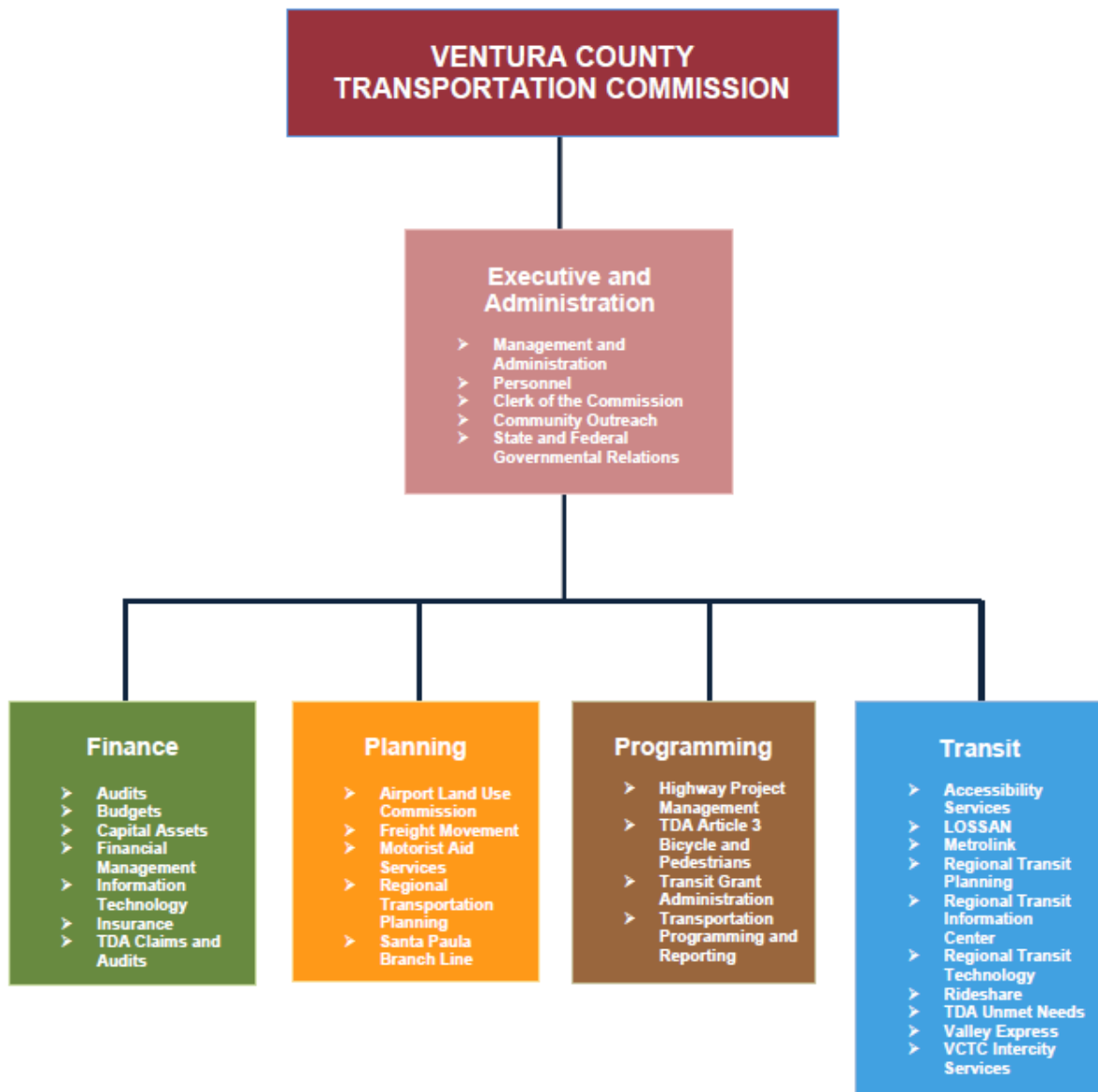
Staff Organizational Chart

Chart 19 – Staff Organization



Functional Organizational Chart

Chart 20 – Functional Organization



INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenditures that are attributable to the general operation of the organization but are not directly tied to a particular grant, contract, project function or activity. An indirect cost allocation plan (ICAP) is an accounting methodology that calculates and spreads agency-wide costs to projects that benefit from those services. ICAP's are designed to promote fair and equitable sharing of indirect costs and allow the "full" costs of services to be recognized. An indirect cost allocation plan is prepared so that the Ventura County Transportation Commission (VCTC) can charge indirect costs to projects and their associated funding sources. The ICAP rate is proportionately distributed to all budgets as 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 \$2,503,900 and increased by \$207,700 from Fiscal Years 2023/2024 to 2024/2025. Details of the changes are as follows:



The Salaries and Benefits line item increased by \$47,000 for proposed merits and COLA's. Other adjustments to the indirect budget include a reduction of \$500 to bank fees and a reduction of \$3,000 in printing costs. The Insurance line item is a 20% increase of \$128,400 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 \$10,500 increase in office costs which includes office wide software licenses, a \$7,400 increase in the office lease, \$1,000 in training, \$2,000 in travel, \$12,700 in audits and actuary services and \$2,200 in legal services.

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

Table 11 – Indirect Cost Allocation Plan

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	\$1,136,600	47,000	4.3%
Bank Fees	0	3,500	3,000	-500	-14.3%
Books and Publications	275	1,500	1,500	0	0.0%
Business Meals	50	500	500	0	0.0%
Communications	19,070	25,000	25,000	0	0.0%
Insurance	530,257	638,600	767,000	128,400	20.1%
Maintenance and Repairs	9,333	15,000	15,000	0	0.0%
Membership and Dues	3,174	5,000	5,000	0	0.0%
Mileage	997	1,500	1,500	0	0.0%
Miscellaneous	18,695	10,000	10,000	0	0.0%
Office	25,814	44,500	55,000	10,500	23.6%
Postage	1,449	5,000	5,000	0	0.0%
Printing	4,867	8,000	5,000	-3,000	-37.5%
Lease	208,832	216,000	223,400	7,400	3.4%
Training	1,629	7,000	8,000	1,000	14.3%
Travel and Conferences	6,577	6,000	8,000	2,000	33.3%
Audit and Actuary Services	64,975	70,500	83,200	12,700	18.0%
Legal Services	20,110	44,000	46,200	2,200	5.0%
Professional and Human Resources	<u>68,713</u>	<u>105,000</u>	<u>105,000</u>	0	0.0%
Subtotal	\$1,826,882	\$2,296,200	\$2,503,900		
Adjusted Overhead Rate	66.55%	85.91%	78.44%		





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 \$131,636,215 and include an estimated \$31.5 million for capital and depreciation expenditures. The significant nonrecurring capital expenditures within this budget are \$11.3 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 4.6% and are briefly explained in the program summaries with details in individual budget tasks.

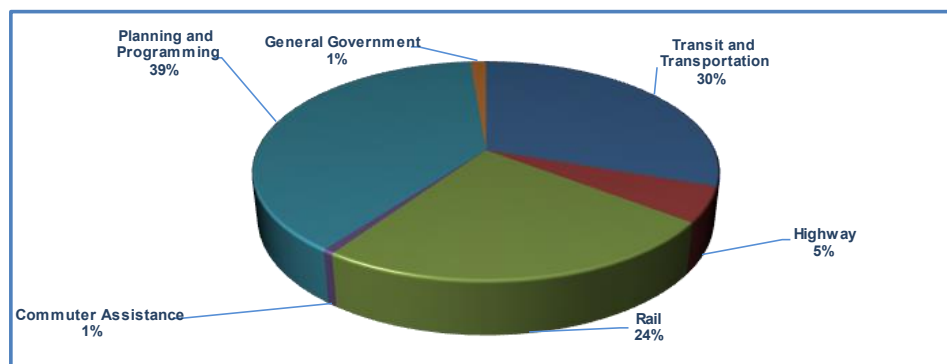
Below is a table and chart, which summarize these six programs: Table 12 - *Budgeted Expenditures Summary by Program*, and Chart 21 - *Budgeted Program Expenditures*.

