

VENTURA COUNTY TRANSPORTATION COMMISSION



The Ventura County Transportation Commission's (VCTC) mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, the VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects.

Fiscal Year 2010/2011 Budget

**Presented by:
Darren Kettle, Executive Director
Sally DeGeorge, Finance Director**



This page is intentionally left blank.



TABLE OF CONTENTS

EXECUTIVE SUMMARY	1-9
VCTC AND THE COMMUNITY WE SERVE	
The Organization and Its Responsibilities	11-12
The Community We Serve	13-14
The Local Economy	15-17
FINANCIAL SECTION	
Budget Process	19-20
Financial Policies	21
Revenues and Funding Sources	23-30
PERSONNEL AND OPERATIONS	
Personnel and Benefits	31-34
Organizational Chart	35
Indirect Cost Allocation Plan	37-38
PROGRAM SECTION	
Program Overview	39
Transit and Transportation Program	40
Highway Program	41
Rail Program	42
Commuter Assistance Program	43
Planning and Programming Program	44
General Government Program	45
Budget Summary	47-49
PROGRAM TASK BUDGETS	
Index of Program Task Budgets by Program	52
Index of Program Task Budgets by Manager	53
Transit and Transportation Program	55-69
Highway Program	71-79
Rail Program	81-87
Commuter Assistance Program	89-93
Planning and Programming Program	95-105
General Government Program	107-115
OTHER	
Acronyms	117-121
Glossary of Terms	123-127
Index of Charts and Tables	128



This page is intentionally left blank.





June 4, 2010

Honorable Commissioners
Ventura County Transportation Commission

Subject: Fiscal Year 2010/2011 Annual Budget

Dear Commissioners:

The Fiscal Year 2010/2011 Ventura County Transportation Commission Annual Budget is hereby presented to the Commission for consideration and approval. As presented, in spite of these recessionary times and uncertainty of Federal and State transportation funds, the Fiscal Year 2010/2011 Annual Budget is balanced and minimizes impacts to vital transportation projects and programs.

The Commission will recall, starting with Fiscal Year 2008/2009, the form and content of the Annual Budget changed substantially. In Fiscal Year 2008/2009, the Commission took the first step of what has been a three year implementation of a new comprehensive agency-wide budget that more thoroughly communicates the work of the Commission. The budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the programs including objectives and accomplishments, staff resource costs and non-staff costs. This task driven budget is designed to provide accountability, transparency and clarity of VCTC's programs and services to the region.

As we reflect on the 2009/2010 fiscal year the financial turbulence that began in Fall 2008 continued to challenge public and transportation agencies throughout California. Beginning with the Wall Street meltdown, the ripple effects have brought the national, state, and Ventura County economy into a recession that most economists predict will take an extended period of time to emerge from; VCTC's principle revenue streams continue to decline. The revenue estimate for Local Transportation Funds has plummeted by one-third over the past two years. Local Transportation Funds (LTF) come from ¼ cent sales tax on retail sales and partially fund VCTC Administration and Planning, Metrolink operations, bicycle and pedestrian improvements, bus transit services, and local streets and roads projects.

In March, 2010, Governor Schwarzenegger signed budget legislation to help address the State's General Fund shortfall by swapping between the per-gallon fuel tax and the sales tax on fuel. The most immediately result of this legislation was the appropriation of a total of \$400 million for State Transit Assistance (STA) for Fiscal Years 2009/2010 and 2010/2011,



using funds that could not be appropriated to other uses because of a successful California Transit Association lawsuit. However, the fuel tax swap legislation eliminated Proposition 42, the constitutionally-protected source for State Transit Assistance revenues, committing instead to future funding of \$350 million per year from the sales tax on diesel fuel, for which there is no constitutional protection. Although VCTC is scheduled to receive approximately \$4.4 million from the current STA apportionment, there is no certainty regarding STA funding beyond this one-time cash infusion. And while the STA appropriation certainly “softens the blow” it does so only slightly as this new formula appropriated only 20% of the STA revenues of the past and even less in future years. There will likely be further impacts of the fuel tax swap on the larger transportation funding picture beyond STA, but it will take some time for the implications of this complex change to be fully known. VCTC has historically used STA funds for Metrolink and Santa Paula Branch Line operations expenditures.

Adding to the transportation funding challenges the United States Congress continues to delay developing the next six-year Federal Surface Transportation Authorizing Act (STAA) making it extremely difficult to anticipate funding for transportation from the Federal government. While some members of Congress believe a bill will be negotiated in the current Congressional Session, the fact that the current STAA has been extended until December 2010 leads most transportation professionals to believe that it will be quite some time before a new transportation act is in place. In the meantime the Federal Highway Trust Fund (HTF) which has been on the brink of insolvency was bailed out for a third time in 24 months by the United States Treasury as the HTF has had to pay out more in expenditures than it has received in revenues.

There was some positive news on the transportation front during the Fiscal Year 2009/2010. A significant development over the past year has been the implementation of the transportation portion of the American Recovery and Reinvestment Act (ARRA) for Ventura County. The ARRA provided a one-time infusion of over \$55 million in federal funds for transportation in Ventura County. VCTC was responsible for selecting the projects for ARRA funds and working with the project sponsors to ensure timely implementation. Thanks to ARRA, Ventura County has experienced a brief increase in funding for projects to improve the transportation infrastructure. Furthermore, ARRA has allowed Ventura County transportation agencies to avoid, at least for now, having to make significant cutbacks in transit services and local road and street improvements. Although all of the ARRA funds have now been programmed to specific projects, the expenditure of ARRA funding will continue into the upcoming year, along with the significant staff effort required for the extensive ARRA monitoring and reporting. While the infusion of ARRA funds supported major highway and local street improvements, purchased buses and funded operational costs for bus transit agencies and Metrolink, it is one time funding that is a “band-aid” for what has become an unsustainable transportation funding model.

As proposed, the Fiscal Year 2010/2011 Budget continues using three guiding principles that served the Commission well as we developed the 2009/2010 Budget. First, every effort was made to protect LTF in order to minimize impacts to the provision of bus transit services throughout the County in light of the precipitous reduction of LTF and STA funds, used by both VCTC and local governments to fund transit operations. While this budget substantially accomplishes that goal with reductions in service occurring only on routes with marginal performance, the recession driven reduction of LTF will impact local streets and roads budgets that have historically benefitted from available LTF revenues not required to meet transit needs. Second, this budget maintains most VCTC managed transit services including VISTA Fixed Route and Dial-A-Ride as well as VCTC’s financial obligation to



Metrolink. Finally, in order to accomplish principles one and two above, this budget maximizes to the extent possible the use of federal funds including federal formula funds and ARRA funds, and State funds including Proposition 1B bond funds.

Financial Management

VCTC strives to run an efficient and fiscally responsible Finance Department that produces timely and accurate reports to provide the Commission and the public. The Finance Department is responsible for performing the day to day accounting functions consisting of cash management, accounts receivable, accounts payable, payroll, general ledger and financial and investment reports for the general fund, a Service Authority for Freeway Emergencies (SAFE) fund, a Local Transportation Fund (LTF), a State Transit Assistance (STA) fund, a debt service fund, and a capital projects fund. The Finance Department also prepares and monitors the agency's budget, provides budgetary assistance to project managers, and provides grant support and specific project support for VISTA, SPBL and GoVentura Smartcard. The Finance Department must constantly monitor and update its processes in order to safeguard VCTC's assets, meet legal requirements and maintain strong fiscal accountability of the agency's finance and accounting functions.

In order to continue to efficiently produce the accounting needs of the VCTC, the Finance department needs to update its accounting software. The Finance Department has utilized off-the-shelf software that has limited capabilities that no longer supports the Commission's reporting requirements such as the new budget format and CAFR. Staff must manually create many reports rather than having the accounting software efficiently produce them. The funding the Commission approved in Fiscal Year 2009/2010 has been carried-over with a request of additional funds to cover consultant and temporary assistance. Although it will require an investment to purchase and implement a new accounting system, it will be a long term asset that will increase accuracy, provide greater controls, and efficiently produce the required reports for the Commission, the public and Federal and State agencies.

State and Federal Relations

The State and Federal Relations program attempts to influence transportation-related legislation and policies, carrying out the Legislative Program approved by the Commission at the start of each year. Since the prior Federal authorization was extended to December 2010, a new multi-year authorization could be adopted during the coming fiscal year, in which case staff will work closely with other transportation agencies in the region as well as local jurisdictions in Ventura County to advocate for the statewide and regionwide authorization principles, as well as potential funding for specific projects. On the state side, continued budget problems are expected, and staff will work with other transportation agencies to advocate for transportation funding, particularly for the programs previously approved by the state's electorate.

Regional Transportation Planning

Fiscal Year 2010/2011 will continue to see a growing emphasis on regional transportation planning. With the continued planning efforts required by SB 375 and the integration of a Sustainable Communities Strategy (SCS) with the Regional Transportation Plan (RTP) and the Regional Housing Needs Assessment (RHNA) VCTC will be required to coordinate activities between each of the cities, the County, the Ventura Council of Governments (VCOG) and the Southern California Association of Governments (SCAG).



In the past year VCTC staffed a dozen public planning workshops and anticipates an even greater outreach effort in the year ahead as staff prepares a comprehensive transportation plan that will form the basis of Ventura County's portion of the RTP. Additional funds are currently being sought through a variety of grant programs to support these SB 375 related planning efforts.

Institutionally, the relationship between land use and transportation planning has now been formalized with the new relationship between the VCTC and VCOG. With those agencies now linked, staff has developed solid working relationships with the Ventura County Air Pollution Control District (VCAPCD), the City/County Planners Association (CCPA), the City Managers working group and a wide array of stakeholder groups throughout the County. These new relationships have strengthened VCTC presence in regional planning efforts and will facilitate the work that lies ahead.

Transit Grant Administration

VCTC will continue its ongoing efforts to submit the required Federal Transit Administration (FTA) grants, file required reports, and ensure compliance with FTA requirements. This task will include implementing any follow up efforts required subsequent to the FTA Triennial Review of VCTC and its subrecipients that include the cities of Camarillo, Moorpark, Ojai, Thousand Oaks, and Ventura as well as the Camarillo Health Care District, ARC of Ventura County, and County Area Agency on Aging.

Transportation Improvement Program (TIP)

The Transportation Improvement Program activity encompasses amendments to the State and Federal Transportation Improvement Programs (TIPs), including selection of projects to provide the greatest benefit based on approved criteria. A significant emphasis this year will be the programming-related work for the Comprehensive Transportation Plan. This effort will include researching transportation revenue sources as well as providing expanded public information on transportation programming issues. With regard to more short term issues, staff will conduct the competitive project selection processes for the various state and federal funding programs. Should there be a new federal transportation authorization, VCTC will likely issue a multi-year call for projects to program the newly-available federal funds.

Rideshare Programs

The primary focus of the Rideshare Program is to reduce traffic congestion and improve air quality by targeting the reduction of single occupant vehicle commute trips in Ventura County. Trips will be reduced by offering direct assistance to county employers and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management commute alternatives. Specific goals in Fiscal Year 2010/2011 include generation of 30 employer Average Vehicle Ridership reports and producing 3,600 RideGuides for individuals while maintaining the 30,000+ rideshare registrant database. The Guaranteed Ride Home Program (GRH) will continue to encourage ridesharing by addressing concerns that an employee may be stranded at work on a day they commute by carpool, vanpool or bus by offering a free ride home under specific conditions and limitations. Goals for Fiscal Year 2010/2011 include marketing the GRH program to all eligible employees in Ventura County



while containing costs by closely monitoring program usage. Staff will also monitor and assist when possible in the operation and administration of the Agricultural Worker Vanpool Program.

Senior and Disabled Transportation

As a service to every operator in the County the Commission administers the countywide certification process for disabled residents of Ventura County for complementary transportation eligibility as required by the Americans with Disabilities Act (ADA). During the past year, VCTC staff transitioned the ADA certification process from a staff-run program to a contractor-based program. During the coming year, staff will continue to coordinate certification policies with the certification contractor and with transit operators. Staff will also work with transit operators who are VCTC grant sub-recipients to ensure compliance with federal regulations. In addition to ADA certification, this task encompasses the Federal Transportation Administration (FTA) funding for the East County ADA Intercity Service, as well as other projects and informational activities serving seniors and the disabled.

Ventura Intercity Service Transit Authority (VISTA) Transit

The Ventura Intercity Service Transit Authority provides intercounty and intercity bus service connecting all of the community and areawide transit in Ventura County, as well as providing connecting service to Santa Barbara South Coast and Warner Center in Los Angeles County. VISTA also operates the Dial-A-Ride (DAR) services in the Heritage Valley, providing community services seven days a week to Santa Paula, Fillmore, and Piru. The transit services, funded cooperatively with the communities served as well as Santa Barbara County provides approximately 800,000 intercity trips and 200,000 DAR trips each year. Growth of the intercity service ridership has slowed down to approximately 6% due in part to the recessed economy, while costs have remained relatively constant. Ridership on the DAR has remained relatively unchanged, due to funding limitations and an already very efficient service.

Regional Transit Planning

VCTC will continue to have a very active Regional Transit Planning program in the coming year. Commission staff provided ongoing support to TRANSCOM (the Commission's transit technical advisory committee), coordinating with and providing technical assistance to the seven public transit providers in Ventura County and coordinating with the adjoining county transit operations. VCTC transit staff is also continuing to participate in the emergency and disaster planning and serving as the lead for the transit response for the County Office of Emergency Services. In addition, VCTC has begun a regional transit study, which will be ongoing through most of the fiscal year, examining ways to improve delivery of transit services throughout the county and developing a program which will allow successful implementation of SB 716. VCTC will also be working with cities and the county to develop a sustainable transit plan for the Heritage Valley which will allow continuation of needed transit services in an environment of limited and uncertain future funding.

Transit Information Center

The Transit Information Center is the "front line" for Ventura County's transit population and receives on average over 4,000 customer contacts every month. The Transit Center provides customer service to the public by providing transit information to those traveling



within Ventura County, to Warner Center in the San Fernando Valley and Santa Barbara. The Transit Center addresses: rider comments and concerns, fare and transfer information, schedules for time of travel based on origin and destination callers provide, personal travel itineraries and maps, main contact office for special transit promotions such as the VCAPCD/Ventura County transit operators "Try Transit" free ride promotion, one-on-one education on transit related issues, information and assistance to the public pertaining to VISTA and all other local buses as well as Metrolink, Park and Ride Lots, Ride Match, American Disability Act (ADA), Rideshare, Guaranteed Ride Home (GRH), and real-time Nextbus information to patrons on estimated time of arrivals and delays of buses. The Transit Center serves as the "headquarters" for the GoVentura Smartcard bus pass, it provides sales and support assistance to all 17 sales outlets throughout the county, patrons, service and public agencies, and also operates as the main sales office providing phone/front-counter assistance and new and remote Smartcard recharge sales.

GoVentura Smartcard

The "GoVentura" Smartcard automatic fare collection system provides transit users with a county-wide bus pass which can be recharged with four different monthly passes or E-purse product (works similar to a debit card with cash loaded) available for purchase. The card is a permanent, rechargeable fare card eliminating the need for exact change when boarding and allows a convenient and seamless method of travel throughout the County of Ventura. In addition the Smartcard bus pass allows VISTA route transfers, electronic tracking of bus tags and passenger counts thus avoiding manual counts by drivers that may fluctuate, and electronic reporting versus manual. The electronic fare collection system is equipped countywide on: Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, VISTA and Fillmore Area Transit Co. (FATCO) fleets. The system is also integrated with Automatic Passenger Counters (APC's), providing transit operators boarding and alighting data and assisting them with improving scheduling, decreasing cost, and providing greater security in fraud prevention and revenue protection by reducing large amounts of cash handling by drivers and transit operators.

Passenger Rail Programs

There are three major components in the Commission's Rail Program: Metrolink, the LOSSAN/Coast Rail coordination and advisory groups, and the Santa Paula Branch Line. Metrolink will be facing a major challenge in the upcoming fiscal year to improve safety through a variety of measures including installation of a Positive Train Control system while also containing operating and capital costs. A planned fare increase and minor service reductions will help with financing, but at the same time, Metrolink needs to provide a quality service to retain and increase ridership.

The Commission will continue to participate in the LOSSAN and Coast Rail coordination and advocacy efforts to increase the State funded Pacific Surfliner rail operations, to begin implementation of the LOSSAN Strategic Plan, and to obtain the maximum amount of stimulus funding for capital improvements, including the addition of sidings to increase the rail line capacity between Ventura and Santa Barbara counties.

The Santa Paula Branch Rail Line is currently used for limited freight deliveries and filming and promotion of tourism activities in the Santa Clara River Valley. VCTC has maintained the line so that it can continue to be used for these purposes. However, challenging financial times are causing the Commission to consider alternatives to using scarce public



transit dollars to maintain a rail line in operating order. The Santa Paula Branch Line is a corridor that should be preserved for future public use be it for bicycle and pedestrian trails or potentially for rail reconnection to Santa Clarita and Metrolink's Antelope Valley rail line and the expected State High Speed Rail Corridor. However, the SPBL must also be managed so it generates the revenue necessary for its maintenance and upkeep. The continuing challenge in the upcoming year is to reduce costs and increase other revenue sources to make the branch line self-sustaining.

Community Outreach/Public Information/Marketing

This year VCTC entered into a marketing contract with Moore and Associates, a marketing and community outreach consulting firm with expertise in transportation and transit programs. The goals of the project are to support a uniform brand identity, promote awareness of VCTC and its services throughout Ventura County, and engender public support in advance of possible future transportation funding measures. The consultant team has enthusiastically begun working on several elements of the program simultaneously.

The VCTC website is currently being redesigned, and a presence has been established on Facebook and Twitter. A brochure summarizing VCTC programs and services has been created and work has begun to redesign or update other collateral pieces, such as the VISTA Bus schedule and Rideshare materials. A survey is being developed to determine public awareness of VCTC and its services, which will be followed up by a future survey to gauge the effectiveness of our marketing efforts. Also under development are branding concepts and programs that will involve youth participation.

There will continue to be a heavy focus on community events, including the Strawberry Festival and County Fair. VCTC hosted booths at all Earth Day events throughout the county and the public participation and feedback has been very positive.

Capital Projects

The Capital Projects programs provide oversight, planning, project management and monitoring for on-going roadway and highway improvement projects. One of the highest priorities in this program in Fiscal Year 2010/2011 is to expedite project delivery of the High Occupancy Vehicle lane along Highway 101 between Ventura and Santa Barbara counties. This project is funded by Proposition 1B through the Corridor Mobility Improvement Account. Caltrans District 7 is the lead agency. Any delays in the delivery of the project will jeopardize the funding of the \$151 million project. VCTC staff is working closely with Caltrans District 7 to ensure the project cost remains within the available funding and to complete the project design on time. Given the State's inability to issue debt this project along with many others throughout the State may be delayed. However, it is extremely important to complete the project and obtain the coastal commission permits in order to be funded when funding becomes available.

VCTC staff is working with Caltrans, CTC and the City of Thousand Oaks to provide support for the design of Highway 101/23 interchange and work with the City of Thousand Oaks lobbyist to seek funding for construction. Regrettably, due to a lack of transportation funds at the Federal, State, and local levels, this project has no identified funding for construction.

Caltrans started the Environmental Impact Report (EIR) for the improvement of Highway 118 & Somis intersection. This project is funded through Caltrans SHOPP program and VCTC is



monitoring the project to ensure that community needs are being fully considered as the previous environmental document was rejected in court due to opposition from the community.

On the construction side of the Commission's Capital Projects program, staff is monitoring the widening of Lewis Road from Pleasant Valley Road to Ventura Boulevard in Camarillo that is scheduled to be completed during the summer of 2011. This is the second phase of the creatively financed project. VCTC staff is working closely with the County of Ventura to ensure timely completion in order to receive reimbursement from the STIP program of about \$23 million to retire the bonds in accordance with the AB 3090 agreement between VCTC and the California Transportation Commission (CTC).

The widening from three to four lanes of the westbound State Route 118 between the Los Angeles County line and Tapo Canyon Road is another top priority as the project design was completed and had been waiting for construction funds. The sale of Proposition 1B bonds in April of 2009 and the use of \$6.5 million of ARRA funds provided the funding necessary for this \$28 million project to move to construction.

Rural Railroad Crossings

Using grant funding of \$585,000, obtained by Congressman Elton Gallegly, VCTC is aggressively working with Union Pacific (UP) to complete the improvements of two rural crossings in the Somis area in the fall/winter of 2010. These crossings are the Sand Canyon and the Peach Hill Soil crossings, where UP will install warning devices that include crossing gates, lights and bells.

Service Authority for Freeway Emergencies (SAFE)

The SAFE (or Call Box) program is in maintenance mode as technological upgrades were made several years ago so now the primary work effort is to maintain the existing network of approximately 560 call boxes on the County's highways. We will continue to maintain positive working relationships with Caltrans and the California Highway Patrol, who are partners in the program. VCTC staff will continue to manage contractor roles in the implementation of the program and interact with adjacent county call box programs and other SAFE's throughout the state. The revenue stream for this program has been relatively reliable as it is funded as the vehicle owner is charged \$1 during the vehicle registration process. The primary expenditure for this program is for services provided by the VCTC Call Box maintenance contractor. This year the Commission will go through a competitive procurement for Call Box maintenance service.

Congestion Management Plan (CMP) Update

The last CMP update was completed in 2008/2009 and was a major revision as it had not been updated for nearly six years. This year's update is expected to be an update of the substantial effort that took place two years ago and will include the most current traffic counts and an update maps and exhibits.

Ventura Council of Governments (VCOG) Management

During the summer of 2009, both the Commission and VCOG approved a cooperative agreement through which the Commission agreed to manage and staff the Ventura Council



of Governments. The concept of the two agencies working more closely together had been discussed for several years, but for a variety of factors, such an arrangement never made it to fruition. That has since changed and given continued policy level discussion of “synergies” that had developed over the past several years and the coordinated intergovernmental relationships between cities, the county, VCOG, and VCTC, the concept of shared management and policy development was agreed to by the two governing boards. The agreement is particularly timely as SB 375 encourages interaction between land use, jobs, housing and transportation policy at a regional level. The VCTC Executive Director, Planning Director, and Clerk of the Board now regularly serve, VCOG in a management and policy development role. VCTC’s finance and legislative staff also support VCOG activities. VCTC receives a \$50,000 fee for service from VCOG for this professional support.

As required by the VCTC Administrative Code, the Draft Proposed Budget was reviewed by the VCTC Finance Committee in advance of being presented to the full Commission at the regular meeting of April 9, 2010. As the State Budget deal that partially funded the State Transit Assistance program was only days old, the draft budget presented to the Commission at the April 9th meeting and posted to the Commission website did not reflect those revenues which necessitated a second draft budget that was distributed to the Commission in mid-April.

