

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2014/2015 BUDGET

Presented by:

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EXECUTIVE SUMMARY

June 6, 2014

Honorable Commissioners
Ventura County Transportation Commission

Subject: Fiscal Year 2014/2015 Annual Budget

Dear Commissioners:

The Fiscal Year 2014/2015 Ventura County Transportation Commission Annual Budget is hereby presented to the Commission for consideration and approval. As presented, the Fiscal Year 2014/2015 Annual Budget is balanced and maintains existing service levels. The total annual budget for this fiscal year is approximately \$66.5 million, a 13.6 % decrease from the prior year.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 18, 2014 in advance of being presented to the full Commission which included a public hearing at the meeting on April 4, 2014. The Finance Committee reviewed the proposed Final Budget on May 29, 2014. As staff has prepared this final budget, we have done so with very conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures.

The Commission utilizes a comprehensive agency-wide task driven budget that emphasizes the Commission's commitment to greater transparency and accountability to the residents of Ventura County. The budget 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.

VCTC relies entirely on federal and state revenue sources to fund transportation projects and services. At the federal level, Congress passed a two year authorization, known as Moving Ahead for Progress in the 21st Century, or MAP-21 that extends to September 30, 2014. While much of the discussion in Washington DC revolves around reducing spending, deficit reduction, "re-evaluating the federal role" and living within our means, MAP-21 did slightly increase authorized funding levels for transportation. However, remaining "unfixed" is the sustainability of the Highway Trust Fund (HTF) as it remains on the brink of insolvency. Since 2008 the United States Treasury has bailed-out the federal highway trust fund to the tune of \$41 billion. It was expected that with the MAP-21 authorized general fund contribution, the HTF would remain solvent through the life of MAP-21; however, recent reports from both US DOT and Congressional Budget Office warn that the HTF will run out of cash in August 2014, at least a month prior to MAP-21 expiring. It is highly unlikely that Congress will let the HTF go bankrupt but the tenuousness of the situation speaks to the need for Congress to pass a long-term transportation authorization act that can sustain an increase in transportation investment.



The State's transportation funding has stabilized thanks to revenue protection measures approved by California voters and an economy that is no longer in free fall. The Commission primarily receives funding from three State revenue sources. After several years of economic recession induced revenue declines, we are now in the fourth year of an upward trend for revenue estimates for Local Transportation Funds (LTF). LTF comes from statewide ¼ cent sales tax on retail sales and partially funds VCTC Administration and Planning, Metrolink operations, bicycle and pedestrian improvements, bus transit services, and local streets and roads projects. Legislation passed in 2011, coupled with voter approval of Proposition 22 has created a reasonably reliable State Transit Assistance (STA) program that will permit the Commission to use this source of revenue for both public transit operations and capital purchases which will be devoted to ensuring continuation of regional and intercity public transit service such as VCTC Intercity service and Metrolink.

Additional State funds come to the Commission as part of the State Transportation Improvement Program (STIP) which is used primarily for major highway projects. While the STIP funds do not flow through Commission budget, the Commission has set aside its share of STIP funds for the next several years to fund the construction of the 101/23 freeway interchange that will begin construction in early 2014. The Commission approved preparation by Caltrans of an updated Project Study Report – Project Design Support (PSR-PDS) for the Route 118 Widening from Tapo Canyon Road to Los Angeles Avenue, and preparation by Caltrans of a new PSR-PDS for the Route 101 HOV Lanes from the 101/23 interchange to Route 33. In March 2014 the California Transportation Commission approved VCTC's 2014 STIP request funding the Preliminary Engineering and Environmental Document for both the 101 and 118 freeway widening projects in 2017, the first year new funding is available. However, the funding for the construction of these major capital highway investments presents a long term dilemma. After taking into account the preliminary project cost estimates and the probable timeline for state and federal revenues, the earliest either of these two much needed major projects could go to construction is 8-10 years away.

The VCTC intercity bus service, the transition of VISTA Dial-a-Ride to Heritage Valley Transit in the Heritage Valley communities to include both community circulator service and dial-a-ride, and the Santa Paula Branch Line will be programs continuing their evolution over the course of 2014/2015. The Commission will continue to partially support Santa Paula Branch Line operations with State Transit Assistance funds as we continue to make progress toward a self-sustainable program. Also, the Commission is now committed to serve as the regional/intercity fixed route bus service for the foreseeable future and, as such, will be dedicating the now steady STA revenues and staff resources to ensure the continued success of the popular service that connects communities within Ventura County and Ventura County to Warner Center in Los Angeles County and employment centers in Santa Barbara and Goleta.

Finally, while not yet included formally in the proposed budget, the Commission has set-aside \$3.5 million of State Transit Assistance funds for the purposes of purchasing and renovating an office building that will serve as the new VCTC main office. The location being considered is located in the pedestrian oriented Old Town Camarillo which is a couple of blocks from the Camarillo Metrolink/Amtrak Station where, VCTC's Intercity Route 101 and Intercity Route CSUCI make frequent stops, and is centrally located within the county with easy access to Highway 101. The building is 12,500 square feet and would comfortably meet VCTC's long-term needs as well as allow regional transportation partners such as SCAG and Caltrans to co-locate with VCTC. The building, located at 2220 Ventura



Boulevard, was built in 1964 as a County Courthouse. It is in need of a “face-lift,” but with a vision that would include architectural refinements and fully LEED certified retrofit, the building is perfectly suited to serve as VCTC’s headquarters. As the project scope is more fully defined staff will request approval of a budget amendment utilizing the reserve set aside by the Commission.

A brief description of what is expected to take place in other VCTC programs follows below:

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 financial information about the Commission’s operations. 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 a general fund, a Service Authority for Freeway Emergencies (SAFE) fund, a Local Transportation Fund (LTF) and a State Transit Assistance (STA) fund. The Finance Department prepares and monitors the agency’s budget, provides budgetary assistance to project managers, and provides grant support and specific project support for VCTC Intercity Services, Santa Paula Brach Line and GoVentura Smartcard. The Finance Department is also in charge of multiple audits and overseeing financial compliance with various state and federal regulations.

State and Federal Relations

The year 2013 was big for Ventura County transportation legislation, with VCTC working with Gold Coast Transit and the local jurisdictions to obtain passage of Senate Bill 203 (Pavley) addressing the use of Transportation Development Act (TDA) revenues within the county, and Assembly Bill 664 (Williams) establishing the Gold Coast Transit District as of July 1, 2014. No county-specific legislation is anticipated for the upcoming year, but there are numerous significant state and federal transportation issues in which VCTC expects to be engaged in coordination with other transportation agencies.

For the state, a very significant issue is the large drop in capital resources due to the end of the American Recovery and Reinvestment Act (ARRA) funds (except for the ARRA high-speed rail funds) and the imminent end of Proposition 1B Highway and Port Safety and Air Quality Bond Act funds. The State Transportation Agency is developing proposals for transportation funding, with a particular focus on the state highway maintenance shortfall. There is much attention being given to the pending expansion of the greenhouse gas cap-and-trade program to the transportation sector, and how those funds will be distributed. The new Active Transportation Program is being implemented, and will possibly be expanded beyond previously-existing funding sources, with cap-and trade funds being one possible source.

On the federal side, the transportation program authorization, Moving Ahead for Progress in the 21st Century (MAP-21) Act will expire September, 2014, and proposals are being made for reauthorization, including an Administration proposal for a separately-funded freight movement program which could significantly benefit Southern California. However, a complicating factor is the pending insolvency of the Highway Trust Fund, and the Congressional policy that any solution must be revenue-neutral for the general fund.



Freight Movement

VCTC will continue to participate in the coordinated regional goods movement planning effort, which has in recent years translated into significant Southern California freight project funding, including funding for Port of Hueneme access improvements. The Comprehensive Transportation Plan identified the need for another \$60 million for port landside access improvements, and VCTC will continue to seek these funds as part of a regional goods movement strategy.

Transportation Programming and Monitoring

During the past year, VCTC began moving forward with preliminary work towards implementation of the Comprehensive Transportation Plan (CTP). This effort included initiation of the Route 101 High-Occupancy Toll Feasibility Study, and the completion and approval of the 2014 Regional Improvement Program which programmed future State Transportation Improvement Program (STIP) funds for state highway project development work in accordance with the CTP priorities. In the coming year, staff will continue with planning efforts to keep moving forward with the two highest-priority state highway projects: the Route 101 and Route 118 freeway improvements. Due to the anticipated reauthorization of the federal program in the upcoming year VCTC will need to select projects to receive the newly-authorized funds. VCTC will also be involved in funding projects through the state's newly enacted Active Transportation Program. Staff will continue to monitor and facilitate the delivery of many smaller projects funded from various state and federal sources.

Regional Transportation Planning

Regional Transportation Planning has taken on a greater significance in the past few years with the enactment of SB 375, the adoption of the 2012 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and the completion of VCTC's Comprehensive Transportation Plan in September of 2013. The hard work of implementing the policies and plans contained in those documents began in Fiscal Year 2013/2014 but will be a major focus of this year.

Especially important in both the RTP/SCS and the CTP are Active Transportation Projects (ATP). In advancing the RTP/SCS, VCTC has already adopted a resolution agreeing to work with the Southern California Association of Governments (SCAG) to develop additional funding for ATP projects in Ventura County. Particularly worthy of note are two projects specifically called out in this year's budget, the Countywide bicycle way finding project and the Santa Paula Branch Line Recreational Trail. The way finding project will identify, prioritize and provide signs for bicycle routes crossing the County and thereby enhancing connectivity between the cities. The Santa Paula Branch Line Recreational Trail project will investigate the feasibility of moving portions of the recreational trail forward and if feasible, the necessary updates and community outreach to do so.