Table 12 – 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
Transit and Transportation	\$19,402,730	\$ 30,707,010	\$ 39,801,500	29.6%
Highway	1,706,366	8,492,165	6,767,000	-20.3%
Rail	8,151,929	31,527,312	31,848,221	1.0%
Commuter Assistance	444,579	948,000	866,400	-8.6%
Planning and Programming	47,378,414	52,602,405	50,655,794	-3.7%
General Government	2,260,537	1,560,000	1,697,300	8.8%
Total Program Budget	<u>\$79,344,555</u>	<u>\$125,836,892</u>	<u>\$131,636,215</u>	4.6%

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

Chart 21 – Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role in providing regional support as the County's Transportation Commission. These tasks help the Commission to prioritize public transportation projects, facilitate State and federal public transit funding and utilize technology to better serve our community's transit and transportation needs. This program improves mobility (for both regular and paratransit services) by 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 \$39,801,500, the Transit and Transportation Program is 30% of the budget. Major changes to the Program budget task include an increase of \$49,400 in the Accessibility Services budget for higher consultant and staff costs. The Regional Transit Technology budget increased by \$335,600 for new paratransit scheduling software and equipment as well as procurement of an open loop payment system for the VCTC Intercity buses. The Transit Grant Administration budget decreased approximately \$579,100 for a slight reduction in pass-through projects for local agencies as new funds are added offset by completion of previous projects. 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 \$6.1 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 13 - *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 13 – Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
Accessibility Services	104	\$ 339,641	\$ 465,300	\$ 514,700	10.6%
Regional Transit Technology	106	723,142	2,000,000	2,335,600	16.8%
Transit Grant Administration	108	4,874,519	10,617,210	10,038,100	-5.5%
Valley Express	110	2,103,412	2,700,300	5,916,000	119.1%
VCTC Intercity Services	112	11,362,016	14,924,200	20,997,100	40.7%
Total Transit and Transportation Budget		<u>\$19,402,730</u>	<u>\$30,707,010</u>	<u>\$39,801,500</u>	29.6%
Program Costs:					
Personnel		\$ 680,771	\$ 652,900	\$ 775,300	
Indirect		453,053	561,000	608,200	
Project		<u>18,268,906</u>	<u>29,493,110</u>	<u>38,418,000</u>	
Total Transit and Transportation Budget		<u>\$19,402,730</u>	<u>\$30,707,010</u>	<u>\$39,801,500</u>	
Full-Time Employee Equivalent		5.7	4.2	4.4	

*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 \$6,767,000, the Highway Program is 5% of the budget. The Highway Project Management and Monitoring budget decreased by \$461,589 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 \$1.3 million 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 14 - *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 14 – Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
Highway Project Management	116	\$ 314,948	\$5,233,889	\$4,772,300	-8.8%
Motorist Aid Services	118	<u>1,391,418</u>	<u>3,258,276</u>	<u>1,994,700</u>	-38.8%
Total Highway Budget		<u>\$1,706,366</u>	<u>\$8,492,165</u>	<u>\$6,767,000</u>	-20.3%
Program Costs:					
Personnel		\$ 56,697	\$ 93,800	\$ 103,400	
Indirect		37,732	80,500	81,100	
Project		<u>1,611,937</u>	<u>8,317,865</u>	<u>6,582,500</u>	
Total Highway Budget		<u>\$1,706,366</u>	<u>\$8,492,165</u>	<u>\$6,767,000</u>	
Full-Time Employee Equivalent		0.5	0.4	0.4	

*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 \$31,848,221, the Rail Program is 24% of the budget and includes three project tasks. Major changes to the Program budget tasks include a decrease of \$3.5 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 \$3.8 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 \$11.3 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 15 - *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 15 – Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
LOSSAN - Coast Rail Coordinating Council	122	\$ 32,179	\$ 70,100	\$ 73,800	5.3%
Metrolink Commuter Rail	124	7,421,550	25,456,214	21,950,221	-13.8%
Santa Paula Branch Line	126	698,200	6,000,998	9,824,200	63.7%
Total Rail Budget		<u>\$8,151,929</u>	<u>\$31,527,312</u>	<u>\$31,848,221</u>	1.0%
Program Costs:					
Personnel		\$ 155,100	\$ 289,900	\$ 284,500	
Indirect		103,218	249,200	223,100	
Project		<u>7,893,611</u>	<u>30,988,212</u>	<u>31,340,621</u>	
Total Rail Budget		<u>\$8,151,929</u>	<u>\$31,527,312</u>	<u>\$31,848,221</u>	
Full-Time Employee Equivalent		1.1	1.1	1.4	

*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 \$866,400, the Commuter Assistance Program is 1% of the budget. The Regional Transit Information Center budget decreased by \$3,500. The Rideshare budget decreased by \$78,100 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 16 - *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 16 – Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% Of Change
Regional Transit Information Center	130	\$168,496	\$497,100	\$493,600	-0.7%
Rideshare Programs	132	<u>276,083</u>	<u>450,900</u>	<u>372,800</u>	-17.3%
Total Commuter Assistance Budget		<u>\$444,579</u>	<u>\$948,000</u>	<u>\$866,400</u>	-8.6%
Program Costs:					
Personnel		\$117,485	\$302,000	\$284,500	
Indirect		78,186	259,500	223,100	
Project		<u>248,908</u>	<u>386,500</u>	<u>358,800</u>	
Total Commuter Assistance Budget		<u>\$444,579</u>	<u>\$948,000</u>	<u>\$866,400</u>	
Full-Time Employee Equivalent		1.5	3.0	2.8	



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 \$50,655,794, the Planning and Programming program is 38% of the budget. Major changes to the Program budget tasks include the Regional Transit Planning budget decreased by \$520,971 for the removal of the REAP capital enhancement projects offset by the increase for the countywide radio project. 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 \$1.4 million passed through to local agencies. Capital expenditures are found within the Regional Transit Planning budget at \$1.57 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 17 - *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 17 – Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% of Change
Airport Land Use Commission	136	\$ 11,553	\$ 60,300	\$ 62,600	3.8%
Regional Transit Planning	138	2,592,705	6,252,371	5,731,400	-8.3%
Regional Transportation Planning	140	946,792	2,019,430	1,976,800	-2.1%
TDA Administration	142	43,194,633	43,419,804	41,992,194	-3.3%
Transportation Programming & Reporting	144	632,731	850,500	892,800	5.0%
Total Planning & Programming Budget		<u>\$47,378,414</u>	<u>\$52,602,405</u>	<u>\$50,655,794</u>	-3.7%
Program Costs:					
Personnel		\$ 1,144,492	\$ 1,279,900	\$ 1,376,100	
Indirect		761,660	1,099,600	1,079,300	
Project		<u>45,472,262</u>	<u>50,222,905</u>	<u>48,200,394</u>	
Total Planning & Programming Budget		<u>\$47,378,414</u>	<u>\$52,602,405</u>	<u>\$50,655,794</u>	
Full-Time Employee Equivalent		6.8	7.0	6.7	

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



GENERAL GOVERNMENT PROGRAM

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

At \$1,697,300, the General Government Program is 1% of the budget. Major changes to the Program budget tasks include an increase of \$47,700 to the Community Outreach budget for higher consultant, events, and staffing costs. The Management and Administration budget increased \$54,600 for additional staffing costs and hardware costs related to computer replacements. The State and Federal budget increased \$35,000 largely due to increased consultant costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 18 – General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget	% of Change
Community Outreach	148	\$ 418,632	\$ 522,400	\$ 570,100	9.1%
Management and Administration	150	1,595,801	742,400	797,000	7.4%
State and Federal Governmental Relations	152	246,104	295,200	330,200	11.9%
Total General Government Budget		<u>\$2,260,537</u>	<u>\$1,560,000</u>	<u>\$1,697,300</u>	8.8%
Program Costs:					
Personnel		\$ 496,490	\$ 538,700	\$ 593,300	
Indirect		330,414	462,900	465,400	
Project		<u>1,433,633</u>	<u>558,400</u>	<u>638,600</u>	
Total General Government Budget		<u>\$2,260,537</u>	<u>\$1,560,000</u>	<u>\$1,697,300</u>	
Full-Time Employee Equivalent		7.4	8.3	8.3	

*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 19 - *Budget Task by Fund Type*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting. 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 19 – Budget Tasks by Fund Type

General Fund	Special Revenue Funds	Enterprise Funds
Accessibility Services	Service Authority for Freeway Emergencies Fund	Valley Express Fund
Airport Land Use Commission	- Motorist Aid Services	- Valley Express
Motorist Aid Services		
Community Outreach	Local Transportation Fund	VCTC Intercity Fund
Highway Project Management & Monitoring	- TDA Administration	- VCTC Intercity Services
LOSSAN & Coast Rail Council		
Management & Administration	State Transit Assistance Fund	
Metrolink Commuter Rail	- TDA Administration	
Regional Transit Information Center		
Regional Transportation Planning	State of Good Repair Fund	
Regional Transit Planning	- TDA Administration	
Regional Transit Technology		
Rideshare Programs	Santa Paula Branch Line	
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 20 - *Budget Summary by Fund*.