The development and implementation of this new comprehensive expenditure based budget has been no small undertaking and has been accomplished thanks to the hard work and cooperation of the VCTC staff and the patience, understanding and encouragement of the Commission.

Respectfully Submitted,



Darren M. Kettle
Executive Director



This page is intentionally left blank.



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 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; two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Oficio member to the Commission, usually the Caltrans District #7 Director. Below are the current members of the Commission:

Dennis Gillette	City of Thousand Oaks, Chair
William Fulton	City of San Buenaventura, Vice-Chair
Steve Bennett	County of Ventura
Ralph Fernandez	City of Santa Paula
Peter Foy	County of Ventura
Brian Humphrey	Citizen Representative (Cities)
Kathy Long	County of Ventura, Past Chair
Dean Maulhardt	City of Oxnard
Keith Millhouse	City of Moorpark
Mike Morgan	City of Camarillo
Linda Parks	County of Ventura
Jon Sharkey	City of Port Hueneme
Carol Smith	City of Ojai
Steven Sojka	City of Simi Valley
Keith Turner	Citizen Representative (County)
Patti Walker	City of Fillmore
John Zaragoza	County of Ventura
Mike Miles	Caltrans (Ex-Oficio)

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, the VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects.



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

- Airport Land Use Commission (ALUC)
- Consolidated Transportation Service Authority (CTSA)
- Service Authority for Freeway Emergencies (SAFE)
- County Transportation Authority
- Congestion Management Agency (CMA)
- Ventura Intercity Service Transportation Authority (VISTA)

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

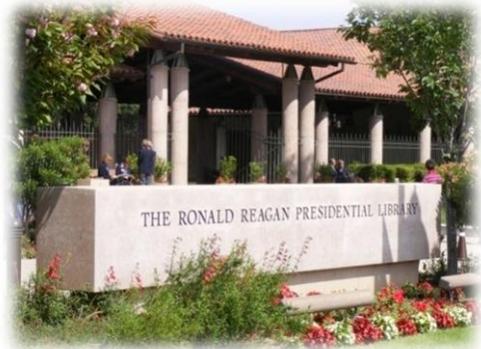
- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC)
- Transportation Technical Advisory Committee (TTAC) – Public works/City Engineer Staff
- Transit Operators Advisory Committee (TRANSCOM)
- Manager's Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)



THE COMMUNITY WE SERVE

Ventura County encompassing just under 2,000 square miles is located north of Los Angeles on California's "Gold Coast." The landscape ranges from rugged national forests, to fertile alluvial plains topped with lemon orchards or rows of strawberries flowing down to its shoreline along the Pacific. Ventura County's beaches are a natural destination, but the County offers a wide diversity of attractions ranging from the beauty of the Channel Islands National Park to the historical displays of the Reagan Library and the San Buenaventura Mission making Ventura County an even more desirable place to live and visit.

The California Department of Finance 2010 Census indicates the County's population is just over 844,000 and largely concentrated into its ten cities, with four cities having a population in excess of 100,000: Oxnard (200,004), Thousand Oaks (130,209), Simi Valley (126,902) and San Buenaventura (109,946). In fact, Oxnard is now the 21st city in California to have more than 200,000 residents. Although the County is ranked the twelfth largest by population, the California Department of Finance (DOF) lists Ventura County's current growth rate at approximately one percent (1%) a year. With thoughtful growth controls in place Ventura County's residents continue to enjoy a variety of lifestyle options from metropolitan to rural and the cities within Ventura County are consistently ranked among some of the safest in the nation.



According to the 2008 United States Census American Community Survey figures, Ventura County's population is largely comprised of two groups, White/Non Hispanic at 51.5% and Hispanic at 38.0%, with all others comprising 10.5%. The median age of County residents remains at thirty-five, but the median age has risen by four years since 1990. The senior population (over 65) is 11.4% and the child population under 18 years is at 25.9%. Over the next decade, it is estimated that the 55 and over population will grow faster changing Ventura's economy, social structure and composition of the workforce.

Ventura County residents enjoy a favorable comparison to the State as a whole in median income and education levels. In 2008 the county's median household income dropped to \$76,190 but remained higher than the State's median of \$61,017. The County reported persons below the poverty level at 8.7% compared to the State's 13.3%. Ventura County residents, twenty-five years of age and older, holding a bachelor's degree or higher is 26.9% compared with 26.6% statewide.

The 2008 United States Census American Community Survey depicts Ventura County's workforce of 411,554 workers, sixteen years old and above, in a wide variety of industries. More than half of Ventura County workers are found within four employment categories:

- Educational, health care and social assistance workers – 66,512
- Government workers – 51,401
- Professional, scientific, management, administrative and waste management workers – 46,420
- Manufacturing workers – 43,356



Considering VCTC's mission of improving mobility, it is especially important to note how the County's workers travel to their jobs. With a mean travel time to work of 26.4 minutes (up from 25.8 minutes in 2006), the overwhelming majority of Ventura County's workers drive alone in private vehicles. As VCTC makes investments in all transportation modes, it does so hoping to shift modes from the single occupancy vehicle to higher occupancy or transit. The transportation mode split in 2008 in Ventura County was:

- Drove alone – 78.7%
- Carpooled – 11.8%
- Worked at home – 4.8%
- Walked – 1.9%
- Other means – 1.7%
- Public Transportation – 1.1%



With shrinking funds and competing priorities, VCTC is faced with a significant challenge in achieving its mission of improving mobility and must garner support from the public for its current efforts as well as its future work.

Despite Ventura County's advantages, the University of California at Santa Barbara continues to voice some concerns in its annual economic forecast. The fastest growing segment of Ventura County's population continues to be the over 55 group. The aging population will have a significant impact on the demand for services and have less disposable income to bolster the economy. Of specific interest/concern to VCTC will be the increase in demand for fixed route buses and paratransit services.

In addition, UCSB noted that even though housing prices have dropped dramatically over the last few years they still remain high compared to household income. This imbalance of housing costs to income forces young families to look outside Ventura County to raise their families. When families move outside of Ventura County to more affordable neighboring communities, the County suffers a loss of sales tax revenues and property tax revenues that pay for government activities and allow for improvements within the County. As the County loses sales tax revenues, VCTC loses its revenue from the Local Transportation Fund which is discussed further in the Local Economy section.

The trends noted above will require VCTC and other agencies that provide services to the public to be creative and inventive when developing their long-term plans in order to maintain the high quality of life that residents of Ventura County enjoy.

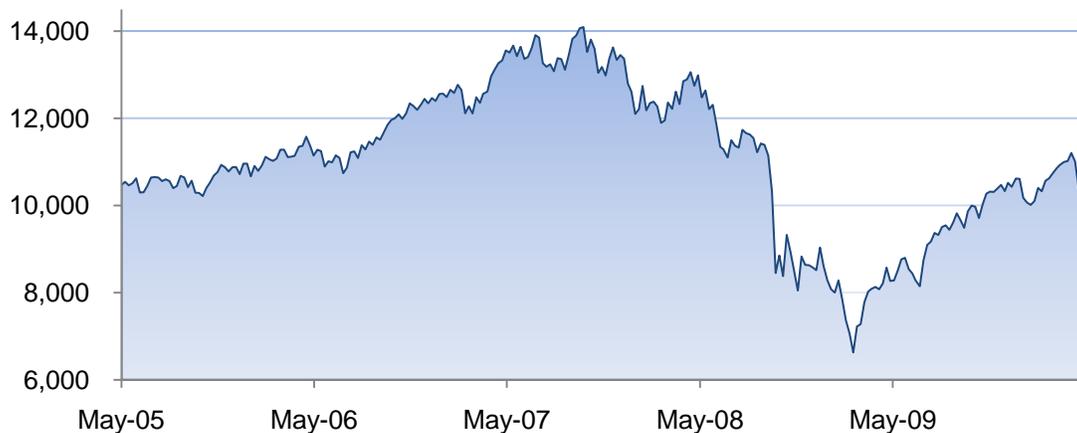


THE LOCAL ECONOMY

Although the economy has improved and many economists believe that the evidence indicates the recession is over, some economists are voicing concerns about the potential for a double dip recession. This caution is raised due to the economic improvements being attributed more to government intervention than structural change. New problems of increased Federal deficits and possible inflation are now added to the economic mix rather than fundamental improvements or fixing the underlying problems that caused the recession.

The stock market remains very volatile. The Dow Jones Industrial Average (DJIA) plunged more than 50 percent from a high of 14,279 in October 2007 to just over 6,600 in March 2009 (see Chart 1, *Dow Jones Industrial Average Five Year History*). The roller coaster ride continues as 100+ point rises and dips have become common place.

Chart 1
Dow Jones Industrial Average Five Year History



For example, the DJIA hit 11,308 on April 26, 2010 only to fall to 10,221 by May 7, 2010 and return to 10,941 on May 12th. The stock market's volatility reflects the unpredictable environment we currently live in. The volatility brings uncertainty to consumer confidence, influencing their spending habits, which directly impacts sales tax receipts which the County relies upon heavily for transit use.

As in most of the nation, the residential housing market continues to be a factor in Ventura County's economy. Prior to the collapse in the housing market, median home prices grew faster than median family incomes. The University of California at Santa Barbara (UCSB) Economic Forecast indicates that home prices grew an average of 10 percent faster than family income from 1996 to 2005 creating a market where lenders supported buyers purchasing more than they could safely afford. The housing bubble finally burst in the middle of 2006 with the median price hitting bottom early in 2009 at \$362,454 (similar to 2003 prices). Although the median price has now risen to over \$400,000, the market

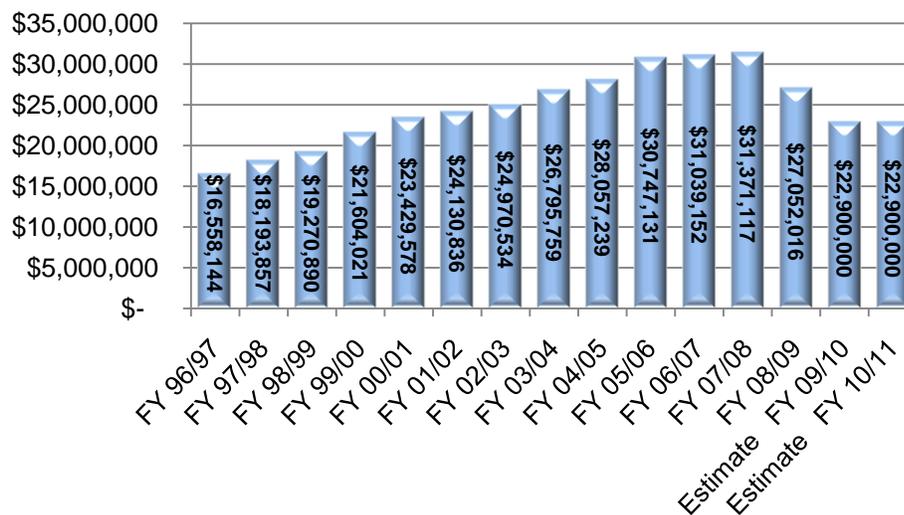


remains fragile with a new wave of foreclosures expected to hit the market in 2010 as Adjustable rate mortgage loans reset to higher interest rates and real estate owned properties are freed from the moratorium.

Rising unemployment is often a companion to the economic conditions described above and Ventura County is one of the hardest-hit regions in one of the hardest-hit states. In April 2010, Ventura County's unemployment rate of 10.5%, while high, was better than California's unemployment rate of 12.6% but well above the nation's rate of 9.9%. UCSB has indicated that "we're at the very initial stages of seeing positive job growth in Ventura County." Bill Watkins of California Lutheran University's Center for Economic Research and Forecasting cautions that real relief from extraordinary high unemployment most likely won't be seen in 2011. Unfortunately, with consumers remaining overleveraged and residents unemployed the dollars being spent in the County by its residents will likely remain low keeping sales tax receipts down.

The VCTC receives a large portion (32%) of its revenue from the quarter cent Local Transportation Fund (LTF) sales tax. These revenues are used to fund transit throughout the County as well as some Commission planning and administrative activities. The County enjoyed growing LTF receipts for many years (see Chart 2, *Local Transportation Fund Revenues Fiscal Year 1996/1997 – 2010/2011*).

Chart 2
Local Transportation Fund Revenues Fiscal Year 1996/1997 – 2010/2011

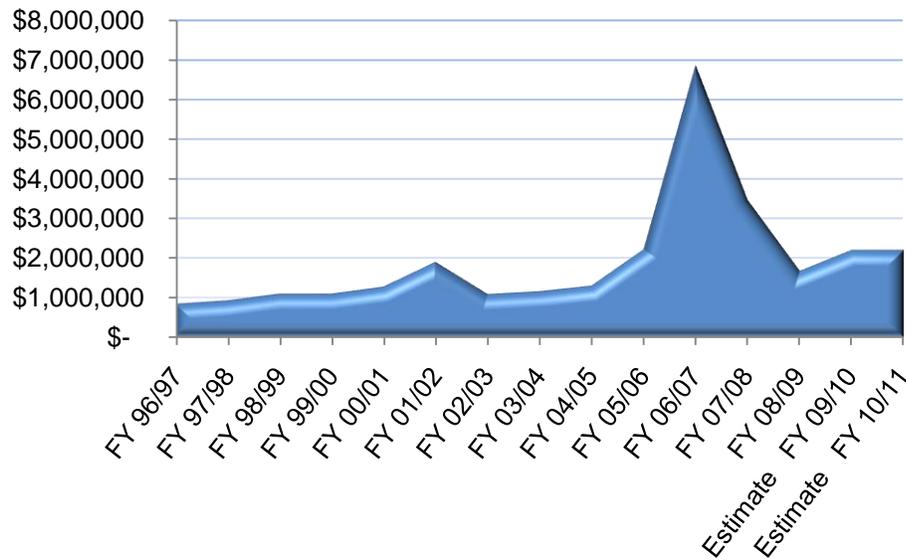


In fact, there was almost a 100 percent increase in a ten year period. However, with the downturn of the economy, there is a projected "loss" in LTF revenues of \$8.4 million from Fiscal Year 2007/2008 to Fiscal Year 2009/2010. At this time it is projected that receipts will remain flat in Fiscal Year 2010/2011. It is uncertain just how long it will take the LTF receipts to stabilize and whether recovery will produce the same amount of sales tax revenues that were being received at the peak.



Further impacting VCTC is the uncertainty of the State Transit Assistance (STA) revenues. Two years ago the State announced the elimination of future State Transit Assistance (STA) revenues through 2013 with no guarantee that the funds would return. Then in March 2010, the State legislators “restored” the STA revenues for two years. VCTC is still working with “estimates” as the exact amounts and delivery dates remain unknown, but it is hoped the information will be forthcoming by the end of June 2010. The STA revenues have been used to fund Metrolink Commuter rail services within the County, the Santa Paula Branch Line and other transit projects. The uncertainty of whether VCTC will receive this revenue, and how much, from year to year (see Chart 3, *State Transit Assistance Revenues Fiscal Year 1996/1997 – 2010/2011*) will necessitate VCTC to reevaluate how it funds on-going transit versus one-time transit needs.

Chart 3
State Transit Assistance Revenues Fiscal Year 1996/1997 – 2010/2011



Equal to the uncertainty of State funding for VCTC’s activities is the frustration surrounding federal funding opportunities. Much of the federal funding available requires a local match, that is, for every federal dollar received, VCTC is required to contribute anywhere from 20 cents to a dollar from a non-federal source. The lack of local funding to match federal dollars renders most of these grants unobtainable by VCTC. When coupled with the State and local funding scenarios detailed above, VCTC is left with little choice but to reduce services or programs while continuing to seek out additional funding sources.



This page is intentionally left blank.



FINANCIAL SECTION

BUDGET PROCESS

The Ventura County Transportation Commission (VCTC) uses the modified accrual basis of accounting for its governmental funds. 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 soon enough thereafter to be available to pay liabilities of the current period. VCTC revenues are considered to be within the current period if they are collected within 180 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred; however, principal and interest expenditures on long-term debt and compensated absences are recorded only when payment is due.

In previous years the VCTC budget aggregated activities and displayed all revenues associated with those activities. In contrast, the VCTC budget beginning with Fiscal Year 2008/2009 details each task the agency has undertaken and its associated budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 1st and ending on June 30th, and includes information about the General Fund and its Special Revenue Funds. The budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of the programs VCTC is responsible for. The Program Task Budgets contain task level detail of each project within the six programs including objectives and accomplishments. This task driven budget is designed to provide fiscal accountability and a method to evaluate VCTC's services to the region.

The budget process includes most VCTC staff members and begins with management staff reviewing current and future projects with guidance from the Executive Director and the Commission. After the projects are identified, the project managers develop detailed line item budgets which include objectives, accomplishments, work elements, product, funding sources and expenditure comparisons. The Finance Director then compiles the task budgets and prepares the main budget. The budget is then presented 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 budget is reviewed by the Finance Committee consisting of the Chair, Vice-Chair and past Chair. After receiving recommendations from the Finance Committee, the budget is presented to the full Commission. A Draft Budget is usually presented to the Commission in April with a Final Budget brought to the Commission in June for adoption.

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

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 program budget, but require line item transfers within a task or within the same program 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 the total expenditures would require Commission approval and would be brought to the Commission in a formal agenda item.



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 and help to maintain financial stability. The budget, revenue and cash management, investment, and auditing financial 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, beginning undesignated/unreserved fund balances and available bond proceeds as applicable. Administrative costs shall be both reasonable and necessary. The budget is task driven with participation by senior staff under the guidance of the Executive Director.

Revenue and Cash Management Policies

VCTC aggressively seeks new funding from federal, state and local agencies in order 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. Cash disbursements to local jurisdictions, consultants and vendors will be made in an efficient and timely manner.

Investment Policies

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

Auditing Policies

VCTC will produce annual financial reports 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.



This page is intentionally left blank.



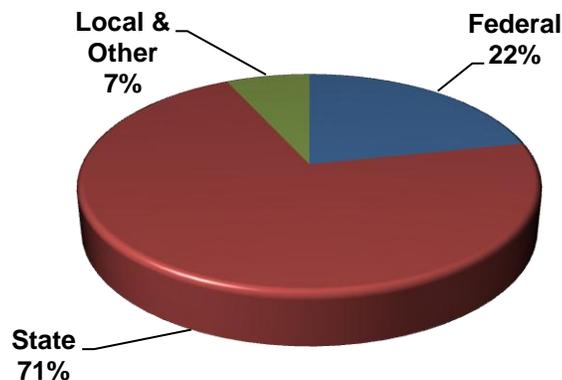
REVENUES AND FUNDING SOURCES

An essential role of VCTC is to allocate State and Federal funds to transportation projects within the county. Although the majority of these funds do not flow through the VCTC budget, the agency is the authority that allocates millions of dollars in transportation funds. Because of the significance of this responsibility, it is important to discuss this role of the agency.

As projects are prioritized in the county in accordance with policy guidelines, VCTC allocates State and Federal funds and designates a lead agency to administer the implementation of these projects. Once the Commission makes an allocation and a project is programmed in the long-range Regional Transportation Plan (RTP) and the short-range Regional Transportation Improvement Program (RTIP), 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 its 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), Federal Transportation Enhancement (TE), Congressional appropriations, State Transportation Improvement Program (STIP) and Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2010/2011 are estimated to be \$70,196,482 and include both new revenues and funds carried-over from the previous fiscal year. Chart 4, *Funding Sources Summary of the Ventura County Transportation Commission*, shows the revenue split by federal, state and local and other sources. The Federal revenues total \$15,347,811. The State revenues (including TDA LTF and TDA STA) total \$50,215,872. The Local and Other revenues total \$4,632,799. More detailed information can be found following the discussion of revenues and funding sources on Chart 5, *Funding Sources of the Ventura County Transportation Commission*, Table 1, *Detailed Funding Sources of the Ventura County Transportation Commission* and Chart 6, *Funding Source Details of the Ventura County Transportation Commission* which provide further information about the budgeted revenues.

Chart 4
Funding Sources Summary of the Ventura County Transportation Commission



FEDERAL REVENUES

Federal Transit Administration (FTA)

The Federal Transit Administration (FTA) 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 divides the program funds into "Sections" as follows:

- 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. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5309, Rail Modernization and Bus Discretionary, funds are utilized for projects such as rail projects and transit facility constructions. The matching ratio range usually range from 50/50 to 88.53/11.47 local match. Generally most of the Section 5309 funds VCTC receives are rail modernization funds attributed to Metrolink services.
- Section 5310, Elderly and Disabled, funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 88.53% federal to 11.47% local match.
- Section 5311, Rural, funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316, Jobs Access and Reverse Commute (JARC), funds are for projects that improve access to employment for low-income individuals. Operating costs can be reimbursed up to 50%, and capital costs up to 80%.
- Section 5317, New Freedom (NF), funds are for new transit services for disabled individuals, which go beyond the ADA minimum requirements. Operating cost reimbursement is up to 50%, and capital cost up to 80%.
- Section 3038, Intelligent Transportation Systems (ITS) Integration, funds are for projects that involve ITS with a 50/50 match ratio.
- Section 112 and Section 117 funds are congressional appropriations that were funded at 100%.
- American Recovery and Reinvestment Program (ARRA) funds are stimulus revenues that were funded at 100%.

VCTC's budget contains \$12,550,311 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 the VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Program (STP) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Enhancements (TE) funds. VCTC programs the majority of the FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.



Surface Transportation Program (STP)

The Surface Transportation Program (STP) funds provide revenue for federal-aid highways, bridge projects on public roads, transit capital projects as well as local streets and road improvement projects. The current matching ratio is 88.53% federal to 11.47% local. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contains \$1,320,000 in STP revenues.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality (CMAQ) funds are allocated by the Commission for transportation projects which 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. The matching ratio is generally 88.53% federal to 11.47%. VCTC's budget contains \$875,500 in CMAQ revenues.

Transportation Enhancements (TE)

Potential Transportation Enhancement projects are approved by the Commission and submitted to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP). Projects receiving Transportation Enhancement funds need to provide an improvement that is over and above the base transportation project. Project categories are pedestrian and bicycle facilities, scenic or historic highways, scenic beautification, historic preservation, rehabilitation of historic transportation facilities, preservation of abandoned railway corridors, control/removal of outdoor advertising, archaeological planning and research, and mitigation of water pollution due to highway runoff. The available TE formula funds are based on the state apportionment of STP funds. The current funding ratio is 88.53% federal to 11.47% local. VCTC has utilized TE funds in previous years, but the current budget contains \$0 in TE revenues.

