

# VENTURA COUNTY TRANSPORTATION COMMISSION

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

## FISCAL YEAR 2025/2026 BUDGET

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Fiscal Year 2025/2026 Budget



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## **EXECUTIVE SECTION**

### **BUDGET LETTER**

To be provided with the Final Budget

### **BUDGET SUMMARY**

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# VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

## THE ORGANIZATION AND ITS RESPONSIBILITIES

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

**Table 1 – Current Commissioners**

Commissioner	Area Representation
Mike Judge	City of Simi Valley, Chair
Martha McQueen-Legohn	City of Port Hueneme, Vice-Chair
Dani Anderson	Citizen Representative (Cities)
Carrie Broggie	City of Fillmore
Jenny Crosswhite	City of Santa Paula
Chris Enegren	City of Moorpark
Bob Engler	City of Thousand Oaks
Jeff Gorell	County of Ventura
Doug Halter	City of San Buenaventura
Rachel Lang	City of Ojai
Matt LaVere	County of Ventura, Past-Chair
Kelly Long	County of Ventura
Vianey Lopez	County of Ventura
Luis McArthur	City of Oxnard
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

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## THE LOCAL ECONOMY

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## FINANCIAL SECTION

### BUDGET PROCESS

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

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

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

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

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



The Finance Director then compiles the task budgets, prepares, and reviews the main budget, analyzes the revenue sources, alerts the Executive Director of any financial issues, and adjusts the budget as directed by the Executive Director. The Executive Director prepares the budget letter that provides a task overview of the budget as well as a long-term view of upcoming issues and direction for VCTC. The Finance Director prepares a budget summary of financial, organization, community, and local economy information. Financial policy information is updated if there have been any changes along with revenue and personnel information. The finance staff then reviews the prepared budget in its entirety for accuracy before presenting it 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 2025/2026 budget and continued monitoring of the fiscal year is illustrated below in Chart 8 - *Budget Process*.

**Chart 1 – Budget Process**

Budget Task		2	0	2	4			2	0	2	5	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												



## FINANCIAL POLICIES

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

### ***Budget Policies***

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

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

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

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

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

### ***Investment Policies***

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



### ***Auditing Policies***

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

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

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

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

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the asset's useful life. Intangible capital assets with a cost more than \$50,000 and an estimated useful life in excess of one year will be amortized over the asset's useful life. Intangible right to use assets are leases that convey control of the right to use another entity's nonfinancial assets as specified in the contract for a period of time in exchange or exchange-like transaction with a cost of more than \$5,000. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed every two years. Depreciation is not included for Governmental Funds because they are fully expensed under the modified accrual accounting method but is included for the Enterprise Funds. The Commission is in compliance with this policy.



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

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

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

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

### ***Debt Policies***

There is 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.

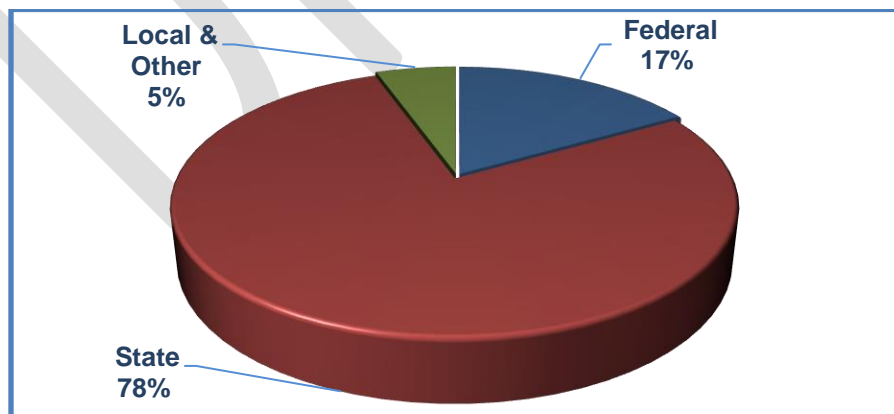
## REVENUES AND FUNDING SOURCES

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 2025/2026 are estimated to be \$131,502,800. Below in Chart 9 - *Funding Source Summary*, the revenue split by federal, state, local and other sources is shown. The Federal revenues total \$22,069,509. State revenues total \$102,175,703. The Local and Other revenues total \$7,257,588. 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 2 – Funding Source Summary





## Federal Revenues

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

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

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys, and research, as well as internship programs. The matching ratios are generally 88.53% federal and 11.47% local.
- 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 21<sup>st</sup> Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation. These funds are programmed by VCTC and go directly to Metrolink, the only eligible recipient in Ventura County.
- Section 5339 “Bus and Bus Facilities Program” funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.



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

- CMAQ transfer funds are transit project revenues transferred from the Federal Highway Administration (FHWA) to the FTA. These projects are implemented by VCTC and its sub-recipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations “demonstration” projects which can only be used to subsidize the first 5 years of costs for new or expanded service.
- CARES or Coronavirus Aid, Relief and Economic 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 \$15,914,409 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.

### **Surface Transportation Block Grant (STBG)- Formerly Regional Surface Transportation Program (STP)**

The Surface Transportation Block Grant (STBG) 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 \$5,583,200 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 \$571,900 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 \$49.2 million.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$51,780,000 (LTF fund balance and new revenues) in the upcoming year. Of this amount, \$18,700 is for County Administration, \$984,514 is for Article 3, Bicycle and Pedestrian projects and Class I maintenance projects. Local agencies will receive an apportionment of \$39,127,510 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 \$1,035,600, administration funds of \$1,500,000, and commuter rail programs funds of \$9,113,676. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$11,649,276.

The budget also contains \$3.8 million of carry-over funds of which \$2,697,129 is Article 3, Rail funds and \$1,120,153 of Article 3, Administration and Planning funds in the general fund balance.



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

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and operator revenues (PUC 99314 allocation) of each eligible transit operator. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the County holds the funds in trust. STA revenues are restricted for transit purposes and are administered by VCTC. The State's estimate is \$9,743,429 in STA revenues. The STA funded expenditures of \$21,351,582 (which includes \$2,512,000 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." The budget includes \$8,245,900 STA Funds for the bridge reconstruction that VCTC will be requesting reimbursement from FEMA and CalOES.

### ***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 \$1,689,795 in SGR revenues. The SGR funded expenditures of \$6,069,401 (which includes \$5,597,800 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 \$812,174 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 \$619,364 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 \$329,701 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 \$2,162,316 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 \$3,350,000 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 \$133,900 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 \$454,340 in FSP-SHA funds and \$454,340 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 \$0 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 \$3,140,000 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. VCTC's Fiscal Year 2025/2026 budget includes \$25,085,804 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 \$4,828,688 in local contribution revenues and \$1,058,900 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 \$1,370,000 in investment income and other revenues.





### Chart 3 – Funding Sources

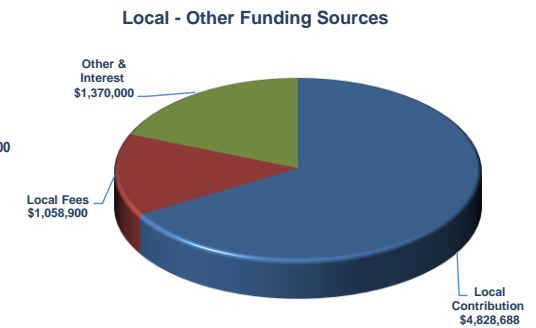
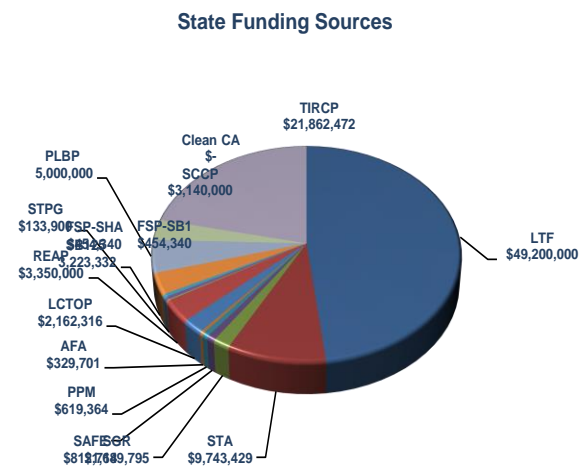
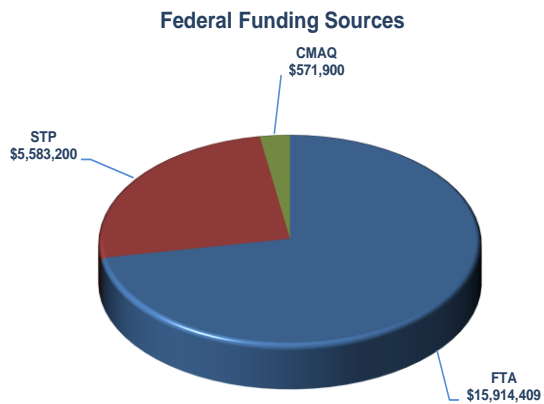
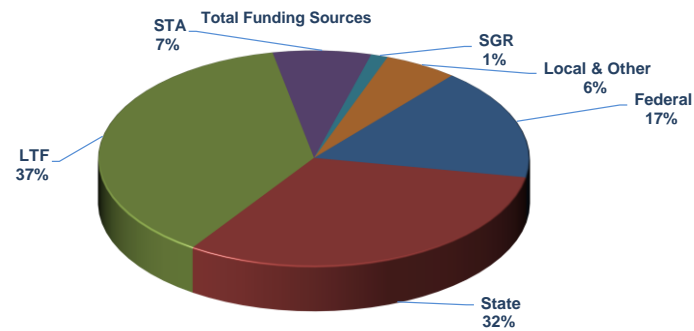
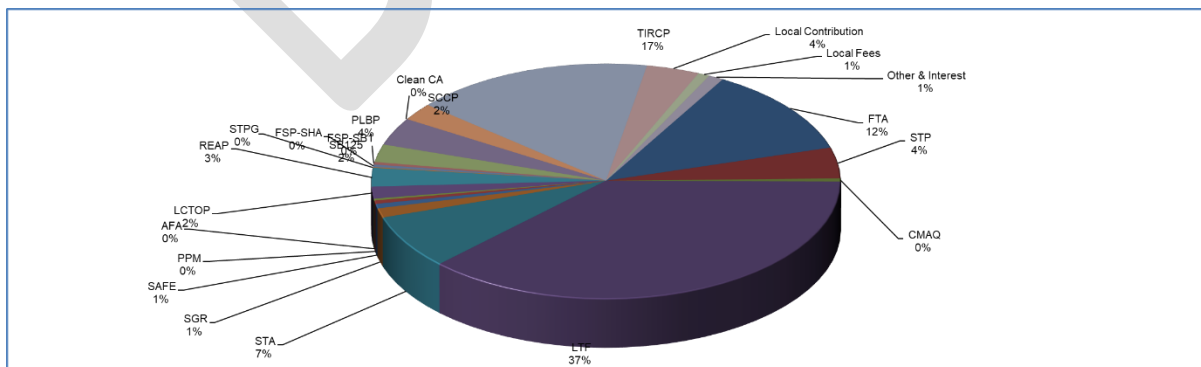


Table 2 – Revenue Sources

Funding Source	Fiscal Year 2023/2024 Actual Revenue	Fiscal Year 2024/2025 Revised Budget*	Fiscal Year 2025/2026 Budget
Federal Transit Administration (FTA)	\$ 13,393,296	\$ 20,249,236	\$ 15,914,409
Surface Transportation Program (STP)	656,743	4,558,946	5,583,200
Congestion Mitigation and Air Quality (CMAQ)	315,800	369,800	571,900
Local Transportation Fund (LTF)	48,645,575	48,300,000	49,200,000
State Transit Assistance (STA)	11,206,870	11,476,333	9,743,429
State of Good Repair (SGR)	1,600,808	1,594,428	1,689,795
Service Authority for Freeway Emergencies (SAFE)	812,175	812,000	812,714
Planning, Programming and Monitoring (PPM)	460,552	550,000	619,364
Access For All (AFA)	165,465	244,433	329,701
LCTOP – Cap and Trade	2,717,008	4,035,943	2,162,316
Regional Early Action Planning (REAP)	5,035	3,777,000	3,350,000
Sustainable Transportation Planning Grant (STPG)	58,808	268,092	133,900
Freeway Service Patrol (FSP) - SHA	279,843	460,300	454,340
Freeway Service Patrol (FSP) - SB1	568,036	408,200	454,340
Clean California (Clean CA)		500,000	0
Solutions for Congested Corridors Program (SCCP)		600,000	3,140,000
TIRCP - SB125	1,240,610	44,114,798	21,862,472
SB 125	0	0	3,223,332
PLBP	0	0	5,000,000
Local Contributions	2,819,425	3,843,877	4,828,688
Local Fees	1,335,576	1,392,973	1,058,900
Other Revenues and Investment Income	3,418,764	2,996,000	1,370,000
<b>Total Funding Sources</b>	<b>\$ 89,700,389</b>	<b>\$150,552,359</b>	<b>\$131,502,800</b>
* Some budget tasks were amended after the Commission approved the budget in June 2024.			

Chart 4 – Funding Source Detail



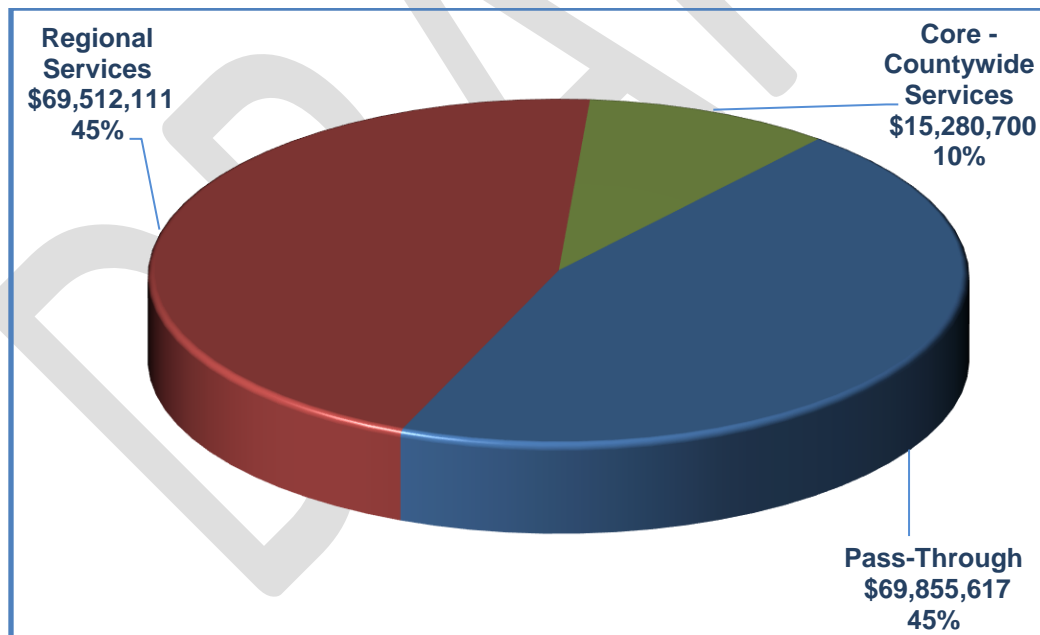


## PERSONNEL AND OPERATIONS SECTION

### PERSONNEL AND BENEFITS

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

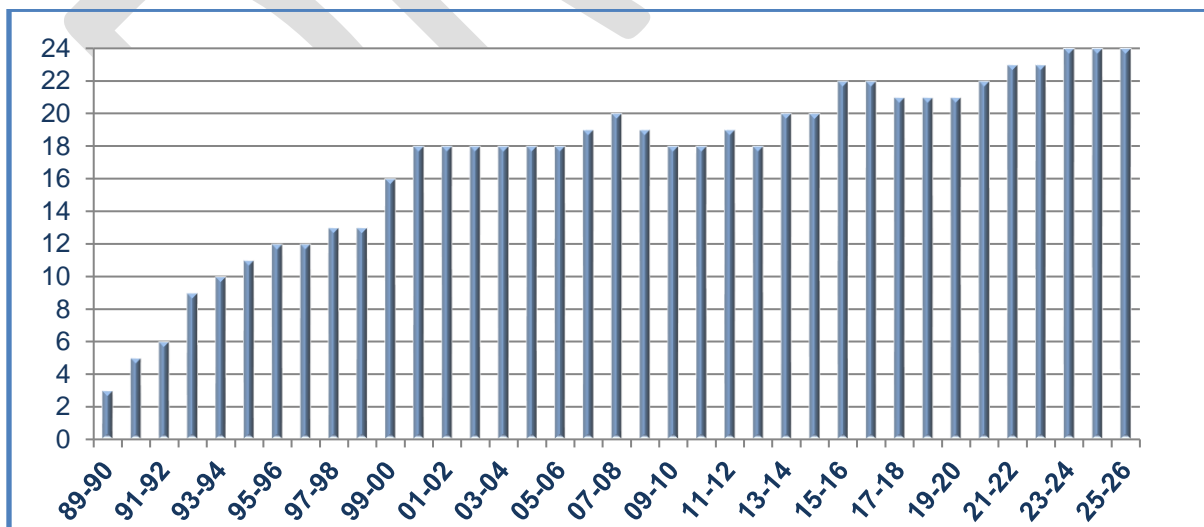


**Table 3 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission	Accessible Mobility Services	TDA Administration
Motorist Aid Services	Highway Project Management	Transit Grant Administration
Community Outreach	LOSSAN and Coast Rail Council	
Management and Administration	Metrolink Commuter Rail	
Regional Transit Planning	Santa Paula Branch Line	
Regional Transportation Planning	Regional Transit Information Center	
Rideshare Programs	Regional Transit Technology	
State & Federal Governmental Relations	Valley Express	
TDA Administration	VCTC Intercity Services	
Transit Grant Administration		
Transportation Programming & Reporting		
<b>Staff Hours</b>	<b>33,838 Staff Hours</b>	<b>16,494 Staff Hours</b>
	<b>Total Staff Hours =</b>	<b>52,032</b>
		<b>1,700</b>

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

**Chart 6 – Number of Employees**



Full-time equivalent employees equal the number of employees on full-time schedules and the number of employees on part-time schedules converted to a full-time basis. VCTC has the same number of full-time employees as last year, which is twenty-four. Included in the budget are two part time (estimated 960 hours) intern positions; one in Planning and one in Transit. The total full time equivalent positions in the proposed budget including the two intern positions is 24.9. Below in Table 6 - *Full Time Equivalents by Program* are the year-to-year full-time equivalent comparisons:

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

	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026
Program	Budget	Budget	Budget
Transit and Transportation	4.2	4.4	4.4
Highway	0.4	0.4	0.4
Rail	1.1	1.4	1.5
Commuter Assistance	3.0	2.8	3.1
Planning and Programming	7.0	6.7	7.2
General Government	8.3	8.3	8.3
<b>TOTAL</b>	<b>24.0</b>	<b>24.0</b>	<b>24.9</b>

VCTC is focused on retaining existing staff and attracting high talent for future vacancy needs. The budget includes a proposed 3.0% cost-of-living adjustment to wages intended to offset inflationary cost pressures. The estimated cost is approximately \$91,900.