Table 20 – 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
REVENUES									
Federal Grants	17,818,065	-	-	-	-	-	4,151,671	2,741,787	24,711,523
State Grants	7,324,699	-	-	868,500	-	-	6,500,000	-	14,693,199
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	430,000	2,827,678	1,874,213	6,602,491
Total Revenues	25,253,364	48,760,000	12,076,333	1,780,500	1,794,428	430,000	13,479,349	4,616,000	108,189,974
EXPENDITURES									
Transit and Transportation									
Accessibility Services	514,700	-	-	-	-	-	-	-	514,700
Regional Transit Technology	2,335,600	-	-	-	-	-	-	-	2,335,600
Transit Grant Administration	10,038,100	-	-	-	-	-	-	-	10,038,100
Valley Express	-	-	-	-	-	-	-	5,916,000	5,916,000
VCTC Intercity Services	-	-	-	-	-	-	20,997,100	-	20,997,100
Total Transit and Transportation Budget	12,888,400	-	-	-	-	-	20,997,100	5,916,000	39,801,500
Highway									
Highway Project Management & Monitoring	4,772,300	-	-	-	-	-	-	-	4,772,300
Motorist Aid Services	78,100	-	-	1,916,600	-	-	-	-	1,994,700
Total Highway Budget	4,850,400	-	-	1,916,600	-	-	-	-	6,767,000



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

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Rail									
LOSSAN - Coast Rail Coordinating Council	73,800	-	-	-	-	-	-	-	73,800
Metrolink Commuter Rail	21,950,221	-	-	-	-	-	-	-	21,950,221
Santa Paula Branch Line	190,200	-	-	-	-	9,634,000	-	-	9,824,200
Total Rail Budget	22,214,221	-	-	-	-	9,634,000	-	-	31,848,221
Commuter Assistance									
Regional Transit Information Center	493,600	-	-	-	-	-	-	-	493,600
Rideshare Programs	372,800	-	-	-	-	-	-	-	372,800
Total Commuter Assistance Budget	866,400	-	-	-	-	-	-	-	866,400
Planning and Programming									
Airport Land Use Commission	62,600	-	-	-	-	-	-	-	62,600
Regional Transit Planning	5,731,400	-	-	-	-	-	-	-	5,731,400
Regional Transportation Planning	1,976,800	-	-	-	-	-	-	-	1,976,800
TDA Administration	296,500	41,051,930	565,235	-	78,529	-	-	-	41,992,194
Transportation Programming and Reporting	892,800	-	-	-	-	-	-	-	892,800
Total Planning and Programming Budget	8,960,100	41,051,930	565,235	-	78,529	-	-	-	50,655,794
General Government									
Community Outreach	570,100	-	-	-	-	-	-	-	570,100
Management and Administration	797,000	-	-	-	-	-	-	-	797,000
State and Federal Governmental Relations	330,200	-	-	-	-	-	-	-	330,200
Total General Government Budget	1,697,300	-	-	-	-	-	-	-	1,697,300



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

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Total Expenditures	51,476,821	41,051,930	565,235	1,916,600	78,529	9,634,000	20,997,100	5,916,000	131,636,215
Revenues Over (Under) Expenditures	(26,223,457)	7,708,070	11,511,098	(136,100)	1,715,899	(9,204,000)	(7,517,751)	(1,300,000)	(23,446,241)
Other Financing Sources (Uses)									
Transfers In (Out)	23,237,567	(11,348,870)	(19,560,961)	(442,000)	(8,102,487)	9,204,000	5,712,751	1,300,000	-
Fund Balance Beginning of Year	3,040,916	8,113,636	27,419,720	3,585,499	8,288,413	25,367	5,808,949	-	56,282,500
Less Contingency Reserve	(50,000)	(4,000,000)	-	(1,515,000)	-	-	-	-	(5,565,000)
Less Capital and Accrual Adjustments	-	-	-	-	(265,590)	-	(4,003,949)	-	(4,269,539)
Unassigned Fund Balance End of Year	5,026	472,836	19,369,857	1,492,399	1,636,235	25,367	-	-	23,001,720

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 87-97 for detailed information. For information about how revenues are generated see the Revenues and Funding sources section pages 49-57.



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 22 - *General Fund Sources* and Chart 23 - *General Fund Uses*).

Chart 22 – General Fund Sources

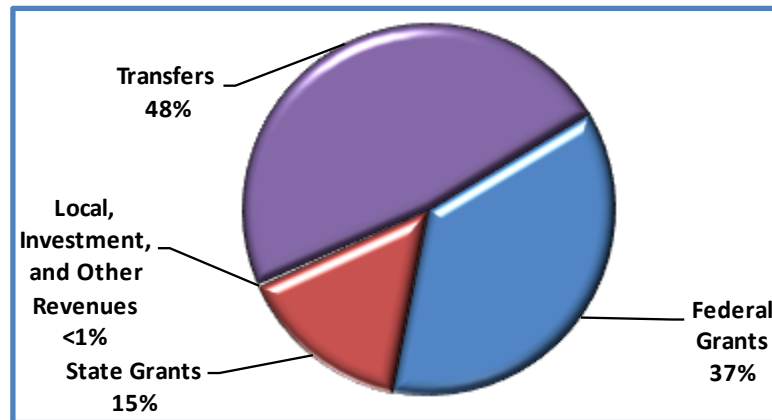
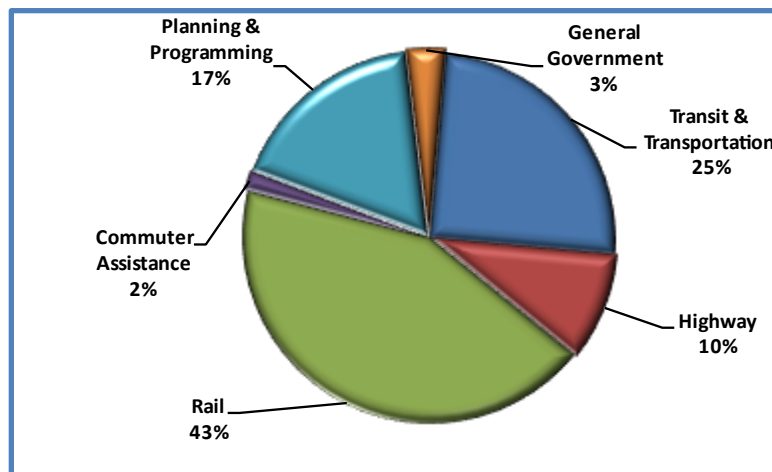


Chart 23 – General Fund Uses



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

- The Revenues decreased by 9.5 percent overall in Fiscal Year 2024/2025 as follows:
 - Federal funds decreased by \$1.9 million. This consisted of a \$1.4 million decrease in FTA funds mainly within the Transit Grant Administration budget related to pass-through funding. Federal funds were further reduced by \$78,100 in CMAQ funds in the rideshare budget and \$450,700 less in STP funds for the Highway Project Managements budget.
 - State grant funding decreased by \$0.7 million largely due to the removal of REAP funding from the prior year as the projects were canceled due to the State budget deficit offset by increases in additional LCTOP and new Solutions for Congested Corridors Program funds for the Regional Transit Planning and Regional Transportation Planning budgets.
 - Local funds and investments increased by \$36,800 largely due to the funds from the OPEB trust.
- The Expenditures decreased 8.1 percent overall in Fiscal Year 2024/2025 as follows:
 - In the Transit and Transportation Program:
 - A \$49,400 increase in the Accessibility Services budget for higher consultant and staff costs.
 - A \$335,600 increase in the Regional Transit Technology budget for paratransit scheduling software and an open loop system for the VCTC Intercity buses
 - A \$0.5 million decrease in the Transit Grant Administration budget as new program pass-through funding was offset by completed local pass-through projects.
 - In the Highway Program:
 - A \$461,589 decrease in the Highway Project Management and Monitoring budget is largely due to the partial completion of the U.S. 101 PAED study.
 - In the Rail Program:
 - A \$3.5 million net decrease in the Metrolink budget for the reduction of \$4.1 million in capital projects offset by an increase to operations of approximately \$600,000.
 - In the Commuter Assistance Program:
 - A \$78,100 decrease in the Rideshare budget for reduced consultant, outreach, and staff time.
 - In the Planning and Programming Program:
 - A \$0.5 million decrease in Regional Transit Planning for the removal of some capital enhancement projects for lack of REAP funding offset by a new countywide radio project.
 - A \$121,000 increase in TDA Administration for increased audit costs.
 - In the General Government Program:
 - A \$47,700 increase in the Community Outreach budget for additional consultants and staff time.
 - A \$54,600 increase in Management and Administration for new computer hardware for staff and additional staff time.
 - A \$35,000 increase in State and Federal Governmental Relations for additional consultant costs.
- Transfers in/out decreased by 5.1% or \$1.2 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.