Federal Railroad Administration (FRA)

Federal Railroad Administration (FRA) Section 1103(f) funds are provided to improve safety or eliminate hazards at highway-railroad grade crossings, including private grade crossings. Eligible projects may include planning, design and construction of grade crossing safety improvements such as passive or active warning devices, signal upgrades, crossing closures and grade separations. VCTC's budget contains \$602,000 in FRA revenues.

Older Americans Act

The Older Americans Act of 1965 established the Federal Administration on Aging to oversee the development of programs and services for older people in every community across the nation. The Administration on Aging provides funds to state agencies (e.g., the California Department of Aging) to carry out this mandate. With the passage of the Mello-Granlund Older Californians Act in 1966 California designated county area agencies on aging. In 1980, the Ventura County Area Agency on Aging (VCAAA) was formed as a public agency. In previous years, VCTC received Older Americans Act funding from VCAAA to provide programs and services for older adults, but the current budget contains \$0 in Older American Act 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) revenues.

Local Transportation Fund (LTF)

The Transportation Development Act (TDA), Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund (LTF) in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general sales tax collected within the County. These funds are received monthly from the State and are held in trust by the County of Ventura. Disbursement of LTF funds 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 to be \$22,900,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$22,900,000 to local agencies in the upcoming year. Of this amount, \$14,700 is for County Administration and \$434,380 will be apportioned and allocated through a competitive process for Article 3, Bicycle and Pedestrian, funds and \$20,884,643 will be apportioned by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit and claimed by local agencies. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$458,000, \$708,277 and \$400,000 respectively. Also, it is anticipated that \$41,083 will be carried-over from Fiscal Year 2009/2010 in match for projects not completed.

State Transit Assistance (STA)

Historically the Transportation Development Act (TDA) provided a second source of revenue with the State Transit Assistance (STA) revenues. State Transit Assistance revenues are derived from the state portion of the sales tax on gasoline and diesel fuel. The State Controller allocates these funds based on the County's population and revenue miles of each eligible transit operator (Gold Coast Transit (GCT) and Southern California Regional Rail Authority (SCRRA)). The State disburses the STA revenues on a quarterly basis and the funds are held in trust by the County. STA revenues are restricted for transit purposes and are administered by VCTC.

In Fiscal Year 2008/2009, the 37-year run of this state funding for transit operations was halted with the State passing a budget to eliminate future STA revenues through 2013. Then in March 2010 the legislators allocated \$400,000,000 in STA with VCTC's estimated share being \$2,200,000 each for Fiscal Years 2009/2010 and 2010/2011. It is also estimated that \$140,000 of STA funds will be passed through to Gold Coast Transit for both fiscal years. The exact amounts and payments dates are unknown but will likely occur early in Fiscal Year 2010/2011. The STA expenditures of \$2,799,246 will be transferred from the STA fund balance to the General Fund and thus, is not shown as "revenue," but as an "other financing source/transfer in."



Service Authority for Freeway Emergencies (SAFE)/Vehicle Registration Fees (VRF)

The Service Authority for Freeway Emergencies (SAFE) Vehicle Registration Fees (VRF) was created under Chapter 14 (commencing with 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 under the SAFE program, the Commission began to manage the operation and expansion of the cellular call box system and related operating and capital expenditures. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. VCTC's budget contains \$700,000 in SAFE/VRF revenues.

State Transportation Improvement Program (STIP)

The State Transportation Improvement Program (STIP) is primarily supported by Proposition 42 (State Sales Tax on Gasoline) and the Public Transportation Account (PTA) and 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 also available for capacity projects on the State regional road system and for Intercity Rail projects. 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). Of the \$93 million in STIP revenues available per VCTC's 2008 STIP submittal which is a five year plan, \$23,000,000 in STIP/PTA funds flow through VCTC's current budget to pay off the Lewis Road Bond.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring (PPM) funds are also derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives these PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC's budget contains \$554,900 in PPM revenues.

Proposition 1B Program

In 2006, Californians approved Proposition 1B, which will fund various transportation programs from bonds issued by the State of California. Programs to be funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. At this time the VCTC budget contains \$709,972 in Proposition 1B revenues for Positive Train Control.

Division of Mass Transportation (DMT)

The State Budget authority for Caltrans includes a special fund source by which the Division of Mass Transportation (DMT) makes grants to selected applicants to develop and implement vanpool programs for agricultural workers. These funds were transferred to another agency that will be running the program in the County; therefore, the VCTC budget currently contains \$0 in DMT revenues.



California Public Utilities Commission (CPUC) Signal Funds

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. This annual program is administered by the California Public Utilities Commission (CPUC). Each year funds are approved by the Legislature and allocated by the CPUC railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. Normally the Legislature annually allocates four million dollars (\$4,000,000) for the program. More recently the Legislature has reduced annual allocations to one million dollars (\$1,000,000) thereby reducing all agency shares to twenty-five percent (25%) of the amount received in the past. VCTC's budget contains \$11,000 in Signal revenues.

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), the Department of Airports, Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, California State University, Channel Islands (CSUCI), etc. to support VCTC programs. Local funds also include fares paid on the VISTA buses, lease payments paid through the Santa Paula Branch Line and ticket sales for the County fair trains. VCTC's budget contains \$2,554,291 in local contribution revenues and \$1,868,508 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. VCTC's budget contains \$210,000 in investment income and other revenues.

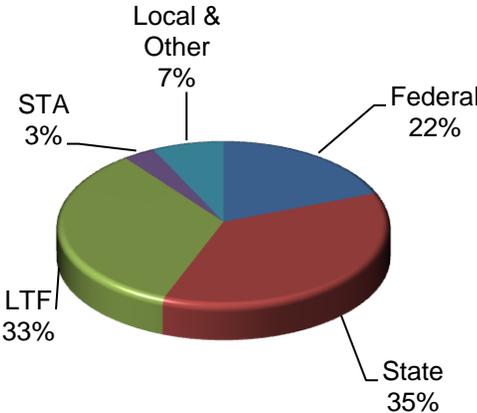
Debt Financing/Bond Proceeds

In 2005 VCTC issued a \$25,475,000 revenue bond to fund the Lewis Road Widening Project. In April 2008 the Commission refinanced the bond with Capital One for \$23,795,000. When the bond was refinanced, it was reduced by the reserve fund since it was no longer required. The Commission approved a repayment plan for the bond principal using \$23 million of STIP funds committed by the CTC through the AB3090 program and \$795,000 from the Debt Service fund balance. Bond proceeds are not considered "revenue" and therefore, are not included in the "revenue totals." Bond proceeds are considered an "other financing source" and shown in the Budget Summary after expenditures are deducted from revenues in the "transfers in/out" line. VCTC's budget contains \$2,400,000 in bond proceeds and \$1,586,253 in debt service funds to be expended in the upcoming year. The expenditures for the Lewis Road Widening project can be found in the Highway Management budget task.

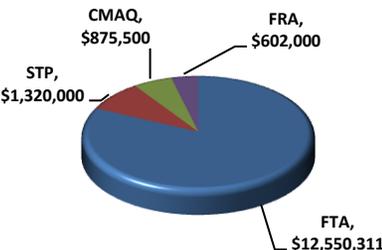


**Chart 5
Funding Sources of the Ventura County Transportation Commission**

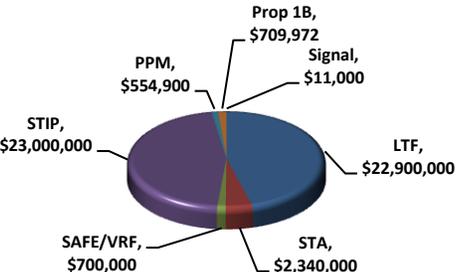
Total Funding Sources



Federal Funding Sources



State Funding Sources



Local and Other Funding Sources

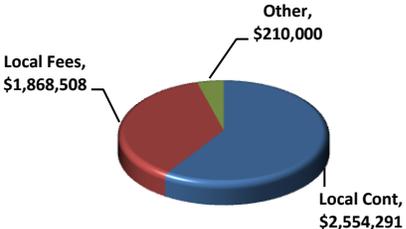
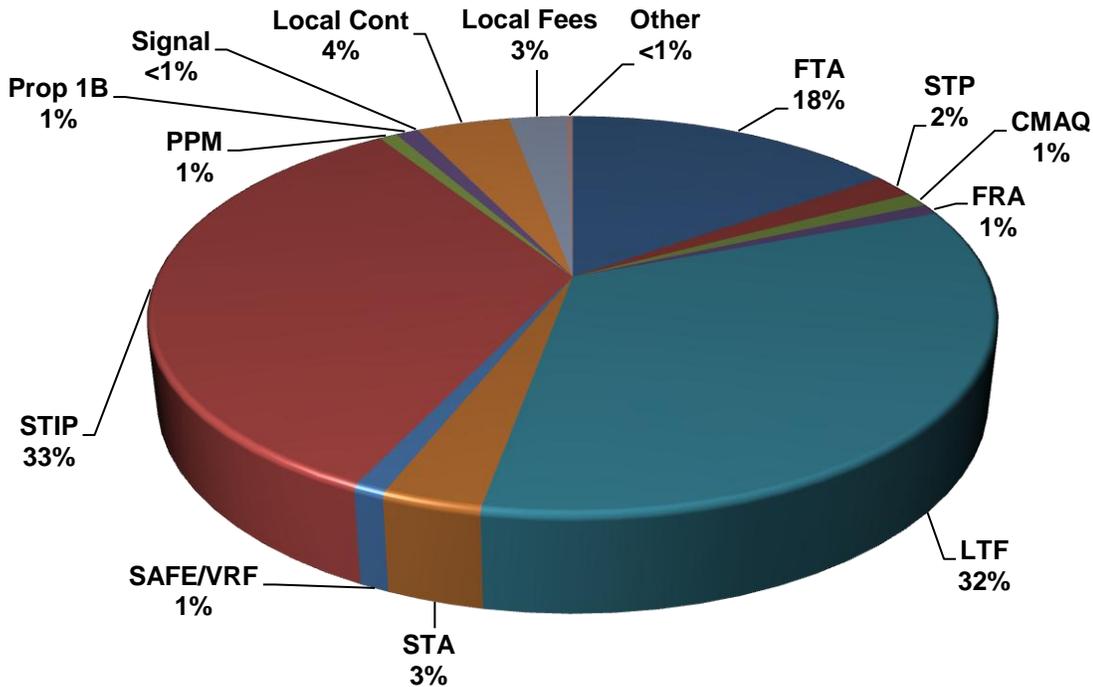


Table 1
Detailed Funding Sources of the Ventura County Transportation Commission

Funding Source	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Federal Transit Administration (FTA)	\$10,342,497	\$16,184,084	\$12,550,311
Surface Transportation Program (STP)	0	10,257,835	1,320,000
Congestion Mitigation and Air Quality (CMAQ)	1,302,600	4,179,800	875,500
Transportation Enhancements (TE)	1,309,553	1,064,246	0
Federal Railroad Administration (FRA)	0	452,760	602,000
Older Americans Act	73,014	10,300	0
Local Transportation Fund (LTF)	27,052,016	22,900,000	22,900,000
State Transit Assistance (STA)	1,844,192	0	2,340,000
Service Authority for Freeway Emergencies (SAFE) - Vehicle Registration Fees (VRF)	737,139	750,000	700,000
State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM)	2,120,665	5,990,917	23,000,000
Proposition 1B	351,681	325,000	554,900
Division of Mass Transportation (DMT)	625,282	456,954	709,972
California Public Utilities Commission Signal	7,902	0	0
Local Contributions	30,980	11,000	11,000
Local Fees	2,704,310	2,977,700	2,554,291
Investment Income and Other Revenues	1,430,992	1,703,000	1,868,508
	589,322	252,000	210,000
Total Funding Sources	\$50,522,145	\$67,515,596	\$70,196,482

Chart 6
Funding Source Details of the Ventura County Transportation Commission

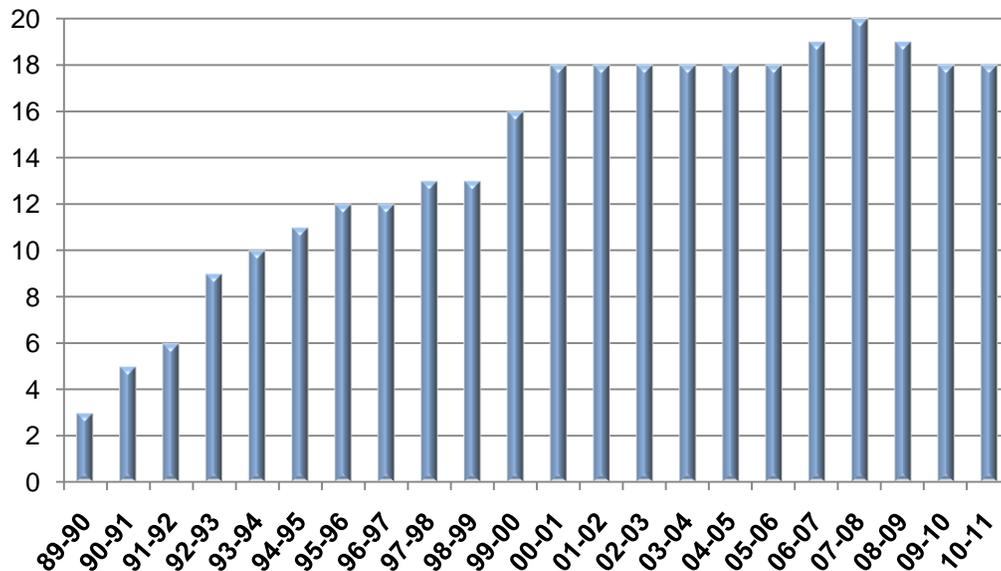


PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission's greatest asset is its employees. VCTC's staff serves the community through a variety of regional programs, nationally recognized expertise and the completion of many projects discussed throughout the body of this document. Growing from three employees in 1989 to its current roster of seventeen regular and one annuitant employees, staffing includes twelve professional positions, five support positions and one part-time annuitant for special projects (see Chart 7, *Employee Growth*, and Chart 10, *Staff Organizational Chart*).

**Chart 7
Employee Growth**



The staffing of sixteen full-time employees and two part-time employees is the equivalent of 16.6 full-time positions (see Table 2, *Personnel Full Time Equivalent (FTE) by Program*) which is slightly lower than Fiscal Year 2009/2010 due to a significant reduction of hours for the part-time annuitant.

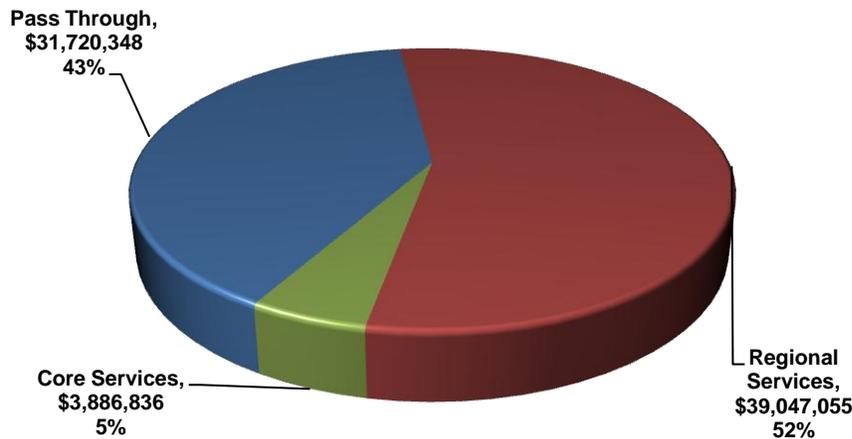
**Table 2
Personnel Full Time Equivalents (FTE) by Program**

Program	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Transit and Transportation	4.7	4.0	3.5
Highway	0.9	0.9	1.0
Rail	1.1	1.2	0.9
Commuter Assistance	3.1	3.1	2.8
Planning and Programming	2.6	2.7	3.1
General Government	5.6	5.1	5.3
TOTAL	18.0	17.0	16.6



The Ventura County Transportation Commission was established as a planning and funding organization but over time has evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core Services, Regional Services and Pass Through Services. Core 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/or cost efficiency to the County. Pass through services provide a mechanism to receive and distribute "pass through" funds to other agencies. Below in Chart 8, *Pass Through, Regional and Core Service Expenditures*, is a breakdown of VCTC's expenditures by service type and Table 4, *Pass Through, Regional and Core Services and Associated Hours*, is a listing of projects and a breakdown of staff hours spent on projects within the service types.

**Chart 8
Pass Through, Regional and Core Service Expenditures**



**Table 3
Pass Through, Regional and Core Services and Associated Hours**

Core Services		Regional Services		Pass Through Services	
Congestion Management Program		Debt Services		Highway Management	
Freight Movement		Transit Information Center		Senior & Disabled Transp. Svs.	
LOSSAN & Coast Rail Council		GoVentura Smartcard		TDA Administration	
Management & Administration		Metrolink & Special Rail Projects		Transit Grant Administration	
Marketing & Community Outreach		Motorist Aid Call Box System			
Regional Transit Planning		Nextbus			
Regional Transportation Planning		Rideshare Programs			
Highway Management		Santa Paula Branch Line			
State & Federal Relations		Senior & Disabled Transp. Svs.			
TDA Administration		SpeedInfo Highway Speed Sensors			
Transit Grant Administration		Trapeze			
Transportation Improvement Prg.		VISTA Fixed Route Bus Service			
		Vista Dial-A-Ride Service			
Staff Hours	18,983	Staff Hours	14,671.5	Staff Hours	985.5
Total Staff Hours = 34,640					



The Commission's salary and fringe benefits total \$2,413,000 or 3.2 of the Fiscal Year 2010/2011 budget. This represents a decrease of \$25,400 or -1.0% from the Fiscal Year 2009/2010 budget of \$2,438,400 and a -4% from Fiscal Year 2008/2009 of \$2,520,000. The Salaries total of \$1,599,000 includes approximately \$18,000 for merit increases for eligible employees not at the top of their range. For a second year, the budget contains no cost of living adjustment (COLA) or vacation buy-outs. Below in Table 4, *Salary Ranges*, the Fiscal Year 2010/2011 salary ranges are detailed by classification.

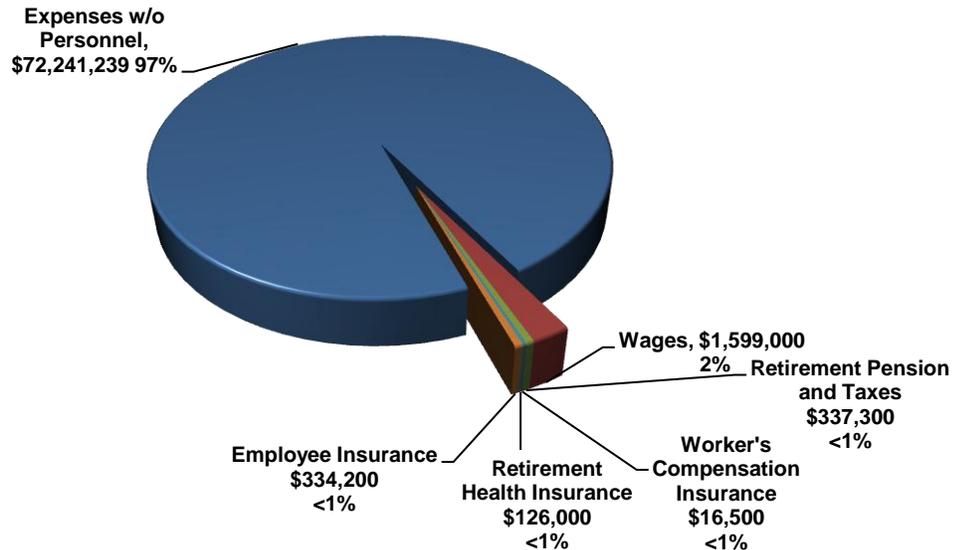
**Table 4
Salary Ranges**

Staffing Level	No. of Employees	Range	
Executive Director	1		\$199,875
Director	5	\$ 87,963	\$121,246
Manager I	6	\$ 77,265	\$101,038
Manager II	1	\$ 70,132	\$ 86,774
Support Staff I	3	\$ 43,827	\$ 58,436
Support Staff II	2	No established range	No established range

While wages have decreased with the reduction in hours for the part-time annuitant, tax and benefit costs have increased slightly by \$9,100 for a total of \$814,000. Benefits account for approximately 1% of the budget (see Chart 9, *Personnel Costs*). Included in the benefit costs is \$126,000 for retiree healthcare of which the majority will be used to prefund the Other Postemployment Benefits Trust with CalPERS CERBT that the Commission established in Fiscal Year 2008/2009. Prefunding the trust allows the Commission to offset OPEB costs through compounded investment earnings.

**Chart 9
Personnel Costs**

**Wages and Fringe = \$2,413,000
3.2% of Fiscal Year 2010/2011 Budget
1.0% Decrease from Fiscal Year 2009/2010**



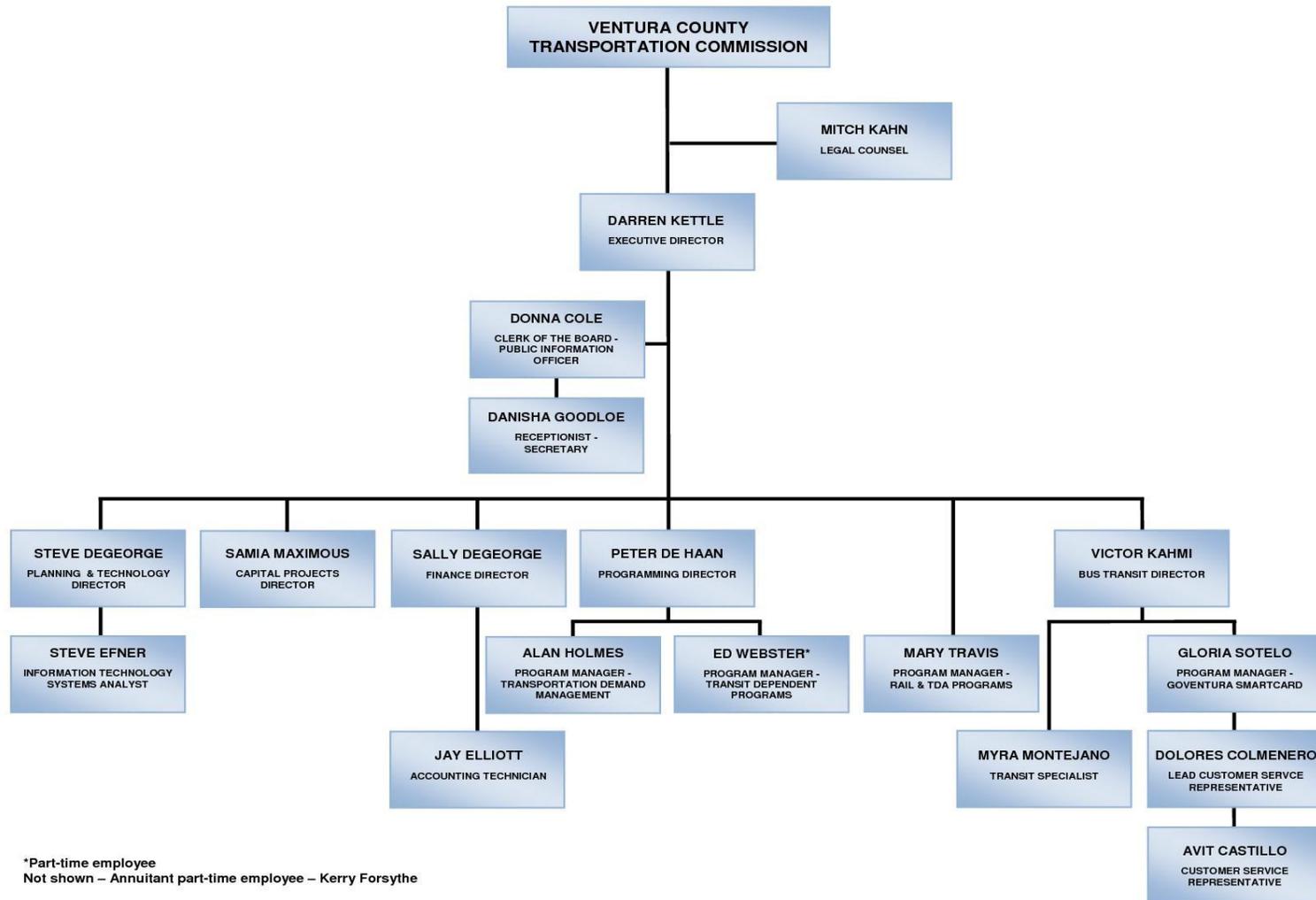
CalPERS increases or decreases the agency's employer pension rate each year based on actuarial reports which takes into account such factors as pension funding status, return on investments, pension benefit factor, agency employee and retiree population, etc. The change in employer rate for public agencies has a two year lag period. The employee rate is set by legislation and seldom changes (currently 7%). VCTC pays both the employer and employee portion of the pension costs.