Lastly, staff will continue to participate in regional planning activities and will attempt to keep partner agencies, cities and the County apprised of regional issues. Meeting with the planning directors and staff from each of the cities and the County on a regular basis has proven to be of great benefit to all parties.



Transit Grant Administration

VCTC will continue to administer transit grants including grant funds that are passed through to local agencies and non-profits. Besides providing ongoing operations and maintenance, several grant-funded projects are anticipated for implementation including the Ventura Transit Center passenger shelter, a new Moorpark Rail Station driveway entrance, Oxnard bus stop improvements, various Camarillo Rail Station improvements, and vehicle purchases for Thousand Oaks, Camarillo, Moorpark, Gold Coast, Simi Valley, and the ARC of Ventura County. During the upcoming year a significant effort is anticipated to develop plans for System Safety and Asset Management, to comply with the mandates of the federal Moving Ahead for Progress in the 21st Century (MAP-21) Act. VCTC will continue its ongoing work to submit the required federal and state grants, file required reports, and ensure compliance with requirements.

Commuter Services

The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by targeting the reduction of single occupant vehicle commute trips in Ventura County. After years of a five county partnership that included San Bernardino, Riverside, Orange, Los Angeles, and Ventura counties that maintained a regional ridershare database, Riverside and San Bernardino counties have opted to pursue their own program. A new partnership for maintaining the database that will include Ventura County commuters has formed that will include Los Angeles and Orange counties as well as Ventura. 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.

In Fiscal Year 2012/2013 VCTC's provided advice converted commuters that had previously driven alone led to a reduction of an estimated 2.75 million vehicle miles traveled (VMT) and a decrease of 41.2 tons of carbon monoxide, 5.31 tons of volatile organic compounds (VOC) and 6.28 tons of oxides of nitrogen. The Auto Club estimates a countywide commuter cost savings of \$1,509,000. With the assistance of our marketing consultant employer outreach was significantly enhanced with 44 worksite events held throughout the county focusing on Rideshare Week, Bike to Work Week and employer stand-alone events.

Senior and Disabled Transportation

The Commission administers the countywide certification process for persons with disabilities, as required by the Americans with Disabilities Act (ADA), with the evaluation service performed through a contractor. During the coming year staff will work with the transit operators to develop a Request for Proposals to procure a new certification contract to become effective with the expiration of the current contract on July 1, 2015.



VCTC Intercity Services

VCTC will continue to operate, through a contract, intercity and intercounty transit service, connecting all of the community and subregional transit services in Ventura County. The VCTC intercity transit system operates primarily on state highways. The service area also includes connections to Woodland Hills in Los Angeles County, California State University - Channel Islands (CSUCI) outside of Camarillo, and to Santa Barbara County, and operates on many routes seven days a week. With limited stops in each community, the intercity transit system connects people throughout the county to major destinations and with other bus services. The system carries approximately 850,000 passengers per year.

In the coming year, VCTC will be addressing several changes with the intercity service. These changes include: the purchase of a fleet of over the road bus coaches for the provision of the service; re-solicitation of an RFP for a long-term service contractor; major schedule analysis by the newly-hired professional staff; and, a service rebranding campaign, culminating 20 years of operating under the VISTA service name to the new name of VCTC Intercity Transit. The new service contract, agency-owned vehicles and improved schedule will allow VCTC to continue the model of excellence that VISTA provided for so many years.

Heritage Valley Transit

The coming fiscal year will be a year of change for the Heritage Valley Transit services. The cities of Santa Paula and Fillmore and the County of Ventura requested VCTC to manage the local transit services in the valley, and have developed a cooperative agreement with the Commission to formalize that relationship and responsibilities, with the Heritage Valley member agencies taking a greater role in the management of the service through a Policy Advisory Committee (PAC). Commission staff will provide support for the PAC as a new transit service is instituted, with a new fixed-route service supplanting some of the dial-a-ride services. On behalf of the new service, the Commission will be obtaining new, agency owned vehicles for the service, and will be conducting competitive procurement that will lead to a contract with a service provider for the service. In addition to the challenges of modifying a long-established transit service, VCTC staff and the technical advisory committee (TAC) consisting of staff representatives from the two cities and the county will make recommendations to the PAC regarding fares, specific routes, stops, and service time, and will prepare the mandated FTA Title VI analysis of the changes and the ADA "Transition Plan".

Regional Transit Planning

The coming year will see a significant level of Regional Transit Planning activities by VCTC. In addition to the on-going tasks and activities such as supporting TRANSCOM and local transit services throughout the county, the VCTC will consider adopting its first Short Range Transit Plan (SRTP) since 1998 which is expected to lay the foundation for the Commission's compliance with the new FTA Asset Management Plan. This will allow the Commission to comply with the legislature's intent in creating the transportation commission, as stated in Section 130055 that the staff "...provide the commissions with an objective analysis of the various options relative to plans and proposed projects of the regional and local transportation agencies and operators", and then translate those options into a short-range transportation improvement program to be developed and approved.



The Transportation Development Act (TDA) is a significant local source of funding for Ventura County transit and non-transit projects. With the passage of SB 716 and the subsequent amendments, and also, the creation of the Gold Coast Transit (GCT) District in the western County in 2013, significant changes are taking place this upcoming fiscal year, and staff has been working with the cities and County to transition to the new funding configuration in July 2014. Also, as mandated by TDA regulations, the Commission manages the annual Unmet Transit Needs public hearing process. To reflect comments made during the development of the Countywide Transportation Plan, staff worked with consultant assistance to better define the parameters of this annual transit review, and more importantly, to improve the public participation and strengthen partnerships with local stakeholders. And finally, during the current fiscal year, the Triennial Performance Audit covering Fiscal Years 2010/2011 through 2012/2013 was completed for Gold Coast Transit and the Commission.

VCTC staff will also complete the federally mandated update of the VCTC Title VI plan, and expand emergency response planning to help address evacuation of the mobility impaired and improving communications between transit operators and the Office of Emergency Services. In addition, the VCTC staff will increase efforts to improve coordination and connections between VCTC's Intercity bus system and the other transit systems in Ventura County.

Transit Information Center

The Transit Information Center is the "front line" for Ventura County's transit population and receives an average of 3,200 customer contacts every month in-office and by phone. Through the Transit Information Center (TIC) the public receives transit support and information to assist them with their travel within Ventura County, to Warner Center in the San Fernando Valley and Santa Barbara. The Transit Center is operational Monday through Friday from 7am to 6pm to provide support with schedules for time of travel based on origin and destination callers provide, personal travel itineraries/maps, rider comments and concerns, fare and transfer information, special transit promotions, one-on-one education on transit related issues, VCTC Intercity bus assistance and other local buses, as well as Metrolink, Park and Ride Lots, Ride Match, Rideshare, and Guaranteed Ride Home (GRH).

The Transit Center serves as the "headquarters" for countywide support of the GoVentura Smartcard bus pass. It provides sales and support assistance to all Point-of-Sales (POS) outlets throughout the county, Operators, Smartcard patrons, service and public/private agencies. The Center operates as the main sales office providing new and remote Go Ventura Smartcard sales, and phone/front-counter office assistance. The Transit Center provides real-time Nextbus information to patrons on the estimated time of arrivals and delays of buses.



GoVentura Smartcard

Since the year 2000 the “GoVentura” Smartcard automatic fare collection system has provided transit users with a county-wide bus pass which can be recharged with two products; monthly passes (four types) or E-purse product which works similar to cash loaded on a debit card. 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 in the County of Ventura. In addition the Smartcard monthly bus pass allows unlimited use on transit operator buses, electronic tracking of bus tags and passenger counts thus avoiding manual counts by drivers that may fluctuate, and electronic reporting versus manual.

VCTC was ahead of its time with the Smartcard in 2000, but like all technology the times are changing rapidly, and the ability to support 14 year old software and equipment has become impracticable if not impossible. Thus, VCTC must phase out the GoVentura Smartcard Fare Collection System in Fiscal Year 2014/2015. As VCTC acquires the new VCTC Intercity bus fleet additional work will be required to remove equipment off old buses and fully equip new ones with the new fare collection equipment (GFI) and Automatic Passenger Counters.

Fare Collection System / Automatic Passenger Counters (APC's)

The next generation of VCTC fare media starts here. This year will be the startup of the new VCTC Fare Collection System, SPX/Genfare (GFI fare boxes) and Automatic Passenger Counters (APC) system. While not yet integrated, the common base can allow VCTC and county operators the possibility of developing a coordinated fare collection system in the near future. As of now most of the transit operators in the county have installed or plan to install the same SPX/Genfare system and APC's. Gold Coast Transit's joint procurement, Request for Proposal (RFP) of the GFI fare boxes included Thousand Oaks Transit, Simi Valley Transit, and Ventura County Transportation Commission, and was based on a competitive bid process. Installation on the VCTC Intercity bus fleet has been deferred until the new operations contract is awarded in Fiscal Year 2014/2015.