Below in Table 7, *Summary Schedule of Salary Ranges*, is the Fiscal Year 2025/2026 salary ranges detailed by classification. The Commission's detailed Salary Schedule for Fiscal Year 2025/2026 is included in Appendix C and complies with Government Code §20636 "Compensation Earnable" and California Code of Register §570.5, "Requirements for a Publicly Available Pay Schedule." The approved salary schedule will also be posted on the website at [www.goventura.org](http://www.goventura.org) under finance when the budget is approved.

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

Staffing Level	Number of Employees	Range	
		Minimum	Maximum
Executive Director	1	\$250,190	\$291,033
Director	4	\$153,726	\$238,276
Manager	10	\$109,251	\$169,339
Planner/Analyst	4	\$82,495	\$120,030
Support Staff II	3	\$53,177	\$77,373
Support Staff I	2	\$45,936	\$66,838

\*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 \$5,019,500 and is 3.3% of the Fiscal Year 2025/2026 budget (see Table 8 - *Personnel Budget* and Chart 14 - *Personnel Costs*). This represents an increase of \$440,000 or 9.6% from the Fiscal Year 2024/2025 budget personnel

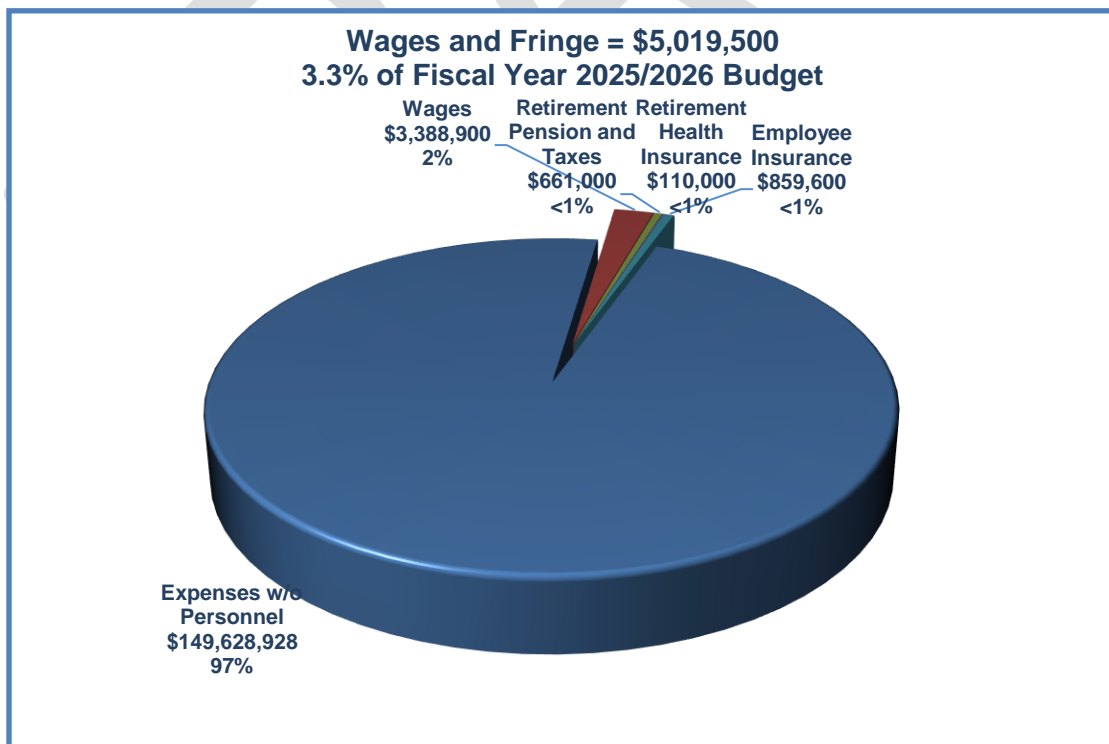


costs. Of the \$440,000 increase, \$268,400 is attributed to salaries and wages. The wages total of \$3,388,900 include approximately \$157,800 for potential merit increases for eligible employees not at the top of their range and approximately \$91,900 for a proposed three percent cost-of-living-adjustment (COLA) for all employees. Benefits account for 1.2% of the budget or \$1,688,600. The increase of \$171,657 is largely due to increases in health insurance and a proportionate share of taxes for salary increases offset in a reduction of funds set aside for retiree health benefits as VCTC will begin withdrawing funds from the OPEB trust to partially pay for retiree health care (see OPEB section below for further details).

**Table 6 – Personnel Budget**

	Fiscal Year 2023/2024	Fiscal Year 2024/2025	Fiscal Year 2025/2026
Personnel Costs	Actual	Budget	Budget
Wages	\$2,656,376	\$3,120,500	<b>\$3,388,900</b>
Retirement Pensions and Taxes	527,266	616,600	<b>661,000</b>
Retirement Health Insurance/OPEB	93,248	73,000	<b>110,000</b>
Employee Insurance	703,083	769,400	<b>859,600</b>
<b>Total Expenditures</b>	<b><u>\$3,979,974</u></b>	<b><u>\$4,579,500</u></b>	<b><u>\$5,019,500</u></b>

**Chart 7 – Personnel Costs-**



### ***Health Insurance and Other Postemployment Benefits (OPEB)***

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

VCTC contributes 100% of the annual Other Post Employment Benefits (OPEB) requirement related to its proportionate share of the post-retirement health care benefit. The retiree healthcare cost of \$110,000 will be used to pay for retiree healthcare costs and may partially prefund the OPEB Trust. The amount is \$37,000 more 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 7 – OPEB Costs, Unfunded Actuarial Accrued Liability, and Funded Status**

Fiscal Year	OPEB Costs	Unfunded Actuarial Accrued Liability	Funded Status
2025/2026*	\$ 110,000	unknown	unknown
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

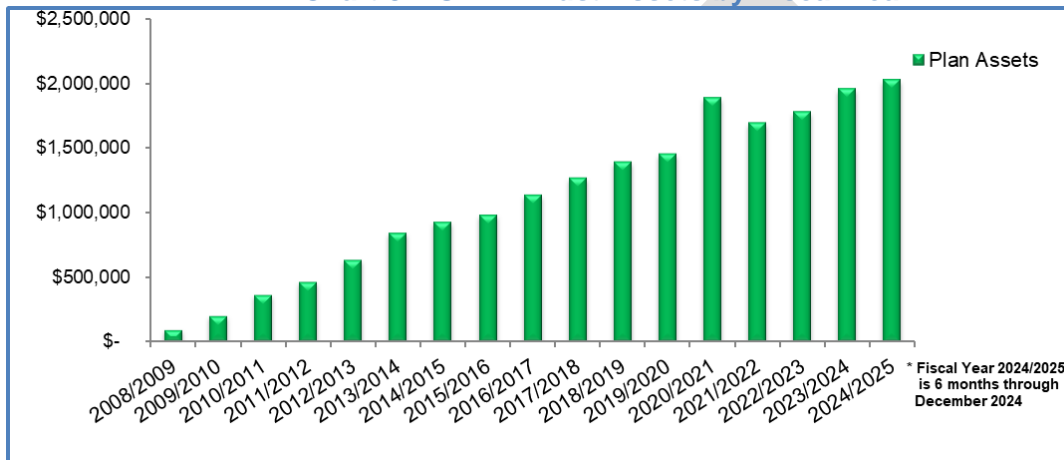
In 2009 the Commission began prefunding its OPEB obligation with the California Employee’s Retiree Benefit Trust (CERBT) which allows the Commission to offset retiree





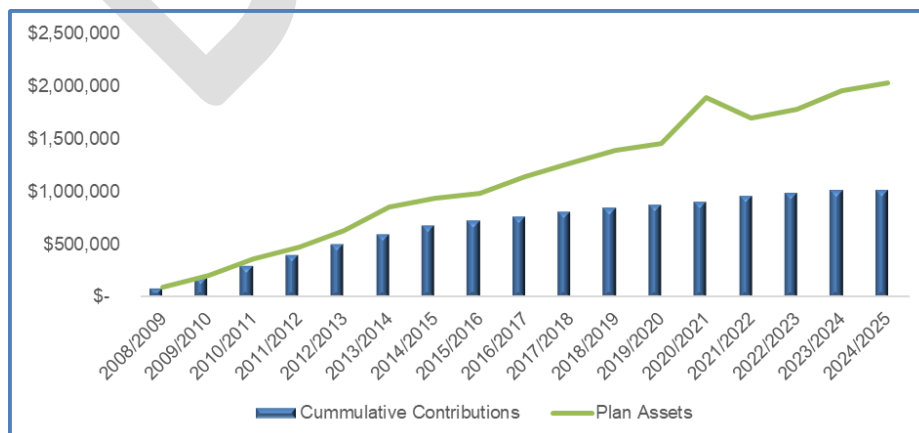
healthcare/OPEB costs through compounded investment earnings and reduce its UAAL. In the past, VCTC made annual payments to the trust based on the Actuarially Determined Contributions and additional discretionary payments, when possible, to further decrease its unfunded liability. VCTC is now reaping 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 December 31, 2024 was \$2,028,275 (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 8 – OPEB Trust Assets by Fiscal Year**



Contributions to the trust are flattening out as more people retire from VCTC and the OPEB budgeted costs are used to pay for the retiree benefit (see Chart 16 - *OPEB Trust Earnings and Contributions by Fiscal Year*). As of December 2024, VCTC's contributions into the trust were approximately \$1,018,441 and VCTC's OPEB trust net earnings were approximately \$1,009,834. The average annual internal rate of return since inception is 6.71%.

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



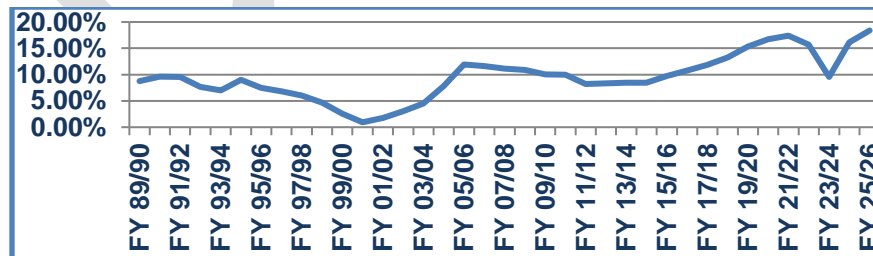
## Pension

VCTC belongs to the California Public Employees' Retirement System (CalPERS) and has three pension tiers. The first tier includes "CalPERS Classic" employees hired before May 1, 2015, receiving the 2% at 60-retirement formula with the employee portion paid by the Commission. This tier was closed by Commission action in 2015 and will be eliminated over time as existing "grandfathered" employees separate from VCTC. There are currently six active employees in this tier. The second tier includes the "CalPERS Classic" employees hired after May 1, 2015, receiving the 2% at 60-retirement formula with the employee paying the employee portion. Currently there are four employees in this tier. The third tier includes the "CalPERS 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 2025/2026 (based on the valuation for June 30, 2023), the weighted average, blended employer's current contribution is 18.39% of payroll (up from 16.13% in Fiscal Year 2024/2025 and 9.52% in Fiscal Year 2023/2024). This blended rate includes the UAAL payment of \$166,042 towards VCTC's total UAAL of \$1,626,350 and a blended funded ratio of 89.1% as of the valuation dated June 30, 2023.

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 (37 years) is 9.489%.

**Chart 10 – Historical Pension Employer Rates**



The UAAL fluctuates based on investment returns, pension costs and contributions, covered payroll, amortization periods, discount rate, actuarial assumptions, etc. In addition, every few years, CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions and uses this information to compute the employer's required

contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPR. Other adjustments occur annually, such as the adjustment for investment returns.

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 8 – Projected CalPERS Pension Employer Blended Contribution Rates**

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

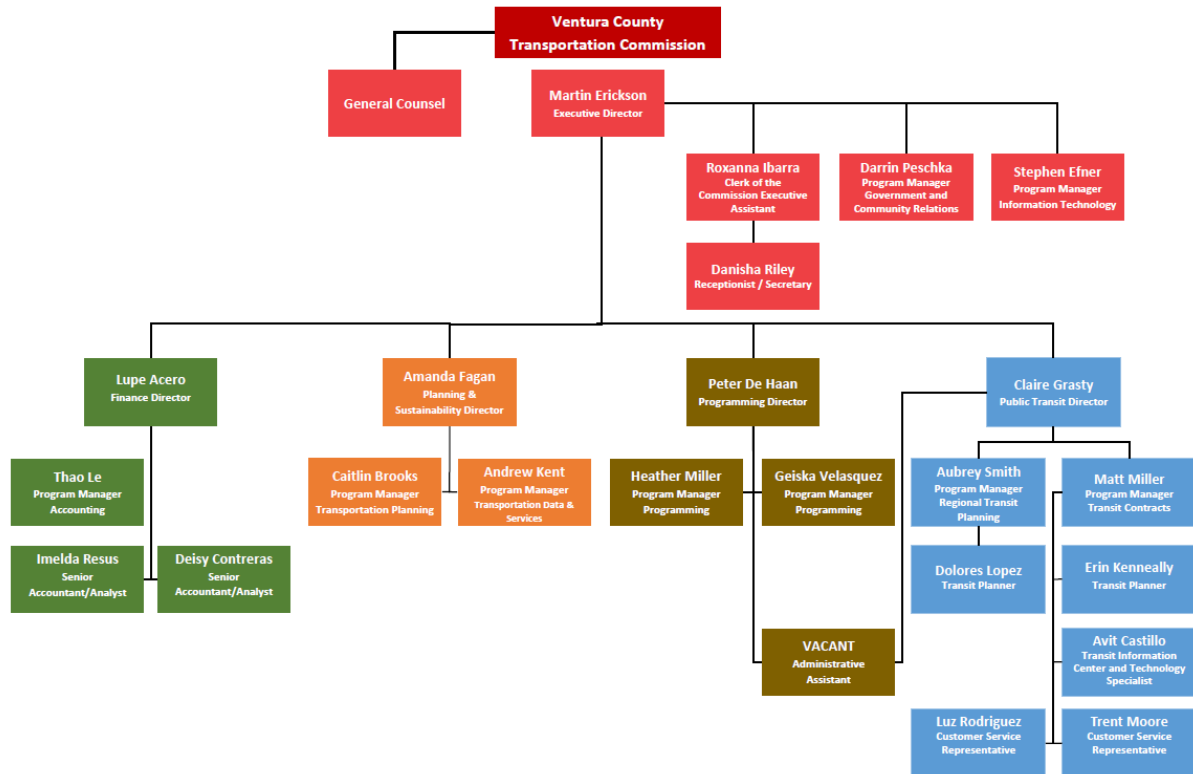
Pension benefits are largely funded (56%) from investment earnings (see Chart 18 - *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. As of Fiscal Year 2023/2024, CalPERS preliminary investment returns were 9.3% for the last year, 6.5% for the last five years, and 7.1% for the last 10 years and 7.5% for the last 30 years. As of June 30, 2023 (the latest actuary valuation), VCTC has pension assets of \$13.2 million with a weighted average, blended funded ratio of 89.1%. The assets and funded ratio will change from year to year based on many factors including investment returns and pension payments. When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

**Chart 11 – CalPERS Pension Buck**



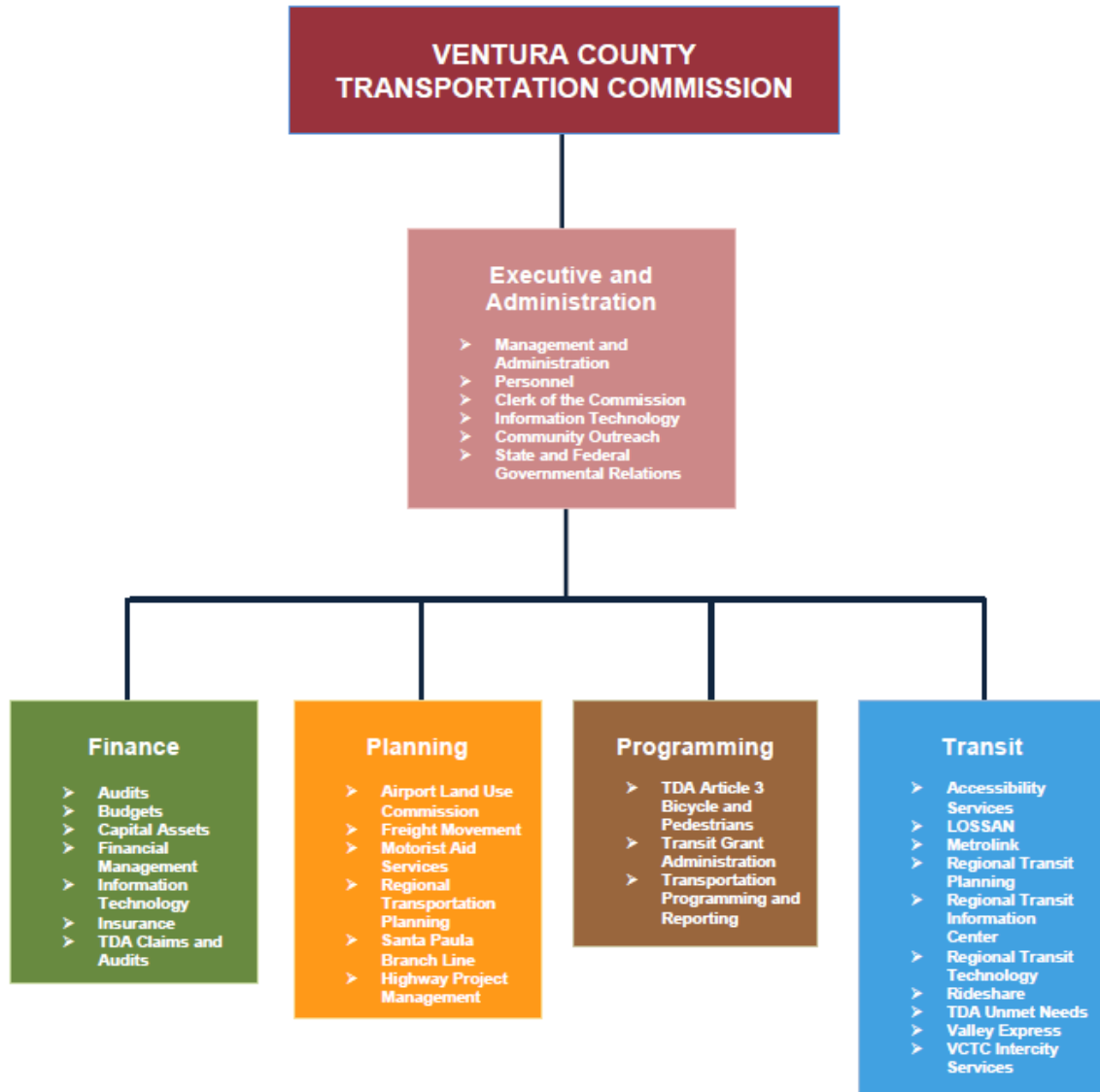
# Staff Organizational Chart

Chart 12 – Staff Organization



## Functional Organizational Chart

Chart 13 – Functional Organization



## INDIRECT COST ALLOCATION PLAN

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

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the indirect costs for the period covered by the rate. When the actual costs for the fiscal year are determined after the audit is completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year after the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increases the rate. The indirect costs were under-recovered in Fiscal Year 2023/2024 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 2025/2026 total \$2,766,300 and increased by \$262,400 from Fiscal Years 2024/2025 to 2025/2026. Details of the changes are as follows:





The Salaries and Benefits line item increased by \$107,000 for proposed merits and COLA's. Other adjustments to the indirect budget include a reduction of \$1,000 to bank fees, \$1,000 reduction to postage, \$1,000 reduction to printing and a reduction of \$5,000 in maintenance and repair. The Insurance line item is a 20% increase of \$127,000 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 \$7,400 increase in the office lease, and \$29,600 in audits and actuary 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 9 – Indirect Cost Allocation Plan -**

Operating and Professional Costs:	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget	\$ Change	% Of Change
Salaries and Benefits	\$1,016,903	\$1,136,600	<b>\$1,243,900</b>	107,300	9.4%
Bank Fees	0	3,000	<b>2,000</b>	-1,000	-33.3%
Books and Publications	300	1,500	<b>1,000</b>	-500	-33.3%
Business Meals	22	500	<b>500</b>	0	0.0%
Communications	20,401	25,000	<b>25,000</b>	0	0.0%
Insurance	637,667	767,000	<b>894,000</b>	127,000	16.6%
Maintenance and Repairs	4,100	15,000	<b>10,000</b>	-5,000	-33.3%
Membership and Dues	3,440	5,000	<b>5,000</b>	0	0.0%
Mileage	475	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	22,728	10,000	<b>10,000</b>	0	0.0%
Office	44,912	55,000	<b>55,000</b>	0	0.0%
Postage	1,705	5,000	<b>4,000</b>	-1,000	-20.0%
Printing	2,149	5,000	<b>4,000</b>	-1,000	-20.0%
Lease	214,985	223,400	<b>230,400</b>	7,000	3.1%
Training	1,490	8,000	<b>8,000</b>	0	0.0%
Travel and Conferences	7,389	8,000	<b>8,000</b>	0	0.0%
Audit and Actuary Services	96,995	83,200	<b>112,800</b>	29,600	35.6%
Legal Services	16,966	46,200	<b>46,200</b>	0	0.0%
Professional and Human Resources	69,938	105,000	<b>105,000</b>	0	0.0%
<b>Subtotal</b>	<b><u>\$2,162,565</u></b>	<b><u>\$2,503,900</u></b>	<b><u>\$2,766,300</u></b>		
<b>Adjusted Overhead Rate</b>	85.91%	78.44%	<b>74.09%</b>		



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## BUDGET SUMMARY PROGRAM SECTION

### PROGRAM OVERVIEW

The Fiscal Year 2025/2026 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 2025/2026 are \$154,648,428 and include an estimated \$31.4 million for capital and depreciation expenditures. The significant nonrecurring capital expenditures within this budget are \$12.9 million in the Metrolink budget for capital improvements, \$7.1 million in VCTC Intercity for buses and depreciation, and \$7.0 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.

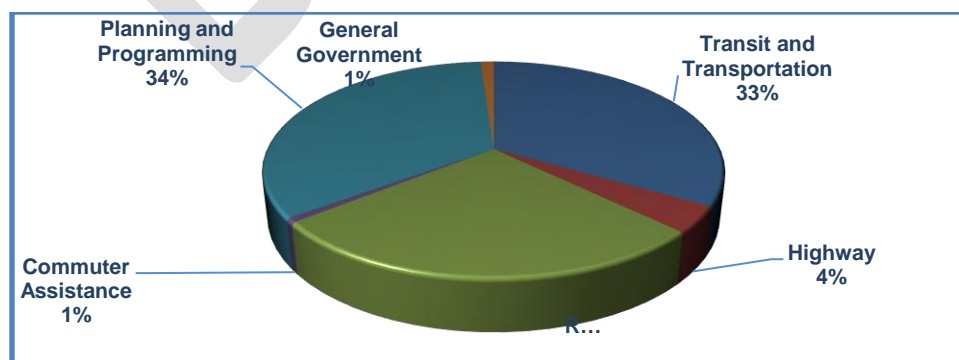
Below is a table and chart, which summarize these six programs: Table 12 - *Budgeted Expenditures Summary by Program*, and Chart 21 - *Budgeted Program Expenditures*.

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

Program Budget Categories	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	Dollar Change	% Of Change
<b>Transit and Transportation</b>	\$ 22,254,049	\$ 77,109,109	\$ 51,511,253	\$ (25,597,856)	-33%
<b>Highway</b>	2,969,869	6,625,246	<b>5,972,900</b>	(652,346)	-10%
<b>Rail</b>	16,380,808	38,481,970	<b>41,956,158</b>	3,474,188	9%
<b>Commuter Assistance</b>	720,630	877,083	<b>1,078,300</b>	201,217	23%
<b>Planning and Programming</b>	48,149,948	53,938,836	<b>52,390,417</b>	(1,548,419)	-3%
<b>General Government</b>	1,463,844	1,723,400	<b>1,739,400</b>	16,000	1%
<b>Total Program Budget</b>	<u>\$ 91,939,148</u>	<u>\$ 178,755,644</u>	<u>\$ 154,648,428</u>	<u>\$ (24,107,216)</u>	<u>-13%</u>

\* Some budget tasks were amended after the Commission approved the budget in June 2024 (see budget tasks section for details).

**Chart 14 – Budgeted Program Expenditures**



## TRANSIT AND TRANSPORTATION PROGRAM

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

At \$51,511,253, the Transit and Transportation Program is 33% of the budget. Major changes to the Program budget task include a decrease of \$318,400 in the Accessibility Services budget mostly due to the completion of the Paratransit Integration Analysis. The Regional Transit Technology budget decreased by \$6.2 million due to the completion of the 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 \$14.2 million for a reduction in pass-through projects for local agencies. The Valley Express budget decreased by \$2.4 million largely due to the purchase of fifteen new buses and lower contractor. The VCTC Intercity budget decreased by \$2.5 million largely due to the completion of the purchase of five new buses and refurbishment of five other buses. Capital expenditures funded by FTA, LTF, STA and local funds are found within the Regional Transit Technology (\$424,000), Valley Express (\$862,000) and VCTC Intercity (\$7.1 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 11 – Transit and Transportation Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% Of Change
Accessibility Services	104	\$408,627	\$862,400	\$544,000	-36.9%
Regional Transit Technology	106	844,601	9,047,738	2,855,895	-68.4%
Transit Grant Administration	108	6,536,366	37,840,933	23,623,400	-37.6%
Valley Express	110	2,697,071	6,423,500	4,040,748	-37.1%
VCTC Intercity Services	112	<u>11,767,384</u>	<u>22,934,538</u>	<u>20,447,210</u>	<u>-10.8%</u>
Total Transit and Transportation Budget		<u>\$22,254,049</u>	<u>\$77,109,109</u>	<u>\$51,511,253</u>	-33.2%
Program Costs:					
Personnel		\$683,749	\$775,300	\$860,500	
Indirect		587,407	608,200	637,400	
Project		<u>20,982,893</u>	<u>75,725,609</u>	<u>50,013,353</u>	
Total Transit and Transportation Budget		<u>\$22,254,049</u>	<u>\$77,109,109</u>	<u>\$51,511,253</u>	
Full-Time Employee Equivalent		4.2	4.4	4.4	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (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 \$5,972,900, the Highway Program is 4% of the budget. The Highway Project Management and Monitoring budget decreased by \$429,546 due to the large completion engineering and environmental consultant work on the U.S. 101 for preliminary engineering and environmental report documents and reduction of legal services. The Motorist Aid Services budget decreased by \$222,800 due to deferral of the fourth round of incident responder grant program to a future fiscal year. Capital expenditures funded with SAFE funds are found within the Motorist Aid Services task at \$8,000. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 12 – Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% Of Change
<b>Highway Project Management</b>	116	\$665,456	\$4,566,246	<b>\$4,136,700</b>	-9.4%
<b>Motorist Aid Services</b>	118	<u>2,304,413</u>	<u>2,059,000</u>	<b><u>1,836,200</u></b>	-10.8%
<b>Total Highway Budget</b>		<u>\$2,969,869</u>	<u>\$6,625,246</u>	<b><u>\$5,972,900</u></b>	-9.8%
<b>Program Costs:</b>					
<b>Personnel</b>		\$61,718	\$103,400	<b>\$91,000</b>	
<b>Indirect</b>		53,022	81,100	<b>67,300</b>	
<b>Project</b>		<u>2,855,129</u>	<u>\$6,440,746</u>	<b><u>5,814,600</u></b>	
<b>Total Highway Budget</b>		<u>\$2,969,869</u>	<u>\$6,625,246</u>	<b><u>\$5,972,900</u></b>	
<b>Full-Time Employee Equivalent</b>		0.4	0.4	<b>0.4</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (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 \$41,956,158, the Rail Program is 247 of the budget and includes three project tasks. Major changes to the Program budget tasks include an increase of \$1.3 million to the Metrolink Commuter Rail budget mostly due to the Camarillo ADA improvement station rehabilitation project. The Santa Paula Branch Line budget increased by \$2.1 million due to the addition of SPBL Trail project. Capital expenditures funded by LTF, STA, and SGR funds are found within the Metrolink task at \$12.9 million and SPBL at \$7.0 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 13 – Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% Of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	104	\$72,673	\$73,800	<b>\$89,000</b>	20.6%
<b>Metrolink Commuter Rail</b>	106	14,521,544	24,084,540	<b>25,407,058</b>	5.5%
<b>Santa Paula Branch Line</b>	112	1,786,591	14,323,630	<b>16,460,100</b>	14.9%
<b>Total Rail Budget</b>		<b>\$16,380,808</b>	<b>\$38,481,970</b>	<b>\$41,956,158</b>	9.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$307,497	\$284,500	<b>\$320,700</b>	
<b>Indirect</b>		264,170	223,100	<b>928,595</b>	
<b>Project</b>		15,809,141	37,974,370	<b>40,706,863</b>	
<b>Total Rail Budget</b>		<b>\$16,380,808</b>	<b>\$38,481,970</b>	<b>\$41,956,158</b>	
<b>Full-Time Employee Equivalent</b>		1.1	1.4	1.5	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (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 \$1,078,300, the Commuter Assistance Program is 1% of the budget. The Regional Transit Information Center budget increased by \$27,017. The Rideshare budget increased by \$174,100 for higher 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 14 – Commuter Assistance Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% Of Change
Regional Transit Information Center	130	\$403,505	\$504,283	<b>\$531,400</b>	5.4%
Rideshare Programs	132	317,125	372,800	<b>546,900</b>	46.7%
<b>Total Commuter Assistance Budget</b>		<b><u>\$720,630</u></b>	<b><u>\$877,083</u></b>	<b><u>\$1,078,300</u></b>	22.9%
Program Costs:					
Personnel		\$226,353	\$275,800	\$340,100	
Indirect		197,754	223,100	\$251,900	
Project		<u>296,523</u>	<u>378,183</u>	<u>486,300</u>	
<b>Total Commuter Assistance Budget</b>		<b><u>\$720,630</u></b>	<b><u>\$877,083</u></b>	<b><u>\$1,078,300</u></b>	
Full-Time Employee Equivalent	3		2.8	3.1	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (see budget task section for details).

## PLANNING AND PROGRAMMING PROGRAM

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

At \$52,390,417, the Planning and Programming program is 34% of the budget. Major changes to the Program budget tasks include the Regional Transit Planning budget decreased by \$1.1 million for the procurement of radio equipment, and an increase in the free fare program costs. Capital expenditures are found within the Regional Transit Planning budget at \$2.78 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 15 – Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% of Change
Airport Land Use Commission	136	\$35,665	\$48,235	<b>\$60,000</b>	24.4%
Regional Transit Planning	138	\$3,642,572	\$7,831,400	<b>\$6,730,800</b>	-14.1%
Regional Transportation Planning	140	\$1,173,340	\$2,315,462	<b>\$2,257,300</b>	-2.5%
TDA Administration	142	\$42,536,172	\$42,850,939	<b>\$42,357,817</b>	-1.2%
Transportation Programming & Reporting	144	<u>762,199</u>	<u>892,800</u>	<b><u>984,500</u></b>	10.3%
<b>Total Planning &amp; Programming Budget</b>		<b><u>\$48,149,948</u></b>	<b><u>\$53,938,836</u></b>	<b><u>\$52,390,417</u></b>	-2.9%
<b>Program Costs:</b>					
Personnel		\$1,171,212	\$1,376,100	<b>\$1,495,400</b>	
Indirect		1,006,188	1,079,300	<b>1,107,900</b>	
Project		<u>45,972,548</u>	<u>51,483,436</u>	<b><u>49,787,117</u></b>	
<b>Total Planning &amp; Programming Budget</b>		<b><u>\$48,149,948</u></b>	<b><u>\$53,938,836</u></b>	<b><u>\$52,390,417</u></b>	
<b>Full-Time Employee Equivalent</b>		<b>7</b>	<b>6.7</b>	<b>7.2</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (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 \$1,739,400, the General Government Program is 1% of the budget. Major changes to the Program budget tasks include an increase of \$15,100 to the Community Outreach budget for higher staffing costs. The Management and Administration budget decreased \$18,700 due to lower consultant costs and software costs. The State and Federal budget increased \$19,600 largely due to increased staff and 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 16 – General Government Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget	% Of Change
Community Outreach	148	\$516,936	\$570,100	<b>\$585,200</b>	2.6%
Management and Administration	150	\$674,658	\$823,100	<b>\$804,400</b>	-2.3%
State and Federal Governmental Relations	152	<u>\$272,250</u>	<u>\$330,200</u>	<b><u>\$349,800</u></b>	<u>5.9%</u>
<b>Total Rail Budget</b>		<b><u>\$1,463,844</u></b>	<b><u>\$1,723,400</u></b>	<b><u>\$1,739,400</u></b>	0.9%
<b>Program Costs:</b>					
Personnel		\$546,021	\$593,300	<b>\$641,900</b>	
Indirect		469,087	465,400	<b>475,600</b>	
Project		<u>448,736</u>	<u>664,700</u>	<b><u>621,900</u></b>	
<b>Total Rail Budget</b>		<b><u>\$1,463,844</u></b>	<b><u>\$1,723,400</u></b>	<b><u>\$1,739,400</u></b>	
<b>Full-Time Employee Equivalent</b>		8.3	8.3	<b>8.3</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2024 (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 17 – Budget Tasks by Fund Type**

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

Details of the Fiscal Year 2024/2025 budget by Fund, Program, and Budget Task with summaries of revenues, expenditures and fund balance can be found in Table 20 - *Budget Summary by Fund*.



**Table 18 – Budget Summary by Fund**

VENTURA COUNTY TRANSPORTATION COMMISSION BUDGET SUMMARY BY FUND FISCAL YEAR 2025/2026									
	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>REVENUES</b>									
Federal Grants	17,046,772	-	-	-	-	-	3,016,057	2,006,680	22,069,509
State Grants	27,956,811	-	-	908,680	-	6,450,500	5,215,000	198,774	40,729,765
Local Transportation Fund	-	49,200,000	-	-	-	-	-	-	49,200,000
State Transit Assistance	-	-	9,743,429	-	-	-	-	-	9,743,429
State of Good Repair	-	-	-	-	1,689,795	-	-	-	1,689,795
Vehicle Registration Fees	-	-	-	812,714	-	-	-	-	812,714
Local, Investment, and Other Revenues	127,000	460,000	600,000	100,000	200,000	430,000	3,585,703	1,754,885	7,257,588
<b>Total Revenues</b>	<b>45,130,583</b>	<b>49,660,000</b>	<b>10,343,429</b>	<b>1,821,394</b>	<b>1,889,795</b>	<b>6,880,500</b>	<b>11,816,760</b>	<b>3,960,339</b>	<b>131,502,800</b>
<b>EXPENDITURES</b>									
<b>Transit and Transportation</b>									
Accessibility Services	544,000	-	-	-	-	-	-	-	544,000
Regional Transit Technology	2,855,895	-	-	-	-	-	-	-	2,855,895
Transit Grant Administration	23,623,400	-	-	-	-	-	-	-	23,623,400
Valley Express	0	-	-	-	-	-	-	4,040,748	4,040,748
VCTC Intercity Services	0	-	-	-	-	-	20,447,210	-	20,447,210
<b>Total Transit and Transportation Budget</b>	<b>27,023,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,447,210</b>	<b>4,040,748</b>	<b>51,511,253</b>
<b>Highway</b>									
Highway Project Management & Monitoring	4,136,700	-	-	-	-	-	-	-	4,136,700
Motorist Aid Services	80,200	-	-	1,756,000	-	-	-	-	1,836,200
<b>Total Highway Budget</b>	<b>4,216,900</b>	<b>0</b>	<b>0</b>	<b>1,756,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,972,900</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY BY FUND  
FISCAL YEAR 2025/2026**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>									
LOSSAN - Coast Rail Coordinating Council	89,000	-	-	-	-	-	-	-	89,000
Metrolink Commuter Rail	25,407,058	-	-	-	-	-	-	-	25,407,058
Santa Paula Branch Line	185,000	-	-	-	-	16,275,100	-	-	16,460,100
<b>Total Rail Budget</b>	<b>25,681,058</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,275,100</b>	<b>0</b>	<b>0</b>	<b>41,956,158</b>
<b>Commuter Assistance</b>									
Regional Transit Information Center	531,400	-	-	-	-	-	-	-	531,400
Rideshare Programs	546,900	-	-	-	-	-	-	-	546,900
<b>Total Commuter Assistance Budget</b>	<b>1,078,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,078,300</b>
<b>Planning and Programming</b>									
Airport Land Use Commission	60,000	-	-	-	-	-	-	-	60,000
Regional Transit Planning	6,730,800	-	-	-	-	-	-	-	6,730,800
Regional Transportation Planning	2,257,300	-	-	-	-	-	-	-	2,257,300
TDA Administration	356,600	40,394,553	1,369,204	-	237,460	-	-	-	42,357,817
Transportation Programming and Reporting	984,500	-	-	-	-	-	-	-	984,500
<b>Total Planning and Programming Budget</b>	<b>10,389,200</b>	<b>40,394,553</b>	<b>1,369,204</b>	<b>0</b>	<b>237,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,390,417</b>
<b>General Government</b>									
Community Outreach	585,200	-	-	-	-	-	-	-	585,200
Management and Administration	804,400	-	-	-	-	-	-	-	804,400
State and Federal Governmental Relations	349,800	-	-	-	-	-	-	-	349,800
<b>Total General Government Budget</b>	<b>1,739,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,739,400</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY BY FUND  
FISCAL YEAR 2025/2026**

	GENERAL FUND	LTF	STA	SAFE	SGR	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>70,128,153</b>	<b>40,394,553</b>	<b>1,369,204</b>	<b>1,756,000</b>	<b>237,460</b>	<b>16,275,100</b>	<b>20,447,210</b>	<b>4,040,748</b>	<b>131,636,215</b>
<b>Revenues Over (Under) Expenditure:</b>	<b>(24,997,570)</b>	<b>9,265,447</b>	<b>8,974,225</b>	<b>65,394</b>	<b>1,652,335</b>	<b>(9,394,600)</b>	<b>(8,630,450)</b>	<b>(80,409)</b>	<b>(23,145,628)</b>
<b>Other Financing Sources (Uses)</b>									
Transfers In (Out)	21,454,117	(11,385,447)	(19,982,378)	(461,500)	(5,831,941)	9,394,600	6,732,140	80,409	0
Fund Balance Beginning of Year	4,663,977	6,816,015	21,521,842	3,333,322	7,841,910	25,367	4,089,855	0	<b>48,292,288</b>
Less Contingency Reserve	(50,000)	(3,960,000)	-	(1,515,000)	-	-	-	-	<b>(5,525,000)</b>
Less Capital and Accrual Adjustments	-	-	-	-	-	-	(2,191,545)	-	<b>(2,191,545)</b>
<b>Unassigned Fund Balance End of Year</b>	<b><u>1,070,524</u></b>	<b><u>736,015</u></b>	<b><u>10,513,689</u></b>	<b><u>1,422,216</u></b>	<b><u>3,662,304</u></b>	<b><u>25,367</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b>17,430,115</b>
LTF, STA, SAFE, SPBL and SGR funds are "transferred" to the general fund to pay for project or staffing expenditures shown within the general fund. STA is also transferred to the VCTC Intercity fund and SPBL fund for project expenses.									
The General, LTF, STA, VCTC Intercity and Valley Express are major funds; the SAFE, SGR and SPBL are non-major funds.									
The LTF, STA, SAFE, SGR and SPBL funds are special revenue funds; The VCTC Intercity and Valley Express funds are enterprise funds.									