When the economy was thriving and investment returns were high, CalPERS lowered the employer rates for many years. In fact, there was a period in the 1990's when VCTC was not paying any pension costs because the fund was considered "over-funded." In Fiscal Year 2010/2011, VCTC's pension cost will be 10.007% of payroll (a 0.058% decrease from Fiscal Year 2009/2010).

Beginning in Fiscal Year 2011/2012, VCTC's rates will increase due to the downturn in the economy. Although the rate will increase an estimated 1.893% in Fiscal Year 2011/2012 and an additional 1.6% in Fiscal Year 2012/2013, VCTC is among the agencies receiving the lowest increases. The increase remains relatively small because VCTC made a conservative decision to keep the benefit factor at 2% @ 60 when other agencies throughout the County and State were increasing their benefit factors to 2% @ 55, 2.5% @ 55, 2.7% @ 55 and 3% @ 60.



**Chart 10
Organizational Chart**



*Part-time employee
Not shown – Annuitant part-time employee – Kerry Forsythe



This page is intentionally left blank.



INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenses 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 is prepared so that VCTC can charge indirect costs to the various projects. The indirect cost allocation plan and rate are reviewed annually for compliance by VCTC's independent auditors and approved by its cognizant agency, the Federal Transit Administration (FTA), as required.

The indirect cost allocation rate is based on an estimate. Because the rate is an estimate, the actual indirect expenditures are compared to the estimate and then adjusted (for over/under charges) against a future year. A new budget method was implemented in Fiscal Year 2008/2009 and, unfortunately, the estimated rate used was too high causing too much overhead to be collected. That over collection is now being adjusted against Fiscal Year 2010/2011's indirect estimate. The adjustment expense will be paid out of the unreserved general fund balance and is shown under the Management and Administration budget task.

Beginning this fiscal year, VCTC is now including appropriate staff time as part of its overhead calculations. Included in these costs are all or partial hours from the following positions: Receptionist/Secretary, Clerk of the Board/Public Information Officer (office manager hours only), Information Technology Systems Analyst, Finance Director and Accounting Technician. The inclusion of staff hours in the indirect cost allocation plan has caused the rate to more than double from the previous year; however, this will spread the costs among all funding sources instead of the costs being funded with LTF revenues. This allowable change will require a "reapproval" of the indirect cost allocation plan by the FTA.

In Table 5, *Indirect Cost Allocation Plan*, is a list of costs included in the indirect cost plan for Fiscal Year 2009/2010 and Fiscal Year 2010/2011. Also included in Table 5 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.



**Table 5
Indirect Cost Allocation Plan**

Operating and Professional Costs:	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	\$ Change	% of Change
Salaries & Benefits	\$ 0	\$ 0	\$441,091	441,091	New
Books & Publications	777	2,500	2,000	-500	-20.0%
Business Meals	3,702	4,000	2,500	-1,500	-37.5%
Communications	20,591	20,000	16,000	-4,000	-20.0%
Insurance	95,702	115,000	115,000	0	0.0%
Maintenance	11,755	15,000	15,000	0	0.0%
Membership & Dues	13,330	18,000	8,000	-10,000	-55.6%
Mileage	3,397	5,000	3,000	-2,000	-40.0%
Miscellaneous	1,445	9,000	9,000	0	0.0%
Notices	792	5,000	1,000	-4,000	-80.0%
Office	19,465	25,000	20,000	-5,000	-20.0%
Postage	7,204	20,000	20,000	0	0.0%
Printing	8,141	10,000	10,000	0	0.0%
Rent	124,570	128,000	131,300	3,300	2.6%
Training	1,290	2,000	2,000	0	0.0%
Travel & Conferences	17,101	20,000	15,000	-5,000	-25.0%
Audit & Actuary Services	64,656	80,000	60,000	-20,000	-25.0%
Legal Services	43,039	35,000	35,000	0	0.0%
Professional Svs & Human Resources	64,508	50,000	50,000	0	0.0%
Depreciation	19,066	20,000	20,000	0	0.0%
Subtotal	\$520,531	\$583,500	\$975,891		
Adjusted Overhead Rate	28.20%	22.46%	40.57%		



PROGRAM SECTION

PROGRAM OVERVIEW

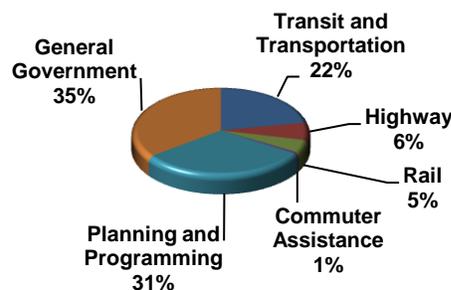
The Fiscal Year 2010/2011 budget is a comprehensive budget and contains the General, LTF, STA, SAFE, Capital, and Debt Service funds and is divided into six programs. Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section. In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning in Fiscal Year 2009/2010, the personnel and operating expenditures were included within the individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2010/2011 are \$74,654,239. The total budget expenditures decreased by 1.9% and are briefly explained in the individual program summaries.

Below are two tables which summarize these six programs: Table 6, *Budgeted Expenditures by Program*, and Chart 11, *Budgeted Program Expenditures*.

**Table 6
Budgeted Expenditures by Program**

Program Budget Categories	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Transit and Transportation	\$10,091,786	\$19,664,094	\$16,336,463	-16.9%
Highway	698,913	19,622,089	4,845,600	-75.3%
Rail	9,091,407	10,712,905	3,427,580	-68.0%
Commuter Assistance	156,894	612,100	510,717	-16.6%
Planning and Programming	26,591,111	22,346,878	23,343,503	4.5%
General Government	5,582,261	3,598,525	26,190,376	738.2%
Total Program Budget	\$52,212,372	\$76,556,591	\$74,654,239	-1.9%

**Chart 11
Budgeted Program Expenditures**



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role as the County Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. The Transit and Transportation Program, at \$16,336,463 is 22% of the budget and includes seven project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Other changes include the increase in the Nextbus budget to purchase an additional five years of service, the decrease in the Trapeze budget due to the completion of the capital portion of the project and the decrease in the Transit Grant Administration budget for the completion of pass-through projects.

Details of each task can be found in the Program Task Budget Section. Below in Table 7, *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 7
Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Senior and Disabled Transportation Service	56	\$ 228,630	\$ 351,600	\$ 354,100	0.7%
GoVentura Smartcard	58	208,943	1,251,870	1,078,578	-13.8%
VISTA Fixed Route Bus Service	60	4,688,297	5,758,800	5,327,160	-7.5%
VISTA Dial-A-Ride Service	62	2,035,756	2,329,500	2,392,200	2.7%
Nextbus	64	58,369	207,501	883,050	325.6%
Trapeze	66	1,383,898	767,200	33,600	-95.6%
Transit Grant Administration	68	1,487,893	8,997,623	6,267,775	-30.3%
Total Transit and Transportation Budget		\$10,091,786	\$19,664,094	\$16,336,463	-16.9%
Program Costs:					
Personnel		\$ *	\$ 516,925	\$ 462,000	
Support		*	162,000	231,500	
Professional and Project		10,091,786	18,985,169	15,642,963	
Total Transit and Transportation Budget		\$10,091,786	\$19,664,094	\$16,336,463	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County. These tasks include capital and planning projects that VCTC implements, co-partners and/or oversees. The Highway Program, at \$4,845,600, is 6% of the budget and includes five project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Other changes include the increase to the Congestion Management Program for the CMP update which occurs every two years, the elimination of the Traffic Management Center budget task and the partial completion of the Lewis Road project within the Highway Management task.

Details of each task can be found in the Program Task Budget Section. Below in Table 8, *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 8
Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Congestion Management Program	72	\$111,525	\$ 17,000	\$ 61,200	260.0%
Motorist Aid Call Box System	74	405,907	444,300	523,200	17.8%
SpeedInfo Highway Speed Sensors	76	133,408	147,300	147,600	0.2%
Traffic Management Center	---	30,999	16,900	0	End
Highway Management	78	17,074	18,996,589	4,113,600	-78.3%
Total Highway Budget		\$698,913	\$19,622,089	\$4,845,600	-75.3%
Program Costs:					
Personnel		\$ *	\$ 166,300	\$ 185,900	
Support		*	42,600	96,300	
Professional and Project		698,913	19,413,189	4,563,400	
Total Highway Budget		\$698,913	\$19,622,089	\$4,845,600	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs including commuter rail assistance. The Rail Program, at \$3,427,580, is 5% of the budget and includes three project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The Metrolink budget decreased because the Rural Grade Crossing Safety project that was shown within the Metrolink budget task in Fiscal Year 2009/2010 was moved to the Freight Movement budget (in the Planning and Programming Program) and additional federal funds that pass directly to Metrolink were used to offset operational costs. The Santa Paula Branch Line budget decreased considerably due to the completion of the Trackwork project and the proposed changes to the operations of the Santa Paula Branch Line.

Details of each task can be found in the Program Task Budget Section. Below in Table 9, *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 9
Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Metrolink Commuter & Special Rail Projects	82	\$7,918,512	\$ 4,422,785	\$2,850,847	-35.5%
LOSSAN Coast Rail Coordinating Council	84	6,394	40,532	66,983	65.3%
Santa Paula Branch Line	86	1,166,501	6,249,588	509,750	-91.8%
Total Rail Budget		\$9,091,407	\$10,712,905	\$3,427,580	-68.0%
Program Costs:					
Personnel		\$ *	\$ 195,280	\$ 148,600	
Support		*	75,200	79,100	
Professional and Project		9,091,407	10,442,425	3,199,880	
Total Rail Budget		\$9,091,407	\$10,712,905	\$3,427,580	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and promote ridesharing and public transportation. The Commuter Assistance Program, at \$510,717, is 1% of the budget and includes two project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The largest adjustment was moving the marketing element from the Rideshare budget into the Marketing and Community Outreach budget.

Details of each task can be found in the Program Task Budget Section. Below in Table 10, *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 10
Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Transit Information Center	90	\$ 3,805	\$242,600	\$254,000	4.7%
Rideshare Programs	92	153,089	369,500	256,717	-30.5%
Total Commuter Assistance Budget		\$156,894	\$612,100	\$510,717	-16.6%
Program Costs:					
Personnel		\$ *	\$332,000	\$307,000	
Support		*	90,800	139,717	
Professional and Project		156,894	189,300	64,000	
Total Commuter Assistance Budget		\$156,894	\$612,100	\$510,717	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



PLANNING AND PROGRAMMING PROGRAM

Many of the agency's responsibilities are of a planning and programming nature. Projects within this program focus on comprehensive, countywide transportation planning, congestion management, modeling and forecasting, as well as studies to improve specific needs within the county. This program also contains LTF revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads project. The Planning and Programming projects total \$23,343,503, is 31% of the budget and includes five project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. LTF funds found within the Transportation Development Act budget are estimated to remain flat, but additional LTF funds are required for regional projects as other funding sources are lost. The Regional Transportation Planning budget has largely increased due to consulting services and staff costs associated with SB 375 planning activities. The Freight Movement budget has increased with the inclusion of the Rural Grade Crossing Safety project that was moved out of the Metrolink budget.

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

**Table 11
Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget	% of Change
Transportation Development Act	96	\$26,170,985	\$21,431,464	\$21,679,223	1.2%
Transportation Improvement Program	98	13,163	208,000	240,800	15.8%
Regional Transportation Planning	100	399,843	271,364	413,900	52.5%
Regional Transit Planning	102	7,120	387,350	393,400	1.6%
Freight Movement	104	0	48,700	616,180	1165.3%
Total Planning & Programming Budget		\$26,591,111	\$22,346,878	\$23,343,503	4.5%
Program Costs:					
Personnel		\$ *	\$ 484,000	\$ 568,300	
Support		*	151,750	276,400	
Professional and Project		26,591,111	21,711,128	22,498,803	
Total Planning & Programming Budget		\$26,591,111	\$22,346,878	\$23,343,503	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



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 various programs contained throughout the budget. These tasks include the financial management, legislative activities, intergovernmental relations and public information. The General Government Program, at \$26,190,376, is 35% of the budget and includes four project tasks.

In Fiscal Year 2008/2009 the personnel and operating expenditures were shown as one budget task under general government. Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks which largely explains the variance between expenditure costs between the Fiscal Years. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Other changes include combining the Clerk of the Board, Office Services Management, Information Technology and Transportation Funding Research budgets into the Management and Administration budget. The Marketing and Community Outreach budget now contains the marketing element from the Rideshare budget. The Financial Management budget was split between the Management and Administration budget and the new Debt Service budget which includes the debt service and repayment of the bond for the Lewis Road project. The Santa Paula Mill and Depot Rehabilitation budget has been removed as the project was completed.

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

Table 12
General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2008/2009 Actual*	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget**	% of Change
Marketing and Community Outreach	108	\$ 127,427	\$ 455,517	\$ 650,832	42.9%
Clerk of the Board	---	19,257	58,300	0	End
Office Services Management	---	*	107,300	0	End
Information Technology	---	40,166	142,300	0	End
State and Federal Relations	110	30,000	128,375	150,855	17.5%
Financial Management	--	944,811	1,420,000	0	End
Debt Service	112	---	---	24,586,253	New
Santa Paula Mill and Depot	---	1,312,253	1,095,946	0	End
Personnel and Operations	---	2,959,064	0	0	End
Management and Administration	114	149,283	190,787	802,436	320.6%
Total General Government Budget		\$5,582,261	\$3,598,525	\$26,190,376	738.2%
Program Costs:					
Personnel		\$2,378,827	\$ 741,900	\$ 303,000	
Support		580,237	214,592	161,687	
Professional and Project		2,623,197	2,698,159	25,725,689	
Total General Government Budget		\$5,582,261	\$3,654,651	\$26,190,376	

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**In Fiscal Year 2010/2011 several items have been combined into other tasks and Fiscal Year 2009/2010 budgets may be restated. See individual budget tasks for details.



This page is intentionally left blank.



**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2010/2011**

	General Fund	LTF	STA	Capital Project	Debt Service	SAFE	Total
REVENUES							
Federal Grants	15,347,811						15,347,811
State Grants	24,275,872						24,275,872
Local Transportation Fund		22,900,000					22,900,000
State Transit Assistance			2,340,000				2,340,000
Vehicle Registration Fees						700,000	700,000
Local, Investment Income, and Other Revenues	4,422,799	60,000	100,000	0	0	50,000	4,632,799
Total Revenues	44,046,482	22,960,000	2,440,000	0	0	750,000	70,196,482
EXPENDITURES							
Transit and Transportation Program							
Senior and Disabled Transportation Services	354,100						354,100
GoVentura Smartcard	1,078,578						1,078,578
VISTA Fixed Route Bus Service	5,327,160						5,327,160
VISTA Dial-A-Ride Service	2,392,200						2,392,200
Nextbus	883,050						883,050
Trapeze	33,600						33,600
Transit Grant Administration	6,267,775						6,267,775
Total Transit and Transportation Program	16,336,463	0	0	0	0	0	16,336,463
Highway Program							
Congestion Management Program	61,200						61,200
Motorist Aid Call Box System	523,200						523,200
SpeedInfo Highway Speed Sensors	147,600						147,600
Highway Management	1,713,600			2,400,000			4,113,600
Total Highway Program	2,445,600	0	0	2,400,000	0	0	4,845,600



**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2010/2011**

	General Fund	LTF	STA	Capital Project	Debt Service	SAFE	Total
Rail Program							
Metrolink Commuter and Special Rail Projects	2,850,847						2,850,847
LOSSAN and Coast Rail Coordinating Council	66,983						66,983
Santa Paula Branch Line	509,750						509,750
Total Rail Program	3,427,580	0	0	0	0	0	3,427,580
Commuter Assistance Program							
Transit Information Center	254,000						254,000
Rideshare Programs	256,717						256,717
Total Commuter Assistance Program	510,717	0	0	0	0	0	510,717
Planning and Programming Program							
Transportation Development Act	345,500	21,333,723					21,679,223
Transportation Improvement Program	240,800						240,800
Regional Transportation Planning	413,900						413,900
Regional Transit Planning	393,400						393,400
Freight Movement	616,180						616,180
Total Planning and Programming Program	2,009,780	21,333,723	0	0	0	0	23,343,503
General Government Program							
Marketing and Community Outreach	650,832						650,832
State and Federal Relations	150,855						150,855
Debt Service	23,000,000				1,586,253		24,586,253
Management and Administration	802,436						802,436
Total General Government Program	24,604,123	0	0	0	1,586,253	0	26,190,376



**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2010/2011**

	General Fund	LTF	STA	Capital Project	Debt Service	SAFE	Total
Total Expenditures	49,334,263	21,333,723	-	2,400,000	1,586,253	-	74,654,239
Revenues over (under) Expenditures	(5,287,781)	1,626,277	2,440,000	(2,400,000)	(1,586,253)	750,000	(4,457,757)
Other Financing Source							
Transfers in (out)	5,102,406	(1,607,360)	(2,799,246)	0	0	(695,800)	0
Contingency/Reserve	(50,000)	(600,000)	0	0	0	(1,515,000)	(2,165,000)
Fund balance beginning of year	250,000	600,000	6,900,000	2,400,000	1,586,253	2,881,212	14,617,465
Fund balance end of year	<u>14,625</u>	<u>18,917</u>	<u>6,540,754</u>	<u>0</u>	<u>0</u>	<u>1,420,412</u>	<u>7,994,708</u>

LTF, STA and SAFE funds are "transferred" to the General Fund to pay for project expenditures shown within the General Fund.



This page is intentionally left blank.



VENTURA COUNTY TRANSPORTATION COMMISSION



**Fiscal Year
2010/2011
Budget
Task Section**



INDEX OF PROGRAM TASK BUDGETS BY PROGRAM

Transit and Transportation Program	55-69
Senior and Disabled Transportation Services	56-57
GoVentura Smartcard	58-59
VISTA Fixed Route Bus Service	60-61
VISTA Dial-A-Ride Service	62-63
Nextbus	64-65
Trapeze	66-67
Transit Grant Administration	68-69
Highway Program	71-79
Congestion Management Program (CMP)	72-73
Motorist Aid Call Box System	74-75
SpeedInfo Highway Speed Sensors	76-77
Highway Management	78-79
Rail Program	81-87
Metrolink Commuter and Special Rail Projects	82-83
LOSSAN and Coast Rail Coordinating Council	84-85
Santa Paula Branch Line (SPBL)	86-87
Commuter Assistance Program	89-93
Transit Information Center (TIC)	90-91
Rideshare Programs	92-93
Planning and Programming Program	95-105
Transportation Development Act (TDA)	96-97
Transportation Improvement Program	98-99
Regional Transportation Planning	100-101
Regional Transit Planning	102-103
Freight Movement	104-105
General Government Program	107-115
Marketing and Community Outreach	108-109
State and Federal Relations	110-111
Debt Service	112-113
Management and Administration	114-115



INDEX OF PROGRAM TASK BUDGETS BY MANAGER

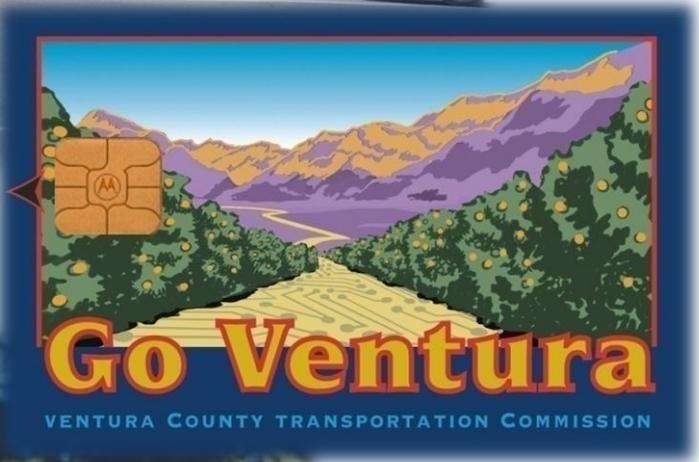
Donna Cole	
Marketing and Community Outreach	108-109
Steve DeGeorge	
Nextbus	64-65
Regional Transportation Planning	100-101
SpeedInfo Highway Speed Sensors	76-77
Trapeze	66-67
Sally DeGeorge	
Debt Service	112-113
Peter De Haan	
State and Federal Relations	110-111
Transit Grant Administration	68-69
Transportation Improvement Program	98-99
Alan Holmes	
Rideshare Programs	92-93
Victor Kamhi	
Regional Transit Planning	102-103
VISTA Dial-A-Ride Service	62-63
VISTA Fixed Route Bus Service	60-61
Darren Kettle	
Management and Administration	114-115
Samia Maximous	
Congestion Management Program (CMP)	72-73
Freight Movement	104-105
Highway Management	78-79
Motorist Aid Call Box System	74-75
Gloria Sotelo	
GoVentura Smartcard	58-59
Transit Information Center (TIC)	90-91
Mary Travis	
LOSSAN and Coast Rail Coordinating Council	84-85
Metrolink Commuter and Special Rail Projects	82-83
Santa Paula Branch Line (SPBL)	86-87
Transportation Development Act (TDA)	96-97
Ed Webster	
Senior and Disabled Transportation Services	56-57



This page is intentionally left blank.



TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES
MANAGER: Ed Webster

OBJECTIVES: The major activity under this task is to certify disabled residents of Ventura County who are unable to use a fixed bus route due to a disability. VCTC provides this service, required by the Americans with Disabilities Act (ADA), on a countywide basis to ensure standardized certification policies and economy of scale. VCTC also provides various other smaller but significant functions that require a countywide approach related to elderly and disabled transportation issues. In particular, VCTC staff will increase efforts to coordinate and check compliance with federal regulations.

ACCOMPLISHMENTS: Revised the ADA certification process from a staff-run program to a contractor-based program. Processed all paperwork associated with the certification including mailing of over one thousand applications. Reviewed applications and conducted in-person interviews with all applicants. Processed required ADA documentation, both for visitors to Ventura County and those certified by VCTC going elsewhere. Distributed FTA funds for East County ADA Intercity Service. Programmed FTA Section 5310 Elderly and Disabled Transportation Service funds. Convened the ADA Task Force to review and update the ADA Certification Guidelines.

DESCRIPTION: Working with the ADA Task Force, staff developed an RFP, selected a contractor and implemented a contractor-based ADA Certification program. Staff has also worked with ADA Task Force to clarify the certification guidelines as required by the Americans with Disabilities Act. Now that a contractor is performing certification services, we anticipate that staff will have more time to adequately manage FTA Jobs Access/Reverse Commute and New Freedoms programs and also to provide a more appropriate level of oversight to ADA services in the county.

As of July 2009, funding for senior discount transit tickets was discontinued, so funding for this program has been eliminated from the budget. VCTC will continue to program Section 5310 funds as specified by law and to pass through the FTA funds for East County ADA service.

The ADA certification programs will continue to be funded with 80% FTA Section 5307 funds and matched with TDA LTF funds.

WORK ELEMENTS:

1. Work with all paratransit providers to coordinate transportation and compliance issues for ADA certified riders.
2. Manage contract to certify ADA applicants.
3. Manage appeal process for ADA Certifications.
4. Coordinate with community senior centers and other appropriate locations to obtain centralized interview sites for ADA applicants.
5. Provide information and assistance to inquiries regarding the elderly and disabled transportation programs including ADA certification.
6. Update ADA certification applications, and informational brochures and internet information as appropriate.
7. Work with the ADA service providers to review East County Intercity service funding distribution, and serve as conduit for the FTA funds for this service.



TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES
MANAGER: Ed Webster

WORK ELEMENTS (continued):

8. Work with agencies to solicit and prioritize Section 5310 Elderly and Disabled projects and forward nominated projects to the California Transportation Commission (CTC).

PRODUCT: Processing of approximately 1,000 ADA certification requests per year; provision of funds for East County ADA service; and approval of Section 5310 program nomination to CTC.

FUNDING:

Funding Dollars	Funding Source:
\$283,280	FTA 5307
70,820	LTF fund transfer
\$354,100	Total Funding

EXPENDITURE COMPARISONS:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 48,100	\$ 40,800
Fringe and Tax Allocation	*	35,000	31,300
Indirect Cost Allocation	*	18,700	29,200
Mileage	2,349	3,200	1,300
Office Supplies	1,101	3,500	500
Postage	36	100	0
Printing	0	800	1,100
Travel and Conferences	2,130	1,400	1,400
Certification Contractor	0	80,000	97,400
Legal Services	0	500	600
Professional Services	0	0	500
East County ADA Pass Through	150,000	150,000	150,000
Senior Nutrition Service	66,500	0	0
Senior Tickets	6,514	10,300	0
Total Expenditures	\$228,630	\$351,600	\$354,100

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: GOVENTURA SMARTCARD
MANAGER: Gloria Sotelo

OBJECTIVES: To administer and provide project management to support the Electronic Fare Collection system that is integrated with Automatic Passenger Counters (APC's) which provide transit operators with boarding and alighting data for their operations, assist in reducing cost, fraud and improve efficiencies. To allow transit riders option of seamless and cashless travel countywide on Ventura County's bus transit system.

ACCOMPLISHMENTS: In 2000, the VCTC Board authorized the development of an Electronic Fare Collection system. The GoVentura Smartcard system, implemented by VCTC, has been operational since 2002 providing electronic fare collection and Automatic Passenger counters on the following transit systems: Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, and VISTA. Since 2002 there has been an increase of bus pass usage from 201,655 bus tags to 434,438 in 2009.

Improvements to the Smartcard system have included bus equipment upgrades for all six transit operators, a "dedicated" support line installed at VCTC office for direct support to Point-of-Sales (POS) Outlets, revised "GoVentura" Smartcard brochures. The new email address SmartCardComments@goventura.org was implemented on the VCTC web site for public comments and questions to staff. VCTC staff oversees all aspects of project management, operation and maintenance of GoVentura system.

DESCRIPTION: The GoVentura Smartcard system is comprised of a complex network of thirty (30) computers and 135 buses linked together to enable sales and use of the Go Ventura card, as well as collecting daily boarding and alighting data for each bus stop in the County. Seventeen (17) POS outlets operate countywide for patrons to purchase/recharge the affordable and convenient bus pass. The VCTC Customer Service Center serves as the main sales/support office to all sales outlets, job career centers and transit patrons; also assist private and public agencies in providing bus passes to employees through transit pre-tax benefit programs. The professional services budget can vary greatly annually due to items such as hardware and software replacements, timing of fleet turnover, actual vehicle deliveries and funding of federal grant cycles which can delay equipment purchases and installations that may carry over into the next fiscal year. This year \$493,081 is carry-over from Fiscal Year 2009/2010. System is separated in three distinct work efforts; development of new GoVentura capital projects, operations and maintenance.

WORK ELEMENTS:

Capital Projects Work Elements:

1. Development of work, specifications and test plan for sales network upgrade.
2. Procure hardware, peripherals, install software applications/firmware and perform acceptance testing, then install systems.
3. Procure vehicle hardware to support fleet changes and new installs and removals.

Operations Work Elements:

1. Perform daily system health checks and generate statistical data as requested.
2. Provide customer service and sales assistance to sales outlets, Job Career Centers, patrons, remote load customers and agencies including those with transit pre-tax programs.
3. Clearing house for sales outlets, reconcile sales revenues on a monthly basis.
- 4.



TASK: GOVENTURA SMARTCARD (continued)
MANAGER: Gloria Sotelo

WORK ELEMENTS (continued):

Provide training to POS and Transit Operators. Public marketing of GoVentura bus pass, Update GoVentura materials and marketing information as needed.

Maintenance Work Elements:

1. Identify system faults and implement repairs and inspections from self checks or operation information for action. Return failed equipment to Cubic for repairs.
2. Receive and format fare, route and schedule information from transit operators, import data, test changes prior to release, then disseminate throughout the system.

PRODUCT: A commercially supportable and fully functional GoVentura Smartcard network that is well monitored and provides staff for customer service issues.

FUNDING:

Funding Dollars	Funding Source:
\$452,791	FTA 5307
319,918	FTA carry-over
132,698	LTF fund transfer
13,583	LTF fund transfer carry-over
159,588	STA fund transfer carry-over
\$1,078,578	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 124,900	\$ 124,900
Fringe and Tax Allocation	*	59,500	59,600
Indirect Cost Allocation	*	41,400	74,900
Communications	2,557	4,400	5,000
Mileage	787	1,000	1,500
Miscellaneous	18	3,500	0
Office Supplies	1,909	800	7,400
Postage	848	1,600	2,500
Printing	0	5,000	5,000
Training	0	500	500
Bank Credit Card Processing Fees	0	7,800	7,500
Legal Services	0	0	2,000
Offsite backup	0	1,800	0
Professional Services	202,391	531,670	265,100
Bus Equipment Installs	433	168,000	222,678
Upgrade of Sales Network	0	300,000	300,000
Total Expenditures	\$208,943	\$1,251,870	\$1,078,578

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: VISTA FIXED ROUTE BUS SERVICE

MANAGER: Victor Kamhi

OBJECTIVES: To provide comfortable, efficient and well-coordinated intercity/intercounty fixed route transit service, connecting with local transit providers along the VISTA transit corridors.

ACCOMPLISHMENTS: During Fiscal Year 2008/2009, VCTC provided approximately 800,000 passenger trips throughout Ventura County and surrounding areas. VCTC raised fares on the intercounty service in August and made major modifications as well as some additions to the Coastal Express route and modifications to the VISTA East route to service employment centers in Simi Valley and Thousand Oaks.

VCTC amended its Cooperative Agreement with the member cities and the County to make joint appointment to the VCTC and the VISTA Committees, a move intended to simplify management of the services and provide the public with a single policy board to address concerns.

VCTC staff worked with the contractor (Coach America) to ensure that courteous, comfortable, on-time service was provided on all routes. VISTA also completed a biennial on-board survey in fall of 2009.

DESCRIPTION: VISTA fixed route transit service provides the link between all bus and rail services in Ventura County and into Los Angeles and Santa Barbara Counties. Through VISTA, VCTC provides vital transport for all citizens including transit-dependent, who would not be able to travel to work, school, medical appointments, shopping and leisure activities without this service.

Cost of contract service for each fixed route is budgeted to increase between 3.5% based on the approved contract. No new service is anticipated due to budget constraints.

WORK ELEMENTS:

1. Work with VISTA Committees and VCTC to create a more rational organizational structure and develop goals and guidelines for VISTA service.
2. Provide transit service through a contract operator and oversee the implementation of the service, including schedule changes. Implement support activities such as changes to NEXTBUS database, and prepare amendments to contractor contracts as needed to implement service modifications.
3. Provide VISTA service statistics to TRANSCOM, the American Public Transit Association (APTA) and Federal Transit Administration's National Transit Database.
4. Prepare budgets for each route and proposed local match distributions.
5. Seek community input and passenger comments to guide service changes and oversee service quality.
6. Develop rules for passenger conduct.

PRODUCT: Revise and implement transit service based on August 2009 schedule changes. Prepare and provide service indicator reports and ridership reports to VCTC, TRANSCOM and VISTA Committees. Approve service changes and annual operating/capital budget.



TASK: VISTA FIXED ROUTE BUS SERVICE (continued)
MANAGER: Victor Kamhi

FUNDING:

Funding Dollars	Funding Source:
\$2,572,916	FTA 5307 & JARC
22,940	STP
27,132	LTF fund transfer
1,304,664	Local contribution*
35,000	Local fee – CSUCI
919,001	Local fee - farebox
445,507	Local fee – route guarantee
\$5,327,160	Total Funding

*Local Contribution provided by the cities of Ventura, Camarillo, Thousand Oaks, Santa Paula, Fillmore, Moorpark, Simi Valley, the County of Ventura, CSUCI and SBCAG.

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 95,100	\$ 74,200
Fringe and Tax Allocation	*	63,500	51,300
Indirect Cost Allocation	*	36,000	51,000
Mileage	1,122	1,500	1,500
Miscellaneous	11,530	0	0
Postage	110	1,600	1,600
Printing	2,825	10,900	10,000
Travel and Conferences	1,150	0	0
Legal Services	5,900	0	1,000
Temporary Help	0	2,000	0
Maintenance and Repair	0	3,000	3,000
VISTA Organizational Study	0	0	0
Particulate traps	0	450,000	0
Contract Service Costs:	0	0	0
Highway 101 Bus Service	706,641	737,900	763,713
Highway 126 Bus Service	767,948	786,500	814,064
East County Bus Service	601,761	677,000	700,704
Conejo Connection Bus Service	311,082	329,700	341,221
Coastal Express Bus Service	1,407,446	1,684,500	1,743,549
CSUCI Bus Service	870,782	879,600	770,309
Total Expenditures	\$4,688,297	\$5,758,800	\$5,327,160

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: VISTA DIAL-A-RIDE SERVICE
MANAGER: Victor Kamhi

OBJECTIVES: To provide comfortable, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore-Piru and surrounding unincorporated areas, connecting with the VISTA Highway 126 bus service for the Santa Clara River Valley.

ACCOMPLISHMENTS: During Fiscal Year 2008/2009, VCTC provided approximately 207,000 passenger trips, implemented a passenger comment card program, produced quarterly transit service indicators, held a VISTA 126 and Dial-A-Ride (DAR) Committee meeting, and implemented the Committee recommendations. During 2009/2010 we completed a biennial on-board survey.

VCTC also worked with the contractor, Fillmore Area Transit Company (FATCO), to ensure courteous, comfortable, on-time service and to improve service efficiency (passengers carried per hour) and call wait times.

DESCRIPTION: These general public dial-a-ride services provide the only public transit service to the communities of Santa Paula and Fillmore and the nearby unincorporated communities, such as Piru, Bardsdale and the Rancho Sespe Housing Development.

Through VISTA, VCTC provides vital transport for all citizens- including many transit-dependent individuals, who would not be able to travel to work, school, medical appointments or shopping and leisure activities without this service. Through transfers to the VISTA Highway 126 route and the VISTA fixed route system, the dial a rides connect the citizens of the Santa Clara Valley to all of Ventura County and beyond.

The cost of Dial-a-Ride services for 2010/2011 is expected to increase, based on the standard year-over-year inflation built into our multi-year agreement (3.75%). There are no plans to increase service, and this budget may be adjusted to reflect pending VCTC actions regarding fare, service levels, and the distribution of FTA transit funds.

The VISTA organization study will continue into Fiscal Year 2010/2011 and has been moved to the Regional Transit Planning budget task.

WORK ELEMENTS:

1. Work with VISTA Committees and VCTC to create a more rational organizational structure and develop goals and guidelines for VISTA service.
2. Provide the VISTA DAR transit service through a contract operator and oversee the implementation of the service. Implement support activities such as providing rider notices about service changes and prepare amendments to contractor contracts as needed to implement service modification.
3. Prepare VISTA service statistics quarterly and provide the information to TRANSCOM, the American Public Transit Association (APTA) and Federal Transit Administration's National Transit Database.
4. Prepare a VISTA DAR budget and proposed local match distribution.
5. Seek community input and passenger comments to guide service changes and oversee service quality.
6. Develop rules for passenger conduct.



TASK: VISTA DIAL-A RIDE-SERVICE (continued)
MANAGER: Victor Kamhi

PRODUCT: Prepare and provide service indicator reports and ridership reports to VCTC, TRANSCOM and VISTA Committees. Approve service changes and annual operating/capital budget.

FUNDING:

Funding Dollars	Funding Source:
\$1,109,133	FTA 5307 & 5311
10,940	LTF fund transfer
1,122,127	Local contribution*
150,000	Local fee - farebox
\$2,392,200	Total Funding

*Local Contribution provided by the cities of Santa Paula and Fillmore and the County of Ventura.

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 18,000	\$ 22,400
Fringe and Tax Allocation	*	10,600	15,300
Indirect Cost Allocation	*	6,500	15,300
Mileage	37	100	200
Miscellaneous	591	0	0
Printing	325	1,400	1,500
Legal Services	0	0	1,000
Temporary Help	0	400	0
Maintenance (Trapeze)	0	10,500	0
VISTA Organizational Study	0	30,000	0
Contract Service Costs:	0	0	0
Fillmore DAR Service	1,018,687	1,090,300	1,131,200
Santa Paula DAR Service	1,016,116	1,161,700	1,205,300
Total Expenditures	\$2,035,756	\$2,329,500	\$2,392,200

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: NEXTBUS
MANAGER: Steve DeGeorge

OBJECTIVES: Improve transit ridership through the provision of real-time bus arrival information and facilitate fleet management through the use of Automatic Vehicle Location (AVL) systems by the transit operators.

ACCOMPLISHMENTS: In 2001 VCTC contracted with Nextbus Inc. for five (5) years to provide vehicle tracking data on all fixed routes buses for the following transit operators: Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit and VISTA .

The Nextbus tracking suite provides real-time tracking and arrival predictions based on actual speed, location and historic performance of the bus. Arrival predictions are then published on web based maps and are broadcast to forty bus stop locations throughout the County. Nextbus has also proven useful as a fleet management tool in providing historic arrival and departure times, schedule adherence and customer service dispute resolution.

In 2006, VCTC extended the Nextbus program for a second five (5) year period with the contract expiring in October of 2011.

DESCRIPTION: Despite VCTC being the contract manager, each of the transit operators has been encouraged to develop a direct relationship with Nextbus to effect all hardware repairs as well as route and/or schedule changes. On occasion, staff is called upon to facilitate communications or clarify contract limitations.

Each year the countywide bus fleet expands or replaces buses going out of service. These changes in the countywide bus fleet require additional Nextbus hardware purchases and installations or the removal and replacement of hardware aboard the buses. Cities also request additional signs at bus stops as support infrastructure becomes available. Staff attempts to anticipate those changes by coordinating expansion and replacement activities with the transit operators but has experienced unexpected additions and change outs due to contract operations or unanticipated procurement issues.

Although the current contract with Nextbus expires in October of 2011, the Commission recognized the countywide value of Nextbus and at its April 2010 meeting approved the use of VISTA carry over FTA funds matched by STA. It is anticipated that a new five year contract will be negotiated and brought to the Commission late in this fiscal year. A five year contract will allow VCTC to realize a nine percent cost savings over contracting yearly.

WORK ELEMENTS:

1. Coordinate contract activities with transit operators and Nextbus.
2. Coordinate installation of new or replacement bus equipment and/or bus stop signs throughout the County.
3. Negotiate a five year contract extension for Ventura County services.

PRODUCT: Full use and understanding of the Nextbus application by transit riders as well as transit operators and a fully equipped bus fleet.



TASK: NEXTBUS (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$593,562	FTA 5307
112,878	FTA 5307 carry-over
27,500	LTF fund transfer carry-over
148,390	STA fund transfer
720	STA fund transfer carry-over
\$883,050	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 3,500	\$ 1,700
Fringe and Tax Allocation	*	1,300	700
Indirect Cost Allocation	*	1,100	1,000
Maintenance	8,280	0	0
Mileage	0	400	0
Consultant Services	0	201,201	879,150
Legal Services	0	0	500
Installations	10,403	0	0
Equipment	39,686	0	0
Total Expenditures	\$58,369	\$207,501	\$883,050

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



TASK: TRAPEZE
MANAGER: Steve DeGeorge

OBJECTIVES: Facilitate paratransit trips throughout Ventura County by providing a common scheduling and dispatching platform to paratransit operators.

ACCOMPLISHMENTS: Based upon the findings contained in the 2007 Commission adopted Human Service Transportation and Transit Service Coordination Study staff undertook the countywide implementation of a standardized paratransit scheduling and dispatch system. The Commission contracted with Trapeze Software Group to provide all software, hardware and training. In Fiscal Year 2008/2009 staff oversaw the completion of installations and training for all nine participating agencies.

While the installation of the largest portion of the project was completed in Fiscal Year 2008/2009, this fiscal year staff added Thousand Oaks Transit to the project. Software and hardware support was built into the Trapeze contract for each of the participating operators with only communication costs for the vehicles as an ongoing cost to the VCTC. Staff will have a small role in providing administrative oversight of the ongoing contract and approving communication invoices.

DESCRIPTION: This task is to provide the administrative oversight for the ongoing Trapeze contract and to process vehicle communication invoices until the conclusion of the project in Fiscal Year 2012/2013.

WORK ELEMENTS:

1. Administrative oversight of the Trapeze Contract and associated communication contract with AT&T.

PRODUCT: Coordinated dynamic scheduling and dispatch for public-operated paratransit systems in Ventura County.



TASK: TRAPEZE (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$33,600	LTF fund transfer
\$33,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 2,300	\$ 1,700
Fringe and Tax Allocation	*	900	700
Indirect Cost Allocation	*	700	1,000
Mileage	60	300	200
Miscellaneous	40	0	0
Communications	25,687	30,000	30,000
Trapeze Contract Services	1,358,111	733,000	0
Total Expenditures	\$1,383,898	\$767,200	\$33,600

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: TRANSIT GRANT ADMINISTRATION

MANAGER: Peter De Haan

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

ACCOMPLISHMENTS: VCTC administers annual grants provided by FTA for transit planning, operations, and capital improvements, funding VISTA and VCTC planning activities and providing pass-through funding to all county transit operators except for Metrolink, Gold Coast Transit and Simi Valley Transit which are direct grant recipients of FTA.

DESCRIPTION: As a condition for VCTC and its subrecipients to receive FTA funds, VCTC must prepare grant submittals for projects, develop and approve an annual Program of Projects (POP); monitor project status and submit quarterly reports to FTA; review and pay invoices and obtain FTA reimbursement; ensure compliance with all FTA requirements; collect and submit transit data; and coordinate the FTA mandated Triennial Review covering VCTC and subrecipients. VCTC subrecipients include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Ojai Trolley, County of Ventura, City of Ventura, Camarillo Health Care District, The Arc of Ventura County, and Ventura Transit System, Inc.

The Fiscal Year 2009/2010 budget has decreased due to the completion of several large projects including most of the American Recovery and Reinvestment Act (ARRA) Economic Stimulus projects. This final budget shows new grant funds included in the Fiscal Year 2010/2011 POP. The budget includes FTA Section 5307 Urban Formula funds, Jobs Access/Reverse Commute (JARC) and New Freedom (NF) funds to cover the maximum share of eligible expenses for staffing of grant administration activities. The required match for pass-through funds are provided by subrecipients as a condition of funding, and are not shown in the VCTC budget.

WORK ELEMENTS:

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
2. Work with VCTC project managers and transit agency subrecipients to track status of all projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, record-keeping, competitive contracting, buy America, DBE, lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, bus chartering restriction, and ADA.
3. Review subrecipient invoices for FTA funds, and submit to FTA for reimbursement.
4. Submit National Transit Database reports for VISTA and Drug & Alcohol Testing Management Information System reports for VISTA and subrecipients.
5. Work with FTA every three years to coordinate Triennial Review covering VCTC and subrecipients.