Passenger Rail

The proposed Metrolink budget will require a 7.35% VCTC funding increase, with no fare increase currently proposed. However, it assumes a 2% ridership increase, a ridership increase that Metrolink has not experienced for over a decade. This assumption does cause concern for Metrolink's funding partners in that should the 2% increase not be realized, the burden will be placed back on the funding partners. Since the federal Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization act significantly increased funds for rail capital, money is currently available to cover the Metrolink increase this year, provided that the long-standing practice of swapping VCTC federal capital funds apportionment for operating funds can continue. The larger issue, however, is the high and increasing cost of the Metrolink service, since this year's 7.35% increase follows last year's 12% increase, and the increased rail funding under MAP-21 now being fully utilized, it will only become more difficult to pay for any increases should current trends of Metrolink cost increases continue.



With regard to the Pacific Surfliner, during the upcoming year LOSSAN anticipates largely completing the transition to take over from Caltrans the direct management responsibility for the service, with staff of the Orange County Transportation Authority to serve as the interim managing entity. Costs for the service are to continue to be provided from state transportation revenues which are constitutionally protected under Proposition 22, approved by the voters in 2012.

Santa Paula Branch Line

Managing the Santa Paula Branch Line and working to achieve VCTC's goal of a self-supporting operation will continue to be a challenging task. Major changes in the way the rail corridor is operated and maintained are being developed and will be implemented in the year ahead. As VCTC works through the existing contractual issues, it is also preparing to bring on a new maintenance provider and to save costs by taking a portion of the rail line east of Santa Paula out of service until such time that a new rail operator for the line is identified.

At the same time VCTC will be ensuring normal activities such as freight service to the Branch Line's newest customer continues smoothly and that the Bridge Management Program requirements of the Federal Railroad Administration (FRA) are met.

Community Outreach/Public Information/Marketing

VCTC has an exciting year ahead for the Marketing and Community Outreach Program. In Fiscal Year 2014/2015 VCTC will celebrate its' 25 year anniversary and VCTC Intercity Services (formerly known as VISTA) will celebrate 20 years. In a happy coincidence, a new long-term intercity bus system contract will be awarded and, as first time proud owners of a shiny new fleet of buses, VCTC will take the opportunity to showcase the VCTC brand on these rolling billboards traversing Ventura County. This summer a sneak peak of the newly designed bus graphics will be seen on a single "test" bus which will service different routes in the system. Also on the horizon is the rollout of a new fare media system. The mutual timing of these milestone events will enable us to promote them in concert to ensure a seamless transition for the current riders and also catch the attention of potential new riders.

Don't have time to call for transit information or simply want the answer to a question in the palm of your hand? Plans are now underway to develop a new smartphone app for county transit information. Technology has become a way of life and this is a natural progression in keeping VCTC current in using technology to put information at the finger-tips of our intercity bus riders.

After three years the teen council is really starting to hit its stride. Recognizing that the cities of Ventura County are vastly different from one another, each with its own personality, Fiscal Year 2013/2014's project was an art contest inviting students to submit their vision of what their community is best known for. Six artists will have their work reproduced and applied to the side of a bus. These six unique buses will be seen throughout the county over the course of the summer and fall of this year and will help to highlight the full flavor of the entire county.



Based on the huge success last year, VCTC will again host a Rideshare week employers' kickoff luncheon. The luncheon is educational, entertaining and interactive and it is expected that there will be an increase in the number of requests for VCTC to cosponsor similar events to be held at individual work sites.

In addition to the new opportunities and challenges listed above, VCTC will continue to support the routine tasks of community events, newsletters, media information and all that is necessary to keep VCTC in the county spotlight.

Service Authority for Freeway Emergencies (SAFE)

The SAFE program will be working toward two significant changes this year. Callboxes utilize AT&T's communication network and the competition for communication bandwidth is driving changes that will require an upgrade in callbox hardware prior to December of 2016. At the same time, the proliferation of cell phones and cell coverage has caused a decline in use of callboxes, now hovering around 3,000 calls annually, which suggests that VCTC should perform an analysis of callbox usage and identify those callboxes which have little or no use and remove them from service. To address both these issues SAFE will undertake a study during Fiscal Year 2014/2015 to identify those call boxes that should be removed from the program due to lack of use and develop a strategy for upgrading the remaining callboxes in priority order.

Airport Land Use Commission

VCTC is the Airport Land Use Commission (ALUC) for Ventura County and will continue to review proposed developments that fall within the traffic pattern zones for airports in Ventura County to ensure that projects are consistent with the adopted Airport Comprehensive Land Use Plan for Ventura County.

Early in 2013, the ALUC undertook a significant planning effort that will span across two fiscal years. Working with the Department of Defense Office of Economic Adjustment, the ALUC published a Request for Proposal resulting in a contract with Matrix Design Group to conduct a Joint Land Use Study (JLUS) with Naval Base Ventura County (NBVC). A JLUS is a cooperative planning effort led by local communities or agencies promoting greater partnership with the military facilities in the area, in Ventura County's JLUS, Naval Base Ventura County. The dual goal of the JLUS is to preserve the long term operational viability of Naval Base Ventura County by preventing the encroachment of incompatible land uses and to protect the public health and welfare of the surrounding communities. The study will bring forward recommendations developed by the committees for implementation by local jurisdictions and the Navy in the winter of 2014.



Looking Ahead

A gray cloud does loom over long term transportation infrastructure investment in Ventura County, particularly for the freeway system, maintaining and improving local roads and active transportation projects for bicyclists and pedestrians. The activity that has taken place over the past several years has come thanks to “one-time” programs such as Federal stimulus funds and State infrastructure bond funds. The 101/23 interchange project is the last of the projects funded from these one-time sources. As was mentioned above, assuming revenues from federal and state sources remain unchanged, the next major State Highway System project, be it the first phase of widening improvements on the 101 or widening the 118 between Simi Valley and Moorpark, will not start construction until 2022. It is hard to argue that these improvements are not needed now. It is expected that with the next federal transportation act and relative stability of State transportation funds, we should have a reliable funding stream but at levels that are significantly below Ventura County’s long term transportation needs. Unfortunately there are few options to expedite these critical highway projects and other major transportation improvements such as increased bus and rail transit service or bicycle and pedestrian improvements. Our neighboring counties have been locally investing in their transportation system for several decades now through local option sales tax measures dedicated to transportation but, as yet, that revenue stream has not been at our disposal. The Commission will continue its outreach efforts to the community with a message that investing in our transportation system is a wise investment in our future by generating jobs and economic activity, reducing congestion and providing expanded transit options.

The Fiscal Year 2014/2015 budget is balanced and with the actions of the Commission over the past year this budget is progress toward long-term budget sustainability, so long as federal and state funds flow as anticipated. There are some truly exciting elements included in the 2014/2015 budget. Starting down the path of owning its own fleet of over the road coaches, beginning with the purchase of 14 new buses by calendar year end, is a significant change in course from leasing buses as VCTC has done for the past 20 years. However, by taking this course of action, VCTC is better positioning the intercity bus service for the long-term. Additionally, a new long-term operating contract will be in place before the end of the fiscal year that will allow for stability both in service and service cost after a volatile period that began with the bankruptcy of the former contractor. Critical to the success of the re-energized intercity service will be a full-time staff whose responsibility it will be to strengthen one of VCTC’s high profile services. This service, coupled with better planning and coordination with local operators of Gold Coast Transit, the East County bus operators, and the new Heritage Valley service are the first steps toward implementing the countywide transit vision adopted by the Commission in Spring 2013. And, this, among all the other programs described above is progress to recognizing the role VCTC plays in serving the county and just how we and each of our communities are connected to each other.

Respectfully Submitted,



Darren M. Kettle
Executive Director



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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; 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:

Ralph Fernandez	City of Santa Paula, Chair
Steve Bennett	County of Ventura
Claudia Bill-de la Peña	City of Thousand Oaks
Betsy Clapp	City of Ojai
Peter Foy	County of Ventura, Vice-Chair
Brian Humphrey	Citizen Representative (Cities)
Kathy Long	County of Ventura
Bryan MacDonald	City of Oxnard
Jan McDonald	City of Camarillo
Keith Millhouse	City of Moorpark
Manuel Minjares	City of Fillmore
Carl Morehouse	City of Ventura
Linda Parks	County of Ventura
Jon Sharkey	City of Port Hueneme
Steven Sojka	City of Simi Valley, Past Chair
Jim White	Citizen Representative (County)
John Zaragoza	County of Ventura
Carrie Bowen	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)
- Congestion Management Agency (CMA)
- Consolidated Transportation Service Authority (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Transportation Planning Agency (TPA)
- VCTC Intercity Service (formerly 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)
- Manager's Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)
- Transportation Technical Advisory Committee (TTAC) – Public Works/City Engineer Staff

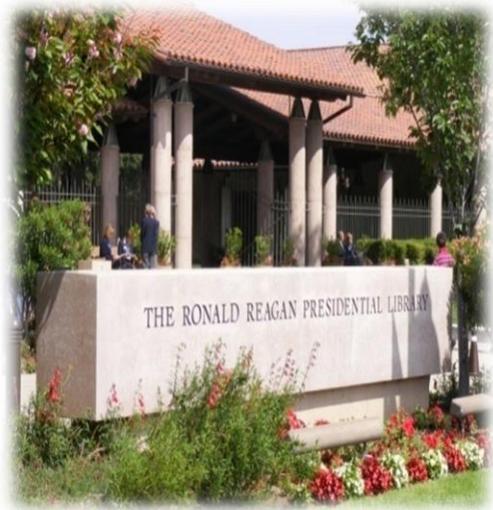


THE COMMUNITY WE SERVE

Ventura County 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 a desirable place to live and visit.