- The fund balance is expected to be \$5,026 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 21 - *General Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 21 – 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
REVENUES					
Federal Grants	7,246,137	19,775,415	17,818,065	(1,957,350)	-9.9%
State Grants	2,495,157	8,063,503	7,324,699	(738,804)	-9.2%
Local, Investment, and Other Revenues	149,319	73,800	110,600	36,800	49.9%
Total Revenues	9,890,613	27,912,718	25,253,364	(2,659,354)	-9.5%
EXPENDITURES					
Transit and Transportation					
Accessibility Services	339,641	465,300	514,700	49,400	10.6%
Regional Transit Technology	723,142	2,000,000	2,335,600	335,600	16.8%
Transit Grant Administration	4,874,519	10,617,210	10,038,100	(579,110)	-5.5%
Total Transit and Transportation Budget	5,937,302	13,082,510	12,888,400	(194,110)	-1.5%
Highway					
Highway Project Management & Monitoring	314,948	5,233,889	4,772,300	(461,589)	-8.8%
Motorist Aid Services	53,015	66,400	78,100	11,700	17.6%
Total Highway Budget	367,963	5,300,289	4,850,400	(449,889)	-8.5%
Rail					
LOSSAN - Coast Rail Coordinating Council	32,179	70,100	73,800	3,700	5.3%
Metrolink Commuter Rail	7,421,550	25,456,214	21,950,221	(3,505,993)	-13.8%
Santa Paula Branch Line	114,198	234,700	190,200	(44,500)	-19.0%
Total Rail Budget	7,567,927	25,761,014	22,214,221	(3,546,793)	-13.8%
Commuter Assistance					
Regional Transit Information Center	168,496	497,100	493,600	(3,500)	-0.7%
Rideshare Programs	276,083	450,900	372,800	(78,100)	-17.3%
Total Commuter Assistance Budget	444,579	948,000	866,400	(81,600)	-8.6%
Planning and Programming					
Airport Land Use Commission	11,553	60,300	62,600	2,300	3.8%
Regional Transit Planning	2,592,705	6,252,371	5,731,400	(520,971)	-8.3%
Regional Transportation Planning	946,792	2,019,430	1,976,800	(42,630)	-2.1%
Transportation Development Act	146,271	175,300	296,500	121,200	69.1%
Transportation Programming and Reporting	632,731	850,500	892,800	42,300	5.0%
Total Planning and Programming Budget	4,330,052	9,357,901	8,960,100	(397,801)	-4.3%
General Government					
Community Outreach	418,632	522,400	570,100	47,700	9.1%
Management and Administration	1,595,801	742,400	797,000	54,600	7.4%
State and Federal Governmental Relations	246,104	295,200	330,200	35,000	11.9%
Total General Government Budget	2,260,537	1,560,000	1,697,300	137,300	8.8%
Total Expenditures	20,908,360	56,009,714	51,476,821	(4,532,893)	-8.1%
Revenues Over/(Under) Expenditures	(11,017,747)	(28,096,996)	(26,223,457)	1,873,539	-6.7%
Other Financing Sources (Uses)					
Transfers In (Out)	13,248,216	24,473,728	23,237,567	(1,236,161)	-5.1%
Fund Balance Beginning of Year	2,905,670	5,102,380	3,040,916	(2,061,464)	-40.4%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	(33,759)	-	-	-	0.0%
Unassigned Fund Balance End of Year	5,102,380	1,429,112	5,026	(1,424,086)	-99.6%



Special Revenue Funds

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

Local Transportation Fund

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

The County Auditor-Controller estimates that there will be 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 \$1.5 million due to a lower carry-in balance. There is a decrease in transfers out of \$292,475 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 22 - *Local Transportation Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 22 – 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
REVENUES					
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%
Total Revenues	49,141,055	46,350,000	48,760,000	2,410,000	5.2%
EXPENDITURES					
Planning and Programming					
Transportation Development Act	42,374,872	42,557,508	41,051,930	(1,505,578)	-3.5%
Total Planning and Programming Budget	42,374,872	42,557,508	41,051,930	(1,505,578)	-3.5%
Total Expenditures	42,374,872	42,557,508	41,051,930	(1,505,578)	-3.5%
Revenues Over/(Under) Expenditures	6,766,183	3,792,492	7,708,070	3,915,578	103.2%
Other Financing Sources (Uses)					
Transfers In (Out)	(10,913,640)	(11,056,395)	(11,348,870)	(292,475)	2.6%
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)	(4,000,000)	150,000	-3.6%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	21,691,716	10,277,813	472,836	(9,804,977)	-95.4%



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 approximately \$80,600 as allocated by the State. Interest is estimated to increase by \$250,000. There is a \$4.3 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 \$5.5 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 23 - *State Transit Assistance Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 23 – 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
REVENUES					
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%
Total Revenues	13,365,036	11,906,909	12,076,333	169,424	1.4%
EXPENDITURES					
Planning and Programming					
Transportation Development Act	611,197	579,030	565,235	(13,795)	-2.4%
Total Planning and Programming Budget	611,197	579,030	565,235	(13,795)	-2.4%
Total Expenditures	611,197	579,030	565,235	(13,795)	-2.4%
Revenues Over/(Under) Expenditures	12,753,839	11,327,879	11,511,098	183,219	1.6%
Other Financing Sources (Uses)					
Transfers In (Out)	(5,288,683)	(15,287,522)	(19,560,961)	(4,273,439)	28.0%
Fund Balance Beginning of Year	21,378,455	28,843,611	27,419,720	(1,423,891)	-4.9%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	28,843,611	24,883,968	19,369,857	(5,514,111)	-22.2%



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, vehicle registration revenues are expected to remain relatively flat with a \$12,000 increase. State revenues are estimated to decrease by \$348,324 as FSP expenses will be lower and interest is expected to increase by about \$30,000. Expenditures are approximately \$1.28 million lower with reduced costs for the Freeway Service Patrol and completion of the incident responder grant. Transfers out to the general fund increased by \$375,600 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 \$222,200 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 24 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2022/2023 to 2024/2025*.

**Table 24 – 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
REVENUES					
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%
Total Revenues	1,762,333	2,086,824	1,780,500	(306,324)	-14.7%
EXPENDITURES					
Highway					
Motorist Aid Services	1,338,404	3,191,876	1,916,600	(1,275,276)	-40.0%
Total Highway Budget	1,338,404	3,191,876	1,916,600	(1,275,276)	-40.0%
Total Expenditures	1,338,404	3,191,876	1,916,600	(1,275,276)	-40.0%
Revenues Over/(Under) Expenditures	423,929	(1,105,052)	(136,100)	968,952	-87.7%
Other Financing Sources (Uses)					
Transfers In (Out)	(53,015)	(66,400)	(442,000)	(375,600)	565.7%
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%
Unassigned Fund Balance End of Year	4,401,099	1,714,647	1,492,399	(222,248)	-13.0%

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 are expected to 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 \$8.1 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 25 - *State of Good Repair Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 25 – 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
REVENUES					
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%
Total Revenues	1,699,744	1,672,466	1,794,428	121,962	7.3%
EXPENDITURES					
Planning and Programming					
Transportation Development Act	62,293	107,966	78,529	(29,437)	-27.3%
Total Planning and Programming Budget	62,293	107,966	78,529	(29,437)	-27.3%
Total Expenditures	62,293	107,966	78,529	(29,437)	-27.3%
Revenues Over/(Under) Expenditures	1,637,451	1,564,500	1,715,899	151,399	9.7%
Other Financing Sources (Uses)					
Transfers In (Out)	(723,252)	(7,208,287)	(8,102,487)	(894,200)	12.4%
Fund Balance Beginning of Year	6,359,701	7,273,900	8,288,413	1,014,513	13.9%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	(265,590)	(265,590)	0.0%
Unassigned Fund Balance End of Year	7,273,900	1,630,113	1,636,235	6,122	0.4%

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 revenues will decrease in Fiscal Year 2024/2025 by \$1.6 million as there will be no State REAP funding budgeted in Fiscal Year 2024/2025. Local revenues are expected to increase by about \$45,000. It is expected that expenditures will increase \$3.87 million due to 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 \$5.5 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 26 - *Santa Paula Branch Line Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 26 – 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
REVENUES					
State Grants	-	1,677,000	-	(1,677,000)	-100.0%
Local, Investment, and Other Revenues	417,186	385,000	430,000	45,000	11.7%
Total Revenues	417,186	2,062,000	430,000	(1,632,000)	-79.1%
EXPENDITURES					
Rail					
Santa Paula Branch Line	584,002	5,766,298	9,634,000	3,867,702	67.1%
Total Rail Budget	584,002	5,766,298	9,634,000	3,867,702	67.1%
Total Expenditures	584,002	5,766,298	9,634,000	3,867,702	67.1%
Revenues Over/(Under) Expenditures	(166,816)	(3,704,298)	(9,204,000)	(5,499,702)	148.5%
Other Financing Sources (Uses)					
Transfers In (Out)	166,816	3,704,298	9,204,000	5,499,702	148.5%
Fund Balance Beginning of Year	25,367	25,367	25,367	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
Unassigned Fund Balance End of Year	25,367	25,367	25,367	-	0.0%

Enterprise Funds

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

VCTC Intercity Fund

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

Total revenues increased 76.0%. Federal funds increased approximately \$436,200 and state revenues increased \$4.9 million for bus needs. Local funds have increased by \$484,500 for increased local match needs and anticipated increases in fare revenues. The increase in expenses of approximately \$6.1 million is due to increases in operations, the purchase of new buses and refurbishment of additional buses. Transfers-in from the STA increased by \$252,200. 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 27 - *VCTC Intercity Fund Fiscal Years 2022/2023 to 2024/2025*.