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



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

Funding Dollars	Funding Source:
\$5,405,194	FTA 5307, 5309, 5316, 5317, JARC, NF & CMAQ transfer carry-over
844,878	FTA 5307, 5309, 5316, 5317, JARC, NF & CMAQ transfer
17,703	LTF fund transfer
\$6,267,775	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 35,225	\$ 23,600
Fringe and Tax Allocation	*	19,000	13,800
Indirect Cost Allocation	*	12,300	15,200
Mileage	0	175	175
Notices	2,444	200	2,500
Travel and Conferences	0	25	25
Legal Services	0	575	1,150
Grant Y177	57,390	77,619	0
Grant Y253	0	247,662	247,662
Grant Y365	97,931	40,301	40,301
Grant Y399	1,872	619,350	5,895
Grant 4-0016	578	223,652	50,000
Grant Y522	92,876	105,351	24,000
Grant 7-0016	39,812	0	0
Grant Y611	178,917	358,643	0
Grant X007	0	179,000	0
Grant X016	0	363,431	143,301
Grant X089	86,261	0	0
Grant X737	835,769	952,991	454,701
Grant X094	31,323	97,090	48,678
Grant X028	62,695	92,654	59,619
Grant X020 ARRA/Stimulus	0	3,337,763	1,685,000
Grant X036	0	50,396	50,396
Grant X108	25	225,754	77,768
Grant Y803	0	1,958,466	974,011
Grant X122	0	0	311,079
Fiscal Year 2009/2010 5317 NF	0	0	533,799
New Fiscal Year 2010/11 5307	0	0	1,505,115
Total Expenditures	\$1,487,893	\$8,997,623	\$6,267,775

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

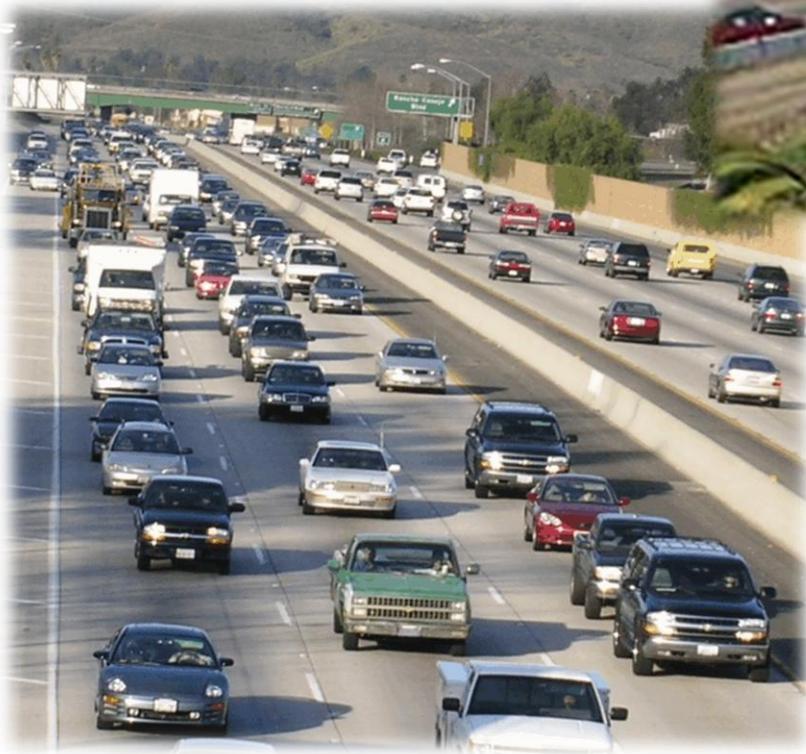
**This budget task was amended after the Commission approved the budget in June 2009.



This page is intentionally left blank.



HIGHWAY PROGRAM TASK BUDGETS



TASK: CONGESTION MANAGEMENT PROGRAM (CMP)
MANAGER: Samia Maximous

OBJECTIVES: Meet legal requirements as the designated Congestion Management Agency. Maintain performance levels on the regionally significant transportation system in ways that are consistent with air quality attainment strategies within the County. Establish and maintain a nexus between land use decisions and the ability of the transportation system to support the use.

ACCOMPLISHMENTS: Completed a major revision of the Congestion Management Plan in Fiscal Year 2008/2009.

DESCRIPTION: VCTC serves as the Congestion Management Agency (CMA) for Ventura County. As the CMA, VCTC administers and updates the CMP as needed to reflect changes in conditions and requirements since the last update of the program, including revisions to reflect any statutory changes.

The Commission had gone nearly six years without updating the CMP until a major revision was completed during Fiscal Year 2008/2009. The industry standard for updating the CMP is every two years, funding for which is included in this Fiscal Year's 2010/2011 budget.

WORK ELEMENTS:

1. Update the CMP document
2. Update database of biennial traffic counts provided by the county and cities, monitoring traffic Levels of Service (LOS), and notifying the VCTC Transportation Technical Advisory Committee (TTAC) of deficient LOS conditions.
3. Work with local agencies, to continue the monitoring of their land use impact programs and ensure its consistency with the VCTC traffic model
4. Represent the Congestion Management Agency in discussions with either counties and regional, state, and federal agencies regarding the CMP and Congestion Management System consistency, performance measurement, data requirements, inter-county mitigation, and other issues.

PRODUCT: Updated 2010/2011 Congestion Management Program for Ventura County.



TASK: CONGESTION MANAGEMENT PROGRAM (CMP) (continued)
MANAGER: Samia Maximous

FUNDING:

Funding Dollars	Funding Source:
\$61,200	PPM
\$61,200	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 9,400	\$17,500
Fringe and Tax Allocation	*	4,000	8,300
Indirect Cost Allocation	*	3,100	10,400
Miscellaneous	0	500	0
Printing	12,112	0	15,000
Consultant Services	99,413	0	10,000
Total Expenditures	\$111,525	\$17,000	\$61,200

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: MOTORIST AID CALL BOX SYSTEM

MANAGER: Samia Maximous

OBJECTIVES: Maintain and operate a countywide motorist aid call box system for Ventura County.

ACCOMPLISHMENTS: In 1985 the California Legislature passed Senate Bill 1190 to enable counties to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system. The Ventura County Transportation Commission (VCTC) serves as the SAFE and operates a system of 560 Motorist Aid Call Boxes on state highways within the County of Ventura. The revenue consists of \$1 fee per vehicle registered as part of the vehicle registration process.

During Fiscal Year 2009/2010 VCTC transitioned from paper billing to electronic for communications invoices. Pursued and received compensation from insurance companies for damages to call boxes as a result of motorist accidents along the freeway continued to maintain and repair damaged call boxes.

VCTC also prepared an updated photo log of all call box sites. This allows staff to view a specific call box site without having to go out in the field. The photo log includes both pictures of the sites as well as GPS coordinates. Established detail reporting system to track any malfunctions to the system and reduce communications costs.

DESCRIPTION: Maintain existing network of approximately 560 call boxes on the county's highways. Maintain positive working relationships with Caltrans and the California Highway Patrol, who are partners in the program. Manage contractor roles in the implementation of the program. Interact with adjacent county call box programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. The primary expenditure for this task is related to contractor cost associated with the call boxes.

WORK ELEMENTS:

1. Manage day-to-day operations/maintenance of the Call Box Program
2. Coordinate work performed by consultants and other agencies, for the Motorist Aid Call Box System, including the following contracts and/or purchase orders:
 - a. Contract with California Highway Patrol for dispatching services
 - b. Contract with cellular/wireless services vendor
 - c. Contract with maintenance and installation contractor
 - d. Oversee purchase orders and/or contracts with consultants for call box management services
3. Ensure that knocked-down call boxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
4. Temporarily remove and/or install new call boxes in response to construction on state highways in Ventura County.
5. Negotiate and review a new contract with reporting consultant.
6. Obtain necessary annual permits for operation and maintenance of the call box system.



TASK: MOTORIST AID CALL BOX SYSTEM (continued)

MANAGER: Samia Maximous

PRODUCT: Products include the installation and/or removal of call boxes where appropriate, the repair or installation of call boxes which have been damaged or knocked down, and other upgrades and improvements.

FUNDING:

Funding Dollars	Funding Source:
\$523,200	SAFE/VRF fund transfer
\$523,200	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 13,000	\$ 29,500
Fringe and Tax Allocation	*	5,200	13,400
Indirect Cost Allocation	*	4,100	17,400
Mileage	370	0	500
Miscellaneous	884	0	0
Office Supplies	0	0	1,000
Training	643	2,000	2,000
Legal Services	0	1,000	0
Consultant Services	23,237	250,000	275,000
CHP	94,154	95,000	99,400
Communications	43,715	46,000	50,000
Maintenance and Repair	242,904	28,000	35,000
Total Expenditures	\$405,907	\$444,300	\$523,200

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: SPEEDINFO HIGHWAY SPEED SENSORS
MANAGER: Steve DeGeorge

OBJECTIVES: Provide real time highway speed data for inclusion in traveler information systems so that vehicle operators can make informed decisions and collect speed data for use in VCTC and Caltrans planning efforts.

ACCOMPLISHMENTS: During Fiscal Year 2008/2009 the installation of SpeedInfo speed sensors was completed throughout Ventura and along Highway 101 as far north as Winchester Canyon in Santa Barbara County. SpeedInfo, an Application Service Provider (ASP), provides speed data through the use of solar powered, wireless speed sensors along Ventura County's highways where Caltrans loop detectors are not available. Sensors are placed at one mile intervals and report aggregated lane speeds twice per minute. The data is sent to Caltrans District 7 Traffic Management Center (TMC) where it is converted into travel time and published on the County's Changeable Message Signs (CMS) and is presented in graphic form on the Caltrans real-time traffic map found at <http://rtmap.metro.net/html/index.html> and on VCTC's Go Ventura Website.

Caltrans District 7 has also adapted their programming to capture the SpeedInfo data so that it can be warehoused and used to study operational performance on highways where no other monitoring devices are available. This has become an important element in the Corridor System Management Plan (CSMP) program for Highway 101.

Eventually this data will be included in the package of traveler information that will be provided to the general public through the regional 511 program being developed by Los Angeles Metro/SAFE.

DESCRIPTION: There are two areas of work in this task. The first is to monitor the system and ensure the contractor is meeting all uptime requirements and that data remains available for use to all eligible parties.

The second work area is to develop and maintain a dynamic database illustrating the locations, times and duration of congestion occurring on Ventura County's highways. Data from the SpeedInfo sensors can be compiled and tracked and charted to provide a clear understanding of what is occurring on Ventura County's roadways throughout the day.

WORK ELEMENTS:

1. Review all monthly reports for sensor uptime and approve invoices accordingly.
2. Participate in regional traveler information efforts to ensure inclusion of VCTC speed data.
3. Develop database to capture speed data by road segment and time to chart congestion events.
4. Convert data into Geographic Information System (GIS) layers to display graphically.

PRODUCT: Improved traveler information through the dissemination of SpeedInfo data to various information distribution networks and detailed congestion data for use in VCTC planning efforts.



TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$137,600	SAFE/VRF fund transfer
10,000	Local contribution – SBCAG
\$147,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 1,700	\$ 1,700
Fringe and Tax Allocation	*	700	700
Indirect Cost Allocation	*	600	1,000
Mileage	0	300	200
Consultant Services	133,408	144,000	144,000
Total Expenditures	\$133,408	\$147,300	\$147,600

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



TASK: HIGHWAY MANAGEMENT
MANAGER: Samia Maximous

OBJECTIVES: Provide for quality control, planning, project management and monitoring for project development and project delivery of on-going roadway and highway improvement projects. Monitor status and meet requirements of Proposition 1B and the State Transportation Improvement Program (STIP).

ACCOMPLISHMENTS: VCTC has been continually providing oversight and program monitoring to all of the STIP funded highway projects in Ventura County. Used the ARRA funds to partially fund the construction of the westbound Hwy 118 widening and to start the design of Highway 101/23 intersection.

DESCRIPTION: This work is a project management role where VCTC staff will continue to monitor several highway projects including SB/VEN Route 101 Corridor Congestion Relief, State Route 118 Widening Phase I (Eastbound & Westbound), Rocky Peak Interchange, Lewis Road widening, Highway 34/Somis intersection and Highway 101/23 interchange. These projects are in different stages of development ranging between the preliminary, design and construction. SB/VEN Route 101 is a high profile project as the project limit crosses the Ventura/Santa Barbara county line. It has to be constructed within the available project budget as there are no other sources of funding for the project and no cost overruns can be allowed. The project is funded through Proposition 1B – Corridor Mobility Improvement Account (CMIA) funds.

WORK ELEMENTS:

1. Coordinate with Caltrans, local agencies and members of the communities to ensure the project scope and elements are fitting the needs of the communities. Ensure the projects are delivered on time and within budget. Work closely with the California Transportation Commission (CTC) and Caltrans staff to monitor the status of project milestones and performance measures.
2. Process progress payments for the Lewis Road widening and ensure timely project completion. It is essential that the project is completed on time in order to retire the \$23 million bond that is scheduled to be repaid through the STIP program, per AB3090, in 2011.
3. Work with Caltrans to complete the construction of Highway 118 widening (westbound) on time and within budget.
4. Ensure the preliminary plans and environmental clearance for the realignment of Highway 34/Somis intersection are completed and reflecting the community's need have been incorporated into the design of the intersection. Work closely with Caltrans to fund the construction of the project through the SHOP program.
5. Coordinate with Caltrans and the City of Thousand Oaks to complete the design of Highway 101/23 interchange.

PRODUCT: Work closely with Caltrans to ensure timely delivery of the roadway and highway projects; to be consistent with VCTC policies and priorities; and to be within budget. Produce STIP quarterly and semi-annual reports.



TASK: HIGHWAY MANAGEMENT (continued)

MANAGER: Samia Maximous

FUNDING:

Funding Dollars	Funding Source:
\$1,120,000	STP carry-over
380,000	CMAQ carry-over
213,600	PPM
2,400,000	Bond capital fund balance
\$4,113,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2008/2009 Budget**	Fiscal Year 2009/2010 Budget
Salaries	\$ *	\$ 91,200	\$ 78,500
Fringe and Tax Allocation	*	40,300	36,300
Indirect Cost Allocation	*	29,600	46,600
Membership and Dues	0	1,200	500
Mileage	1,243	1,000	1,000
Travel and Conferences	118	200	700
Legal Services	0	500	0
Consultant Services	15,713	34,300	50,000
Lewis Road Widening Phase II	0	18,798,289	3,900,000
Total Expenditures	\$17,074	\$18,996,589	\$4,113,600

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget.



This page is intentionally left blank.



RAIL PROGRAM TASK BUDGETS



TASK: METROLINK COMMUTER AND SPECIAL RAIL PROJECTS
MANAGER: Mary Travis

OBJECTIVES: To provide safe and reliable commuter rail transportation by maintaining active membership in the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) Joint Powers Authority (formed in 1991) to operate commuter rail that serves Ventura County, and, work with local agencies to operate special trains and implement rail line improvements.

ACCOMPLISHMENTS: During the past fiscal year, each week about 8,000 passengers boarded or disembarked from Metrolink commuter trains at Ventura stations. This removed about 700 cars from local roads every weekday and achieved an operating revenue to operating cost ratio of 42%, and a fare receipt to operating cost ratio of 29%. VCTC worked with contractors to maintain our portion of the Coast Main Line. VCTC also coordinated special services such as the County Fair, Holiday and Rail Fest trains with the cities/County.

DESCRIPTION: Because operating funds are limited, VCTC is working with Metrolink and Los Angeles METRO to “trade” VCTC Federal Transit Administration capital funds of \$3,933,000; ARRA money of \$1,905,675; and, State SB 45 regional STIP funds of \$1,500,000 for operating and maintenance money through the Metrolink budget. Since these allocations of \$7,338,675 are made directly to Metrolink, they do not pass through VCTC’s budget although they are used to defray costs. Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) money will also be used next fiscal year to pay VCTC’s share of operating, maintenance and capital costs.

The Fiscal Year 2010/2011 budget also includes State Proposition 1B funds for a portion of VCTC’s share of the Metrolink Positive Train Control (PTC) project. The PTC system being planned will equip the Ventura Line and Metrolink trains with devices that will halt the trains in case of missed signals or other emergencies. In addition to the funds budgeted for Metrolink operations and capital work, funds have been included for local rail and rail-related transit costs including weed abatement, potential legal and litigation expenses; emergency maintenance/repair, unanticipated capital; and, operation of special trains. The final budget is less than the draft budget because of Metrolink Board actions to raise fares and cut service next fiscal year.

WORK ELEMENTS:

1. Provide staff support to VCTC representatives on the SCRRA, and, represent the interests of VCTC on the SCRRA TAC and at other rail meetings as needed.
2. Monitor and provide staff support for VCTC’s portion of the Main Line operation costs, maintenance-of-way and capital activities.
3. Operate County Fair, Holiday and Rail Fest special trains.
4. Present Metrolink annual budget to VCTC for approval.

PRODUCT: Monthly updates on rail services; Ventura County Portion of Metrolink Budget; continued maintenance of the VCTC portion of the Coast Main Line; and, operation of County Fair, Holiday and Rail Fest special trains.



TASK: METROLINK COMMUTER AND SPECIAL RAIL PROJECTS (continued)
MANAGER: Mary Travis

FUNDING:

Funding Dollars	Funding Source:
\$ 400,000	LTF fund transfer
1,650,875	STA fund transfer
709,972	Prop 1B
60,000	Local contribution - County Fair
30,000	Local fee – fair tickets
\$2,850,847	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget***
Salaries	\$ *	\$ 42,050	\$ 44,000
Fringe and Tax Allocation	*	16,830	17,700
Indirect Cost Allocation	*	13,090	25,100
Mileage	2,537	2,500	2,000
Notices	2,187	2,000	2,000
Travel and Conferences	2,578	0	500
Legal Services	0	5,000	5,000
Maintenance and Repair	0	0	16,500
Maintenance of Way	10,654	1,006,000	1,003,000
Operations***	7,479,872	2,325,938	733,875
Positive Train Control (PTC)	0	82,954	709,972
Rail Communication & Signal Security	350,711	0	0
Rural Grade Crossing Safety	0	599,223	0
Special Trains	68,973	91,000	100,000
Unanticipated Capital	0	200,000	150,000
Volunteer Recognition	1,000	1,200	1,200
Weed Abatement	0	35,000	40,000
Total Expenditures***	\$7,918,512	\$4,422,785	\$2,850,847

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.

*** In Fiscal Year 2010/2011, an additional \$7,338,675 will be paid directly to Metrolink for operating/MOW expenditures. If these revenues and expenditures flowed through VCTC's budget, the Metrolink and special rail budget would total \$10,189,522.



TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL
MANAGER: Mary Travis

OBJECTIVES: To 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 to improve intercity Pacific Surfliner and Coast Starlight train service, and also, with the other coastal California counties/agencies on the Coast Rail Coordinating Council to support additional long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2009/2010, each week an average of 600 intercity rail passengers got on or disembarked at Ventura County train stations; LOSSAN agencies worked to update the State-sponsored Long Range Plan for LOSSAN NORTH service; and, VCTC and SBCAG staffs worked with Caltrans Division of Rail to implement Ventura/Santa Barbara intercity rail service during "commuter friendly" hours.

DESCRIPTION: Work with other counties and Metrolink on efforts to better integrate commuter and Amtrak intercity services, and, to expand Amtrak Pacific Surfliner trains to Goleta during "commuter friendly" hours. One major effort in the upcoming year will involve the LOSSAN Board working with consultant assistance to implement LOSSAN's Strategic Action Plan, which will make corridor operational and administrative improvements. This major planning effort was approved by the Commission in Fiscal Year 2009/2010 and is reflected in the "Strategic Plan Implementation" line item.

Also, in Fiscal Year 2010/2011, VCTC will continue working with all the coastal counties to the north to make improvements and add new service e.g. the Coast Daylight train, to this portion of the Coast Main Line.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, Coast Rail Coordinating Council and at other rail meetings as needed.
2. Participate in discussions to make State funding available for capital and service improvements to the Coast Main Line including provision of "commuter friendly" service between Ventura County and southern Santa Barbara County.
3. Continue participation in LOSSAN and work with Caltrans Division of Rail to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.
4. Work with the LOSSAN partners and consultant to implement recommendations in the LOSSAN Strategic Action Plan.
5. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.
6. Represent Ventura County rail interests at the local, regional, State, Federal and levels, and participate in the American Public Transit Association (APTA) passenger rail policy development.

PRODUCT: Monthly updates on rail operations and issues.



TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL (continued)
MANAGER: Mary Travis

FUNDING:

Funding Dollars	Funding Source:
\$66,983	STA fund transfer
\$66,983	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 7,900	\$17,300
Fringe and Tax Allocation	*	3,100	7,100
Indirect Cost Allocation	*	2,500	9,900
Business Meals	0	200	450
Membership and Dues	6,000	6,000	7,000
Mileage	388	800	1,000
Travel and Conferences	6	3,800	6,000
Legal Services	0	0	2,000
Strategic Plan Implementation	0	16,232	16,233
Total Expenditures	\$6,394	\$40,532	\$66,983

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: SANTA PAULA BRANCH LINE (SPBL)
MANAGER: Mary Travis

OBJECTIVES: To protect and utilize the SPBL for current and future public benefit by maintaining and operating the Branch Line rail corridor in a safe and efficient manner, while searching for additional opportunities to improve funding to defray ongoing expenses.

ACCOMPLISHMENTS: VCTC maintained and improved twenty-eight (28) miles of Santa Paula Branch Line track and railroad property including 37 active grade crossings between Montalvo and the Piru Creek Bridge in the Community of Piru. There was also been a major track replacement project completed from Montalvo to Saticoy in Fiscal Year 2009/2010.

DESCRIPTION: Continue ongoing maintenance of the twenty-eight mile Santa Paula Branch Line, ensuring that all rail facilities and related equipment are maintained to state and federal standards required for the level of service operated. Also, maintain and preserve the rail corridor for potential future connection to the State High Speed Rail Corridor in Santa Clarita; provide opportunities for film making along the corridor; and, ensure continued efforts to be a good neighbor to those located along the rail corridor.

During the passage of the 2009/2010 VCTC budget, the VCTC Board asked staff to look at options to make the Santa Paula Branch Line self-sufficient. During the last year, VCTC staff has reviewed the potential for additional revenue generation from the expansion of agricultural leases, implementing freight charges, and increased movie revenue. None of these have proved to have the ability to generate any significant additional revenue.

In the past, the difference between the revenue generated on the railroad and the total annual expenditures was made up through the use of STA funding. Earlier this year, there was a proposal to eliminate STA funding next fiscal year but it was fortunately shelved, and the funding has been restored for the next two fiscal years. However, future funding is still problematic. Without STA, LTF is the only other state transportation funding program available for support of the SPBL, and LTF funding is necessary for funding public transit systems in the county.

If the existing contractors using the line do not opt to assume the track maintenance responsibilities in order to continue their current operations, or if other funds are not secured, future SPBL operations are not financially feasible. Therefore, while those discussions are underway, this proposed budget funds only seven months of the existing maintenance contract to allow for adjustment or orderly suspension of operations on the SPBL, should that be the decision the Commission makes.