The California Department of Finance (DOF) now estimates that Ventura County's population is just under 843,000 making it the twelfth largest county in the State. Ventura County's population is largely concentrated into its ten cities, with four cities having a population in excess of 100,000: Oxnard (203,645), Thousand Oaks (129,039), Simi Valley (126,305) and San Buenaventura (108,961).

Ventura County's modest growth rate is projected to follow historic trends and remain 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 2008-2012 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non Hispanic at 47.7% and Hispanic at 41.2%. The median age of County residents is 36.4 which is slightly higher than the State's median age of 35.2. The senior population (over 65) is 12.6% (12.0% in 2011) and the population under 18 years is at 25.0% (25.3% in 2011). Over the next decade, it is estimated that the 55 and over population will continue to grow faster, bringing significant changes to Ventura's economy, social structure and workforce composition.

Ventura County residents enjoy a favorable comparison to the State as a whole in median household income and education levels. The United States Census ACS states the County's median household income decreased slightly to \$76,483 in 2011 (\$76,728 in 2011) and remains higher than the State's median income of \$61,400. Unfortunately, the percentage of people below the poverty level in Ventura County grew from 9.9% in 2011 to 10.3% in 2012, but the County is better off than the State as a whole at 15.3%. The percentage of Ventura County residents, twenty-five years of age and older, holding a bachelor's degree or higher has increased from 31.0% in 2011 to 31.2% in 2012 as compared to the State at 30.5%.

The 2008-2012 United States Census American Community Survey depicts Ventura County's workforce of 386,464 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 – 73,375
- Professional, scientific, management, administrative and waste management workers – 47,592
- Retail trade – 43,403
- Manufacturing workers – 40,879

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 24.9 minutes (down from 25.3 minutes in 2011), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2011 in Ventura County was:

- Drove alone – 76.5%
- Carpooled – 12.9%
- Worked at home – 5.4%
- Walked or Biked – 2.1%
- Other means – 1.8%
- Public Transportation – 1.3%



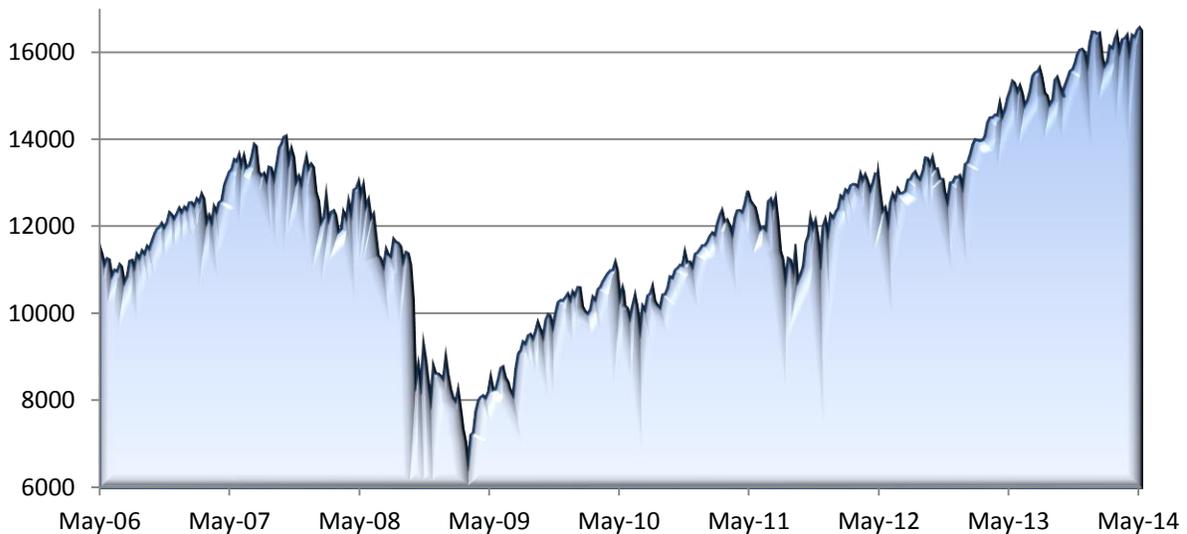
Much of VCTC's work is focused on achieving a shift from single occupancy vehicles to other modes. Unfortunately VCTC is faced with a significant challenge in achieving its mission of improving mobility in Ventura County considering that resources available to invest in improvements are rapidly diminishing for all modes.

THE LOCAL ECONOMY

The economy continues to slowly improve at both the national and local levels. Gains in the stock market and housing market lead the indicators of economic growth. Unemployment is down but job growth remains low with flat wages. Consumer confidence is up from the previous year but continued fears of inflation and volatile fuel prices add to consumer uncertainty.

The stock market continues to be a bull market. The Dow Jones Industrial Average (DJIA) reached new highs in May with a posted close above 16,700. Interestingly daily swings of 100+ points now seem to be accepted as normal as the market trends upward. The stock market has been climbing since its low in April of 2009 as shown below in Chart 1, *Dow Jones Industrial Average Nine Year History*. However, the long period of strong growth in the stock market coupled with continuing doubts about weak economic recovery has led some market analysts to issue warnings for a substantial market correction.

Chart 1 - Dow Jones Industrial Average Nine Year History



Housing prices and number of units sold continue to rise in many areas of the United States but not all. Locally in Ventura County the market prices continue to rise. According to the California Association of Realtors sales of single family residence in the Ventura County home prices rose 17% from last year and the median price in the County was \$559,320 in March 2014. Foreclosure filings are down 22% from a year ago. Median time on the market for homes sold in March was approximately 53 days. Number of homes sold in March was 668 – down 22% from the previous year. Although prices have risen from a median low of \$359,632 in early 2009, it is still far from the high of \$710,906 in 2006 leaving some homeowners owing more on their homes than the homes are valued. This loss of value continues to have far reaching effects on home owners, lending institutions and local governments.

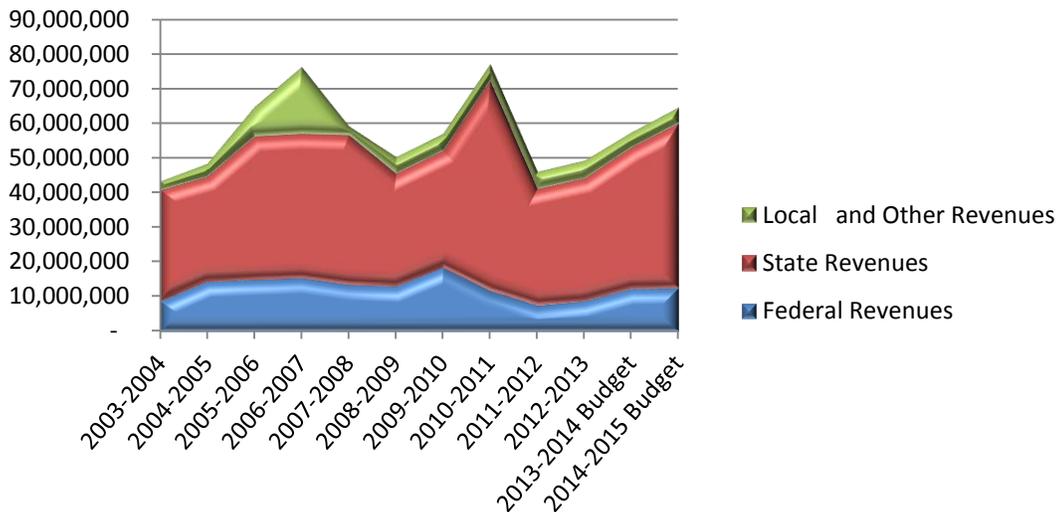
Even with the loss of value on homes, housing costs remain high compared to household income. This imbalance of housing costs to income forces young families to look outside Ventura County to raise their families resulting in a loss of sales tax revenue and property tax revenue that pay for government services and allow for improvements within the County.

As stated earlier, unemployment continues to be a drag on the economy. It is estimated that at the national level long-term joblessness makes up just over one-third of total unemployment according to Oxford Economics. In April 2014, California's unemployment rate was 7.3%, down from 8.5% at the same time last year. Similar to the State, Ventura County's unemployment rate for April was 6.1%, down from 6.9% at the same time last year. Although there has been improvement, unemployment is still above pre-recession levels. Furthermore, Peter Rupert of the UCSB Economic Forecast cautioned that there is continued concern that some reductions in unemployment are due to discouraged worker's giving up completely and leaving the workforce and/or taking lower skilled/lower paying jobs.

Predictably, with property values rising and unemployment declining, local, state and federal governments that are dependent on revenues generated by property, income and sales taxes are beginning to see a small amount of revenue relief. The State of California has struggled to balance its budget the last several years but Governor Brown's May 2014/2015 budget revision forecasts a modest surplus as a result of a temporary capital gains tax revenue windfall. The Governor remains focused on paying down debt and reducing long-term liabilities but is concerned that economic growth for the State will be lower than previously projected due to federal spending cuts and higher payroll taxes.

VCTC is entirely reliant on State and Federal funds. Even a small cut to state and/or federal funds will have a large impact on the service and projects VCTC provides to the County's residents. Federal funds comprise only 19% of the budget and the majority of the funds require a State or local match. If the State and/or local funds are unavailable or not eligible to be used on specific projects, VCTC may be unable to utilize Federal funds that might be available. Chart 2, *Federal, State and Local Revenues 2003/2004 – 2014/2015*, reflects the historical funding mix VCTC receives.