For additional information about the individual funds' revenues, expenses/expenditures, fund balances and changes to the fund balances, please see pages 87-97 for detailed information. For information about how revenues are generated see the Revenues and Funding sources section pages 49-57.

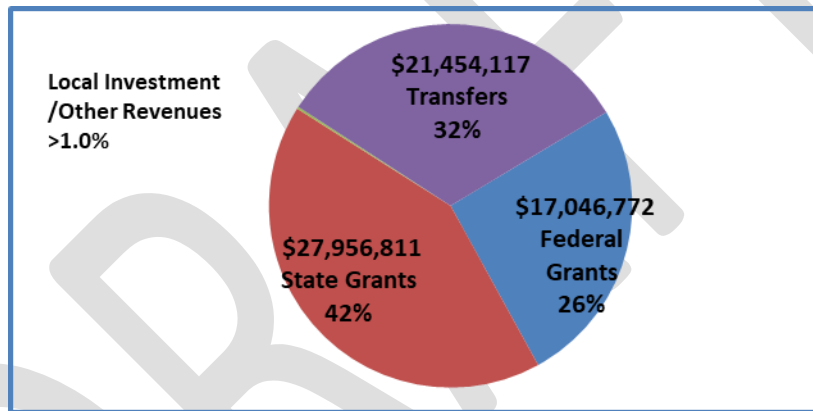


## General Fund

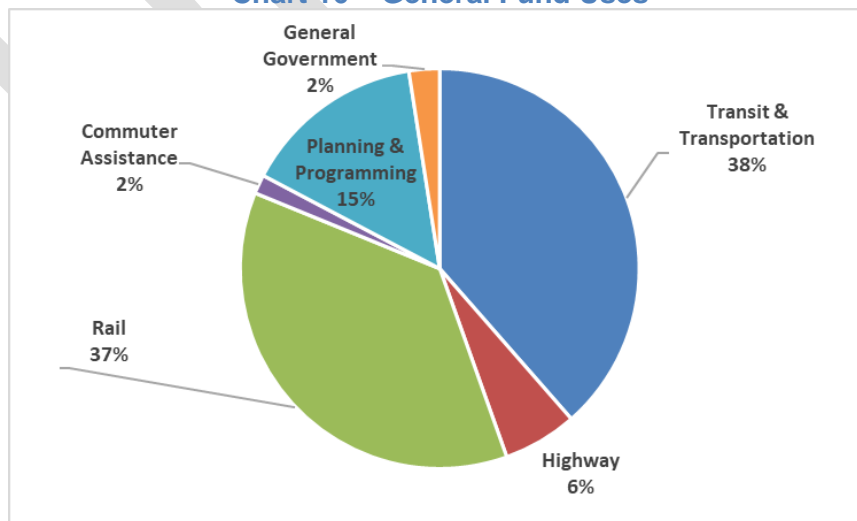
The General Fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund, 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 15 – General Fund Sources**



**Chart 16 – General Fund Uses**



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

- The Revenues decreased by 21.8 percent overall in Fiscal Year 2025/2026 as follows:
  - Federal funds decreased by \$1.1 million. This consisted of a \$1.4 million decrease in FTA funds mainly within the Transit Grant Administration budget related to pass-through funding.
  - State grant funding decreased by \$17.5 million largely the SB125 revenues that were awarded in fiscal year 2024-2025.
  - Local funds and investments increased by \$36,800 largely due to the funds from the OPEB trust.
- The Expenditures decreased 22.6 percent overall in Fiscal Year 2025/2026 as follows:
  - In the Transit and Transportation Program:
    - A \$49,400 increase in the Accessibility Services budget for higher consultant and staff costs.
    - A \$6.2 decrease in the Regional Transit Technology budget primarily due to the completed purchase of VCTC Intercity buses.
    - A \$14.2 million decrease in the Transit Grant Administration budget due to the anticipated completion of some prior year subrecipient projects. The final version of the budget will be increased to incorporate funds from the Fiscal Year 2025-2026 Program of Projects, which has not yet started development.
  - In the Highway Program:
    - A \$429,526 decrease in the Highway Project Management and Monitoring budget is largely due to the lower staff and consultant costs related to engineering and environmental reports of the U.S. 101 PAED study.
  - In the Rail Program:
    - A \$1.3 million net increase in the Metrolink budget due to \$4.5 million to support the Camarillo Station ADA improvement work that VCTC is responsible for, offset by lower rehabilitation costs and program costs.
  - In the Commuter Assistance Program:
    - A \$174,000 increase in the Rideshare budget for consultant, outreach, and staff time.
  - In the Planning and Programming Program:
    - A \$1.1 million decrease in Regional Transit Planning for capital enhancement projects such as radio equipment.
    - A \$40,000 increase in TDA Administration for increased audit costs.
    - A \$91,700 increase in Transportation Programming and Reporting due to increased staff costs.
  - In the General Government Program:
    - A \$15,100 increase in the Community Outreach budget for increased staff costs.
    - A \$18,200 decrease in Management and Administration due to lower consultant costs.
    - A \$19,600 increase in State and Federal Governmental Relations for additional staff and consultant costs.
- Transfers in/out decreased by 9.4% or \$2.2 million due to normal project fluctuation.
- The Contingency Reserve for the general fund remains at \$50,000.





- The fund balance is expected to be \$1,070,524 after the beginning fund balance was adjusted for anticipated changes and carry-over funding expended.

The actual information for Fiscal Year 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are also included in Table 21 - *General Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 19 – General Fund Fiscal Years 2023/2024 to 2025/2026**

	FY 2023/2024 Actual	FY 2024/2025 Projected Budget	General Fund FY 2025/2026 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	9,818,973	18,192,916	17,046,772	(1,146,144)	-6.3%
State Grants	4,597,605	45,463,138	27,956,811	(17,506,327)	-38.5%
Local, Investment, and Other Revenues	752,984	130,959	127,000	(3,959)	-3.0%
<b>Total Revenues</b>	<b>15,169,561</b>	<b>63,787,013</b>	<b>45,130,583</b>	<b>(18,656,430)</b>	<b>-29.2%</b>
<b>EXPENDITURES</b>					
<b>Transit and Transportation</b>					
Accessibility Services	408,627	862,400	544,000	(318,400)	-36.9%
Regional Transit Technology	844,601	9,047,738	2,855,895	(6,191,843)	-68.4%
Transit Grant Administration	6,536,366	37,840,933	23,623,400	(14,217,533)	-37.6%
<b>Total Transit and Transportation Budget</b>	<b>7,789,594</b>	<b>47,751,071</b>	<b>27,023,295</b>	<b>(20,727,776)</b>	<b>-43.4%</b>
<b>Highway</b>					
Highway Project Management & Monitoring	665,456	4,566,246	4,136,700	(429,546)	-9.4%
Motorist Aid Services	68,637	78,100	80,200	2,100	2.7%
<b>Total Highway Budget</b>	<b>734,093</b>	<b>4,644,346</b>	<b>4,216,900</b>	<b>(427,446)</b>	<b>-9.2%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	72,673	73,800	89,000	15,200	20.6%
Metrolink Commuter Rail	14,521,544	24,084,540	25,407,058	1,322,518	5.5%
Santa Paula Branch Line		190,200	185,000	(5,200)	100.0%
<b>Total Rail Budget</b>	<b>14,594,217</b>	<b>24,348,540</b>	<b>25,681,058</b>	<b>1,332,518</b>	<b>5.5%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	403,505	504,283	531,400	27,117	5.4%
Rideshare Programs	317,125	372,800	546,900	174,100	46.7%
<b>Total Commuter Assistance Budget</b>	<b>720,630</b>	<b>877,083</b>	<b>1,078,300</b>	<b>201,217</b>	<b>22.9%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	35,665	48,235	60,000	11,765	24.4%
Regional Transit Planning	3,642,572	7,831,400	6,730,800	(1,100,600)	-14.1%
Regional Transportation Planning	1,173,340	2,315,462	2,257,300	(58,162)	-2.5%
Transportation Development Act	152,423	316,500	356,600	40,100	12.7%
Transportation Programming and Reporting	762,199	892,800	984,500	91,700	10.3%
<b>Total Planning and Programming Budget</b>	<b>5,766,199</b>	<b>11,404,397</b>	<b>10,389,200</b>	<b>(1,015,197)</b>	<b>-8.9%</b>
<b>General Government</b>					
Community Outreach	516,936	570,100	585,200	15,100	2.6%
Management and Administration	674,658	823,100	804,400	(18,700)	-2.3%
State and Federal Governmental Relations	272,250	330,200	349,800	19,600	5.9%
<b>Total General Government Budget</b>	<b>1,463,844</b>	<b>1,723,400</b>	<b>1,739,400</b>	<b>16,000</b>	<b>0.9%</b>
<b>Total Expenditures</b>	<b>31,068,577</b>	<b>90,748,837</b>	<b>70,128,153</b>	<b>(20,620,684)</b>	<b>-22.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(15,899,016)</b>	<b>(26,961,824)</b>	<b>(24,997,570)</b>	<b>1,964,254</b>	<b>-7.3%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	16,687,351	23,598,412	21,454,117	(2,144,295)	-9.1%
Fund Balance Beginning of Year	5,102,381	5,830,033	4,663,977	(1,166,056)	-20.0%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	(60,683)	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>5,830,033</b>	<b>2,416,621</b>	<b>1,070,524</b>	<b>(1,346,097)</b>	<b>-55.7%</b>

## Special Revenue Funds



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

### **Local Transportation Fund**

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

The County Auditor-Controller estimates that there will be an increase of \$900,000 in sales tax receipts in Fiscal Year 2025/2026. It is estimated interest revenues will remain the same as current year. Funds passed through to local agencies will decrease \$1.4 million due to a lower carry-in balance. There is a decrease in transfers out of \$36,577 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 \$9.0 million as the fund balance is apportioned to local agencies. The LTF is considered a major fund.

The actual information for Fiscal Year 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 22 - *Local Transportation Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 20 – Local Transportation Fund Fiscal Years 2023/2024 to 2025/2026**

	Local Transportation Fund				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Local Transportation Fund	48,645,575	48,300,000	49,200,000	900,000	1.9%
Local, Investment, and Other Revenues	648,897	460,000	460,000	-	0.0%
<b>Total Revenues</b>	<b>49,294,472</b>	<b>48,760,000</b>	<b>49,660,000</b>	<b>900,000</b>	<b>1.8%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	41,735,712	41,851,716	40,394,553	(1,457,163)	-3.5%
<b>Total Planning and Programming Budget</b>	<b>41,735,712</b>	<b>41,851,716</b>	<b>40,394,553</b>	<b>(1,457,163)</b>	<b>-3.5%</b>
<b>Total Expenditures</b>	<b>41,735,712</b>	<b>41,851,716</b>	<b>40,394,553</b>	<b>(1,457,163)</b>	<b>-3.5%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>7,558,760</b>	<b>6,908,284</b>	<b>9,265,447</b>	<b>2,357,163</b>	<b>34.1%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(11,056,395)	(11,348,870)	(11,385,447)	(36,577)	0.3%
Fund Balance Beginning of Year	21,691,716	18,194,081	6,816,015	(11,378,066)	-62.5%
Less Contingency Reserve	-	(4,000,000)	(3,960,000)	40,000	-1.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>18,194,081</b>	<b>9,753,495</b>	<b>736,015</b>	<b>(9,017,480)</b>	<b>-92.5%</b>

### **State Transit Assistance Fund**



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

The STA revenues are estimated to decrease by approximately \$1.7 million as allocated by the State. Interest is estimated to remain the same as this fiscal year. There is a \$4.0 million decrease in transfers-out to the General Fund, Santa Paula Branch Line Fund and VCTC Intercity Fund due to normal fluctuation in needs in Fiscal Year 2025/2026. The fund balance is expected to decrease by approximately \$8.5 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 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 23 - *State Transit Assistance Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 21 – State Transit Assistance Fund Fiscal Years 2023/2024 to 2025/2026**

	State Transit Assistance Fund				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Transit Assistance	11,206,870	11,476,333	9,743,429	(1,732,904)	-15.1%
Local, Investment, and Other Revenues	1,374,959	600,000	600,000	-	0.0%
<b>Total Revenues</b>	<b>12,581,829</b>	<b>12,076,333</b>	<b>10,343,429</b>	<b>(1,732,904)</b>	<b>-14.3%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	574,568	569,697	1,369,204	799,507	140.3%
<b>Total Planning and Programming Budget</b>	<b>574,568</b>	<b>569,697</b>	<b>1,369,204</b>	<b>799,507</b>	<b>140.3%</b>
<b>Total Expenditures</b>	<b>574,568</b>	<b>569,697</b>	<b>1,369,204</b>	<b>799,507</b>	<b>140.3%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>12,007,261</b>	<b>11,506,636</b>	<b>8,974,225</b>	<b>(2,532,411)</b>	<b>-22.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(9,353,284)	(23,994,382)	(19,982,378)	4,012,004	-16.7%
Fund Balance Beginning of Year	28,843,611	31,497,588	21,521,842	(9,975,746)	-31.7%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>31,497,588</b>	<b>19,009,842</b>	<b>10,513,689</b>	<b>(8,496,153)</b>	<b>-44.7%</b>



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

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

In Fiscal Year 2025/2026, vehicle registration revenues are expected to remain relatively flat with a \$714 increase. State revenues are estimated to increase by \$40,180 and interest is estimated to remain the same as this fiscal year. Expenditures are \$224,900 million lower with reduced costs due to the deferral of the incident responder grant to a future fiscal year. Transfers out to the general fund increased by \$19,500 to cover staff time. 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 \$5,800. The SAFE fund is considered a non-major fund.

The actual information for Fiscal Year 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 24 - *Service Authority for Freeway Emergencies Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 22 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2023/2024 to 2025/2026**

	Service Authority for Freeway Emergencies				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Vehicle Registration Fees	812,175	812,000	812,714	714	0.1%
State Grants	847,879	868,500	908,680	40,180	4.6%
Local, Investment, and Other Revenues	218,981	100,000	100,000	-	0.0%
<b>Total Revenues</b>	<b>1,879,035</b>	<b>1,780,500</b>	<b>1,821,394</b>	<b>40,894</b>	<b>2.3%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Motorist Aid Services	2,235,775	1,980,900	1,756,000	(224,900)	-11.4%
<b>Total Highway Budget</b>	<b>2,235,775</b>	<b>1,980,900</b>	<b>1,756,000</b>	<b>(224,900)</b>	<b>-11.4%</b>
<b>Total Expenditures</b>	<b>2,235,775</b>	<b>1,980,900</b>	<b>1,756,000</b>	<b>(224,900)</b>	<b>-11.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(356,740)</b>	<b>(200,400)</b>	<b>65,394</b>	<b>265,794</b>	<b>-132.6%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(68,637)	(442,000)	(461,500)	(19,500)	4.4%
Fund Balance Beginning of Year	4,401,099	3,585,499	3,333,322	(252,177)	-7.0%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>3,975,722</b>	<b>1,428,099</b>	<b>1,422,216</b>	<b>(5,883)</b>	<b>-0.4%</b>

## State of Good Repair Fund

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

The State of Good Repair revenues are expected to increase by \$95,367. Interest revenues are expected to remain the same as the current fiscal year. It is expected that approximately \$237,460 will be passed through to local agencies while \$5.8 million will be transferred out to the General Fund for Metrolink activities which includes funding from prior years. 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 SGR fund is considered a non-major fund.

The actual information for Fiscal Year 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 25 - *State of Good Repair Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 23 – State of Good Repair Fund Fiscal Years 2023/2024 to 2025/2026**

	State of Good Repair Fund				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State of Good Repair	1,600,808	1,594,428	1,689,795	95,367	6.0%
Local, Investment, and Other Revenues	413,943	200,000	200,000	-	0.0%
<b>Total Revenues</b>	<b>2,014,751</b>	<b>1,794,428</b>	<b>1,889,795</b>	<b>95,367</b>	<b>5.3%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	73,469	113,026	237,460	124,434	110.1%
<b>Total Planning and Programming Budget</b>	<b>73,469</b>	<b>113,026</b>	<b>237,460</b>	<b>124,434</b>	<b>110.1%</b>
<b>Total Expenditures</b>	<b>73,469</b>	<b>113,026</b>	<b>237,460</b>	<b>124,434</b>	<b>110.1%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,941,282</b>	<b>1,681,402</b>	<b>1,652,335</b>	<b>(29,067)</b>	<b>-1.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(1,420,931)	(7,231,543)	(5,831,941)	1,399,602	-19.4%
Fund Balance Beginning of Year	7,273,900	8,288,413	7,841,910	(446,503)	-5.4%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	(265,590)		265,590	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>7,794,251</b>	<b>2,472,682</b>	<b>3,662,304</b>	<b>1,189,622</b>	<b>48.1%</b>

## Santa Paula Branch Line Fund

The Santa Paula Branch Line (SPBL) special revenue fund accounts for state and local resources provided to cover the costs associated with the Santa Paula Branch Line in the Santa Clara River Valley. The branch line includes several bicycle and pedestrian trails as well as preserves the right-of-way for future projects. 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 increase in Fiscal Year 2025/2026 by \$4.7 million mostly due to funds PLPB (Priority Legislative Budget Project) funds of \$5.0 million. Local revenues are expected to remain the same as this fiscal year. It is expected that expenditures will increase \$2.14 million due to \$5.0 million addition of the SPBL Trail project, offset by a decrease in consultant services due to the completion of engineering and permitting for the repair of the Sespe Creek overflow railroad bridge caused by the 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 \$2.6 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 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 26 - *Santa Paula Branch Line Fund Fiscal Years 2023/2024 to 2025/2026*.