WORK ELEMENTS:

1. Manage the day-to-day operation of the SPBL, consistent with requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board.
2. Prepare Right-of-Entry (ROE) agreements required for encroachments into SPBL rail corridor rights-of-way by other parties/agencies to facilitate construction, installation and/or maintenance of utilities, or activities requiring temporary access to SPBL property.
3. Prepare and administer leases for use of SPBL corridor property.



TASK: SANTA PAULA BRANCH LINE (SPBL) (continued)
MANAGER: Mary Travis

WORK ELEMENTS (continued):

4. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; and, trim and/or remove brush and tree to eliminate incursion of homeless on the rail ROW; and, conduct regular monthly operations and maintenance activities.
5. If directed by the Commission, work with appropriate agencies to suspend active rail operations on the SPBL.

PRODUCT: Continued safe and efficient management of the 28 mile-long Santa Paula Branch Line Rail Corridor.

FUNDING:

Funding Dollars	Funding Source:
\$259,750	STA fund transfer
11,000	CPUC signal
227,000	Local fee - lease
8,000	Local fee - film revenue
4,000	Local fee – permits
\$509,750	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 95,400	\$ 47,400
Fringe and Tax Allocation	*	30,000	15,100
Indirect Cost Allocation	*	28,200	24,400
Mileage	1,260	1,500	750
Miscellaneous	2,952	0	0
Legal Services	675	10,000	12,500
Flood Channel Preventive Maintenance	0	30,000	15,000
Grade Crossing Repair	0	60,000	30,000
Maintenance and Repair	0	312,000	182,000
Mountain View Improvements	0	262,000	0
Operations	677,972	0	0
Signal Repair and Replacement	0	60,000	50,000
Track Work Improvements	383,054	5,209,900	0
Tree/Illegal Dumping/Graffiti Removal	0	30,000	15,000
Union Pacific Lease payments	100,588	100,588	102,600
Weed Abatement	0	20,000	15,000
Total Expenditures	\$1,166,501	\$6,249,588	\$509,750

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



This page is intentionally left blank.



COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



TASK: TRANSIT INFORMATION CENTER (TIC)
MANAGER: Gloria Sotelo

OBJECTIVES: To provide excellent, comprehensive and convenient customer service to the public by assisting with all aspects of transit information and bus pass sales for those traveling within Ventura County, to Warner Center in the San Fernando Valley and Santa Barbara.

ACCOMPLISHMENTS: Provided a toll free public information number for VISTA, all local buses, as well as Metrolink, Park and Ride Lots, Ride Match, Go Ventura Smartcard, Guaranteed Ride Home (GRH) and services for Americans with Disability (Act). Provided a main sales/support office for patrons to purchase or recharge monthly passes and e-purse products at sales outlets, phone or mail. A dedicated line was installed for Point-of-Sale (POS) Outlets throughout the county to directly contact TIC staff in a timely manner for immediate patron bus pass support. In the first six months of Fiscal Year 2009/2010 the Transit Information Center addressed a total of 25,052 calls and counter patron sales. The Customer Service Representatives have staffed information booths at local community events (Earth Days) throughout the county to inform the community on the public transportation programs, use, savings and benefits to the environment.

DESCRIPTION: The Transit Information Center is the “front line” for the transit users and primary sales and countywide support outlet for the Go Ventura Smartcard bus pass. The Center is staffed by two full-time customer service representatives that provide eleven hours of daily office coverage, Monday-Friday, 7am-6pm. We are continuing the same service hours of 7am-6pm to sales outlets and countywide agencies served with transit support and bus pass sales recognizing that there will be a reduction in service hours in the event one staff person is out due to illness or vacation. In the rare occurrence that both customer service representatives are out due to illness or an emergency, the Transit center may be closed for the day with every effort being made to notify the public.

The Transit Information Center provides transit assistance to the public in the areas of Ridesharing, ADA, Guaranteed-Ride-Home (GRH), Service Authority for Freeway Emergencies (SAFE), GoVentura Smartcard Sales/Support and public transit information. Callers provide the origin and destination and then are provided the most appropriate schedules for time of travel. Fare and transfer information are provided and callers may also receive a personal itinerary and map in the mail. Patrons may call or walk in any time during normal business hours to acquire transit assistance or purchase/recharge their Go Ventura Smartcard with monthly passes and e-purse product. As the “main” sales and support office the Customer Service Representatives provide bus pass sales support to seventeen (17) Point-of-Sale (POS) Outlets and patrons throughout the county. Printed schedules for VISTA, local buses, Metrolink and Amtrak are also available at the center.

WORK ELEMENTS:

1. Answer incoming calls on the 800 number to provide transit service information.
2. If requested print and mail itinerary and map to caller.
3. Keep inventory of current schedules available for patrons.
4. Assist with Ridematch calls for Rideshare Program.
5. Provide assistance with GRH, ADA, Park and Ride Lots and Metrolink calls.
6. Process sales transactions for monthly and e-purse bus pass sales in person and by phone. Work with agencies county-wide that provide transit pre-tax benefit programs.



TASK: TRANSIT INFORMATION CENTER (TIC)

MANAGER: Gloria Sotelo

WORK ELEMENTS (continued):

7. Report and cancel lost, stolen or damaged pass/e-purse cards and card replacements.
8. Provide GoVentura Smartcard bus pass support county-wide to all Point of Sale (POS) Outlets, patrons, Job Career Centers, schools, social services, private and public agencies who assist employees with passes through the transit pre-tax benefit programs.
9. Address and coordinate VISTA comment and complaint program to assure prompt response and problem resolutions.
10. Provide real-time Nextbus information to patrons regarding estimated time of arrivals and delays of buses.

PRODUCT: A well informed community of ride share and public transit users.

FUNDING:

Funding Dollars	Funding Source:
\$195,200	FTA 5307
8,000	FTA 5307 carry-over
50,800	LTF fund transfer
\$254,000	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 88,600	\$ 80,400
Fringe and Tax Allocation	*	85,200	81,100
Indirect Cost Allocation	*	39,000	65,500
Communications	3,805	9,800	9,000
Mileage	0	0	100
Office Supplies	0	0	2,000
Training	0	800	900
Temporary Support	0	19,200	15,000
Total Expenditures	\$3,805	\$242,600	\$254,000

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



TASK: RIDESHARE PROGRAMS
MANAGER: Alan Holmes

OBJECTIVES: To 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: Single occupant vehicle commute trips have been reduced by direct assistance to county employers and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking and biking. The Guaranteed Ride Home Program (GRH) continues to encourage ridesharing by addressing concerns that an employee may be stranded at work on a day they commute by carpool, vanpool or bus by offering a free ride home under specific conditions and limitations. Approximately 34,000 individuals are registered and eligible to use the GRH program. In the first 9 months of Fiscal Year 2009/2010 a total of 30 vouchers have been submitted for payment. In the same period staff has conducted 24 worksite visits, 28 service presentations and participated in 2 worksite events with several more scheduled.

DESCRIPTION: Trips will be reduced through assistance to county employers and through the provision of direct services to county residents, promoting alternatives to Single Occupant Vehicle (SOV) travel. Since Fiscal Year 2003/2004, VCTC has had contractual agreements with the four Southern California County Transportation Commissions for the provision and maintenance of a regional rideshare database. Products will continue to be updated and improved in response to the ever changing commuter market and changing technology. Funding for Rideshare and Employer Services is provided by federal Congestion Mitigation and Air Quality (CMAQ) monies. VCTC, through its multi-year call for projects, has programmed \$367,000 in CMAQ per year for ridesharing and GRH uses, which include staffing and marketing costs. The Ventura County Air Pollution Control District contributes \$2,500 annually for Rideshare Week outreach activities. The budget comparison also reflects the return of the Agricultural Worker Vanpool Program implementation grant to Caltrans and the contract for expanded marketing services.

In Fiscal Year 2010/2011, the Rideshare marketing is now part of the Marketing and Community Outreach budget task.

WORK ELEMENTS:

1. Contract with RCTC for delivery of rideshare matching database management services.
2. Process surveys from Ventura County employers, generating Average Vehicle Ridership reports for Ventura County Air Pollution Control District's Rule 211 compliance and producing RideGuides for the purpose of providing commuters rideshare opportunities.
3. Respond to inquiries from Ventura County commuters via 1-800-COMMUTE, 511 (cell phone calls currently routed through 1-800-COMMUTE), direct referrals, www.CommuteSmart.info and the 511 online interface (when implemented).
4. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the website www.CommuteSmart.info, and other materials directly to Employee Transportation Coordinators (ETCs).



TASK: RIDESHARE PROGRAMS (continued)
MANAGER: Alan Holmes

WORK ELEMENTS (continued):

5. Execute purchase orders with Los Angeles County Metro and subcontractors for local and regional marketing services and program implementation.
6. Participation on county, regional and statewide committees relative to seeking/maintaining funding and developing/implementing rideshare programs/strategies.
7. Compile funding requests and applications, reimbursements and reports for operation of the rideshare program.
8. Market information on available commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs.
9. As needed, update survey tools, instruments, RideGuide materials and rideshare marketing information.
10. Monitor Kings County Area Public Transit Agency's implementation of the newly implemented Agricultural Worker Vanpool Program.

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

FUNDING:

Funding Dollars	Funding Source:
\$254,217	CMAQ
2,500	Local contribution - APCD
\$256,717	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$107,800	\$102,500
Fringe and Tax Allocation	*	50,400	43,000
Indirect Cost Allocation	*	35,600	59,000
Membership and Dues	0	0	550
Mileage	1,042	800	800
Miscellaneous	3,481	2,000	0
Postage	193	0	300
Travel and Conferences	1,319	2,800	1,567
Database administration	18,201	42,000	43,000
Legal Services	0	0	1,000
Marketing	122,406	123,100	0
Agricultural Worker Vanpool	1,078	0	0
Guaranteed Rides (taxi or rental car)	5,369	5,000	5,000
Total Expenditures	\$153,089	\$369,500	\$256,717

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



This page is intentionally left blank.



**PLANNING AND PROGRAMMING PROGRAM
TASK BUDGETS**



TASK: TRANSPORTATION DEVELOPMENT ACT (TDA)

MANAGER: Mary Travis

OBJECTIVES: To administer the Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds cost-effectively and allocate TDA funds in timely manner in compliance with State regulations.

ACCOMPLISHMENTS: VCTC processed LTF/STA claims and allocated funds in compliance with State laws and regulations.

DESCRIPTION: As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds and the timely allocation of funds to the cities and County. In Fiscal Year 2010/2011, the Commission will also be contracting for the completion of the State-required triennial performance audit of VCTC (as the State-designated County Transportation Planning Agency or TPA) and Gold Coast Transit.

WORK ELEMENTS:

1. Administer TDA/STA programs to ensure regulatory compliance in conformance with the intent of the Transportation Development Act administrative code.
2. Assist local city/County staff in preparing TDA LTF 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 and STA account deposits at County Auditor's office.
3. Work with the County Auditor-Controller to annually estimate the funds that will be available.
4. Issue a Request for Proposals for the annual fiscal and compliance audits for TDA LTF claimants, submit completed audits as required to State Controller, and, review completed audits with local claimants.
5. Develop schedule and required definitions for annual public hearing on Unmet Transit Needs, hold public meeting and a public hearing on the topic, and submit adopted findings to the State Controller.
6. Develop schedule and evaluation criteria for annual allocation of Article 3 bicycle and pedestrian funds, evaluate and rank submitted proposals in accordance with VCTC procedures, and allocate approved funding.
7. Participate on State TDA Advisory Committee.
8. Work with consultant and local agencies to complete Triennial Performance Audit of VCTC and Gold Coast Transit.
9. Participate as needed in VCTC evaluation of impacts from TDA apportionment adjustments resulting from SB 716.
10. Hold monthly CTAC/SSTAC meetings to ensure citizen input.

PRODUCT: Continued cost-efficient and effective administration of the TDA.



TASK: TRANSPORTATION DEVELOPMENT ACT (TDA) (continued)
MANAGER: Mary Travis

FUNDING:

Funding Dollars	Funding Source:
\$21,539,223	LTF revenues & fund transfer
140,000	STA fund transfer
\$21,679,223	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 39,100	\$ 49,000
Fringe and Tax Allocation	*	17,100	21,600
Indirect Cost Allocation	*	12,400	29,000
Mileage	0	200	200
Notices	0	3,000	3,000
Travel and Conferences	0	1,200	1,200
Audits (Fiscal and Performance)	22,450	40,000	80,000
Legal Services	0	0	5,000
Bicycles and Pedestrians	529,745	434,085	434,380
County Auditor Administration	15,600	14,200	14,700
Pass Through Gold Coast Transit	36,529	0	140,000
Transit, Streets and Roads	25,557,498	20,870,179	20,884,643
Unmet Needs	9,163	0	16,500
Total Expenditures	\$26,170,985	\$21,431,464	\$21,679,223

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: TRANSPORTATION IMPROVEMENT PROGRAM

MANAGER: Peter De Haan

OBJECTIVES: Facilitate the development and implementation of the highest priority transportation projects through funding provided by Federal and State revenue sources.

ACCOMPLISHMENTS: VCTC continues to fulfill its state and federal mandate to develop the Transportation Improvement Program, successfully working with the California Transportation Commission (CTC), Southern California Association of Governments (SCAG), Caltrans, and other regional agencies. This allows VCTC to obtain funding for projects through the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP), as well as other funding opportunities such as Proposition 1B. VCTC provides local agencies with information on the above programs, and helps facilitate project delivery.

DESCRIPTION: Federal and State law give VCTC responsibility for programming specific categories of transportation funding within Ventura County. In carrying out this mandate VCTC prioritizes and selects specific projects through a collaborative process using agreed-upon criteria. Funds which VCTC programs include the Transportation Enhancements (TE) program, Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, and Federal Transit Administration (FTA) funds. VCTC also prioritizes and nominates the top-priority projects to the California Transportation Commission (CTC) for State Transportation Improvement Program (STIP) funding. The Commission prepares and submits to SCAG the Ventura County portion of the SCAG Regional Transportation Improvement Program (TIP). Staff also tracking projects to ensure funds are not lost due to "use-it-or-lose-it" provisions. Should additional funds become available through a new Federal transportation authorization or other sources, VCTC will consider programming of new projects through a competitive project selection.

The budget for the TIP item includes FTA funds for eligible transit-related activities, with a match from LTF funds. The remainder of the program is funded with PPM funds, with an increase of PPM funds having been requested as part of VCTC's 2010 STIP recommendation to the CTC. The consultant assistance item has been removed as it was required in support of the 2010 STIP nomination, and the next STIP submittal is not until Spring, 2012. Legal and Public Notices has been reduced from the prior budget, as amended, since additional notices related to programming federal Stimulus funds will no longer be required.

WORK ELEMENTS:

1. Identify opportunities to participate in state and federal funding programs.
2. Conduct calls for projects for STP, CMAQ, TE, Prop1B Transit Security, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
3. Work with local jurisdictions to prepare the FTIP amendments as necessary, amend the FTIP as necessary, and begin preliminary work for developing 2013 FTIP.

PRODUCT: Selection of projects for funding to provide the greatest benefit based on the approved criteria; updating of the 2010 FTIP as required; development of the Fiscal Year 2010/11 Program of Projects for federal transit funds; inclusion of VCTC priorities in CTC programs; effective project delivery monitoring and facilitation to ensure timely delivery and no lapse of funds.



TASK: TRANSPORTATION IMPROVEMENT PROGRAM (continued)

MANAGER: Peter De Haan

FUNDING:

Funding Dollars	Funding Source:
\$ 80,841	FTA 5307, JARC & NF
15,159	LTF fund transfer
144,800	PPM
\$240,800	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$107,300	\$107,500
Fringe and Tax Allocation	*	49,900	54,800
Indirect Cost Allocation	*	35,300	65,900
Mileage	1,131	1,000	1,100
Notices	0	7,500	5,000
Travel and Conferences	6,069	3,500	6,500
Consultant Services	5,963	3,500	0
Total Expenditures	\$13,163	\$208,000	\$240,800

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: REGIONAL TRANSPORTATION PLANNING
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: This task consolidates many of the day to day planning activities that the VCTC is responsible for and representing VCTC's interests in regional and State planning efforts. During the past fiscal year staff continued to fulfill its obligation to review and comment on development projects of regional significance, airport land-use issues, coordinate issues such as regional traveler information with other regional agencies including the Santa Barbara Association of Governments (SBCAG) and Los Angeles Metro, certify local bicycle plans, participated in Caltrans' Corridor System Management Plan (CSMP) and provide support for other agencies and staff members through the production of maps and data.

Staff has been fully engaged in the regional SB 375 effort and has been participating on Southern California Association of Governments' (SCAG's) Sub-Regional Coordinator's Group, the Plans and Programs Technical Advisory Committee and is planning on expanding the role it plays in other regional committees hosted by SCAG. Staff's participation in these groups assisted the joint SB 375 subcommittee, made up of members from VCTC and the Ventura Council of Governments (VCOG), in determining the role Ventura County would play in the SB 375 effort.

In even broader efforts, staff has participated at the State level in the Regional Transportation Plan (RTP) Guidelines development, Statewide Modeling Task Force, the California Highway Patrol's Motorcycle Safety Committee and the Wildlife Corridor Study.

DESCRIPTION: This task is to provide regional perspective through the review and comment on plans, participation in committees and development of new plans to address the regional transportation planning needs of the County.

The Regional Transportation Planning task budget for Fiscal Year 2010/2011 has an increase of approximately \$100,000 over Fiscal Year 2009/2010. This increase is due to the addition of consultant services and increased staff time to explore alternative funding sources for transportation in Ventura County and to support SB 375 planning efforts. Also in Fiscal Year 2010/2011, the SCAG dues were moved from the Management and Administration budget into this budget task.

WORK ELEMENTS:

1. Review and comment on plans, projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Develop new planning studies to address changing needs of the County.
4. Review and comment on airport land use and planning issues.
5. Support other planning efforts through the provision of maps and data.
6. Prepare and publish an update countywide bike map.

PRODUCT: Plans and projects by this agency as well as others that reflect the transportation planning goals of the VCTC Board.



TASK: REGIONAL TRANSPORTATION PLANNING (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$ 55,000	CMAQ carry-over
168,600	LTF fund transfer
135,300	PPM
5,000	Local contribution – ALUC
50,000	Local contribution – APCD
\$413,900	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$107,700	\$137,200
Fringe and Tax Allocation	*	40,200	50,900
Indirect Cost Allocation	*	33,500	76,300
Membership and Dues	0	0	10,500
Mileage	863	2,000	2,000
Miscellaneous	109	1,000	0
Notices	0	0	500
Office Supplies	0	1,500	1,500
Travel and Conferences	286	2,800	4,000
Consultant Services	0	15,000	75,000
Legal Services	0	0	1,000
Bicycle Map Design and Printing	0	45,000	55,000
OWP County Pass Through	220,204	0	0
Public Transit Services Study	152,381	22,664	0
Traffic Model	16,000	0	0
Total Expenditures	\$399,843	\$271,364	\$413,900

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: REGIONAL TRANSIT PLANNING

MANAGER: Victor Kamhi

OBJECTIVES: To represent VCTC and VISTA in the Regional, State and Federal forums and processes and serve on policy and advisory committees. Receive local input and disseminate information regarding transit funding, regulations, and programs. Monitor and assist local transit providers in improving their services and financial condition. Prepare inputs to the VCTC transit portion of the Transportation plan, and manage the VCTC Regional Transit Study.

ACCOMPLISHMENTS: Participated in the regional and state advisory committees, served on the California Transit Association Executive Committee, and served as an appointed member of several TRB Committees. Participated in local transit committee and policy meetings. Attended selected national and state transit organization meetings. Held and staffed meetings of the VCTC TRANSCOM, disseminating information about transit activities, regulations, and funding opportunities, and received advice from local transit professional to assist in developing the VCTC regional transportation programs and planning. Participated in the development of Ventura County Tsunami Response Plan and other emergency planning, and worked with both the Sheriff's Office of Emergency Services and the VOAD organization on continuing emergency planning.

DESCRIPTION: This task is an ongoing project which includes coordination with transit operators in and around Ventura County, regional, state and federal transportation agencies, including our funding partners. It includes participation in professional and industry organizations which allow VCTC to participate in the formation of programs which affect our transit system, and new funding programs. The task also includes development of transit plans and studies which are part of the on-going VCTC planning activities, and participating in the disaster planning for Ventura County. The Regional Transit Study was budgeted in Fiscal Year 2009/2010, amended and moved from VISTA to Regional Transit Planning. A significant amount of the work budget is carried over to Fiscal Year 2010/2011 due to the spring 2010 start date.

WORK ELEMENTS:

1. 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. Coordinate transit planning with adjoining counties.
2. Staff TRANSCOM, including preparation of agendas and management of meeting.
3. Prepare, participate in, or oversee development of transit plans in Ventura County, including preparation of a strategic transit plan, update of the CMP, updates to the Human Social Service Transit plan, and other plans as needed.
4. Attend regional, state, and national association and professional meetings.
5. Monitor VISTA and subrecipient data and activities for compliance with Title VI, and with FTA grant recipient and subrecipient conformance.
6. Work with the operators and the County Office of Emergency Services in planning for response to natural and manmade disasters and emergencies.
7. Oversee the Regional Transit Study and support VCTC transit planning activities.

PRODUCT: Disseminates information to operators. Supervise completion of VCTC Regional Transit Study. Prepare TRANSCOM agendas and hold meetings. Participate in the planning and programming activities of transit operators. Collect information and prepare plans and studies.



TASK: REGIONAL TRANSIT PLANNING (continued)

MANAGER: Victor Kamhi

FUNDING:

Funding Dollars	Funding Source:
\$154,720	FTA 5307
177,060	STP carry-over
38,680	LTF fund transfer
22,940	STA fund transfer carry-over
\$393,400	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 60,100	\$ 89,900
Fringe and Tax Allocation	*	27,300	41,700
Indirect Cost Allocation	*	19,700	53,400
Membership and Dues	0	3,000	400
Mileage	1,917	3,000	3,000
Training	0	800	200
Travel and Conferences	5,203	11,450	4,800
Consultant Services	0	260,000	200,000
Legal Services	0	2,000	0
Total Expenditures	\$7,120	\$387,350	\$393,400

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: FREIGHT MOVEMENT
MANAGER: Samia Maximous

OBJECTIVES: Provide planning and coordination to ensure that freight movement projects in Ventura County are incorporated into the appropriate regional and state planning and programming documents in order to qualify for state and federal freight movement funding programs.