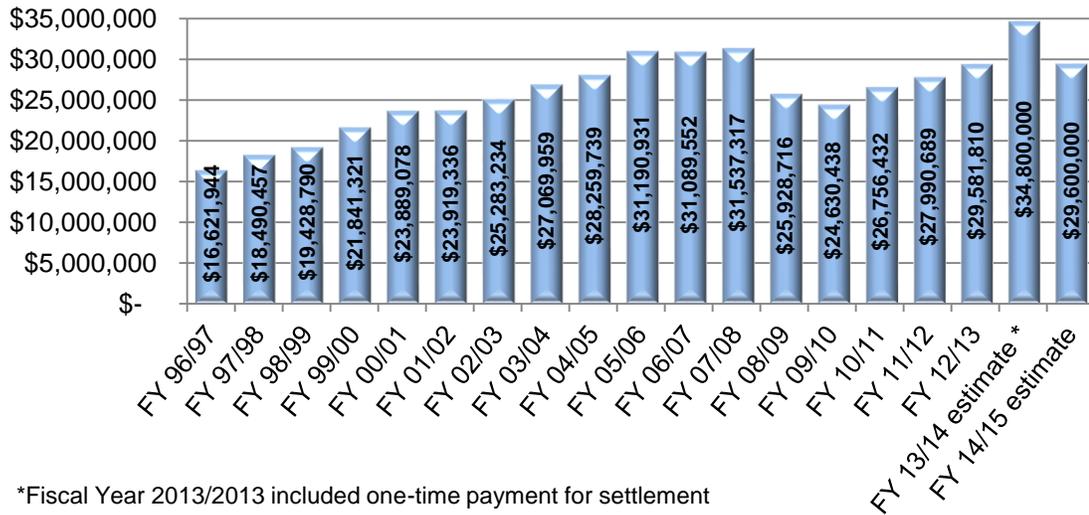
Chart 2 - Federal, State and Local Revenues 2003/2004 – 2014/2015



Unfortunately, although revenues are up, State and local government entities are still struggling to meet the demand for services they normally provide, and VCTC finds itself in just such a position. This year VCTC will receive 46% of its revenue from the statewide quarter cent Local Transportation Fund (LTF) sales tax. VCTC passes through the majority (91% in Fiscal Year 2014/2015) of the LTF funds to local agencies. With the passage of SB 716, SB 203 and SB664 a larger portion of these funds will be used for transit. A small portion will still be used for bicycles and pedestrians projects and cities with a population under 100,000 receiving TDA allocations can use these funds for streets and roads purposes after transit needs are met. VCTC uses the majority of its portion of the LTF funds for passenger rail with additional funds used for planning and administrative purposes.

The County enjoyed growing LTF receipts for many years (see Chart 3, *Local Transportation Fund Revenues Fiscal Year 1996/1997 – 2014/2015*). In fact, there was almost a 100 percent increase in a ten year period from 1997 to 2007. However, with the downturn of the economy, LTF revenues declined and although bottoming out in Fiscal Year 2009/2010, LTF revenues continue to be lower than in previous years. Although there has been moderate growth the last several years, the County Auditor-Controller’s Office projects receipts will remain flat in Fiscal Year 2014/2015. It remains uncertain if LTF receipts will continue to grow and whether they will return to the same amount of sales tax revenues that were being received at the peak.

Chart 3 - Local Transportation Fund Revenues Fiscal Years 1996/1997 - 2014/2015

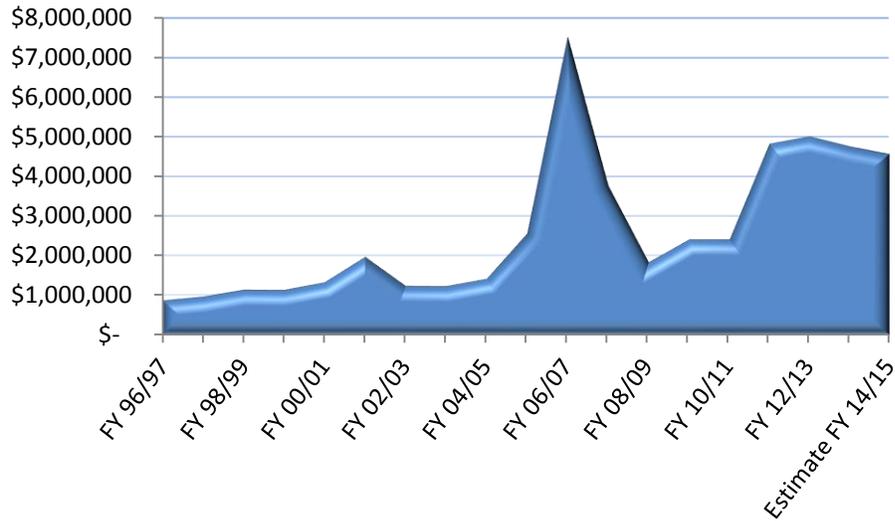


*Fiscal Year 2013/2013 included one-time payment for settlement

In prior years when the State’s revenues fell short, the State Transit Assistance (STA) funds were raided but this has now been legislatively addressed and it appears that the STA funds have stabilized, as shown in Chart 4, *State Transit Assistance Revenues Fiscal Year 1996/1997 – 2014/2015*. STA revenues are 7% of the budget and are used to fund Metrolink Commuter rail services within the County, LOSSAN, the Santa Paula Branch Line, VCTC intercity transit service and other transit projects. VCTC will continue to monitor the STA funds in order to fund on-going and one-time transit needs.



Chart 4 - State Transit Assistance Revenues Fiscal Years 1996/1997 - 2014/2015



The federal budget and transportation programs have been highly unstable and difficult to forecast over the past several years. Congress passed nine short-term extensions of the previous transportation act, the last one being Moving Ahead for Progress in the 21st Century, better known as MAP-21 which expires in September of 2014. While MAP-21 provided increases in transportation funding in some areas, it did not address the underlying structural issues such as the depletion of Highway Trust Fund continuing to make transportation funding unpredictable. With MAP-21 expiring and State funded Proposition 1B funds allocations completed, it is uncertain what the funding levels will be for the County will be in the future.

The continuing challenge for VCTC, like almost all government agencies, is to continue to provide services to the County's residents in the face of growing demand and decreasing revenues. VCTC will continue to aggressively seek new revenues to support the County's transportation needs, shrinking revenues translates into fewer State and Federal transportation dollars for the County. Innovative strategic plans need to be developed now recognizing the issues of an aging population that will place increased demand on transit and paratransit services, diminishing revenue streams from taxes and the importance educating the public on the significance of transportation in the County's overall economic health.

FINANCIAL SECTION

BUDGET PROCESS

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

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

The Commission's budget contains four funds: one General Fund and three Special Revenue funds consisting of the Local Transportation Fund, the State Transit Assistance Fund, and the Service Authority for Freeway Emergencies Fund. These funds account for the Commission's budgeted resources. The General Fund is used to account for all activities not legally required or designated to be accounted separately.

The VCTC budget details each task the agency has undertaken and its associated task budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 1st and ending on June 30th and includes information about the General Fund 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 for which 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 is an on-going process but begins in January with the Executive Director and management staff reviewing actual progress in the current year's budget to adjust budgetary timelines for current projects and planning for future projects. After projects are identified, the project managers develop detailed line item budgets which include objectives, accomplishments, description, work elements, product, funding sources and expenditure comparisons. The Finance Director then compiles the task budgets and prepares and reviews 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 Draft Budget is reviewed in late March by the Finance Committee consisting of the Chair, Vice-Chair and past Chair. After receiving recommendations from the Finance Committee, the Draft Budget is presented to the full Commission in April with a hearing for



public comment. After receiving guidance from the Commission, staff prepares the Final Budget. The Finance Committee reviews the proposed Final Budget in May. The proposed Final Budget is presented to the Commission in June where an additional hearing is held for public comment. The Commission may then adopt the budget or request additional information and/or changes to the budget. The budget must be adopted before the beginning of the upcoming fiscal year.

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

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

The budget process for the development of the Fiscal Year 2014/2015 budget and monitoring of the Fiscal Year 2013/2014 budget is illustrated below in Chart 5, *Budget Process*.

Chart 5 – Budget Process

Budget Task	2014 Jul	2014 Aug	2014 Sep	2014 Oct	2014 Nov	2014 Dec	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												



FINANCIAL POLICIES

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

Budget Policies

Each fiscal year the Commission approves the VCTC budget which contains new revenues and expenditures, as well as estimated revenues and expenditures that are carried-over from the previous fiscal year. The budget must be balanced with anticipated revenues and appropriate fund balances. Administrative costs shall be both reasonable and necessary. The budget is task driven with participation by management staff under the guidance of the Executive Director. Actual expenditures are monitored against the budget throughout the year.

Revenue and Cash Management Policies

VCTC 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 Commission's monthly budget item.

Auditing Policies

VCTC will produce a Comprehensive Annual Financial Report (CAFR) 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. A single audit of federal funds and a TDA audit of TDA funds and TDA recipients will be performed annually by qualified auditors from a recognized Certified Public Accounting firm.

Fund Balance Policies

VCTC reports its fund balances as nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent. When both restricted and unrestricted resources are available for use, it is the Commission's policy to use the most restricted resources first and then unrestricted resources in the following manner: restricted, committed, assigned and unassigned. The Commission in its adopted fund balance policy has designated the authority to assign amounts used for specific purposes to the Executive Director and/or the Finance Director.