Table 27 – VCTC Intercity Fund Fiscal Years 2022/2023 to 2024/2025

	VCTC Intercity Fund				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
REVENUES					
Federal Grants	3,889,441	3,715,453	4,151,671	436,218	11.7%
State Grants	-	1,600,000	6,500,000	4,900,000	306.3%
Local, Investment, and Other Revenues	2,097,991	2,343,169	2,827,678	484,509	20.7%
Total Revenues	5,987,432	7,658,622	13,479,349	5,820,727	76.0%
EXPENSES					
Transit and Transportation					
VCTC Intercity	11,362,016	14,924,200	20,997,100	6,072,900	40.7%
Total Transit and Transportation Budget	11,362,016	14,924,200	20,997,100	6,072,900	40.7%
Total Expenditures	11,362,016	14,924,200	20,997,100	6,072,900	40.7%
Revenues Over/(Under) Expenditures	(5,374,584)	(7,265,578)	(7,517,751)	(252,173)	3.5%
Other Financing Sources (Uses)					
Transfers In (Out)	3,563,558	5,440,578	5,712,751	272,173	5.0%
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%
Unassigned Fund Balance End of Year	7,633,949	-	-	-	0.0%



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 expenses 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 28 - *Valley Express Fund Fiscal Years 2022/2023 to 2024/2025*.

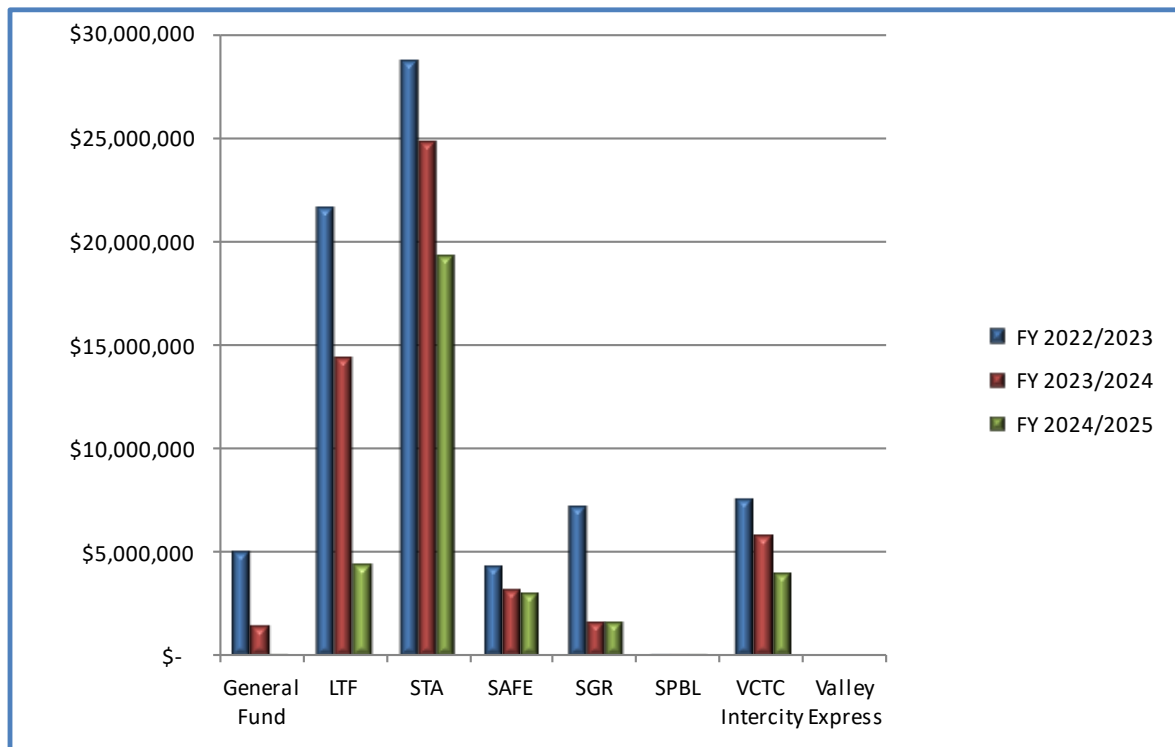
Table 28 – Valley Express Fund Fiscal Years 2022/2023 to 2024/2025

	Valley Express Fund				
	FY 2022/2023	FY 2023/2024	FY 2024/2025	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
REVENUES					
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%
Total Revenues	2,103,412	2,700,300	4,616,000	1,915,700	70.9%
EXPENSES					
Transit and Transportation					
Valley Express	2,103,412	2,700,300	5,916,000	3,215,700	119.1%
Total Transit and Transportation Budget	2,103,412	2,700,300	5,916,000	3,215,700	119.1%
Total Expenditures	2,103,412	2,700,300	5,916,000	3,215,700	119.1%
Revenues Over/(Under) Expenditures	-	-	(1,300,000)	(1,300,000)	-
Other Financing Sources (Uses)					
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%
Unassigned Fund Balance End of Year	-	-	-	-	0.0%

FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2024/2025 are expected to be \$108.2 million with expected expenditures to be \$131.6 million. These activities will result in an anticipated net decrease of \$23.4 million. The beginning fund balance of \$56.2 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 \$23.0 million. Fund Balance changes from the prior year to the current year are discussed above. Below in Chart 24 - *Comparison of Fund Balances by Fund*, are the actual Fiscal Year 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 20 - *Budget Summary by Fund*.

Chart 24 – Comparison of Fund Balances by Fund





VENTURA COUNTY TRANSPORTATION COMMISSION

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Sally DeGeorge - Finance Director

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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 economies 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:

Funding Source	Funding Dollars
LTF Fund Transfer	\$514,700
Total Funding	\$514,700

EXPENDITURE COMPARISONS:

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



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:

Funding Source	Funding Dollars
FTA	\$1,152,180
FTA Carry-over	440,000
LTF Carry-over	50,000
STA Fund Transfer	293,420
Solutions for Congested Corridors Program (SCCP)	400,000
Total Funding	\$2,335,600

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 87,846	\$ 130,100	\$ 139,800
Fringe and Tax	57,350	77,000	81,000
Indirect Cost Allocation	96,628	177,900	173,300
Business Meals	0	100	100
Communications	0	0	35,000
Mileage	150	2,000	2,000
Office Support	0	2,000	2,000
Postage	60	300	300
Printing	8,294	17,000	17,000
Training	0	1,000	1,000
Travel and Conferences	0	3,000	3,000
Bank Credit Card Processing Fees	10,223	15,000	15,000
Legal Services	5,914	15,000	15,000
Professional Services	363,687	844,600	1,421,100
Equipment / Equipment Maintenance	92,990	715,000	415,000
Outreach	0	0	15,000
Total Expenditures	\$723,142	\$2,000,000	\$2,335,600



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

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, Caregivers, and Camarillo Health Care District. 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 recommend a \$45,000 increase for Consultant Services, and an increase in staff hours, to provide adequate resources for these expanded monitoring and compliance responsibilities.

Although the FTA grant funds were previously reduced due to the anticipated completion of some prior subrecipient projects, the final version of the budget adds new FTA funds anticipated for inclusion in the Fiscal Year 2024/2025 Program of Projects, and also increases the prior year carryover based on updated cash flow. In addition, this final budget adds Low Carbon Transit Operations Program (LCTOP) funds to be passed through to transit operators for the Battery Electric Infrastructure Project approved by the Commission. The final budget also increases staff expenses due to the increased salary rates.

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.



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

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.

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:

Funding Source	Funding Dollars
FTA 5307, 5310, CMAQ Transfers	\$3,069,950
FTA 5307, 5310, 5339, CMAQ Transfers, Carry-over	5,825,322
FTA CRRSA Carry-over	33,613
FTA ARP Carry-over	33,613
STA Fund Transfer	176,203
PUC – Access for All	143,823
PUC – Access for All Carry-Over	51,061
LCTOP	690,915
Local Contributions Carry-over	13,600
Total Funding	\$10,038,100

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 147,911	\$ 103,700	\$ 152,700
Fringe and Tax	85,160	52,100	64,200
Indirect Cost Allocation	155,109	133,900	170,100
Business Meals	0	100	100
Mileage	0	700	400
Notices	1,825	1,900	2,000
Travel and Conferences	0	700	700
Legal Services	1,710	3,200	3,200
Equipment	64,015	68,000	68,000
Pass-Through Grants	4,417,591	10,232,910	9,511,700
Professional Services	1,198	20,000	65,000
Total Expenditures	\$4,874,519	\$10,617,210	\$10,038,100

* 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:

Funding Source	Funding Dollars
FTA, CMAQ	\$2,741,787
SGR 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
Total Funding	\$5,916,000

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

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 42,334	\$ 48,000	\$ 52,600
Fringe and Tax	21,009	21,400	22,400
Indirect Cost Allocation	42,155	59,700	58,800
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
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
Professional Services	54,940	60,000	55,000
Vehicle Replacements	0	0	2,683,300
Total Expenditures	\$2,103,412	\$2,700,300	\$5,916,000



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 from 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, 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), CSU Channel Islands 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.