**Table 24 – Santa Paula Branch Line Fund Fiscal Years 2023/2024 to 2025/2026**

	Santa Paula Branch Line Fund				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
State Grants	257,065	1,677,000	6,450,500	4,773,500	284.6%
Local, Investment, and Other Revenues	477,023	430,000	430,000	-	0.0%
<b>Total Revenues</b>	<b>734,088</b>	<b>2,107,000</b>	<b>6,880,500</b>	<b>4,773,500</b>	<b>226.6%</b>
<b>EXPENDITURES</b>					
<b>Rail</b>					
Santa Paula Branch Line	1,567,911	14,133,430	16,275,100	2,141,670	15.2%
<b>Total Rail Budget</b>	<b>1,567,911</b>	<b>14,133,430</b>	<b>16,275,100</b>	<b>2,141,670</b>	<b>15.2%</b>
<b>Total Expenditures</b>	<b>1,567,911</b>	<b>14,133,430</b>	<b>16,275,100</b>	<b>2,141,670</b>	<b>15.2%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(833,823)</b>	<b>(12,026,430)</b>	<b>(9,394,600)</b>	<b>2,631,830</b>	<b>-21.9%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	833,823	12,026,430	9,394,600	(2,631,830)	-21.9%
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%
<b>Unassigned Fund Balance End of Year</b>	<b>25,367</b>	<b>25,367</b>	<b>25,367</b>	<b>-</b>	<b>0.0%</b>



## Enterprise Funds

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

### VCTC Intercity Fund

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

Total revenues decreased 21.9%. Federal funds decreased \$1.2 million and state revenues decreased \$2.8 million. Local funds have increased by \$748,025 for increased local match needs and anticipated increases in fare revenues. The decrease in expenses of approximately \$2.1 million is due to decreases in consultant services and the completion of new buses in the current fiscal year. Transfers-in from the STA increased by \$647,867. The presented fund balance is approximately \$2.2 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 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 27 - VCTC Intercity Fund Fiscal Years 2023/2024 to 2025/2026.

**Table 25 – VCTC Intercity Fund Fiscal Years 2023/2024 to 2025/2026**

	VCTC Intercity Fund				
	FY 2023/2024 Actual	FY 2024/2025 Projected Budget	FY 2025/2026 Budget	\$ Change Budget Years	% Change Budget Years
<b>REVENUES</b>					
Federal Grants	3,465,213	4,243,279	3,016,057	(1,227,222)	-28.9%
State Grants	49,873	8,050,128	5,215,000	(2,835,128)	-35.2%
Local, Investment, and Other Revenues	2,217,745	2,837,678	3,585,703	748,025	26.4%
<b>Total Revenues</b>	<b>5,732,831</b>	<b>15,131,085</b>	<b>11,816,760</b>	<b>(3,314,325)</b>	<b>-21.9%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
VCTC Intercity	11,767,384	22,566,338	20,447,210	(2,119,128)	-9.4%
<b>Total Transit and Transportation Budget</b>	<b>11,767,384</b>	<b>22,566,338</b>	<b>20,447,210</b>	<b>(2,119,128)</b>	<b>-9.4%</b>
<b>Total Expenditures</b>	<b>11,767,384</b>	<b>22,566,338</b>	<b>20,447,210</b>	<b>(2,119,128)</b>	<b>-9.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(6,034,553)</b>	<b>(7,435,253)</b>	<b>(8,630,450)</b>	<b>(1,195,197)</b>	<b>16.1%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	4,231,889	6,084,453	6,732,140	647,687	10.6%
Fund Balance Beginning of Year	7,633,949	5,891,855	4,089,855	(1,802,000)	-30.6%
Less Contingency Reserve		-	-	-	0.0%
Less Capital and Accrual Adjustments	60,570	(4,086,855)	(2,191,545)	1,895,310	-46.4%
<b>Unassigned Fund Balance End of Year</b>	<b>5,891,855</b>	<b>454,200</b>	<b>-</b>	<b>(454,200)</b>	<b>0.0%</b>





## Valley Express Fund

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

Total revenues decreased by 22.6% overall, or a \$854,435 decrease. Federal revenues decreased by \$735,107. The local revenues decreased by \$119,328. The expenses decreased by \$2.3 million largely due to new bus purchases completed in this fiscal year. Transfers-in of \$80,409 or a decrease of \$1.2 million versus the current year. This is due to funds needed in the current year 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 2023/2024 and the budgeted information for Fiscal Years 2024/2025 and 2025/2026 are included in Table 28 - *Valley Express Fund Fiscal Years 2023/2024 to 2025/2026*.

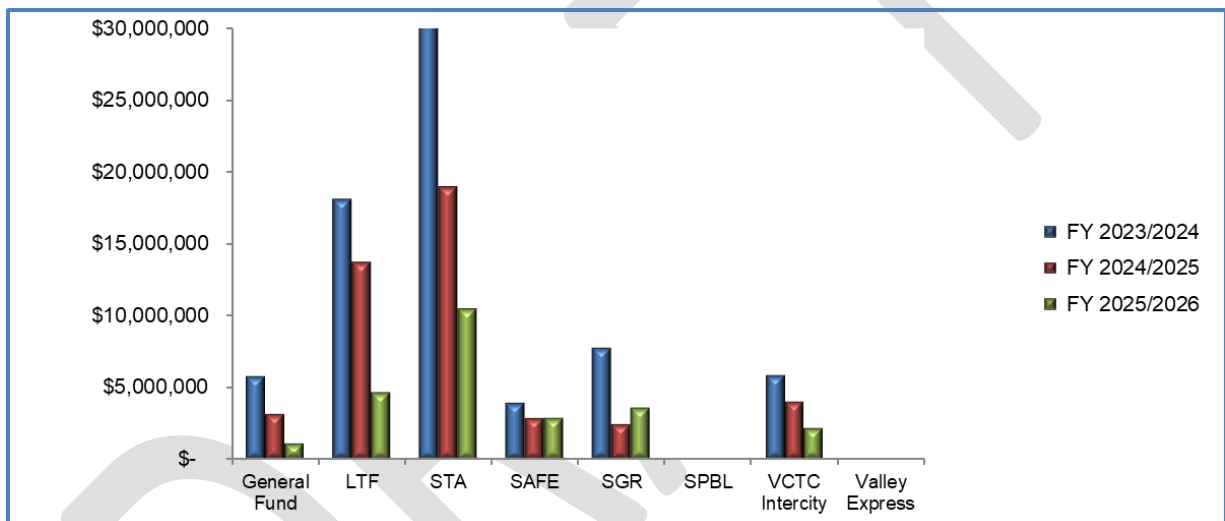
**Table 26 – Valley Express Fund Fiscal Years 2023/2024 to 2025/2026**

	Valley Express Fund				
	FY 2023/2024	FY 2024/2025	FY 2025/2026	\$ Change	% Change
	Actual	Projected Budget	Budget	Budget Years	Budget Years
<b>REVENUES</b>					
Federal Grants	1,081,654	2,741,787	2,006,680	(735,107)	-26.8%
State Grants		500,000	198,774		
Local, Investment, and Other Revenues	1,469,233	1,874,213	1,754,885	(119,328)	-6.4%
<b>Total Revenues</b>	<b>2,550,887</b>	<b>5,116,000</b>	<b>3,960,339</b>	<b>(854,435)</b>	<b>-22.6%</b>
<b>EXPENSES</b>					
<b>Transit and Transportation</b>					
Valley Express	2,697,071	6,423,500	4,040,748	(2,382,752)	-37.1%
<b>Total Transit and Transportation Budget</b>	<b>2,697,071</b>	<b>6,423,500</b>	<b>4,040,748</b>	<b>(2,382,752)</b>	<b>-37.1%</b>
<b>Total Expenditures</b>	<b>2,697,071</b>	<b>6,423,500</b>	<b>4,040,748</b>	<b>(2,382,752)</b>	<b>-37.1%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(146,184)</b>	<b>(1,307,500)</b>	<b>(80,409)</b>	<b>1,227,091</b>	<b>-</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	146,184	1,307,500	80,409	(1,227,091)	-
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

## FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2025/2026 are expected to be \$131.5 million with expected expenditures to be \$154.6 million. These activities will result in an anticipated net decrease of \$23.1 million. The beginning fund balance of \$48.3 million is reduced by \$5.5 million for a reserve and further reduced by \$2.2 million for capital adjustments (anticipated depreciation) and accruals (pension and OPEB). Therefore, the expected fund balance on June 30, 2026, is anticipated to be \$17.4 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 2023/2024 and projected Fiscal Years 2024/2025 and 2025/2026 fund balances for all VCTC's funds for a three-year period. Details of the projected Fiscal Year 2025/2026 fund balances are reflected in Table 20 - *Budget Summary by Fund*.

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





# VENTURA COUNTY TRANSPORTATION COMMISSION

## PROGRAM TASK BUDGETS



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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. Implemented improvements to the ADA application and other related items. 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). Initiated the Countywide Paratransit Integration Analysis as part of VCTC's Fiscal Year 2025-2034 Short Range Transit Plan (SRTP). VCTC coordinated ADA compliance training for staff and all countywide bus operators pertaining to compliance requirements, advanced wheelchair securement strategies, and developing effective operating policies and procedures.

**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 the 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 provides countywide coordination of transportation services for people with disabilities and seniors. This includes participating in planning efforts, serving on advisory committees, and representing VCTC with peer agencies. 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. VCTC will also implement a new eligibility management platform that will allow the ADA certification services contractor to more efficiently manage, review, and process applications all in one platform.

In the upcoming year, VCTC will have a new ADA certification services contract with an outside provider to continue to conduct countywide ADA certifications. VCTC will also continue to implement strategies outlined in the Coordinated Plan and the TIES. VCTC is currently in the midst of its Fiscal Year 2025-2034 Short-Range Transit Plan (SRTP) that will evaluate strategies identified in the TIES and the Coordinated Plan. The SRTP includes a task called the countywide Paratransit Integration Analysis (PIA) which will analyze the potential consolidation of paratransit services in Ventura County into a countywide paratransit agency. The Accessibility Services budget task leverages VCTC's regional focus to provide impactful and accessible transportation services for seniors and people with disabilities. The Fiscal Year 2025-2026 budget is 36% lower than last fiscal year due to a decrease in the consultant services line item, due to the completion of the PIA, and the training line item.



**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 the PIA, SRTP, Coordinated Plan and TIES to improve the coordination and delivery of paratransit services.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$380,000
LTF Fund Transfer Carry-over	164,000
<b>Total Funding</b>	<b>\$544,000</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 24,122	\$ 33,000	\$ 42,100
Fringe and Tax	13,313	17,700	23,800
Indirect Cost Allocation	32,160	39,700	48,800
Business Meals	0	100	100
Mileage	15	500	500
Office Support	325	1,000	2,000
Postage	3,939	0	0
Printing	563	3,500	3,500
Training	0	8,200	1,800
Travel and Conferences	0	4,000	2,500
Consultant Services	329,146	747,700	410,900
Legal Services	5,044	7,000	8,000
<b>Total Expenditures</b>	<b>\$408,627</b>	<b>\$862,400</b>	<b>\$544,000</b>

\* This budget task was amended after the Commission approved the budget in June 2024.





## **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 aided dispatch/automatic vehicle location services (AVL), next-stop voice annunciators (AVA), General Transit Feed Specification (GTFS) data, real-time passenger information (RTPI) systems, demand response scheduling and dispatching system, and traditional fare collection equipment.

**ACCOMPLISHMENTS:** VCTC staff continued to manage and maintain the Countywide Syncromatics AVL and AVA system contract to ensure Ventura County operators are receiving the service, equipment and new systems needed to continually operate their onboard systems. The system provides RTPI for every transit operator in the County as well as a live-data stream that is utilized by 3<sup>rd</sup> party app developers to offer transit apps to passengers for trip planning.

Staff worked with Camarillo, Thousand Oaks, Valley Express, and Simi Valley to implement a new shared demand-response scheduling and dispatching system. The other transit operators may join if desired. The “back-end” system is shared among all the operators and eases complex scheduling of cross jurisdictional trips while also utilizing automated algorithms to schedule trips more efficiently leading to improved productivity and on-time performance. The system has led to numerous efficiency improvements at all the agencies who have deployed it.

VCTC staff, working with California Integrated Travel Project (Cal ITP) is working to implement open loop on VCTC Intercity, which will allow passengers to pay their fares with credit cards, debit cards, Apple Pay and Google Wallet. This will provide another convenient way for people to pay their fares without carrying cash or a special card. This fare collection system reduces the hurdle of using transit and demystifies the payment process.

These technologies create a more seamless and integrated transit network for passengers, speed up operations and break down the complexity and challenges of navigating transit.

**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 2025-2026 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, and procuring an open payment system regionwide, funded by the Regional Early Action Program (REAP) funds provided to VCTC by Southern California Association of Governments (SCAG).

### **WORK ELEMENTS:**

1. Coordinate and manage system installation, training and maintenance activities with



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

- transit operators and vendors for countywide ITS and fare collection 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 RTP1 and GTFS database.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
CMAQ	\$ 30,000
FTA	1,044,500
FTA Carry-over	217,740
STA Fund Transfer	381,560
SB125	182,095
Regional Early Action Planning (REAP) Program	1,000,000
<b>Total Funding</b>	<b>\$2,855,895</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 120,163	\$ 139,800	\$ 154,600
Fringe and Tax	71,119	81,000	86,500
Indirect Cost Allocation	164,330	173,300	178,600
Business Meals	61	100	200
Communications	0	35,000	1,000
Mileage	458	2,000	2,000
Office Support	0	2,000	1,500
Postage	16	300	300
Printing	3,998	17,000	17,000
Training	0	1,000	1,000
Travel and Conferences	1,560	3,000	3,000
Bank Credit Card Processing Fees	11,172	15,000	15,000
Legal Services	7,274	15,000	15,000
Professional Services	401,613	2,319,995	1,926,600
Equipment / Equipment Maintenance	62,837	6,228,243	423,595
Outreach	0	15,000	30,000
<b>Total Expenditures</b>	<b>\$844,601</b>	<b>\$9,047,738</b>	<b>\$2,855,895</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



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

**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. In 2024, VCTC performed a competitive selection process for projects using FTA Section 5310 funds to enhance the mobility of seniors and disabled individuals; Section 5307 Jobs Access and Reverse Commute (JARC) funds to improve access to employment for low-income individuals; and Access for All Program funding from the California Public Utilities Commission (CPUC) to increase on-demand transportation options for individuals in wheelchairs.

**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 is subject to FTA review of its federal compliance and during the upcoming year will be undergoing an FTA Triennial Review. 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, Interface Children & Family Services / 211, Pathpoint Ventura County, Caregivers, Catholic Charities of LA, and Camarillo Health Care District. Additionally, CPUC Access for All program funds were awarded to Ventura Transit System, Inc. to provide on-demand wheelchair accessible transportation in Ventura County.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. This year's budget includes second year Senate Bill 125 grant funds. SB 125 allocated \$4 billion in General Funds statewide in 2023 to provide one-time multiyear bridge funding for transit operators to address operational costs. Population-based formula funds through the Transit and Intercity Rail Program (TIRCP) and revenue-based funds through the Zero-Emission Transit Capital Transit Program (ZETCP) were provided to regional transportation planning agencies (RPTAs) to fund local transit operations or capital improvements. VCTC, acting as the RTPA for Ventura County, approved distribution of funds to local operators. First year funds were distributed last year. Second year funds are included in this budget as pass-through funds to local operators. Additionally, the budget includes federal funds and local contributions for required match in order for VCTC to purchase vehicles on behalf of non-profit organizations, as approved in the 2022 call for projects for FTA Section 5310 funds.

The FTA grant funds are reduced due to the anticipated completion of some prior year subrecipient projects. The final version of the budget will be increased to incorporate funds from the Fiscal Year 2025-2026 Program of Projects, which has not yet started development.



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

1. Prepare and submit FTA grant applications and requests to Caltrans and CPUC as required to obtain funds for projects approved by VCTC.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports. Ensure compliance with all grant agency requirements including (for FTA) civil rights, drug and alcohol testing, auditing and record-keeping, competitive contracting, Buy America, Disadvantaged Business Enterprise (DBE), lobbying, capital maintenance, useful life and disposal, public comment, fare discount for seniors and persons with disabilities, and Americans with Disabilities Act (ADA).
3. Review subrecipient invoices and submit to the FTA for reimbursement.
4. Provide periodic grant project status reports to the FTA and state funding entities.
5. Prepare for and participate in FTA Fiscal Year 2025/2026 Triennial Review.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310, CMAQ Transfers	\$482,013
FTA 5307, 5310, 5339, CMAQ Transfers, Carry-over	6,973,233
STA Fund Transfer	186,002
PUC – Access for All	195,878
PUC – Access for All Carry-Over	133,823
SB 125 TIRCP	12,767,988
SB 125 ZETCP GGRF	2,842,463
Local Contributions	42,000
<b>Total Funding</b>	<b>\$23,623,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 138,645	\$ 152,700	\$ 184,700
Fringe and Tax	69,719	64,200	84,100
Indirect Cost Allocation	179,005	170,100	199,100
Business Meals	0	100	100
Mileage	12	400	400
Notices	105	2,000	2,000
Travel and Conferences	0	700	700
Legal Services	803	3,200	4,200
Consultant Services	8,580	65,000	65,000
Equipment	0	78,586	210,000
Pass-Through Grants	6,139,497	37,303,947	22,873,100
<b>Total Expenditures</b>	<b>\$6,536,366</b>	<b>\$37,840,933</b>	<b>\$23,623,400</b>

\* This budget task was amended after the Commission approved the budget in June 2024.





**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.

Valley Express is continuing to see improved ridership, which is now at 65% of pre-pandemic figures between fixed route and dial-a-ride service. 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. This year, VCTC staff implemented the new Fillmore to Moorpark route that serves the Fillmore Terminal, Moorpark Metrolink Station, Moorpark Marketplace, and Moorpark College. At the time of this writing, the route has recorded 3,242 boardings which is the second most utilized route in the Valley Express transit system. Ridership is comprised of 77% college students and youth riders with the rest being adults and seniors.

In the past year, staff have worked to procure 11 new replacement vehicles for the service. Five of these vehicles are new BraunAbility Dodge Promaster Vans modified for transit service offering a low floor and wheelchair ramp for easier loading and unloading for all passengers especially those with mobility challenges.

**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. Currently, VCTC staff is working on a countywide short range transit plan that includes improvements to the Valley Express transit system. These improvements include concepts to increase transit usage by making enhancements to the fixed-route service while keeping the program financially sustainable.