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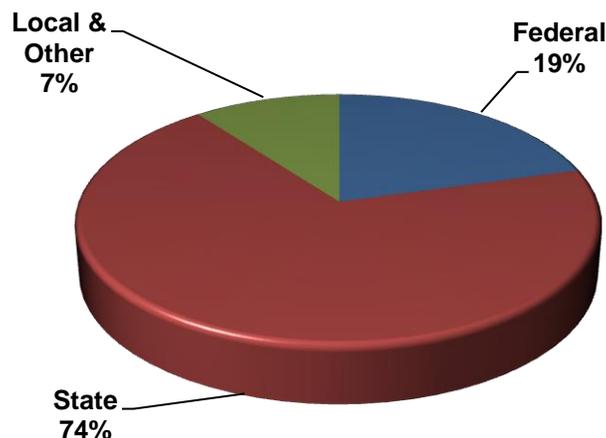
REVENUES AND FUNDING SOURCES

An essential role of VCTC is to allocate State and Federal funds to transportation projects within the County. Although 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 Commission policy guidelines, VCTC allocates State and Federal funds and designates a lead agency to administer the implementation of these projects. Once the Commission approves the programming of funds and a project is programmed in the Federal Transportation Improvement Program (FTIP), the lead agency is responsible for applying for funds through VCTC, State or Federal agencies as appropriate. These funds are then placed in the lead agency's local budget. If VCTC is designated as the lead agency, these funds will appear in 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), State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2014/2015 are estimated to be \$64,811,249 and include both new revenues and funds carried-over from the previous fiscal year. Chart 6, *Funding Source Summary*, shows the revenue split by federal, state and local and other sources. The Federal revenues total \$12,604,276. State revenues (including LTF, STA and SAFE) total \$47,682,444. The Local and Other revenues total \$4,524,429. More detailed information can be found following the discussion of revenues and funding sources on Chart 7, *Funding Sources*, Table 1, *Detailed Funding Sources* and Chart 8, *Funding Source Detail* which provide further information about the budgeted revenues.

Chart 6 - Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

The Federal Transit Administration provides funding for transit related programs in a variety of areas. FTA funds generally require the lead agency to match the federal funds with state or local funds. FTA divides the program funds into “Sections” as follows:

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as internship program. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents. 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 5310 “Elderly and Disabled” funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 80% federal to 20% 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 generally be reimbursed up to 50%, and capital costs up to 80%. MAP-21 combined this program with Section 5307 in future grants.
- 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%. MAP-21 combined this program with Section 5307 in future grants.
- Section 5337 “State of Good Repair” funds are provided under a new program established by the Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation. This program replaced the Section 5309 Fixed Guideway Modernization program.
- Section 5339 “Bus and Bus Facilities Program” funds replace Section 5309 “Bus and Bus Facilities” discretionary program funds. The primary difference being that funds are apportioned to urban areas by formula rather than to specific projects selected by the federal government. The funds can be used for bus-related capital projects.

VCTC’s budget contains \$11,956,776 in FTA revenues.



Federal Highway Administration (FHWA)

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

Surface Transportation Program (STP)

The Surface Transportation Program funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contained STP funding for Lewis Road in previous budgets, but at this time does not contain any STP revenues.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality 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. VCTC's budget contains \$547,500 in CMAQ revenues.

Defense Community Planning Assistance Funds

Department of Defense (DoD) Office of Economic Adjustment (OEA) Defense Community Planning Assistance Funds are provided to assist State and local governments in preparing and adopting a planning study to mitigate and/or prevent incompatible civilian land use/activity that is likely to impair the continued operational utility of a DoD military installation – specifically the Joint Land Use Study within the Airport Land Use Commission budget. VCTC's budget contains \$100,000 in Defense Community Planning Assistance Fund revenues.



State Revenues

Transportation Development Act (TDA)

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

Local Transportation Fund (LTF)

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax. These funds are received monthly from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$29,600,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$31,000,000 to local agencies in the upcoming year (\$29,600,000 in new revenues and \$1,400,000 from the LTF fund balance). Of this amount, \$14,000 is for County Administration and \$687,990 (\$588,030 new and \$99,960 carry-over from Fiscal Year 2013/2014) will be apportioned and allocated through a competitive process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$27,580,953 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$620,000, \$964,517 and \$1,232,500 respectively. Also, it is anticipated that \$299,018 of LTF general fund balance will be carried-over from Fiscal Year 2013/2014.

State Transit Assistance (STA)

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and revenue miles (PUC 99314 allocation) of each eligible transit operator, currently (Gold Coast Transit (GCT) and Southern California Regional Rail Authority (SCRRA). The State generally 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. At this time the State is estimating \$4,584,480 in STA revenues. The STA funded expenditures of \$4,714,111 will be transferred from the STA fund balance to the General Fund and thus, are shown as an "other financing source/transfer in."



Service Authority for Freeway Emergencies (SAFE)

The Service Authority for Freeway Emergencies 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 the Commission began to manage the operation and expansion of the cellular call box system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. VCTC's budget contains \$745,000 in SAFE revenues.

State Transportation Improvement Program (STIP)

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are automatically adjusted to equal the funding formerly provided by Proposition 42 (sales tax on gasoline). The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but this budget contains no STIP funds.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring 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 PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC's budget contains \$660,220 in PPM revenues.

Proposition 1B

In 2006, Californians approved Proposition 1B, which funds 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. The availability of these funds is contingent upon the State's ability to sell bonds. In the past VCTC has received Proposition 1B funding for various projects including Metrolink, Trapeze and VCTC Intercity Service (formerly VISTA). At this time the VCTC budget contains \$12,074,944 in Proposition 1B 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. Each year funds are approved by the Legislature and allocated and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. VCTC's budget contains \$17,800 in Signal revenues.

Local and Other Funding Sources

Local Contributions and Fees

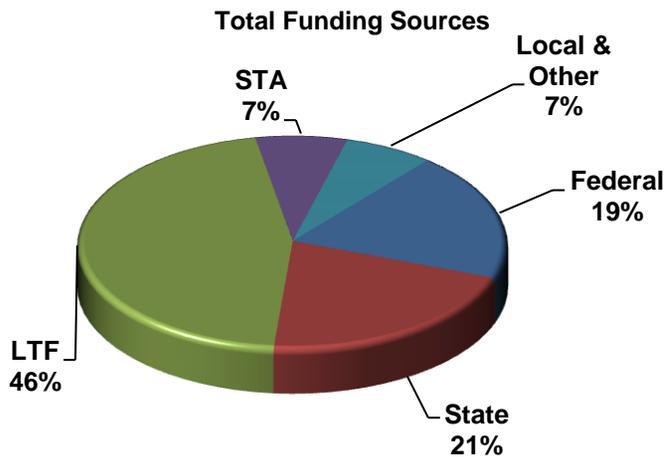
VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity buses and lease payments paid through the Santa Paula Branch Line. VCTC's budget contains \$2,625,729 in local contribution revenues and \$1,793,800 in local fee revenues.

Investment Income and Other Revenues

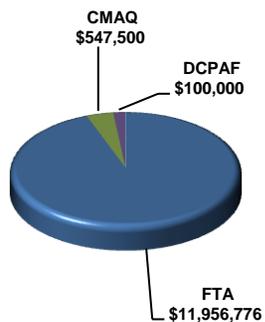
Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. VCTC's budget contains \$105,000 in investment income and other revenues.



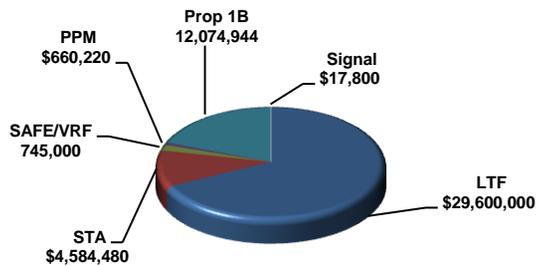
Chart 7 - Funding Sources



Federal Funding Sources



State Funding Sources



Local - Other Funding Sources

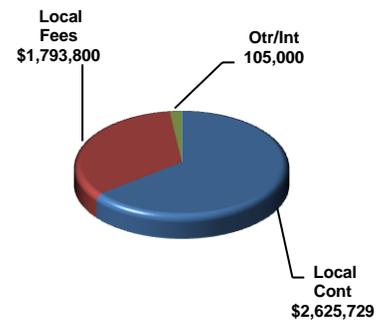
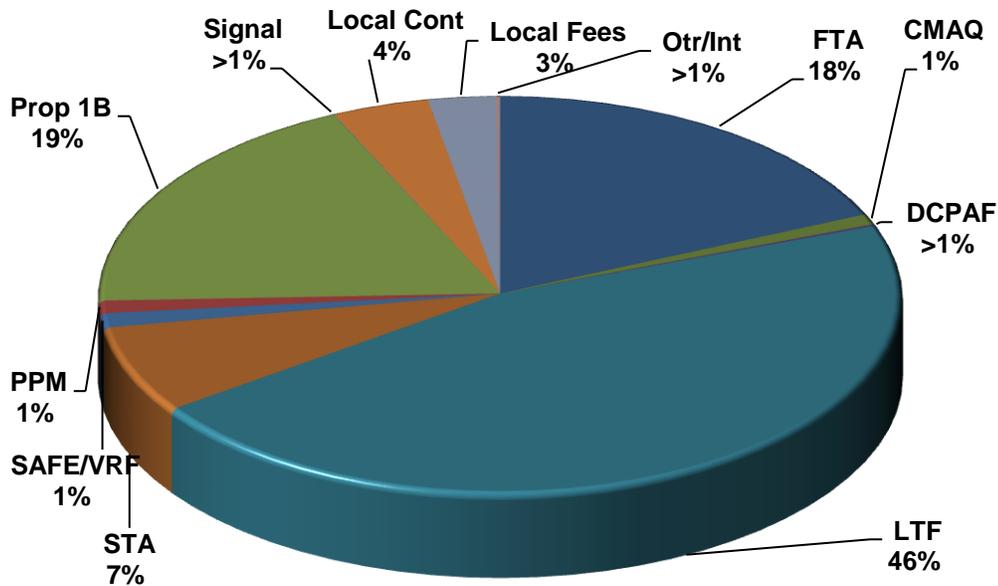