WORK ELEMENTS:

1. Oversee contract compliance, budget performance, rolling stock and regulatory compliance.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)**DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Matt Miller**WORK ELEMENTS (continued):**

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:**

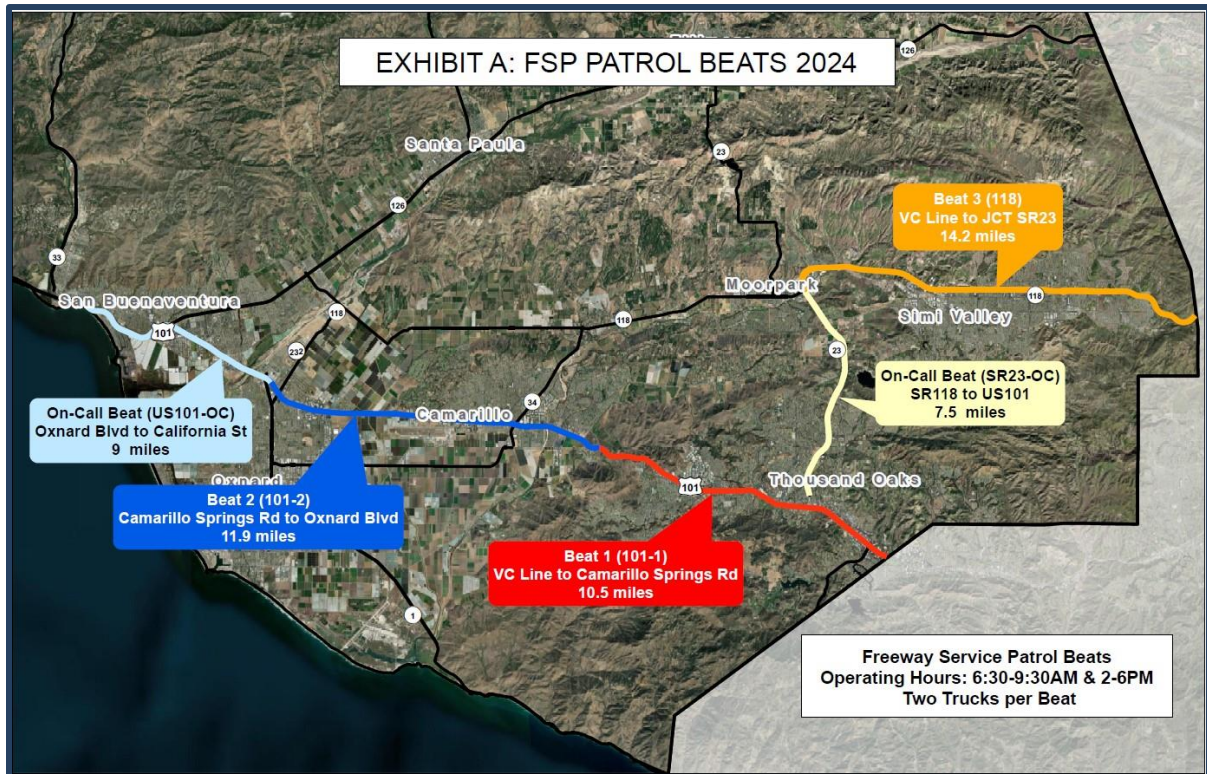
Funding Source	Funding Dollars
FTA	\$ 4,151,671
STA Fund Transfer	5,712,751
TIRCP – SB 125	6,500,000
Local Contribution – Route Guarantee*	2,041,678
Local Contribution – CSUCI Administration	35,000
Local Fee – Farebox	751,000
VCTC Intercity Fund Balance	1,805,000
Total Funding	\$20,997,100

*Local Contribution provided by Moorpark College, CSUCI and SBCAG

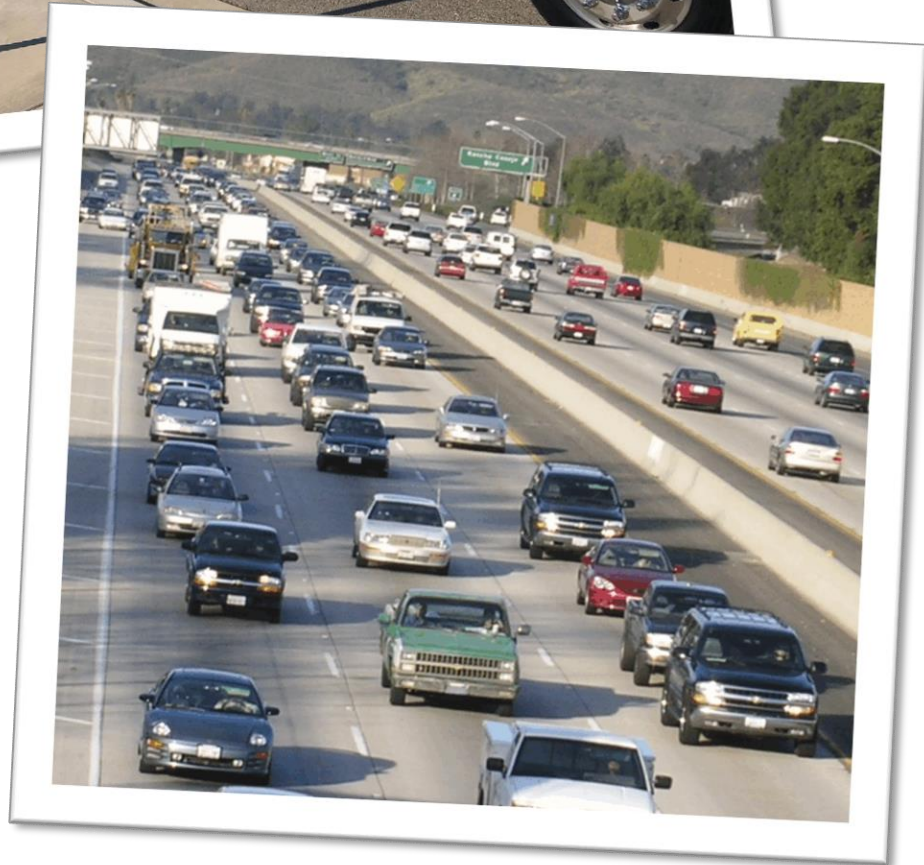
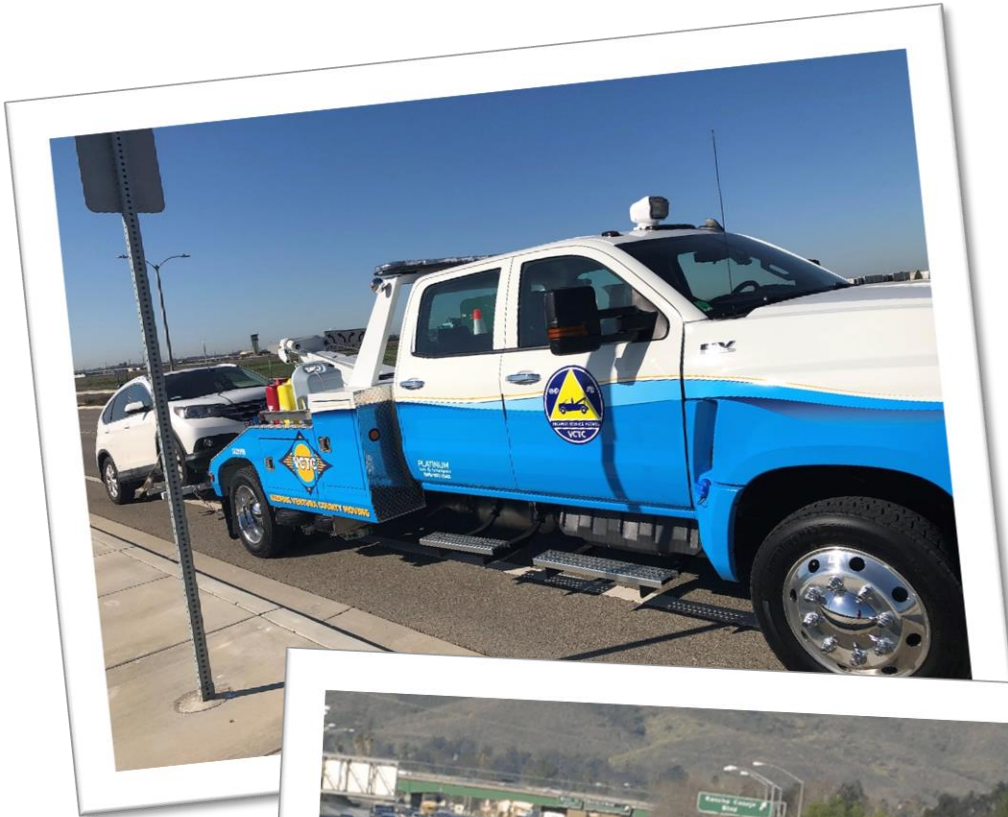
EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 142,190	\$ 128,700	\$147,300
Fringe and Tax	86,278	59,000	64,600
Indirect Cost Allocation	152,046	161,300	166,300
Business Meals	99	200	200
Mileage	554	1,500	1,500
Office Support	328	1,500	1,500
Printing	12,512	30,000	30,000
Training	500	2,000	2,000
Travel and Conferences	750	6,000	6,000
Bank Fees	0	4,000	2,500
Consultant Services	112,070	300,000	180,000
Legal Services	5,752	25,000	25,000
Temporary Help	7,696	0	0
Bus and Equipment	41,281	260,000	16,500
Bus Replacements/Rehabilitation	0	1,400,000	6,500,000
Communications Wi-Fi	16,420	20,000	20,000
Contract Services	8,870,524	10,600,000	11,928,700
Outreach	101,990	100,000	100,000
Depreciation	1,811,026	1,825,000	1,805,000
Total Expenditures	\$11,362,016	\$14,924,200	\$20,997,100





HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Define detailed scope of the project to improve the US 101 Freeway.