The cost of the transit service is driven primarily by contract service provider rates and the level of service provided. Costs in the Fiscal Year 2024/2025 budget include the Fillmore to Moorpark route and increased DAR costs due to increased demand. Costs include a fixed administrative fee of \$137,900 (for VCTC salaries, fringe, and indirect costs). This budget is funded by Federal Transit Administration (FTA) revenues, passenger fares and the participating local jurisdictions. As State farebox recovery ratio penalties are waived for Fiscal Year 2025-2026, local Measure "T" tax revenues from Santa Paula are not needed.

Besides the implementation of the Fillmore to Moorpark route, procurement of four more replacement transit vehicles will continue, with an expected delivery in October 2025.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA, CMAQ	\$2,006,680
SGR Fund Transfer	80,409
SB125	198,774
Local Contribution – Bus Operations*	1,563,985
Local Fee – Contract Administration*	137,900
Local Fee – Farebox	53,000
<b>Total Funding</b>	<b>\$4,040,748</b>

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

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 49,317	\$ 52,600	\$ 54,700
Fringe and Tax	21,987	22,400	24,500
Indirect Cost Allocation	61,257	58,800	58,700
Mileage	973	1,000	1,500
Office Support	19	1,000	1,000
Printing	3,268	10,000	10,000
Bank Fees	0	1,000	1,000
Legal Services	41	8,000	8,000
Communications Wi-Fi	6,842	7,000	7,000
Contract Services	2,433,627	3,193,400	2,887,300
Equipment	589	10,000	10,000
Outreach	69,996	70,000	70,000
Professional Services	49,155	55,000	55,000
Vehicle Replacements	0	2,933,300	852,048
<b>Total Expenditures</b>	<b>\$2,697,071</b>	<b>\$6,423,500</b>	<b>\$4,040,748</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



**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, and the service has recovered about 63% of its pre-covid ridership, a 4% 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. Last year, VCTC brought back the Conejo Connection Route which was suspended during the pandemic. This route is an express service that begins in Ventura and continues south serving Oxnard, Camarillo, Thousand Oaks, and Woodland Hills. The route is projected to record at least 24,000 trips taken by the end of Fiscal Year 2024/2025.

Following the “Back to the Basics” theme, staff continued to focus on improving bus network reliability by replacing five 2013 Volvo buses with five new 2024 MCI Transit coaches. The new coaches are designed for public transit and feature an ADA vestibule for easier boarding for those in wheelchairs and with mobility challenges. Five additional buses were rehabilitated to increase their useful life by four years. Utilizing new on-time performance data, staff have also updated the route schedules of several routes to be accurate and reliable based on real world traffic conditions. Based on feedback from passengers, staff has streamlined the Coastal Express route, which connects Ventura and Santa Barbara Counties schedules. Prior to the improvement, the Coastal Express route had 12 route variations and now has only four.

**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. This year, staff efforts will be spent on improving the reliability of the transit system by reducing vehicle breakdowns, increasing on-time performance, and simplifying routes to encourage transit usage.

Fiscal Year 2025/2026 service is funded with State Transit Assistance (STA), Federal Transit Administration (FTA) formula revenues, and passenger revenues. In addition, dedicated revenues, called “Route Guarantees”, are provided by VCTC’s regional partners, Santa Barbara County Association of Governments (SBCAG), California State University Channel Islands and Moorpark College.

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



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

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$3,016,057
STA Fund Transfer	6,732,140
TIRCP – SB 125	5,075,000
Local Contribution – Route Guarantee*	2,707,703
Local Contribution – CSUCI Administration	35,000
Solutions for Congested Corridors (SCCP)	140,000
Local Fee – Farebox	843,000
VCTC Intercity Fund Balance	1,898,310
<b>Total Funding</b>	<b>\$20,447,210</b>

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

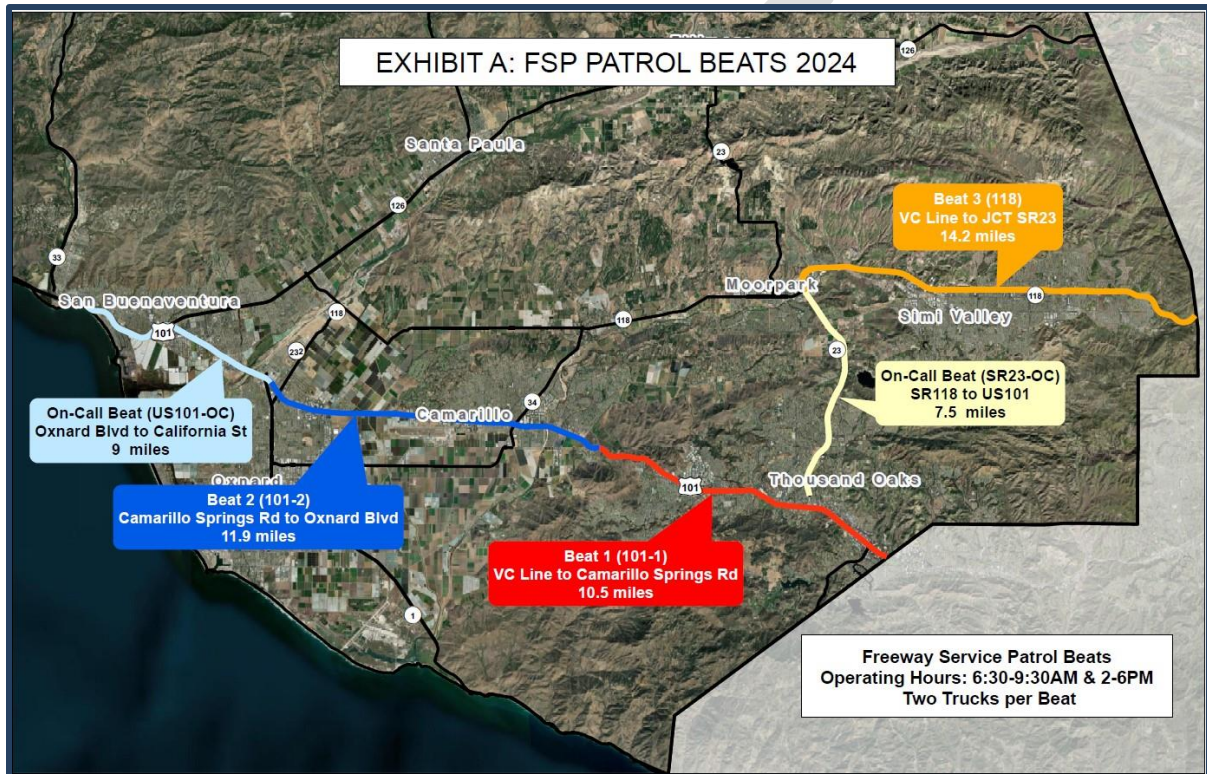
**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 120,242	\$147,300	<b>\$143,300</b>
Fringe and Tax	52,122	64,600	<b>62,200</b>
Indirect Cost Allocation	150,655	166,300	<b>152,200</b>
Business Meals	132	200	<b>300</b>
Mileage	463	1,500	<b>1,500</b>
Office Support	53	1,500	<b>1,500</b>
Printing	21,486	30,000	<b>30,000</b>
Training	1,405	2,000	<b>2,000</b>
Travel and Conferences	587	6,000	<b>6,000</b>
Bank Fees	0	2,500	<b>2,500</b>
Consultant Services	27,112	452,800	<b>47,000</b>
Legal Services	17,357	25,000	<b>25,000</b>
Bus and Equipment	51,148	281,138	<b>285,000</b>
Bus Replacements/Rehabilitation	0	7,900,000	<b>5,000,000</b>
Communications Wi-Fi	16,420	20,000	<b>20,000</b>
Contract Services	9,388,138	11,928,700	<b>12,660,400</b>
Outreach	101,815	100,000	<b>110,000</b>
Depreciation	1,815,249	1,805,000	<b>1,898,310</b>
<b>Total Expenditures</b>	<b>\$11,764,384</b>	<b>\$22,934,538</b>	<b>\$20,447,210</b>

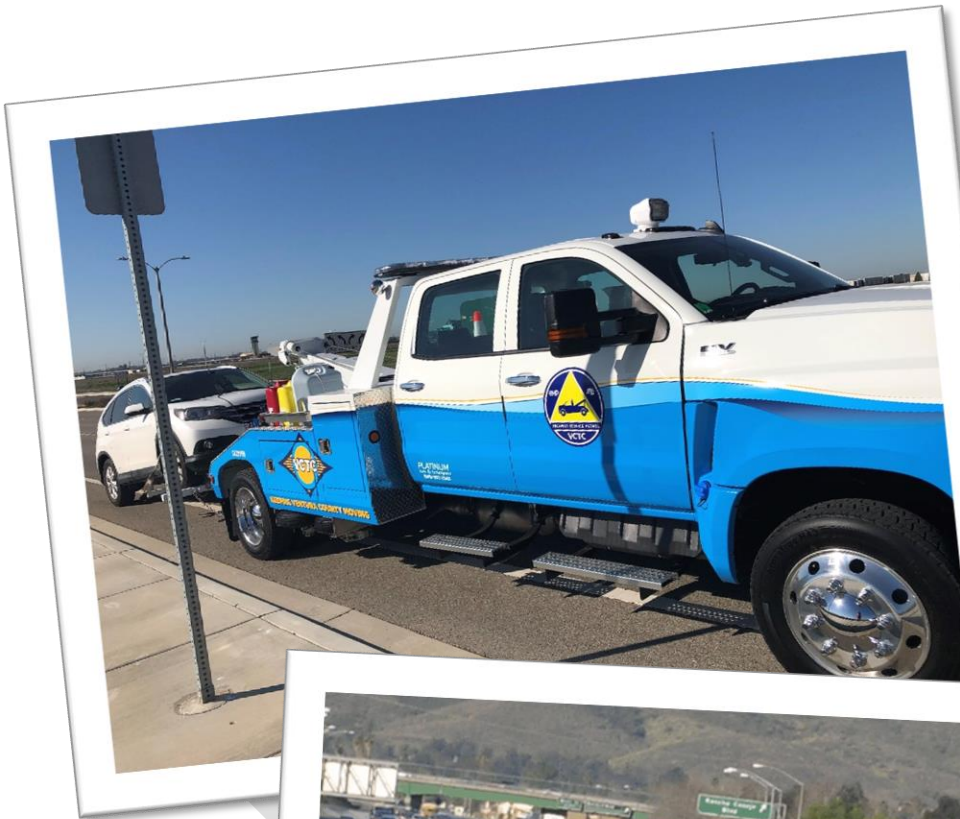
\* This budget task was amended after the Commission approved the budget in June 2024.







## HIGHWAY PROGRAM TASK BUDGETS



**BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan**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 review and documentation for the project. The PSR also provided a preliminary construction cost estimate ranging from \$690 million to \$2 billion, depending on the selected alternative. Beginning in May 2015, the Commission approved programming federal Surface Transportation Program (STP) funds, which are now referred to as Surface Transportation Block Grant (STBG) 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 US 101 Project Approval and Environmental Document (PAED) phase. In June 2017, VCTC and Caltrans agreed to a partnership to manage the PAED, with Caltrans providing engineering project management and VCTC providing contract administration. VCTC awarded the consultant contract in May 2018.

The PAED phase for the US 101 project is ongoing. The Project Development Team (PDT) is comprised of staff from the 101 corridor jurisdictions, Caltrans, VCTC and the consultants and meets monthly. Foundational work was completed in early 2019, including data collection, surveying, mapping, and utility locations in the 27-mile corridor. Scoping meetings were held in Summer 2019. The consultant has continued to work on preliminary engineering of alternatives and technical studies, and in February 2025, updated the Commission on project status. The draft environmental document is currently anticipated to be released to the public in mid-2025. After public review and comment is complete, the consultant team will prepare the Final Environmental Document to fulfill Caltrans requirements for project adoption.

**DESCRIPTION:** In Fiscal Year 2025/2026, staff will work with Caltrans and the consultant team to continue the PAED phase for US 101. An unanticipated historic resources issue requires additional review by Caltrans and cognizant agencies, which has extended the timeline for completion. As a result, a significant amount of funding for the public review process and Final Document completion has been carried over to Fiscal Year 2025/2026. However, conceptual engineering and technical environmental reports are largely complete. Once the PAED phase is completed, the project will be ready to move to final engineering. The phasing of the engineering and eventual project delivery will be determined during the PAED process. The PAED will also provide the necessary updated cost data, including phasing analysis for Commission consideration of an early action phase that can move forward based on currently available funding. The Legal Services line item has been reduced based on prior experience with this project's annual need for legal counsel support. Due to the retirement of the Programming Director, project management responsibilities will transfer to the Director of Planning and Sustainability, which results in cost savings for the salaries, benefits, and indirect costs categories.





**BUDGET TASK: HIGHWAY PROJECT MANAGEMENT AND MONITORING (continued)****DIRECTOR:** Amanda Fagan**BUDGET MANAGER:** Amanda Fagan**WORK ELEMENTS:**

1. Continue the Project Approval/Environmental Document phase for the US 101 HOV/Express Bus Lanes project, with periodic updates to the Commission.

**PRODUCT:** US 101 HOV/Express Bus Lanes environmental document preparation and completion.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STBG Carry-over	\$ 4,132,700
PPM	4,000
<b>Total Funding</b>	<b>\$4,136,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 16,220	\$ 42,400	\$ 32,500
Fringe and Tax	8,579	17,200	12,400
Indirect Cost Allocation	21,305	46,800	33,200
Mileage	0	300	300
Office Support	0	500	500
Travel and Conferences	0	200	200
Consultant Services	619,352	4,451,546	4,054,600
Legal Services	0	7,300	3,000
<b>Total Expenditures</b>	<b>\$665,456</b>	<b>\$4,566,246</b>	<b>\$4,136,700</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



## **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. In 2024, the 428 call boxes were used 849 times to call for aid. Callboxes are maintained and managed through existing service provider contracts set to expire June 30, 2025. With the decline of callbox usage and escalation of costs to maintain the system, many SAFEs are reevaluating the benefit-cost of callbox systems and contemplating system removal or callbox reduction. VCTC staff is working with a callbox management consultant to evaluate and make recommendations to the Commission on the future of the countywide callbox system.

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. Effective July 1, 2024, VCTC and FSP Tow Contractor Services Platinum Tow & Transport implemented service hours and coverage area modifications at no additional cost. The three current FSP Tow Service contracts expire in March, April, and June 2026. VCTC will conduct procurement activities for FSP Tow Contractor Services during Fiscal Year 2025/2026. To date, VCTC has awarded three rounds of Incident Responder Grants with Round 3 awarded late in Fiscal Year 2023/2024. VCTC continues to monitor performance of IRGP awards and will evaluate the need and available funding for a future fourth round.

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 replacement system options to leverage 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, using ClearGuide software and HERE Technologies data.

**DESCRIPTION:** Evaluate the callbox network and plan for the future of the Motorist Aid program. 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, considering service modifications and expanded coverage areas. The Fiscal Year 2025/2026 Motorist Aid Budget is \$222,800 less than the prior fiscal year budget largely due to deferral of a fourth IRGP round to a future fiscal year.



**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, monitor program effectiveness, and procure FSP Tow Contractor Services for implementation upon execution of current contracts.
6. Work with Caltrans to implement the big data license to replace SpeedInfo.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$927,520
FSP - State Highway Account (SHA)	454,340
FSP - Senate Bill 1 (SB 1)	454,340
<b>Total Funding</b>	<b>\$1,836,200</b>

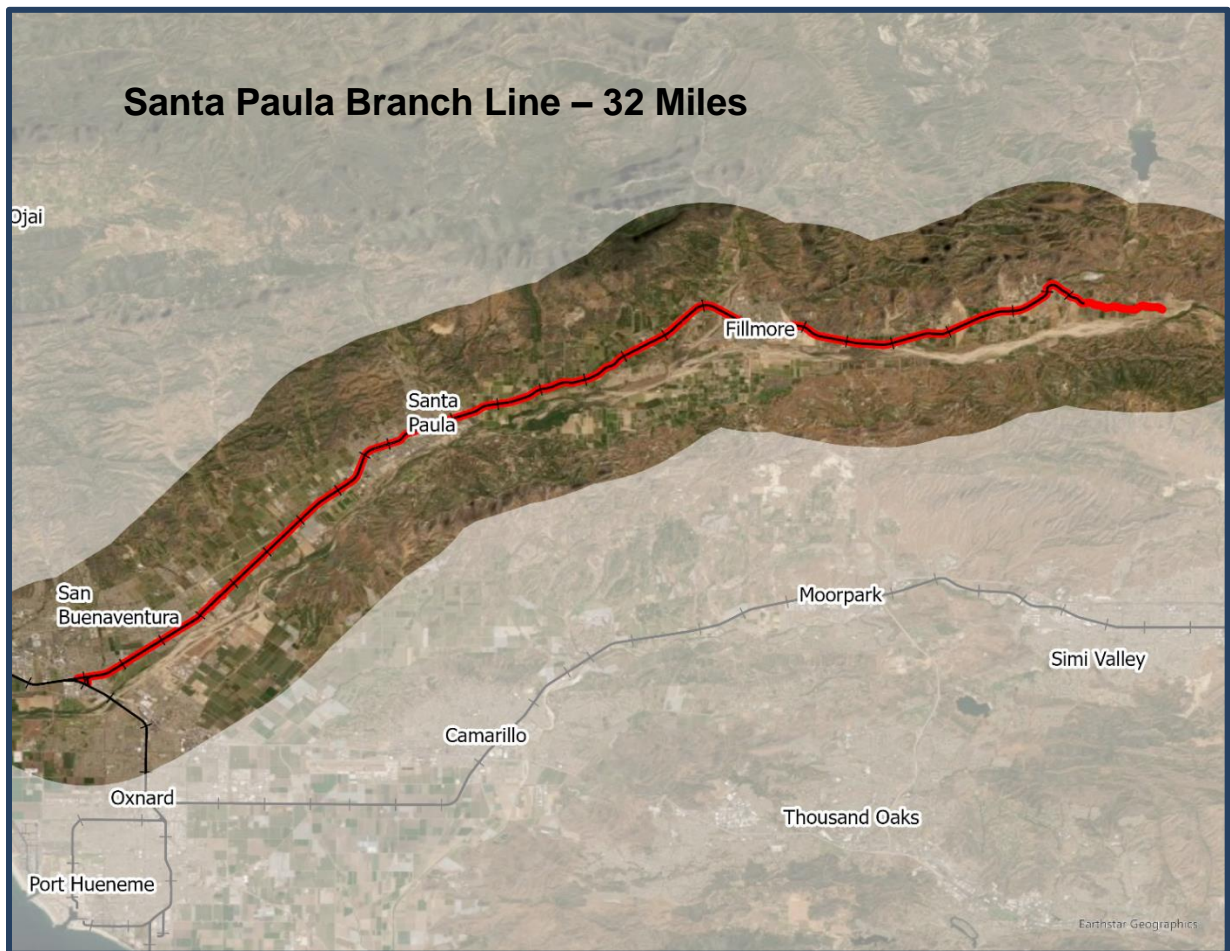
**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 27,508	\$ 33,100	<b>\$34,200</b>
Fringe and Tax	9,411	10,700	<b>11,900</b>
Indirect Cost Allocation	31,717	34,300	<b>34,100</b>
Mileage	62	500	<b>500</b>
Office Support	197	500	<b>500</b>
Training	0	500	<b>500</b>
Travel and Conferences	1,114	1,500	<b>1,500</b>
Consultant Services	265,500	404,900	<b>370,900</b>
Legal Services	4,079	5,500	<b>10,000</b>
CHP Dispatch Services	2,087	55,000	<b>55,000</b>
Communications Callbox	78,236	78,000	<b>82,500</b>
DMV Processing Fees	4,061	4,500	<b>4,500</b>
FSP Contract Services	1,024,839	1,158,000	<b>1,211,600</b>
FSP Equipment and Software	1,612	8,000	<b>8,000</b>
FSP Printing	0	5,000	<b>10,000</b>
Incident Responder Grant Program	853,990	259,000	<b>500</b>
<b>Total Expenditures</b>	<b>\$2,304,413</b>	<b>\$2,059,000</b>	<b>\$1,836,200</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



## 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 2023/2024 was 1,897,891, which is a 23.1% increase over the prior year (1,542,198). In June 2021, the Pacific Surfliner began its COVID-19 service restoration from six to nine round trips. On October 25, 2021, more service was restored, resulting in a new schedule comprised of 10 round trips between San Diego and Los Angeles. Four of the 10 round trips extended north to Goleta, and of those, two extended further north to San Luis Obispo. 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 using either ticket type, making the service easier to use. Design on the Camarillo Americans with Disabilities Act (ADA) Improvement Project is progressing with anticipated construction to start in Fall 2025. LOSSAN is in the early phase of design for the Leesdale Siding Extension project which will improve the operational flexibility within the LOSSAN corridor.