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Federal Transit Administration (FTA)	\$ 8,059,532	\$12,170,994	\$11,956,776
Surface Transportation Program (STP)	300,947	64,988	0
Congestion Mitigation and Air Quality (CMAQ)	399,136	443,000	547,500
Defense Community Planning Assistance Funds	51,120	200,000	100,000
Local Transportation Fund (LTF)	29,334,910	34,200,000	29,600,000
State Transit Assistance (STA)	5,026,974	4,778,577	4,584,480
Service Authority for Freeway Emergencies (SAFE)	744,145	750,000	745,000
State Transportation Improvement Program (STIP)	117,659	2	0
Planning, Programming and Monitoring (PPM)	326,627	429,477	660,220
Proposition 1B	20,134	11,099,930	12,074,944
California Public Utilities Commission Signal	29,036	35,600	17,800
Local Contributions	3,024,495	2,332,335	2,625,729
Local Fees	1,790,830	1,780,600	1,793,800
Investment Income and Other Revenues	326,122	326,924	105,000
Total Funding Sources	\$49,551,667	\$68,612,427	\$64,811,249

Chart 8 - Funding Source Detail



PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and/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 9, *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 2, *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

Chart 9 - Pass-Through, Regional and Core-Countywide Service Expenditures

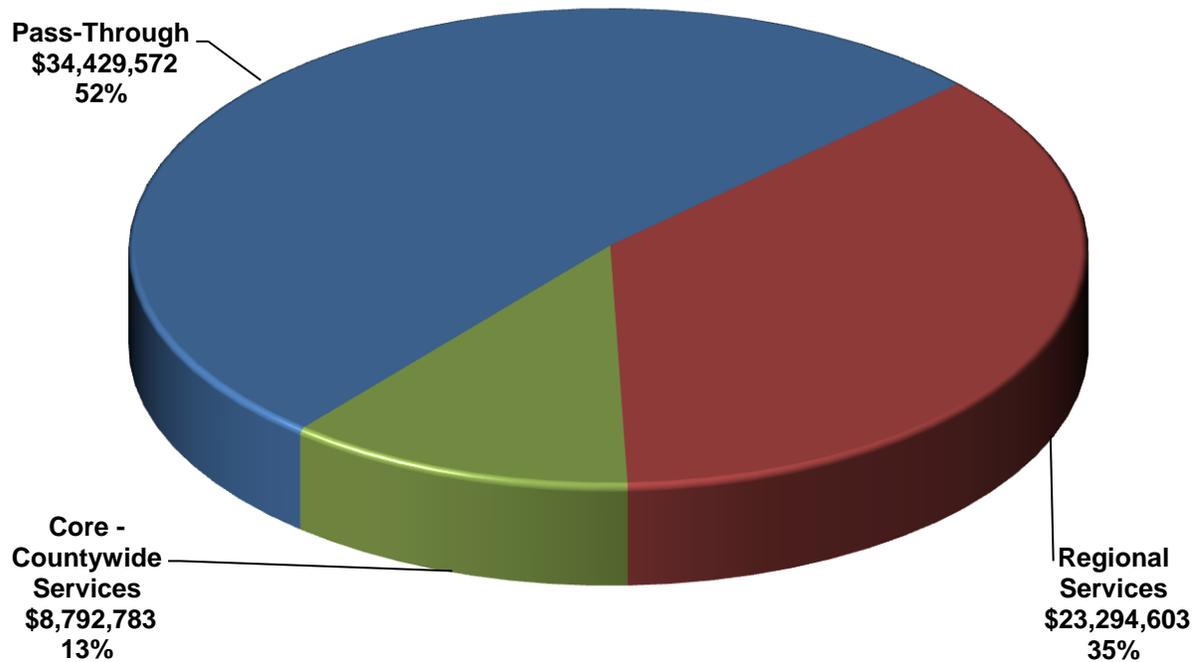


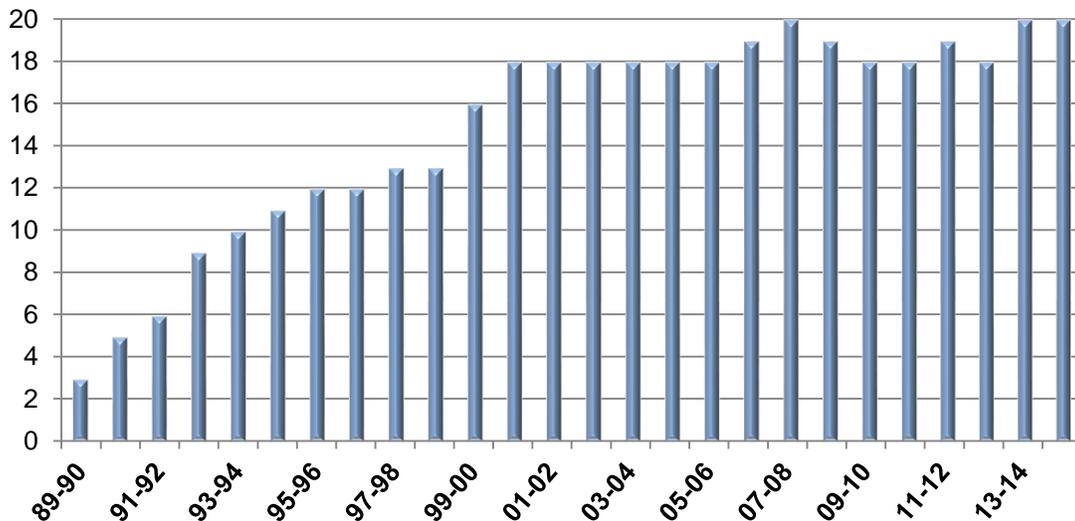
Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission	Fare Collection and APC Systems	TDA Administration
Call Box System	Go Ventura Smartcard	Transit Grant Administration
Congestion Management Program	Heritage Valley Transit	
Community Outreach & Marketing	Nextbus	
Freight Movement	Senior & Disabled Transp. Services	
LOSSAN & Coast Rail Council	SpeedInfo Highway Speed Sensors	
Management & Administration	Transit Information Center	
Metrolink & Special Rail Projects	VCTC Intercity Services	
Regional Transit Planning		
Regional Transportation Planning		
Rideshare Programs		
Santa Paula Branch Line		
State & Federal Governmental Relations		
TDA Administration		
Transit Grant Administration		
Transportation Programming & Monitoring		
Staff Hours	Staff Hours	Staff Hours
26,950	13,103	1,707

Total Staff Hours = 41,760

Growing from three employees in 1989 to its current roster of twenty regular full-time employees, staffing includes fourteen professional positions and six support/customer service positions (see Chart 10, *Number of Employees*, Chart 12, *Staff Organization*, and Chart 13, *Functional Organization*).

Chart 10 - Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty full-time employees budgeted. This year staffing remains the same at twenty full-time employees (see Table 3, *Full Time Equivalents by Program*).

Table 3 - Full Time Equivalents by Program

Program	Fiscal Year	Fiscal Year	Fiscal Year
	2012/2013 Actual	2013/2014 Budget	2014/2015 Budget
Transit and Transportation	4.0	5.8	6.4
Highway	0.1	0.1	0.1
Rail	1.0	1.5	1.8
Commuter Assistance	2.8	2.8	2.0
Planning and Programming	4.4	4.6	4.5
General Government	5.2	5.2	5.2
TOTAL	17.5	20.0	20.0

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2014/2015 salary ranges are detailed by classification. The salary ranges below include a proposed 3% cost of living adjustment (COLA) to the top end of the salary ranges except for the director range which was adjusted approximately 7% to begin bringing the range in-line with the salary survey performed in 2013. The schedule also includes a combining of the Manager I/II levels and combining of the Planner/Analyst I/II levels. Finally, the accounting technician and customer service representative positions, which previously were without ranges, have been placed in the appropriate support level per the recent salary survey.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$205,871
Director	4	\$101,157	\$129,900
Manager	5	\$70,132	\$104,069
Planner/Analyst	4	\$50,100	\$83,945
Support Staff II	5	\$43,827	\$60,189
Support Staff I	1	\$24,960	\$38,201

The Commission's salary and fringe benefits total \$2,663,500 or 4% of the Fiscal Year 2014/2015 budget (see Table 5– *Personnel Budget* and Chart 11, *Personnel Costs*). This represents a decrease of \$118,700 or -4.3% from the Fiscal Year 2013/2014 budget of \$2,782,200 largely due to lower actual costs associated with the three new positions. The Wages total of \$1,846,300 includes a pool of \$51,000 in merit increases for eligible employees not at the top of their range. Since 2008, there have been no cost of living adjustments (COLA) for employees, but this year a modest 3% COLA is proposed for the twenty employees and would cost approximately \$51,000. Benefits only account for 1.2% of the budget.