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 complete, and the CTC allocated the construction funds in May 2024, so that the project can go to bid this Fall.

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. Relative to the draft budget, staff time and Planning, Programming and Monitoring (PPM) funding have been slightly reduced, in recognition of the Rice Avenue Grade Separation having completed its pre-construction phase, but the reduction in staff hours is offset by an increase in staff hourly rates.

The work on the US 101 has taken longer than planned due to the 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



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

DESCRIPTION (continued): PAED process. The PAED will also provide the necessary updated cost data, including a phasing 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 will go out to bid shortly and then start construction, which is anticipated to last five years. 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.

PRODUCT: Route 101 environmental document preparation, commencement of Rice Avenue Grade Separation construction phase and project monitoring during construction.

FUNDING:

Funding Source	Funding Dollars
STP Carry-over	\$4,765,000
PPM	7,300
Total Funding	\$4,772,300

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 18,215	\$ 38,000	\$ 42,400
Fringe and Tax	6,651	20,100	17,200
Indirect Cost Allocation	16,549	49,800	46,800
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
Total Expenditures	\$314,948	\$5,233,889	\$4,772,300

* 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 \$1,263,576 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 2 IRGP funds for California Highway Patrol. 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:

Funding Source	Funding Dollars
SAFE Revenues and Fund Transfer	\$1,126,200
FSP - State Highway Account (SHA)	460,300
FSP - Senate Bill 1 (SB 1)	408,200
Total Funding	\$1,994,700

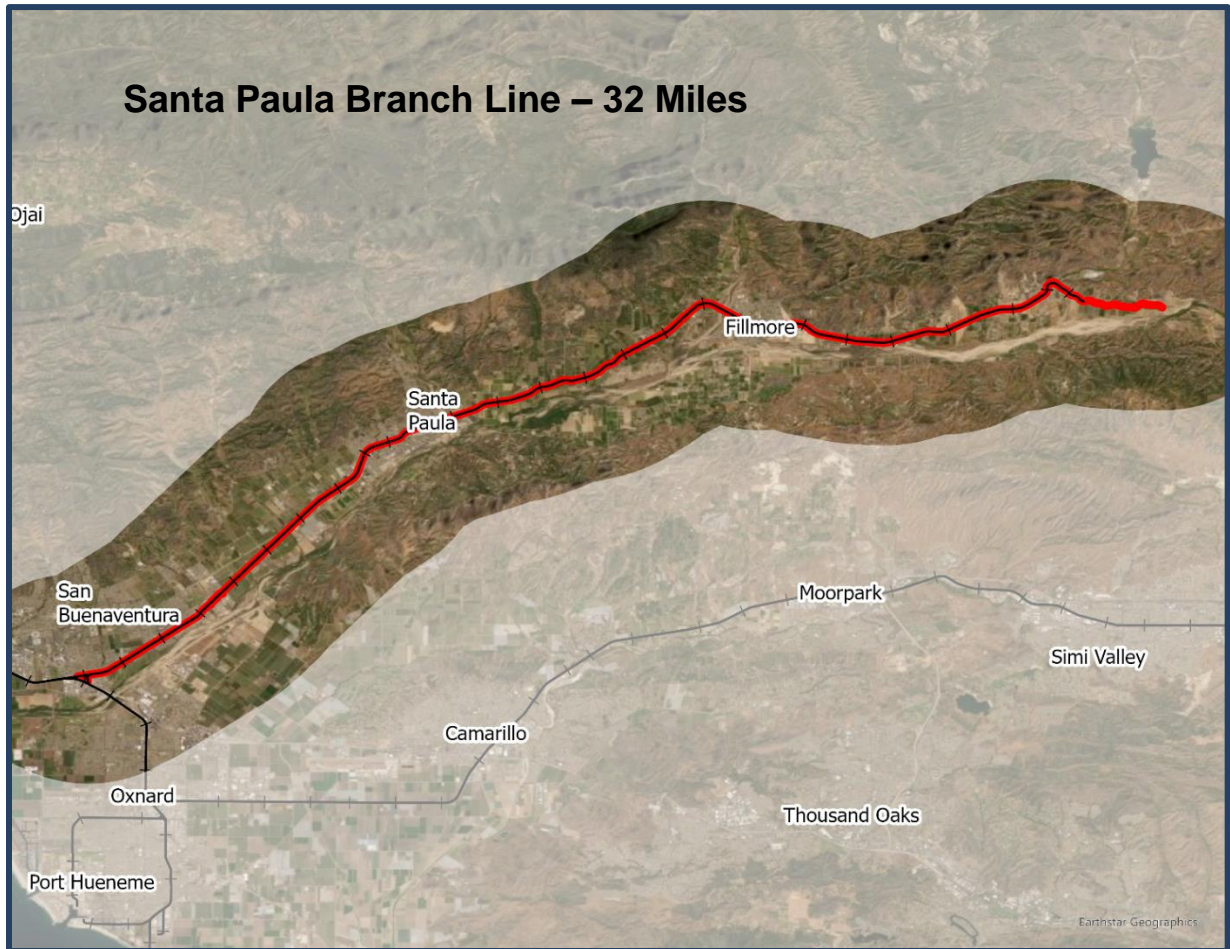
EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 20,943	\$ 26,600	\$ 33,100
Fringe and Tax	10,888	9,100	10,700
Indirect Cost Allocation	21,184	30,700	34,300
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	1,114,852	259,000
Total Expenditures	\$1,391,418	\$3,258,276	\$1,994,700

* 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:

Funding Source	Funding Dollars
STA Fund Transfer	\$73,800
Total Funding	\$73,800

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$10,435	\$21,700	\$23,700
Fringe and Tax	5,727	10,400	11,300
Indirect Cost Allocation	10,755	27,500	27,400
Business Meals	0	400	300
Membership and Dues	2,500	3,000	3,000
Mileage	91	600	600
Office Support	0	500	500
Travel and Conferences	10	2,000	2,000
Legal Services	677	2,000	3,000
Community Outreach	1,984	2,000	2,000
Total Expenditures	\$32,179	\$70,100	\$73,800



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 Disabilities 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 \$42,596 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 \$40,130,515 to the Metrolink program, including \$18,180,294 in Federal Transit Administration (FTA) funds generated by running Metrolink service through Ventura County. Through the VCTC budget, \$21,950,221 will be allocated for operations, capital expenses and VCTC expenses.

Capital expenditures continue to be a significant cost and VCTC is contributing \$12,052,002 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 \$9,762,887 and includes \$144,187 SGR funds as well as \$9,618,700 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:

Funding Source	Funding Dollars
LTF Fund Transfer	\$ 8,813,706
LTF Fund Transfer Carry-over	2,247,200
STA Fund Transfer	2,612,028
STA Fund Transfer Carry-over	713,800
SGR Fund Transfer	144,187
SGR Fund Transfer Carry-over	6,658,300
LCTOP	750,000
Local Fees	11,000
Total Funding	\$21,950,221

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 45,440	\$ 88,900	\$ 96,300
Fringe and Tax	24,931	42,800	46,600
Indirect Cost Allocation	46,832	113,100	112,100
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	130,000	80,000
Capital Rehabilitation	952,458	13,900,093	9,762,887
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	9,385,134
Station Rehabilitation	0	1,500,000	1,574,200
Weekend Service	218,292	821,708	750,000
Total Expenditures	\$7,421,550	\$25,456,214	\$21,950,221
Total including FTA funds directly to SCRRA	\$37,576,916	\$46,071,530	\$40,130,515

* 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. 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 the goal and strategy, 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, and VCTC placed the project on hold. VCTC applied for a Surface Transportation Block Grant through SCAG to fund the project. At the time of VCTC budget preparation, the grant award decision is pending, and such costs and grant funds are not included in the proposed budget.

In January 2023, a 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. In February 2024, the railroad received further storm damage, causing an additional 50-feet of erosion behind the west abutment.

DESCRIPTION: The Fiscal Year 2024/2025 Santa Paula Branch Line Task Budget provides for administration 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 facilitate trail completion. The Fiscal Year 2024/2025 SPBL Budget is \$3,823,202 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. Administrative 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 broadband deployment on SPBL right-of-way.