ACCOMPLISHMENTS: Participated in development of Multi-County Goods Movement Action Plan (MCGMAP). This effort produced a priority list of goods movement projects for the five-county region of San Bernardino, Riverside, Orange, Los Angeles, and Ventura. This priority list resulted in \$30,449,000 in Prop. 1B Trade Corridor Improvement Funds (TCIF) for the Rice Avenue/101 Interchange project, which is on the truck port access route for the Port of Hueneme. This effort also produced a recognition by San Bernardino, Riverside, Orange, Los Angeles counties that the Port of Hueneme and Ventura County are a part of the southern California goods movement system and the formation of, and inclusion in, the Southern California Freight Gateway Collaboration. This committee includes representatives at the county, regional, state and federal levels.

DESCRIPTION: Participate in, and coordinate with, regional, state, and federal goods movement planning efforts to ensure that goods movement projects in Ventura County are considered and included in any plans for short and/or long-term freight movement opportunities.

In Fiscal Year 2009/2010 the Rural Grade Crossing Safety project was shown within the Metrolink budget task, but is now shown under this budget task. This project will improve the Sand Canyon and Peach Hill Soils crossings in Somis.

WORK ELEMENTS:

1. Participate in on-going activities of Southern California Freight Gateway Collaboration.
2. Participate as Technical Advisory Committee representative for VCTC in the development of the SCAG Goods Movement Study during Fiscal Year 2010/2011.
3. Collect local freight movement data and provide to SCAG as required for study effort.
4. Coordinate with the Port of Hueneme, local agencies, and private sector freight movement entities as required to ensure that all parties are aware of programs and funding opportunities that may occur for Ventura County.
5. Manage project development and delivery of two rural grade crossings safety improvements.

PRODUCT:

1. Provision of Ventura County Data on Goods Movement as requested by SCAG.
2. Periodic updates to VCTC Board on freight movement activities and programs.
3. Coordination with regional, state, and federal agencies in goods movement.
4. Rural private crossing safety improvements.



TASK: FREIGHT MOVEMENT (continued)

MANAGER: Samia Maximous

FUNDING:

Funding Dollars	Funding Source:
\$602,000	FRA carry-over
14,180	LTF fund transfer
\$616,180	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$29,600	\$ 11,200
Fringe and Tax Allocation	*	5,700	4,500
Indirect Cost Allocation	*	7,900	6,400
Mileage	0	500	500
Travel and Conferences	0	1,000	1,000
Consultant Services	0	4,000	4,000
Legal Services	0	0	1,000
Rural Grade Crossing Safety	0	0	587,580
Total Expenditures	\$ 0	\$48,700	\$616,180

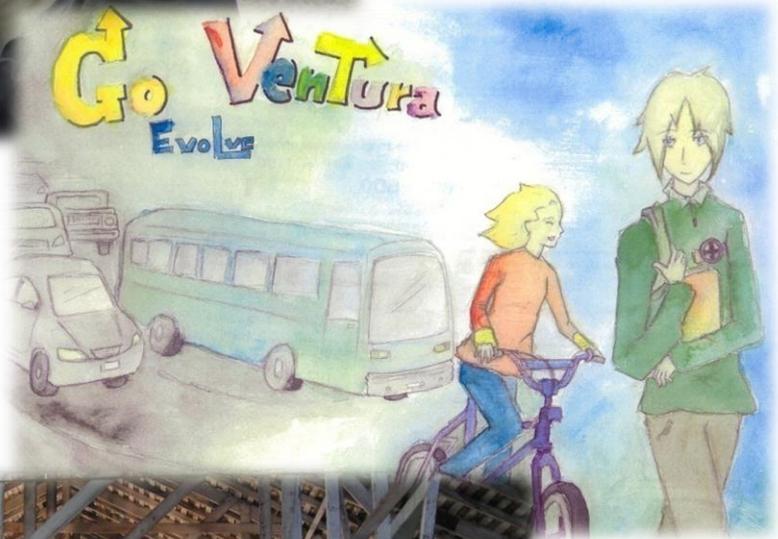
*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



This page is intentionally left blank.



GENERAL GOVERNMENT PROGRAM TASK BUDGETS



TASK: MARKETING AND COMMUNITY OUTREACH
MANAGER: Donna Cole

OBJECTIVES: Increase public awareness of, and support for, VCTC and its programs by incorporating all VCTC services into one comprehensive identifiable entity.

ACCOMPLISHMENTS: Despite its myriad of functions, there is a lack of community awareness of VCTC. Historically, marketing has focused almost exclusively on transit and rideshare programs. Public opinion research suggested that Ventura County residents are not aware of VCTC's role as the provider of its many programs and services. This has led to a desire by VCTC to focus on marketing/promoting itself as an umbrella agency versus simply the programs it funds. It is hoped through the creation of a unified brand and marketing strategy, the Ventura County community will have increased awareness of, and support for, VCTC and its program initiatives.

DESCRIPTION: In January, 2010 VCTC entered into a contract with Moore and Associates to develop a Marketing and Community Outreach Program. The plan will focus on implementing comprehensive marketing, advertising, and public relations plans and strategies for enhancing awareness of, and community perception regarding VCTC's programs and services.

The VCTC website is being redesigned, and a presence has been established on Facebook and Twitter. A brochure summarizing VCTC programs and services has been created and work has begun to redesign or update other collateral pieces, such as the VISTA Bus schedule and Rideshare materials. A survey is being developed to determine public awareness of VCTC and its services, which will be followed up by a future survey to gauge the effectiveness of our marketing efforts.

There will continue to be a heavy focus on community events, including the Strawberry Festival and County Fair. VCTC hosted booths at all Earth Day events throughout the county and the public participation and feedback has been very positive.

Other areas of focus over the three year contract will include brand development, including potential rebranding of VISTA to better reflect its relationship to VCTC. Marketing and outreach strategies will be developed targeting specific populations such as youth, college students, seniors, visitors, employers, motorists and commuters, Spanish-speaking populations and social service clients. In FY 2009/10 the poster contest was discontinued. Moore & Associates feels there are more effective ways to engage county youth and are working to design several programs to keep County youth engaged throughout the year.

Public relations efforts will include creation and writing of press releases, as well as other media relations and strategic communication activities to include interaction with the local and industry media to explain and promote VCTC and its programs.

Innovative and creative approaches for delivering target messages using the most effective and cost efficient marketing strategies available will be employed to create an image campaign advertising VCTC as a valuable public resource.

The Bus Graphic Redesign and Decals project will not be implemented until Fiscal Year 2010/2011.



TASK: MARKETING AND COMMUNITY OUTREACH (continued)
MANAGER: Donna Cole

WORK ELEMENTS:

1. Collaborate with VCTC's in house web team for redesign, streamlining and maintenance of site.
2. Design brand-cohesive, eye catching, audience-appropriate graphics for print advertisements and collateral materials focusing on the target audience.
3. Plan and execute special events designed to promote the marketing program throughout the year.
4. Participate in social networking/forums, public meetings and workshops, and community access television.
5. Supplement traditional media releases with emerging technologies such as email blasts and/or twitter updates.
6. Develop printed materials, including promotional materials, posters, banners, brochures, media kits, etc. Spanish-language versions of each item will be prepared and distributed concurrently with the English version

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Dollars	Funding Source:
\$367,000	FTA CMAQ
50,000	FTA CMAQ carry-over
186,283	CMAQ
47,549	LTF fund transfer
\$650,832	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 70,900	\$ 72,800
Fringe and Tax Allocation	*	35,700	35,000
Indirect Cost Allocation	*	24,100	43,700
Mileage	440	0	1,000
Miscellaneous	0	4,817	0
Consultant Services	100,000	100,000	200,000
Legal Services	0	0	5,000
Outreach	17,938	0	28,332
Bus Graphic Redesign and Decals	0	50,000	65,000
Bus Schedule Printing	0	50,000	65,000
Poster Contest	9,049	40,000	0
Printing	0	80,000	90,000
Youth Program	0	0	45,000
Total Expenditures	\$127,427	\$455,517	\$650,832

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.



TASK: STATE AND FEDERAL RELATIONS

MANAGER: Peter De Haan

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

ACCOMPLISHMENTS: VCTC has continued to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County.

DESCRIPTION: VCTC's legislative effort includes the development of a Legislative Program; monitoring of transportation legislation and regulations under development which could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including California Association of Councils of Governments (CalCOG), the California Transit Association, and the Southern California Legislative Roundtable. Through its Legislative Program, VCTC advocates for Federal and State transportation funding and policies which support improved transportation for Ventura County.

The proposed State Legislative Representative budget includes a small increase as provided in the approved contract with the State Legislative Advocate. The Membership and Dues item includes the American Public Transportation Association and Mobility 21 dues, plus VCTC's California Transportation Reception contribution. This year, the Membership and Dues item was increased to include the California Association of Councils of Governments and the California Transit Administration, which had previously shown elsewhere in the budget. A separate Business Meals item was split out from Membership and Dues, to show VCTC's share of the California Reception as well as miscellaneous business meals.

WORK ELEMENTS:

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

PRODUCT: Outreach activities leading to fuller understanding and support for VCTC's programs.



TASK: STATE AND FEDERAL RELATIONS (continued)

MANAGER: Peter De Haan

FUNDING:

Funding Dollars	Funding Source:
\$150,855	LTF fund transfer
\$150,855	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 43,800	\$ 45,400
Fringe and Tax Allocation	*	17,400	17,500
Indirect Cost Allocation	*	13,800	25,500
Business Meals	0	0	1,135
Membership and Dues	0	8,000	13,100
Mileage	0	775	900
Travel and Conferences	0	10,600	10,320
State Legislative Representative	30,000	34,000	37,000
Total Expenditures	\$30,000	\$128,375	\$150,855

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.



TASK: DEBT SERVICE
MANAGER: Sally DeGeorge

OBJECTIVES: To meet legal requirements and maintain strong fiscal accountability of the agency's activities related to the bond debt incurred by the Commission by monitoring and reconciling accounts and trustee activities of all bond and debt service accounts.

ACCOMPLISHMENTS: The management of the Lewis Road Bond which was successfully packaged, issued, managed and later refinanced at a fixed rate. Proper and timely debt service management has ensured that reimbursement funds have flowed back to Ventura County Public Works as the Lewis Road construction progresses and that interest earned on bond proceeds is properly disbursed into the various debt service accounts.

DESCRIPTION: The Debt Service and Capital Project funds of the Commission are used to account for all activities related to the Lewis Road Bond debt incurred by the Commission. The bond agreements require the trustee to hold all capital and debt service bond proceeds. The Commission is required to make monthly debt service interest payments to Capital One.

The capital expenditures to the County of Ventura for the Lewis Road Improvement project are shown under the Highway Management budget task. It is expected that the Lewis Road Improvement project will be completed in Fiscal Year 2010/2011 and the bond debt of \$23,795,000 will be repaid in March of 2011 using \$23 million in STIP funds and \$795,000 from the debt service fund balance. The remaining \$791,253 debt service fund balance will cover interest payments and bond fees.

The staff time associated with this task is absorbed within other budgets or is part of the duties covered within the indirect overhead.

WORK ELEMENTS:

1. Monitor the debt and bond financing including reconciliation and reporting.
2. Prepare accurate and timely reports.
3. Monitor compliance with applicable laws, regulations and standards.

PRODUCT: Timely and accurate reports to provide the Commission and the public with quality information and compliance.



TASK: DEBT SERVICE (continued)
MANAGER: Sally DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$23,000,000	STIP
1,586,253	Debt service fund balance
\$24,586,253	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget***
Salaries	\$ *	\$ 0	\$ 0
Fringe and Tax Allocation	*	0	0
Indirect Cost Allocation	*	0	0
Bond Fees	4,908	6,000	8,000
Bond Repayment	0	0	23,795,000
Debt Service Interest	939,903	940,000	783,253
Total Expenditures	\$944,811	\$946,000	\$24,586,253

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was previously included in the Financial Management budget task.

***The accounting staff time associated with this task is included in the indirect staff time.



TASK: MANAGEMENT AND ADMINISTRATION
MANAGER: Darren Kettle

OBJECTIVES: To manage the day-to-day business and operations of the Ventura County Transportation Commission and manage the Ventura Council of Governments (VCOG).

ACCOMPLISHMENTS: This task generally accomplishes the day to day activities of the managing all aspects of the Commission that include management oversight of all tasks included in this budget but also the less defined activities of daily operations. Some specific accomplishments include staff reorganization, restructuring of the retiree medical benefits program, increased Executive Director involvement in technical committees and local intergovernmental relations activities.

DESCRIPTION: The primary purpose of this task is to manage the day-to-day operations of VCTC and the new role of managing the Ventura Council of Governments. Included in those activities are Human Resources management including updating personnel procedures manual and managing the activities of a contracted one day a week human resources professional to ensure VCTC compliance with human resources rules and regulations. Also included is management oversight of VCTC revenues and expenditures and a role in 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.

There were several additions to this year's budget task. The Offsite Storage and Back-up, Hardware and Software Replacement (previously in the IT budget task), Commissioner Expenses (previously in the Clerk of the Board budget task), Financial Software and Implementation (previously in the Financial Management budget task) and indirect reconciliation adjustment line items were incorporated into this budget.

The indirect cost allocation rate is based on an estimate. Because the rate is an estimate, the actual indirect expenditures are reconciled and the adjusted (for over/under charges) against a future year. A new budget method was implemented in Fiscal Year 2008/2009 and, unfortunately, the estimated rate used was too high causing too much overhead to be collected. The over collection is being adjusted against Fiscal Year's 2010/2011 indirect estimate. This expense adjustment will be paid out of the unreserved general fund balance.

VCTC's accounting software is limited in its capabilities and does not support the Commission's reporting requirements such as the new budget format and the CAFR. Staff must manually create these reports rather than having the accounting software efficiently produce them. The funding the Commission approved in Fiscal Year 2009/2010 has been carried-over with a request of additional funds to cover consultant and temporary assistance. Although it will require an investment to purchase and implement a new accounting system, it will be a long term asset that will increase accuracy, provide greater controls, and efficiently produce the required reports for the Commission, the public and Federal and State agencies.



TASK: MANAGEMENT AND ADMINISTRATION (continued)
MANAGER: Darren Kettle

WORK ELEMENTS:

1. Manage agency personnel and general human resources activities and in this fiscal year update personnel policies and procedures manual
2. Manage and monitor annual budget activities.
3. Manage and oversight of financial activities of the Commission including revenues, expenditures and serve as control element in accounting practices.
4. Manage development of monthly Commission agendas and provide recommended policy guidance to VCTC staff developing technical advisory committee agendas
5. Regular and constant communication and accessibility to Commissioners.
6. Frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.
7. Management and administration of the Ventura Council of Governments.

PRODUCT: Efficient, accountable, transparent, accessible and responsive “Good Government” Commission operations.

FUNDING:

Funding Dollars	Funding Source:
\$182,061	LTF
150,000	STA
200,000	STA carry-over
35,000	SAFE
50,000	Local fee - VCOG
185,375	Unreserved general fund balance
\$802,436	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2008/2009 Actual***	Fiscal Year 2009/2010 Budget**	Fiscal Year 2010/2011 Budget
Salaries	\$ *	\$ 91,300	\$ 94,900
Fringe and Tax Allocation	*	30,100	37,400
Indirect Cost Allocation	*	27,300	53,700
Business Meals	*	1,000	1,000
Membership and Dues	*	0	2,500
Mileage	*	500	500
Travel and Conferences	*	5,000	5,000
Consultant Services	94,413	35,587	10,000
Commissioner Expenses	19,257	25,000	25,000
Financial Software and Implementation	0	200,000	350,000
Hardware and Software Replacement	40,166	23,800	28,500
Indirect reconciliation adjustment	54,870	46,126	185,375
Offsite Storage and Back-up	0	1,200	1,200
VCOG Management	0	0	7,361
Total Expenditures	\$208,706	\$486,913	\$802,436

*Personnel and Operating expenditures were shown under general government in Fiscal Year 2008/2009.

**This budget task was amended after the Commission approved the budget in June 2009.

***The Fiscal Year 2008/2009 have been restated to include combined activities.



This page is intentionally left blank.



ACRONYMS

AAA	Advertise, Award and Administer
AAA	Area Agency on Aging
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADT	Average Daily Traffic
ALUC	Airport Land Use Commission
APC	Automated Passenger Counter
APCD	Air Pollution Control District
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
ARB	Air Resources Board
ARRA	American Recovery and Reinvestment Act
ASP	Application Service Provider
AVR	Average Vehicle Ridership
BPPM	Best Practices Procurement Manual
CAFR	Comprehensive Annual Financial Report
CalAct	California Association for Coordinated Transportation
CalCOG	California Association of Councils of Governments
CalPERS	California Public Employer's Retirement System
Caltrans	California Department of Transportation
CAT	Camarillo Area Transit
CCA	Continuing Cooperative Agreement
CCPA	City/County Planners Association
CCTV	Closed Captioned Television
CEO	Chief Executive Officer
CEPA	California Environmental Protection Agency
CEQA	California Environmental Quality Act
CERBT	California Employer's Retiree Benefit Trust
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CIP	Capital Improvement Plan
CLUP	Comprehensive Land Use Plan (for airports)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CMS	Changeable Message Signs
CNEL	Community Noise Equivalent Level (for airport planning purposes)
COLA	Cost of Living Adjustment
CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRL	California Rural Legal Assistance
CSMP	Corridor System Management Plan
CSUCI	California State University, Channel Islands



ACRONYMS (continued)

CTA	California Transit Association
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DAR	Dial-A-Route
DBE	Disadvantaged Business Enterprise
DMT	Division of Mass Transit
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
ETEALU	Transportation Equity Act: A Legacy for USERS
FAA	Federal Aviation Administration
FATCO	Fillmore Area Transit Company
FCR	Flexible Congestion Relief
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
FMO	Financial Management Oversight
FMVSS	Federal Motor Vehicle Safety Standards
FRA	Federal Railroad Administration
FSR	Financial Status Report
FTA	Federal Transit Administration (formerly UMTA)
FTE	Full Time Equivalent
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAO	Government Accountability Office
GASB	Governmental Accounting Standards Board
GCT	Gold Coast Transit
GIS	Geographic Information System
GPS	Global Positioning System
GRH	Guaranteed Ride Home
HTF	Highway Trust Fund
HOV	High Occupancy Vehicle
ICU	Intersection Capacity Utilization Method
IFB	Invitation for Bid
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology



ACRONYMS (continued)

ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JARC	Jobs Access/Reverse Commute
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LTF	Local Transportation Fund
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MPR	Milestone/Progress Report
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAICS	North American Industry Classification System
NAS	Naval Air Station
ND	Negative Declaration
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post Employment Benefits
OWP	Overall Work Program
PM	Preventive Maintenance
PMI	Preventive Maintenance Inspection
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring
PS&E	Plans, Specifications and Estimates
PSR	Procurement System Review
PTA	Public Transit Account
PTC	Positive Train Control
PUC	Public Utilities Commission
RCTC	Riverside County Transportation Commission
RFGS	Rail Fixed Guideway System



ACRONYMS (continued)

RFP	Request for Proposal
RFQ	Request for Qualification
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program
RME	Regional Mobility Element
ROE	Right of Entry
ROW	Right of Way
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategies
SHOP	Safety Highway Operations Program
SHPO	State Historic Preservation Office
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
S RTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STAA	Surface Transportation Authorizing Act
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCI	Transit Capital Improvement
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Transit Cooperative Research Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancements
TEA	Transportation Enhancement Activities Program
TEA-21	Transportation Equity Act for the 21 st Century
TEAM	Transportation Electronic Awards and Management
TIC	Transit Information Center
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TMC	Traffic Management Center
TOT	Thousand Oaks Transit



ACRONYMS (continued)

TPA	Transportation Planning Agency
TPPC	Transportation Policy Planning Committee
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TSM	Transportation System Management
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
UAFG	Urbanized Area Formula Grant
UCSB	University of California, Santa Barbara
UP	Union Pacific
UZA	Urbanized Area
VCAAA	Ventura County Area Agency on Ageing
VCAPCD	Ventura County Air Pollution Control District
VCAG	Ventura County Association of Governments
VCEDA	Ventura County Economic Development Association
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
VRF	Vehicle Registration Fees



This page is intentionally left blank.



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.

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.

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).

Balanced Budget – The identification of revenues and other financing sources as well as available fund balances to fund operating and capital expenditures and other financing uses.

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 Outlay – Expenditures resulting in the acquisition of or addition to the government’s capital asset.



GLOSSARY OF TERMS (continued)

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 such as the Lewis Road Widening 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.

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

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.

Encumbrance – Commitments related to unperformed contracts for goods and services.

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 also is 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).

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.



GLOSSARY OF TERMS (continued)

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

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

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

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

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

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

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

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

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

GASB 34 – Statement No. 34 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.



GLOSSARY OF TERMS (continued)

GASB 45 – Statement No. 45, *Accounting for Other Post-employment Benefits (OPEB)* issued by the Governmental Accounting Standards Board required implementation 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.

Governmental Funds – Funds generally used to account for tax-supported activities. The VCTC's governmental funds are comprised of general, special revenue, debt service, and capital project funds.

Grant – A contribution by a government or other organization to support a particular function or program. VCTC received many of its funds from state and federal grants.

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.

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.

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

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.

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.



GLOSSARY OF TERMS (continued)

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 and the amount of refunding bond proceeds deposited with the escrow agent.

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.

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

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

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, the Bicycle Endowment Fund and the Service Authority for Freeway Emergencies.

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.



INDEX OF CHARTS AND TABLES

CHARTS

Chart 1	Dow Jones Industrial Average Five Year History	15
Chart 2	Local Transportation Fund Revenues Fiscal Year 1996/1997 – 2010/2011	16
Chart 3	State Transit Assistance Revenues Fiscal Year 1996/1997 – 2010/2011	17
Chart 4	Funding Sources Summary of the Ventura County Transportation Commission	23
Chart 5	Funding Sources of the Ventura County Transportation Commission	29
Chart 6	Funding Source Details of the Ventura County Transportation Commission	30
Chart 7	Employee Growth	31
Chart 8	Pass Through, Regional and Core Service Expenditures	32
Chart 9	Personnel Costs	33
Chart 10	Organizational Chart	35
Chart 11	Budgeted Program Expenditures	39

TABLES

Table 1	Detailed Funding Sources of the Ventura County Transportation Commission	30
Table 2	Personnel Full Time Equivalent (FTE) by Program	31
Table 3	Pass Through, Regional and Core Services and Associated Hours	32
Table 4	Salary Ranges	33
Table 5	Indirect Cost Allocation Plan	38
Table 6	Budgeted Expenditures by Program	39
Table 7	Transit and Transportation Program Budget Tasks	40
Table 8	Highway Program Budget Tasks	41
Table 9	Rail Program Budget Tasks	42
Table 10	Commuter Assistance Program Budget Tasks	43
Table 11	Planning and Programming Program Budget Tasks	44
Table 12	General Government Program Budget Tasks	45