**DESCRIPTION:** LOSSAN JPA and VCTC staff, 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. VCTC will also continue to engage LOSSAN and Metrolink to extend the pilot codeshare program which is currently slated to end June 30, 2025. 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. LOSSAN has initiated a LOSSAN Corridor Regional Rail Working Group to address critical climate change resilience issues along the LOSSAN corridor. Governor Gavin Newsom signed legislation (Senate Bill 1098) in September 2024 that aims to provide stronger management and planning for the LOSSAN rail corridor in order to optimize service. Senate Bill 1098 requires a state-convened working group to identify steps to improve ridership, utilization, and management of the corridor, which VCTC will participate and provide input and support where necessary. Staff will continue to support the City of Camarillo in its efforts to construct a new ADA-compliant pedestrian undercrossing at the Camarillo Transit Station.

The Coast Rail Coordinating Council (CRCC) member agencies [San Luis Obispo Council of Governments, Santa Barbara County Association of Governments, 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 through CRCC and the State Division of Rail to ensure the intercity and long-distance passenger rail program is coordinated in the coastal counties to the north.
5. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.
6. Represent Ventura County rail interests at the local, regional, State and Federal levels.
7. Work with LOSSAN as they look to modernize and expand their system.
8. Coordinate with LOSSAN and the City of Camarillo to ensure that station improvement projects are consistent between each other.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$ 89,000
<b>Total Funding</b>	<b>\$89,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$23,382	\$23,700	<b>\$29,700</b>
Fringe and Tax	11,206	11,300	<b>14,100</b>
Indirect Cost Allocation	29,714	27,400	<b>32,400</b>
Business Meals	17	300	<b>300</b>
Membership and Dues	3,000	3,000	<b>3,000</b>
Mileage	266	600	<b>1,000</b>
Office Support	0	500	<b>500</b>
Travel and Conferences	622	2,000	<b>2,000</b>
Legal Services	2,484	3,000	<b>4,000</b>
Community Outreach	1,982	2,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$72,673</b>	<b>\$73,800</b>	<b>\$89,000</b>





**BUDGET TASK: METROLINK REGIONAL 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. Progress has been made on major capital projects including the Simi Valley Double Track project, Camarillo Station Americans with Disabilities Act (ADA) improvements and the Leesdale siding extension. VCTC has established a Third-Party Agreement with Santa Barbara Association of Governments (SBCAG), and SCRRA to develop and implement an initial service plan for the proposed morning commuter train service between Ventura and Santa Barbara.

Service	Fiscal Year 2024
Avg. Weekday Station Boardings (VC Line)	1,936
Avg. Weekday Boardings (VC Portion)	364

**DESCRIPTION:** To support the rising operational costs with lower than projected fare revenues, VCTC expects to use around \$2,189,456 of funds that were previously 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 unable to fund the total operating cost without an additional source of funds 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 and potential SCRRA dedicated revenue sources.

In Fiscal Year 2025/2026, VCTC will program a total of \$46,265,926 to the Metrolink program, including \$17,558,868 in Federal Transit Administration (FTA) and low carbon transit operations program (LCTOP) funds generated by Metrolink. Through the VCTC budget, \$25,407,058 will be allocated for operations, capital expenses and VCTC expenses.

Capital expenditures continue to be a significant cost and VCTC is contributing \$10,987,194 to Metrolink this fiscal year and \$4,550,000 to support the Camarillo Station ADA improvement work that VCTC is responsible for. The VCTC capital rehabilitation line-item totals \$8,370,632 and includes \$153,732 State of Good Repair (SGR) funds as well as \$8,216,900 of prior year capital funds that have yet to be drawn down. Capital funds will support infrastructure improvements and updates to rolling stock.

Staff is working with SBCAG and Metrolink to start commuter train service in Fall 2025. Staff is also coordinating with Metrolink to advance project progress on the Simi Valley Double Track Project as well as initiating construction at the Camarillo Station as part of its ADA Improvement Project in Fall 2025.

**WORK ELEMENTS:**

1. Represent VCTC in SCRRA Member Agency Advisory Committee (MAAC)



**BUDGET TASK: METROLINK REGIONAL RAIL (continued)****DIRECTOR:** Claire Grasty**BUDGET MANAGER:** Aubrey Smith

- and other rail meetings.
2. Work with Metrolink on the proposed Ventura to Santa Barbara commuter service.
  3. Work with Metrolink on the continuation of the weekend service.
  4. Monitor and provide staff support for VCTC's portion of SCRRA costs, including maintenance-of-way, capital activities and outreach.
  5. Support Right of Way (ROW) and capital projects along the corridor including projects led by other agencies. Maintain vegetation control and encroachments along ROW.

**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
FTA Funds	\$ 300,000
LTF Fund Transfer	9,100,000
LTF Fund Transfer Carry-over	2,098,800
STA Fund Transfer	1,136,426
STA Fund Transfer Carry-over	1,520,300
SGR Fund Transfer	153,732
SGR Fund Transfer Carry-over	5,597,800
SB125	2,325,000
TIRCP	150,000
SCCP	3,000,000
Local Fees	25,000
<b>Total Funding</b>	<b>\$25,407,058</b>

**EXPENDITURE COMPARISON:**

	Fiscal Year 2023/2024 Actual	Fiscal Year 2024/2025 Budget*	Fiscal Year 2025/2026 Budget
Salaries	\$ 104,818	\$ 96,300	\$ 117,200
Fringe and Tax	50,464	46,600	58,000
Indirect Cost Allocation	133,403	112,100	129,900
Business Meals	41	500	500
Mileage	131	1,000	1,000
Office Support	173	500	500
Travel and Conferences	1,737	4,000	4,000
Legal Services	118,559	205,000	200,000
Capital Rehabilitation	4,293,664	11,143,150	8,370,632
Community Outreach	5,980	7,000	35,000
Right of Way Support/Vegetation Control	96,463	130,000	225,000
SCRRA Operations/Maintenance-of-Way	8,747,413	10,885,134	11,715,326
Station Rehabilitation	340,626	703,256	4,550,000
Weekend Service	628,072	750,000	0
<b>Total Expenditures</b>	<b>\$14,521,544</b>	<b>\$24,084,540</b>	<b>\$25,407,058</b>

Total including FTA funds directly to SCRRA

\$46,265,926

\* This budget task was amended after the Commission approved the budget in June 2024.



**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 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 2024/2025, VCTC staff provided administrative oversight and managed responsibilities retained by VCTC, such as lease and licensing activities and coordination with corridor cities.

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 strategy to update the trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement. VCTC received Regional Early Action Planning County Transportation Commissions Partnership Program and Surface Transportation Block Grant awards to fund the master plan update project. During Fiscal Year 2024/2025, VCTC procured consultant support and initiated an update to the SPBL Trail Master Plan and supported efforts by the Cities of Ventura and Santa Paula to plan, engineer, and construct 4- and 1.5-mile trail extensions, respectively. Under AB 157, the Budget Act of 2024, the California State Legislature appropriated \$5,000,000 from the State General Fund to Caltrans, to be allocated to VCTC for the SPBL Trail Project, known as a Priority Legislative Budget Project (PLBP).

Severe winter storms in January 2023 and February 2024 damaged the Sespe Creek Overflow railroad bridge near Fillmore. With contractor support, VCTC continues efforts to design, engineer, permit and secure Federal and State emergency funding to repair the damaged bridge to reconnect the eastern section of the SPBL to the rail network. During Fiscal Year 2024/2025, VCTC completed emergency protective measures to stabilize embankment and remove suspended railroad tracks and ties. Bridge repair construction is expected to occur in Summer/Fall 2025. VCTC continues to work with the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) to secure reimbursement for the costs of emergency repairs and bridge reconstruction.

**DESCRIPTION:** The Fiscal Year 2025/2026 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. The workplan also includes an update to the SPBL Trail Master Plan and administration of PLBP funds. The Fiscal Year 2025/2026 SPBL Budget is \$2,136,470 above the previous fiscal year due to addition of the PLBP funds for the SPBL Trail Project, offset by completion of engineering and permitting for repair of the Sespe Creek overflow railroad bridge from storm damage.



**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.
3. Ensure compliance with policies and requirements of VCTC, California Public Utilities Commission, Federal Railroad Administration, and Surface Transportation Board.
4. Identify and address railroad right-of-way encroachment 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. Update the SPBL Trail Master Plan.
8. Respond to storm-related damage to SPBL infrastructure.
9. Coordinate broadband deployment on SPBL right-of-way with the County of Ventura.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$342,000
STA Carry-Over	991,700
STA Fund Transfer – FEMA / CalOES	8,245,900
STBG Grant	1,450,500
PLBP Grant	5,000,000
Local Fee – Leases	420,000
Local Fee – Permits, Film and Rail Car Storage	10,000
<b>Total Funding</b>	<b>\$16,460,100</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 87,591	\$ 79,800	\$ <b>74,900</b>
Fringe and Tax	30,036	26,800	<b>26,800</b>
Indirect Cost Allocation	101,053	83,600	<b>83,300</b>
Mileage	0	500	<b>500</b>
Notices	0	1,000	<b>1,000</b>
Office Support	136	500	<b>500</b>
Consultant Services	762,921	6,429,430	<b>3,738,100</b>
Legal Services	97,789	72,000	<b>80,000</b>
Bridge Reconstruction	0	7,175,000	<b>7,000,000</b>
Non-Rail Maintenance	257,065	5,000	<b>5,000</b>
Track Maintenance	450,000	450,000	<b>450,000</b>
PLPB – SPBL Trail Project	0	0	<b>5,000,000</b>
<b>Total Expenditures</b>	<b>\$1,786,591</b>	<b>\$14,323,630</b>	<b>\$16,460,100</b>

\* This budget task was amended after the Commission approved the budget in June 2024.







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. In Fiscal Year 2024/2025, the RTIC averages 680 calls received per month, answering questions ranging related to next bus arrival information to complex ADA regulations.

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. The past year all customer service staff completed an 8-hour course on "Understanding the ADA" provided by the National Transit Institute.

The RTIC has been utilizing 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 has helped to 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 2024/2025, the RTIC processed an estimated \$150,000 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 the sales outlet network, job and career centers, schools, private and public agencies, and employer transportation coordinators.
7. Coordinate and address the formal comment program to assure a prompt response, follow-up and/or resolution.
8. Process formal complaints related to ADA or Title VI.
9. Assist transit operators with support on countywide bus promotions.

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$425,000
STA Fund Transfer	106,400
<b>Total Funding</b>	<b>\$531,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 106,680	\$148,700	<b>\$168,100</b>
Fringe and Tax	97,057	103,000	<b>117,700</b>
Indirect Cost Allocation	175,030	197,400	<b>211,700</b>
Communications	2,456	4,000	<b>4,000</b>
Mileage	122	500	<b>500</b>
Office Support	48	1,000	<b>1,000</b>
Postage	0	500	<b>500</b>
Training	795	2,000	<b>2,000</b>
Travel and Conferences	0	1,500	<b>1,500</b>
Consultant Services	0	15,000	<b>10,000</b>
Legal	0	10,000	<b>4,000</b>
Software	21,317	20,683	<b>10,400</b>
<b>Total Expenditures</b>	<b>\$403,505</b>	<b>\$504,283</b>	<b>\$531,400</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



**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 as hybrid work environments continue to be common.

Every year, VCTC develops new content and materials for Bike Month and Rideshare week to keep the community engaged and provide additional tips and information, including information related to e-biking. Additionally, staff have presented at and participated on multiple regionwide rideshare panels in the last year which generally happens twice a year.

**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.

As the options for "mobility" increase to include Transportation Network Companies (TNC's), scooters, and other options, integrating rideshare activities with transit and these new options will be an increasingly important activity to reduce automobile usage and thereby reduce congestion and air pollution. While funding for Mobility as a Service (MaaS) had to be redistributed to continue the transit Free Fare Programs, VCTC will continue to develop a path forward to better integrate all modes of transportation.

This year, staff is beginning a travel training program to help the community learn about and feel more comfortable taking alternative modes of transportation, particularly transit. Additionally, transportation demand management (TDM) will play a key role in the 2028 Olympics. Staff will work with our regional partners to support this and will be attending conferences and training to be more equipped for these efforts. Costs for the Rideshare budget is increasing mainly due to these efforts.



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

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

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

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
CMAQ	\$501,900
CMAQ Carry-over	40,000
LTF Fund Transfer	5,000
<b>Total Funding</b>	<b>\$546,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 17,353	\$ 21,700	<b>\$ 35,200</b>
Fringe and Tax	9,098	11,100	<b>19,100</b>
Indirect Cost Allocation	22,724	25,700	<b>40,200</b>
Membership and Dues	675	800	<b>800</b>
Mileage	146	300	<b>400</b>
Office Support	45	500	<b>500</b>
Travel and Conferences	550	2,000	<b>5,000</b>
Training	0	0	<b>4,500</b>
Consultant Services	112,486	170,200	<b>310,200</b>
Legal Services	1,025	3,000	<b>3,000</b>
Guaranteed Rides	43	5,000	<b>5,000</b>
Outreach	152,980	132,500	<b>123,000</b>
<b>Total Expenditures</b>	<b>\$317,125</b>	<b>\$372,800</b>	<b>\$546,900</b>







## PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



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

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

**ACCOMPLISHMENTS:** Throughout Fiscal Year 2024/2025, 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 includes \$360,000 in State Grant funds and \$40,000 local match to update the ALUCP programmed for Fiscal Year 2026/2027. To date, no grant funds have been released by the Caltrans Division of Aeronautics for ALUCP updates.

**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 2025/2026 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 2026/2027, subject to Commission approval and funding availability.

The Fiscal Year 2025/2026 budget is \$11,765 more than the budget for the preceding year largely due to a budget carryover error in Consultant Services in Fiscal Year 2024/2025. 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.
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 and identify funding sources to update the ACLUP and associated environmental review.
6. Review any proposed airports or expansions, such as medical center heliport expansions.
7. 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 Layout Plan updates.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$55,000
LTF Fund Transfer Carry-over	5,000
<b>Total Funding</b>	<b>\$60,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$11,899	\$14,100	<b>\$13,300</b>
Fringe and Tax	4,403	5,300	<b>5,100</b>
Indirect Cost Allocation	14,005	15,200	<b>13,600</b>
Mileage	80	500	<b>500</b>
Notices	613	1,000	<b>1,000</b>
Travel and Conferences	4,562	500	<b>500</b>
Consultant Services	0	5,635	<b>20,000</b>
Legal Services	103	5,000	<b>5,000</b>
Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$35,665</b>	<b>\$48,235</b>	<b>\$60,000</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



## **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:** The highly successful Youth Ride Free (YRF) has observed countywide ridership over 2.8 million and over 1.8 million for the College Ride (CR) Program since their inception. 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. VCTC, in partnership with Gold Coast Transit District (GCTD), is in the midst of constructing improvements at bus stops within the GCTD service area with grant funds awarded through the California Department of Transportation's (Caltrans) Clean California (Clean CA) program.

**DESCRIPTION:** This ongoing task includes activities such as developing transit plans and studies, improving the 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 is currently developing VCTC's Fiscal Year 2025-2034 Short-Range Transit Plan (SRTP) which will guide service and capital investments for Ventura County transit operators and will also incorporate strategies listed in the Countywide Paratransit Integration Analysis, Transit Integration and Efficiency Study (TIES), Coordinated Plan, Transportation Emergency Preparedness Plan (TEPP), Zero Emission Bus Plan, and other planning documents.

VCTC is allocating \$3,030,000 for the Free Fare Programs (College Ride, Youth Ride Free, and Free Fare Days). Other budget tasks include consultant support and supporting operators' initiatives to improve transit services and mobility throughout the County. Additionally, VCTC staff anticipate procuring radio equipment, along with other county transit operators, that will be interoperable with the Ventura County Regional Radio System, which is listed as a priority in the TEPP, funded by SB125 funds. The Paratransit Integration Analysis will be funded with the Regional Early Action Planning (REAP) funds. Staff expects the SRTP to be completed by the end of Fiscal Year 2024-2025, leading to a reduced budget allocation for the Fiscal Year 2025-2026 Consultant Services budget line item.

### **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 Transit Operators Advisory Committee (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 and Countywide Paratransit Integration Analysis, 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 Free Fare Programs in the near term and identify opportunities to sustainably fund it in the long term.
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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, CMAQ	\$ 545,260
LTF Fund Transfer	203,200
STA Fund Transfer	175,540
LCTOP	2,162,316
TIRCP SB 125	1,544,484
REAP 2.0	2,100,000
<b>Total Funding</b>	<b>\$6,730,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 210,983	\$ 251,000	<b>\$ 246,700</b>
Fringe and Tax	109,357	127,000	<b>134,800</b>
Indirect Cost Allocation	275,204	296,400	<b>282,600</b>
Business Meals	0	200	<b>200</b>
Membership and Dues	125	500	<b>500</b>
Mileage	514	2,000	<b>2,000</b>
Office Support	612	1,500	<b>2,000</b>
Training	2,000	3,000	<b>18,000</b>
Travel and Conferences	1,853	6,000	<b>6,000</b>
Consultant Services	385,499	2,680,100	<b>175,000</b>
Legal Services	30,047	20,000	<b>21,000</b>
Free Fare Programs	2,593,891	2,827,000	<b>3,030,000</b>
Capital Enhancement Program	0	1,565,000	<b>2,776,800</b>
Outreach	21,879	40,000	<b>23,000</b>
Unmet Needs	10,608	11,700	<b>12,200</b>
<b>Total Expenditures</b>	<b>\$3,642,572</b>	<b>\$7,831,400</b>	<b>\$6,730,800</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



## **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 2024/2025, 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 (technical, equity, safe and active streets, etc.), committees and worked to implement the Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

With grant funding from the SCAG Regional Early Action Planning (REAP 2.0) County Transportation Commission Partnership Program, staff procured a consultant to prepare a Community Traffic Calming and Bicycle and Pedestrian Safety Program.