PRODUCT: Continued safe and cost-effective management of the SPBL corridor. Reconstructed Sespe Creek Overflow Railroad Bridge.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$3,375,450
STA Fund Transfer – FEMA / CalOES	6,018,750
Local Fee – Leases	420,000
Local Fee – Permits, Film and Rail Car Storage	10,000
Total Funding	\$9,824,200

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 52,909	\$ 93,900	\$ 79,800
Fringe and Tax	15,658	32,200	26,800
Indirect Cost Allocation	45,631	108,600	83,600
Mileage	17	500	500
Notices	0	500	1,000
Office Support	0	500	500
Consultant Services	106,466	4,859,798	1,930,000
Legal Services	24,924	90,000	72,000
Bridge Reconstruction	0	0	7,175,000
Non-Rail Maintenance	2,595	365,000	5,000
Track Maintenance	450,000	450,000	450,000
Total Expenditures	\$698,200	\$6,000,998	\$9,824,200

* 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:

Funding Source	Funding Dollars
FTA	\$394,880
STA Fund Transfer	98,720
Total Funding	\$493,600

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 49,397	\$128,600	\$148,700
Fringe and Tax	37,743	117,000	103,000
Indirect Cost Allocation	57,992	211,000	197,400
Communications	2,010	4,000	4,000
Mileage	39	500	500
Office Support	272	500	1,000
Postage	0	0	500
Training	0	2,000	2,000
Travel and Conferences	0	1,500	1,500
Consultant Services	0	0	15,000
Legal	0	0	10,000
Temporary Support Staff	18,997	0	0
Software	2,046	32,000	10,000
Total Expenditures	\$168,496	\$497,100	\$493,600



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 that 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" increases 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 LAMetro, 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, 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 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:

Funding Source	Funding Dollars
CMAQ	\$309,800
CMAQ Carry-over	60,000
LTF Fund Transfer	3,000
Total Funding	\$372,800

EXPENDITURE COMPARISON:

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



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 \$2,300 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:

Funding Source	Funding Dollars
LTF Fund Transfer	\$22,600
LTF Fund Transfer Carry-over	40,000
Total Funding	\$62,600

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$4,136	\$12,700	\$14,100
Fringe and Tax	1,640	4,700	5,300
Indirect Cost Allocation	3,844	14,900	15,200
Mileage	229	500	500
Notices	0	1,000	1,000
Travel and Conferences	191	5,500	500
Consultant Services	0	15,000	20,000
Legal Services	1,513	5,000	5,000
Outreach	0	1,000	1,000
Total Expenditures	\$11,553	\$60,300	\$62,600

* 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 (UTN) 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.

VCTC is allocating \$700,000 for the CR Program, \$2,000,000 for the YRF Program, and \$127,000 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. The Paratransit Integration Analysis will be funded with State Transit Assistance (STA) funds unless the Regional Early Action Planning (REAP) funds are restored which is dependent on the final state budget.

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 Needs 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 Act (TDA) UTN process. Staff TRANSCOM and participate in the planning and programming activities of transit operators.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, CMAQ	\$ 827,760
FTA Carry-over	34,200
LTF Fund Transfer	49,571
LTF Fund Transfer Carry-over	9,829
STA Fund Transfer	418,040
TIRCP SB 125	1,767,100
Clean CA Carry-over	500,000
LCTOP	2,124,900
Total Funding	\$5,731,400

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 213,088	\$ 223,800	\$ 251,000
Fringe and Tax	115,902	116,000	127,000
Indirect Cost Allocation	218,943	292,000	296,400
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	2,226,000	580,100
Legal Services	1,921	7,000	20,000
Free Fare Programs	1,766,929	2,825,871	2,827,000
Capital Enhancement Program	0	500,000	1,565,000
Outreach	34,116	35,000	40,000
Unmet Needs	10,057	15,000	11,700
Total Expenditures	\$2,592,705	\$6,252,371	\$5,731,400

* 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 decrease of \$42,630 from Fiscal Year 2023/2024 is primarily due the reduction of the incident responder grant offset by the VCTM update, 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:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$1,047,500
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
Total Funding	\$1,976,800

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$306,095	\$ 349,700	\$ 367,800
Fringe and Tax Allocation	120,493	127,400	133,500
Indirect Cost Allocation	283,894	409,900	393,200
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	461,530	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
Total Expenditures	\$946,792	\$2,019,430	\$1,976,800

* 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 \$40 million to apportion to Articles 4 and 8. Articles 4 and 8 are approximately \$1.4 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 \$249,188 and project funding of \$747,563. 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.

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 staff 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:**

Funding Source	Funding Dollars
LTF Revenues and Fund Transfer	\$41,334,794
LTF Revenues Carry-over	13,636
STA Revenues - Section 99314	565,235
SGR Revenues - Section 99314	78,529
Total Funding	\$41,992,194

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 14,756	\$ 15,500	\$ 16,800
Fringe and Tax	7,022	7,000	7,300
Indirect Cost Allocation	14,493	19,300	18,900
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	1,010,386
Article 4 - Transit	26,871,272	27,619,034	26,657,197
Article 8 - Transit, Streets and Roads	13,409,473	13,849,547	13,369,847
Total Expenditures	\$43,194,633	\$43,419,804	\$41,992,194

* 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 and 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. The budget also includes an increase in staffing costs due to a salary cost increase.



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:

Funding Source	Funding Dollars
FTA 5307, 5310	\$316,647
STA Fund Transfer	67,999
PPM	502,700
LTF Fund Transfer	5,454
Total Funding	\$892,800

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$239,551	\$289,000	\$325,200
Fringe and Tax	121,809	134,100	128,100
Indirect Cost Allocation	240,485	363,500	355,600
Business Meals	191	500	500
Mileage	1,013	2,400	2,400
Notices	523	1,000	1,000
Training	395	0	0
Travel and Conferences	5,902	7,000	7,000
Consultant Services	22,785	50,000	70,000
Legal Services	77	3,000	3,000
Total Expenditures	\$632,731	\$850,500	\$892,800





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 will also 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:

Funding Source	Funding Dollars
FTA	\$555,100
LTF Fund Transfer	15,000
Total Funding	\$570,100

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$104,898	\$122,100	\$139,900
Fringe and Tax	40,769	45,900	52,600
Indirect Cost Allocation	96,941	144,400	151,000
Membership	480	500	600
Mileage	207	500	500
Office Support	379	4,900	1,000
Training	0	0	1,000
Travel	1,573	1,000	1,500
Consultant Services	120,980	136,100	145,000
Legal Services	0	2,000	2,000
Collateral Materials	3,861	15,000	15,000
Community Events	18,214	25,000	30,000
Youth Programs	30,330	25,000	30,000
Total Expenditures	\$418,632	\$522,400	\$570,100

* 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, media, businesses, and community stakeholders.
8. Follow-up on the Strategic Plan and continue receiving input from the 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:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$797,000
Total Funding	\$797,000

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 187,535	\$200,500	\$217,800
Fringe and Tax	75,505	80,500	85,100
Indirect Cost Allocation	175,053	241,400	237,600
Business Meals	3,180	3,000	3,500
Membership and Dues	420	2,000	2,000
Mileage	357	1,000	1,000
Office Support	4,025	2,000	2,000
Training	0	0	5,000
Travel and Conferences	15,441	20,000	15,000
Consultant Services	35,900	95,000	100,000
Legal Services	29,521	20,000	20,000
Commissioner Expenses	21,795	30,000	30,000
Education Reimbursement	16,980	20,000	20,000
Employee Recognition	54	2,000	2,000
Hardware/Software & Network Infrastructure	30,035	25,000	56,000
Pension UAAL ADP Payment	1,000,000	0	0
Total Expenditures	\$1,595,801	\$742,400	\$797,000

* 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), and the American Public Transportation Association (APTA).

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.

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. VCTC recently entered into a consultant services agreement with a federal advocacy firm to assist as VCTC pursues Federal Emergency Management Agency (FEMA) funding to repair the Sespe Creek railroad bridge. The cost of that agreement is reflected in the Consultant Services line item.



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:

Funding Source	Funding Dollars
LTF Fund Transfer	\$330,200
Total Funding	\$330,200

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget*	Fiscal Year 2024/2025 Budget
Salaries	\$ 64,190	\$ 65,700	\$ 71,600
Fringe and Tax	23,593	24,000	26,300
Indirect Cost Allocation	58,419	77,100	76,800
Business Meals	0	500	500
Membership and Dues	39,060	41,000	43,000
Mileage	337	900	900
Travel and Conferences	5,228	13,500	13,500
Consultant Services	54,894	70,000	95,000
Legal Services	383	2,500	2,600
Total Expenditures	\$246,104	\$295,200	\$330,200

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





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 Employers' 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
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
EIS	Environmental Impact Study
ETC	Employee Transportation Coordinators
FAST Act	Fixing America's Surface Transportation Act
FCS	Freight Corridors Study
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
GHG	Green House Gas
GIS	Geographic Information System
GRH	Guaranteed Ride Home
GTFS	General Transit Feed Specification
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
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 st 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
NPS	National Park Service
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
SCG	Sustainable Communities Grant
SCORE	Southern California Optimized Rail Expansion
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SDRMA	Special District Risk Management Authority
SGDP	Service Growth Development Plan
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



S RTP	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 Needs
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
VCTM	Ventura County Transportation Model
VMT	Vehicle Miles Traveled
VRF	Vehicle Registration Fees
YRF	Youth Ride Free
YTD	Year to Date
ZEB	Zero Emissions Bus
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 assets.

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.



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	2.0	106,069	164,406			E
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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