Staff also procured a consultant to update the Ventura County Transportation Model (VCTM), which will continue to support local plans and projects into the 2030s. 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. ClearGuide is entering the third year of the pilot program. Staff also continued work to implement the Vehicle Miles Traveled (VMT) Adaptive Mitigation Program (AMP), approved by the VCTC Board in May 2023 and was prepared in partnership with the Ventura Council of Governments (VCOG) with funding from the SCAG REAP 1.0 Program.

VCTC continued work on the U.S. 101 Conejo Pass Wildlife Tracking Study in partnership with the National Park Service (NPS). VCTC prepared an amendment to the Ventura County Comprehensive Transportation Plan Update. VCTC also prepared and submitted two grant applications to the Caltrans Sustainable Transportation Planning Program for multimodal transportation network climate adaptation and clean transportation fuels strategic planning.

**DESCRIPTION:** The Fiscal Year 2025/2026 Regional Transportation Planning work plan includes: (1) Finalize Congestion Management Plan (CMP) resolution; (2) Prepare the Community Traffic Calming and Bicycle and Pedestrian Safety Program; (3) Continue work to implement the VMT AMP; (4) Update the VCTM; (5) Coordinate with partner agencies and pursue grant opportunities to implement strategies of 101 Communities Connected Multimodal Corridor Study, Freight Corridors Study, Bicycle Wayfinding Plan, CTP Update, and the RTP/SCS; (6) Participate in the implementation of the 2024 Connect SoCal Plan; (7) Facilitate U.S. 101 Conejo Pass Wildlife Tracking Study in partnership with the National Park Service; and (8) Continue the Transportation Data and Analytics Pilot Program. The total budget is \$58,162 less than Fiscal Year 2024/2025 primarily due to Wildlife Study progress and spending down the Caltrans grant balance, offset by an increase to the Salaries, Fringe and Tax Allocation, and Indirect Cost categories, primarily due to a planned new intern position for Fiscal Year 2025/2026.



**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. Prepare the Community Traffic Calming and Bicycle and Pedestrian Safety Program.
3. Implement the Transportation Data and Analytics Pilot Program.
4. Coordinate with partner agencies and pursue grant opportunities to implement strategies of adopted VCTC plans, such as the Comprehensive Transportation Plan.
5. Implement the final VMT Adaptive Mitigation Program.
6. Update the VCTM and share resulting model data.
7. Manage the U.S. 101 Conejo Pass Wildlife Tracking Study in partnership with NPS.
8. Administer Sustainable Communities Grants and prepare studies/plans as awarded.

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

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$1,236,600
LTF Fund Transfer Carry-over	165,500
PPM	40,000
SAFE Fund Transfer	381,300
Sustainable Communities Grant (SCG) Carry-over	133,900
REAP 2.0 CTC Partnership Program Grant Carry-over	250,000
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$2,257,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$305,024	\$ 367,800	\$ 401,300
Fringe and Tax Allocation	111,124	133,500	145,400
Indirect Cost Allocation	357,513	393,200	405,000
Membership and Dues	11,880	15,000	15,000
Mileage	837	1,000	1,000
Notices	0	500	500
Office Support	150	2,000	2,000
Printing	166	2,000	2,000
Training	1,855	3,000	3,000
Travel and Conferences	4,537	5,000	5,000
Consultant Services	19,443	747,470	683,900
Legal Services	4,688	10,000	10,000
Sustainable Communities (Wildlife Study)	58,808	268,092	133,900
Sustainable Transportation Grant Match	0	0	51,700
Software Licenses	297,315	366,900	397,600
<b>Total Expenditures</b>	<b>\$1,173,340</b>	<b>\$2,315,462</b>	<b>\$2,257,300</b>

\* This budget task was amended after the Commission approved the budget in June 2024.





**BUDGET TASK: TDA ADMINISTRATION****DIRECTOR:** Lupe Acero**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.

**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 2025/2026, the LTF revenue receipts are estimated to be \$0.9 million higher than the Fiscal Year 2024/2025 revenues. It is estimated that the carry-over balance will be \$6.5 million due to additional actual receipts from Fiscal Year 2023/2024 and the higher than initially projected receipts for Fiscal Year 2024/2025. It is estimated there will be just over \$39 million to apportion to Articles 4 and 8. Articles 4 and 8 are just under \$1 million lower this year as the carry-over balance is projected to be less than the prior year.

In Fiscal Year 2025/2026, the estimated Article 3 bicycle and pedestrian funds are just under \$1 million which includes both bicycle maintenance of \$246,129 and project funding of \$738,386. The carry-over for Article 3 is estimated to be \$263,829 which mainly the balance of unallocated Fiscal Year 2023/2024. The new Article 3 funding is approximately \$12,000 lower this year as the LTF carry-over balance is projected to be less than the prior year.

Based on the State's January 2025 estimate, this budget contains new funding of \$1,369,204 in STA Section 99314 funds and \$237,460 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:** Lupe Acero**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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Revenues and Fund Transfer	\$40,487,324
LTF Revenues Carry-over	263,829
STA Revenues - Section 99314	1,369,204
SGR Revenues - Section 99314	237,460
<b>Total Funding</b>	<b>\$42,357,817</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 15,580	\$ 16,800	\$ 22,200
Fringe and Tax	7,036	7,300	9,200
Indirect Cost Allocation	19,429	18,900	23,300
Mileage	0	500	500
Office Support	0	1,000	1,000
Audits	110,000	270,000	298,400
Legal Services	377	2,000	2,000
County Auditor Administration	14,500	14,500	18,700
Pass-Through State Transit Assistance	574,568	569,697	1,369,204
Pass-Through State of Good Repair	73,470	113,026	237,460
Article 3 - Bicycles and Pedestrians	252,631	1,810,172	1,248,343
Article 4 - Transit	27,619,034	26,657,197	26,058,125
Article 8 - Transit, Streets and Roads	13,849,547	13,369,847	13,069,385
<b>Total Expenditures</b>	<b>\$42,536,172</b>	<b>\$42,850,939</b>	<b>\$42,357,817</b>

\* This budget task was amended after the Commission approved the budget in June 2024.



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

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Geiska Velasquez

**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 support local agencies in regularly updating the FTIP and providing technical assistance to facilitate timely delivery of projects, particularly those funded with state or federal funds. VCTC worked with local agencies to allocate and/or obligate funds for regional projects, submitting the required reports, meeting the accountability requirements of each funding program, to agencies such as Caltrans and the California Transportation Commission (CTC).

Staff serves as a clearinghouse notifying local agencies of upcoming calls-for-projects and administers the selection of projects funded by federal programs including but not limited to the Congestion Mitigation and Air Quality (CMAQ) Program; 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 a role in programming specific categories of transportation funding within Ventura County, including the federal Surface Transportation Block Grant (STBG), CMAQ program, and state LCTOP and SGR programs. VCTC prioritizes, reviews 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 STBG 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 and STBG. VCTC is currently working with local agencies to nominate projects to SCAG for consideration. VCTC staff develops the annual Program of Projects (POP) for federal transit funds. Staff also administers the MPO component project selection and implementation of the 2025 Active Transportation Program (Cycle 7).

In 2023 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 continues to include increased 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 STBG and CMAQ funds.



**BUDGET TASK: TRANSPORTATION PROGRAMMING AND REPORTING (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Geiska Velasquez**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, STBG, TDA Article 3, ATP, LCTOP, SGR, FTA as well as other funding sources and prepare recommendations for approval by the VCTC and TTAC & Transit Operators Advisory Committee (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 2025/2026 Program of Projects (POP) for federal transit funds; assist local agencies on grant opportunities; prepare and submit the Ventura County portion of the 2026 STIP to the CTC; submit draft 2027 Federal Transportation Improvement Program (FTIP) to SCAG.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$333,726
STA Fund Transfer	75,410
PPM	575,364
<b>Total Funding</b>	<b>\$984,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$270,357	\$325,200	<b>\$367,200</b>
Fringe and Tax	125,449	128,100	<b>150,200</b>
Indirect Cost Allocation	340,037	355,600	<b>383,400</b>
Business Meals	38	500	<b>300</b>
Mileage	1,624	2,400	<b>2,000</b>
Notices	443	1,000	<b>1,000</b>
Training	0	0	<b>400</b>
Travel and Conferences	5,529	7,000	<b>7,000</b>
Consultant Services	18,722	70,000	<b>70,000</b>
Legal Services	0	3,000	<b>3,000</b>
<b>Total Expenditures</b>	<b>\$762,199</b>	<b>\$892,800</b>	<b>\$984,500</b>







## GENERAL GOVERNMENT PROGRAM TASK BUDGETS



**BUDGET TASK: COMMUNITY OUTREACH****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Darrin Peschka**OBJECTIVES:** Increase public awareness of and support for VCTC and its programs.**ACCOMPLISHMENTS:** Increasing the public awareness of VCTC's role as a regional transportation planning agency and provider of transportation projects and transit services were primary goals for Fiscal Year 2024/2025.

This is an ongoing task, with staff conducting both planned outreach and providing information during unexpected events in the community, as needed. Last year, community outreach played a vital role in keeping members of the public, elected officials and regional partners informed of VCTC's efforts to operate an emergency shuttle when a landslide closed State Route 150 between Santa Paula and Ojai. Efforts also included helping to plan and host a ribbon-cutting to kick off the new Valley Express route from Fillmore to Moorpark. The program manager for this budget oversees the contract for the consulting firm that provides outreach services, helping to create educational campaigns for social media and traditional publications to engage and inform the community about VCTC's services.

VCTC continued its successful partnership with the Boys & Girls Clubs of Ventura County through an art contest. Winning artwork 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 2025/2026. Likewise, as part of Youth Programs, VCTC created the Youth Roadshow, an interactive PowerPoint presentation designed to educate youths about public transit. Staff has presented the PowerPoint to several youth organizations already and will continue to do so. 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 posted on the VCTC Newsroom page on the VCTC website, and the budget manager is responsible for posting timely and relevant content. This task also provides outreach support for other VCTC initiatives, such as the Youth Ride Free and College Ride programs 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. The Program Manager for Information Technology supports digital communication efforts and website management, so this task also funds a portion of that salary. The Program Manager of Government and Community Relations will also travel to participate in training and conferences, such as the American Public Transportation Association (APTA) Marketing, Communications & Customer Experience workshop. The program manager is also a member of California Public Information Officials (CAPIO). Those costs are reflected in the Membership and Training and Travel line items.





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

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

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

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 570,200
LTF Fund Transfer	15,000
<b>Total Funding</b>	<b>\$585,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$127,267	\$139,900	<b>\$151,100</b>
Fringe and Tax	47,842	52,600	<b>57,800</b>
Indirect Cost Allocation	150,436	151,000	<b>154,800</b>
Membership	532	600	<b>500</b>
Mileage	108	500	<b>500</b>
Office Support	0	1,000	<b>1,000</b>
Training	0	1,000	<b>1,000</b>
Travel	58	1,500	<b>1,500</b>
Consultant Services	157,192	145,000	<b>145,000</b>
Legal Services	334	2,000	<b>2,000</b>
Collateral Materials	2,982	15,000	<b>15,000</b>
Community Events	12,252	30,000	<b>25,000</b>
Youth Programs	17,933	30,000	<b>30,000</b>
<b>Total Expenditures</b>	<b>\$516,936</b>	<b>\$570,100</b>	<b>\$585,200</b>



**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 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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$804,400
<b>Total Funding</b>	<b>\$ 804,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget*</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 202,643	\$217,800	<b>\$234,800</b>
Fringe and Tax	81,360	85,100	<b>92,000</b>
Indirect Cost Allocation	243,987	237,600	<b>242,100</b>
Business Meals	3,022	3,500	<b>3,500</b>
Membership and Dues	459	2,000	<b>2,000</b>
Mileage	434	1,000	<b>1,000</b>
Office Support	320	2,000	<b>2,000</b>
Training	0	5,000	<b>5,000</b>
Travel and Conferences	15,086	15,000	<b>20,000</b>
Consultant Services	68,840	126,100	<b>100,000</b>
Legal Services	10,595	20,000	<b>20,000</b>
Commissioner Expenses	18,962	30,000	<b>30,000</b>
Education Reimbursement	17,575	20,000	<b>20,000</b>
Employee Recognition	296	2,000	<b>2,000</b>
Hardware/Software & Network Infrastructure	11,079	56,000	<b>30,000</b>
<b>otal Expenditures</b>	<b>\$674,658</b>	<b>\$823,100</b>	<b>\$ 804,400</b>

\* This budget task was amended after the Commission approved the budget in June 2024.

**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 continues to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County. The past year has required ongoing and persistent advocacy to retain transportation funding, including funding provided through the state's General Fund and REAP 2.0 program. 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 federal 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 2025. 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).

The state's budget picture at the beginning of the 2025/2026 Legislative session was much stronger than in recent years, when significant shortfalls led to widespread funding cuts. The Budget Act of 2023 provided critical funding for public transit capital improvements and operations. Distribution of that funding began in 2024 and will continue through Fiscal Year 2025/2026, guided by Senate Bill 125. The Legislature is also likely to open discussions on the reauthorization of the state's cap-and-trade program, which expires in 2030. The program provides funding for such VCTC transit programs as Youth Ride Free and College Ride.

In Washington, D.C., the focus likely will turn to reauthorization of the Infrastructure Investment and Jobs Act (IIJA), the surface transportation bill that is scheduled to expire in 2026. The IIJA has brought more than \$50 billion to California over five years. VCTC will work closely with regional and state agencies to help shape priorities for reauthorization 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. In 2024, VCTC entered into a consultant services agreement with a federal advocacy firm to assist as VCTC pursued Federal Emergency Management Agency (FEMA) funding to repair the Sespe Creek railroad bridge. That agreement will continue in 2025 and 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:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$349,800
<b>Total Funding</b>	<b>\$349,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2023/2024 Actual</b>	<b>Fiscal Year 2024/2025 Budget</b>	<b>Fiscal Year 2025/2026 Budget</b>
Salaries	\$ 63,656	\$ 71,600	<b>\$ 77,300</b>
Fringe and Tax	23,253	26,300	<b>28,900</b>
Indirect Cost Allocation	74,664	76,800	<b>78,700</b>
Business Meals	0	500	<b>500</b>
Membership and Dues	39,320	43,000	<b>44,300</b>
Mileage	217	900	<b>900</b>
Travel and Conferences	3,695	13,500	<b>13,500</b>
Consultant Services	67,445	95,000	<b>103,000</b>
Legal Services	0	2,600	<b>2,700</b>
<b>Total Expenditures</b>	<b>\$272,250</b>	<b>\$330,200</b>	<b>\$349,800</b>







# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
ACFR	Annual Comprehensive Financial Report
ACLUP	Airport Comprehensive Land Use Plan
ADA	Americans with Disabilities Act
ADP	Additional Discretionary Payment
AFA	Access for All
ALUC	Airport Land Use Commission
ALUCP	Airport Land Use Compatibility Plan
AMP	Adaptive Mitigation Program
AMTRAK	American Track (National Railroad Passenger Corporation)
APCD	Air Pollution Control District
APTA	American Public Transportation Association
ARP	American Rescue Plan
ARRA	American Recovery and Reinvestment Act
ATP	Active Transportation Program
BEB	Battery-Electric Buses
BOE	Board of Equalization
CalAct	California Association for Coordinated Transportation
CalCOG	California Association of Councils of Governments
CalPERS	California Public Employees' Retirement System
Caltrans	California Department of Transportation
CalVans	California Vanpool Authority
CARB	California Air Resources Board
CARES Act	Coronavirus Aid, Relief and Economic Securities Act
CAT	Camarillo Area Transit
CEQA	California Environmental Quality Act
CERBT	California 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 <sup>st</sup> Century
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MTA	Metropolitan Transit Authority
MTD	Metropolitan Transit District
NEPA	National Environmental Policy Act
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.

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## APPENDIX C – SALARY SCHEDULE

### Ventura County Transportation Commission Salary Schedule by Department Fiscal Year 2025/2026 Effective July 1, 2025

Department/Position	FTE	Annual Range Bottom*	Annual Range Top	Non-Exempt Hourly Rate		Exempt vs. Non-Exempt
		Bottom	Top	Bottom	Top	
<b>ADMINISTRATION</b>						
Executive Director	1.0	250,190	291,033			E
Program Manager, Government and Community Relations	1.0	109,251	169,338			E
Clerk of the Commission/Executive Assistant	1.0	109,251	169,338			E
Receptionist/Secretary	1.0	53,177	77,373	25.57	37.20	NE
<b>ADMINISTRATION SUBTOTAL:</b>	<b>4.0</b>					
<b>FINANCE</b>						
Finance Director	1.0	153,726	238,276			E
Program Manager, Information Technology	1.0	109,251	169,339			E
Program Manager, Accounting	1.0	109,251	169,339			E
Senior Accountant/Analyst	2.0	82,495	120,030	39.66	57.71	NE
<b>FINANCE SUBTOTAL:</b>	<b>5.0</b>					
<b>PLANNING</b>						
Planning and Sustainability Director	1.0	153,726	238,276			E
Program Manager, Transportation Planning	1.0	109,251	169,339			E
Program Manager, Transportation Data and Services	1.0	109,251	169,339			E
Administrative Assistant	0.1	53,177	77,373	25.57	37.20	NE
Intern (Part-time)	0.5			18.50	21.50	NE
<b>PLANNING SUBTOTAL:</b>	<b>3.6</b>					
<b>PROGRAMMING</b>						
Programming Director	1.0	153,726	238,276			E
Program Manager, Programming	2.0	109,251	169,339			E
Administrative Assistant	0.3	53,177	77,373	25.57	37.20	NE
<b>PROGRAMMING SUBTOTAL:</b>	<b>3.3</b>					
<b>TRANSIT</b>						
Public Transit Director	1.0	153,726	238,276			E
Program Manager, Regional Transit Planning	1.0	109,251	169,339			E
Program Manager, Transit Contracts	1.0	109,251	169,339			E
Transit Planner	2.0	82,495	120,030	39.66	57.71	NE
Transit Information Center and Technology Specialist	1.0	53,177	77,373	25.57	37.20	NE
Administrative Assistant	0.6	53,177	77,373	25.57	37.20	NE
Customer Service Representative	2.0	45,936	66,838	22.08	32.13	NE
Intern (Part-time)	0.5			18.50	21.50	NE
<b>TRANSIT SUBTOTAL:</b>	<b>9.1</b>					
<b>TOTAL BUDGETED POSITIONS:</b>	<b>24.9</b>					

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, then budget would be adjusted accordingly



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