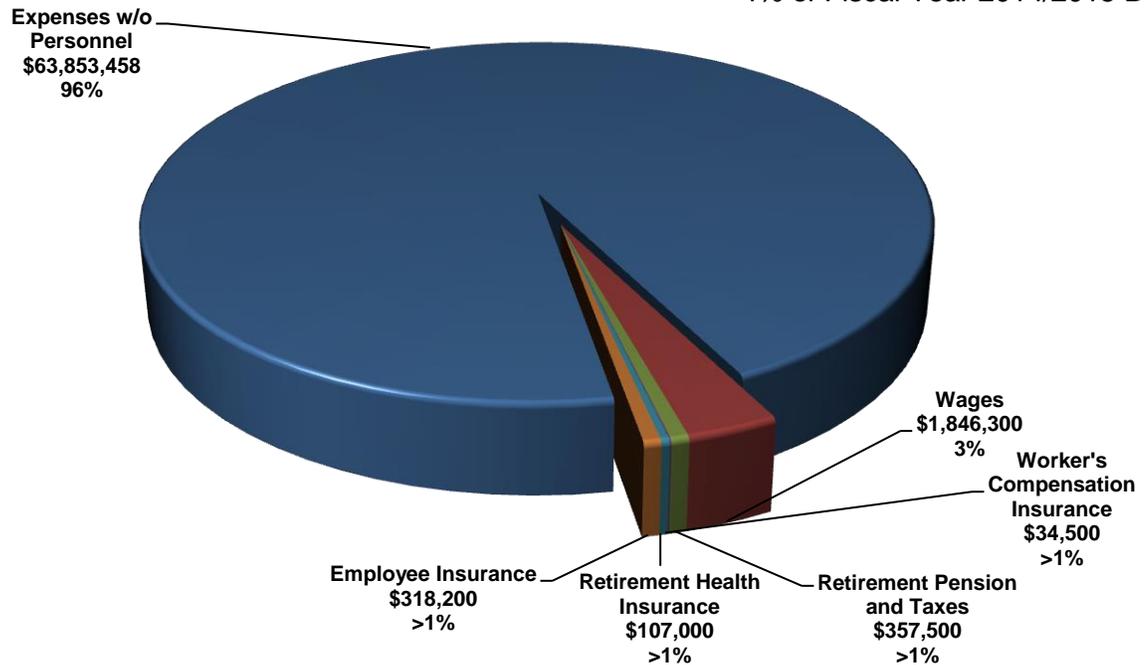
Table 5 - Personnel Budget

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Wages	\$1,516,305	\$1,793,100	\$1,846,300
Retirement Pensions and Taxes	317,171	354,400	357,500
Worker's Compensation Insurance	20,555	33,600	34,500
Retirement Health Insurance/OPEB	147,000	152,000	107,000
Employee Insurance	304,330	449,100	318,200
Total Expenditure	\$2,305,361	\$2,782,200	\$2,663,500

*The personnel budget was amended after the Commission approved the budget in June.

Chart 11 - Personnel Costs

Wages and Fringe = \$2,663,500
4% of Fiscal Year 2014/2015 Budget



Included in the benefit cost is \$107,000 for retiree healthcare of which the majority will be used to prefund the Other Postemployment Benefits (OPEB) Trust with CalPERS CERBT that the Commission established in Fiscal Year 2008/2009. The amount is lower than previous fiscal years due to CalPERS lowering their premium structure to increase health membership. This number could return to previous levels if CalPERS increases plan premiums. This amount is the full annual required contribution as calculated by the OPEB actuary. Prefunding the trust allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2013, the Commission's trust has earned approximately \$200,000 in net earnings with an average annual internal rate of return since inception of 12%.

In 2012, legislators passed the California Public Employees' Pension Reform Act (PEPRA) implementing comprehensive pension reform effective January 1, 2013. This required changes to the way CalPERS and VCTC administered VCTC's pension plan.

However, under Assembly Bill (AB) 1222 which was signed by Governor Brown on October 4, 2013, eligible transit agencies were exempted from all of the provisions of PEPRA until January 1, 2015 or until a court determines that the provisions of PEPRA do not violate specified federal transit labor laws, whichever is sooner. VCTC receives federal transit funding and is subject to Section 13 (c) of the Federal Transit Act; AB 1222 exempts from PEPRA those public employees whose interests are protected by Section 13 (c). Currently, VCTC employees have their portion of retirement (7% of wages) contributed in full by VCTC. Under PEPRA employees hired after January 2013 who are new to the CalPERS retirement system have been paying their own CalPERS retirement contributions (6.25% of wages). A legal opinion from VCTC's General Counsel law firm, Meyers Nave, confirms that VCTC is subject to the exemption from PEPRA under AB 1222 and therefore, all employees are being treated as "classic" employees until the courts make a decision.

The employee rate remains set by legislation and is 7% of payroll for the 2% @ 60 formula. For Fiscal Year 2014/2015 VCTC's employer rate is 8.435% of payroll based on CalPERS actuary valuation. VCTC's pension employer rate is estimated to increase to 9.1% in Fiscal Year 2015/2016 due to the previous downturn in the economy and VCTC's payrolls not increasing as fast as actuarially projected. It should be noted that CalPERS recently modified some of their assumptions (ie. increased mortality rate) which may increase VCTC's employer rate an additional 0.4% to 1% beginning in Fiscal Year 2016/2017. In addition to the assumption changes, CalPERS is evaluating the adjustments needed that were caused by the PEPRA implementation and the shortening of the amortization period which will likely increase rates. It should be noted that VCTC remains among the agencies receiving the lowest increases. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60.



Chart 12 - Staff Organization

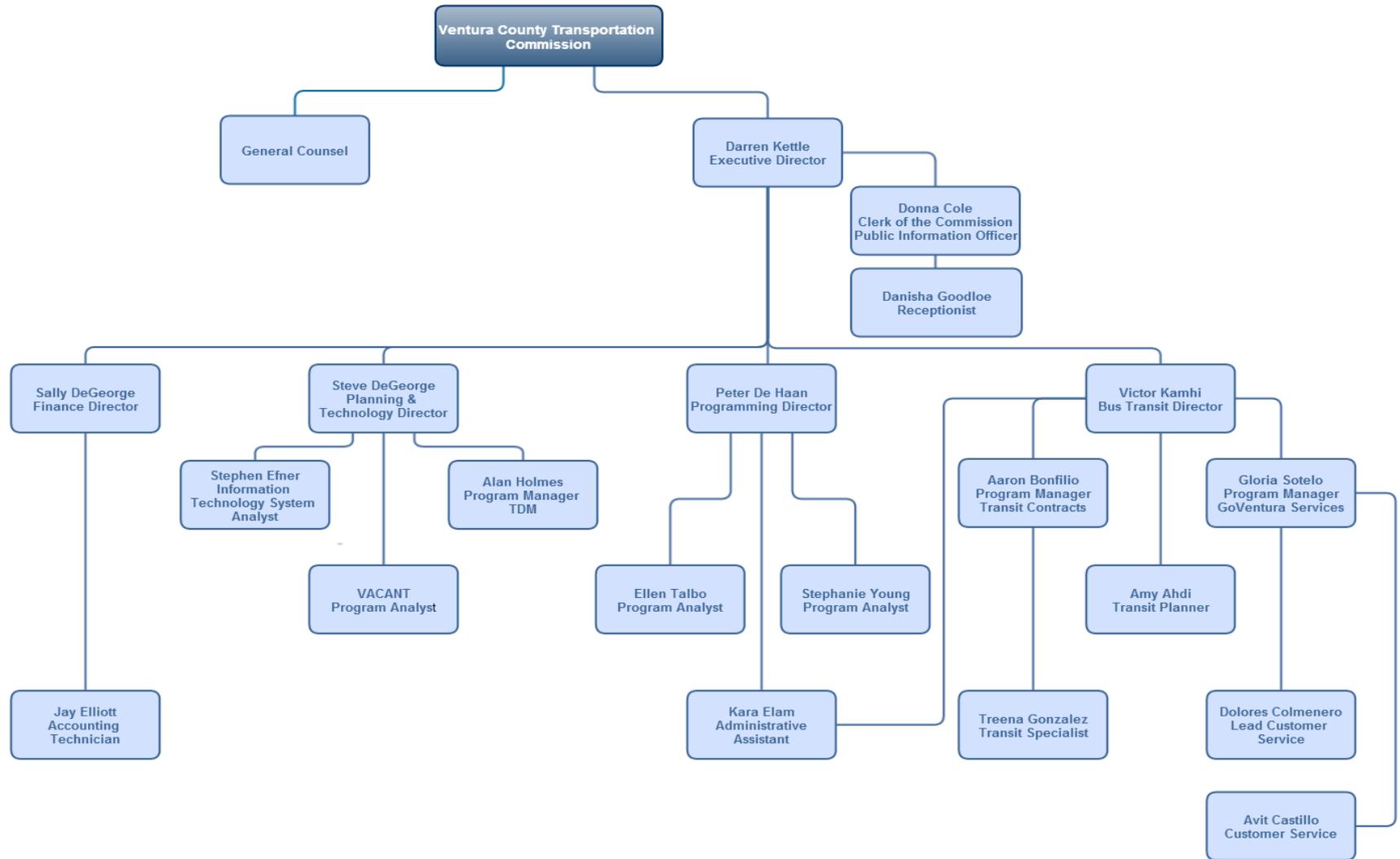
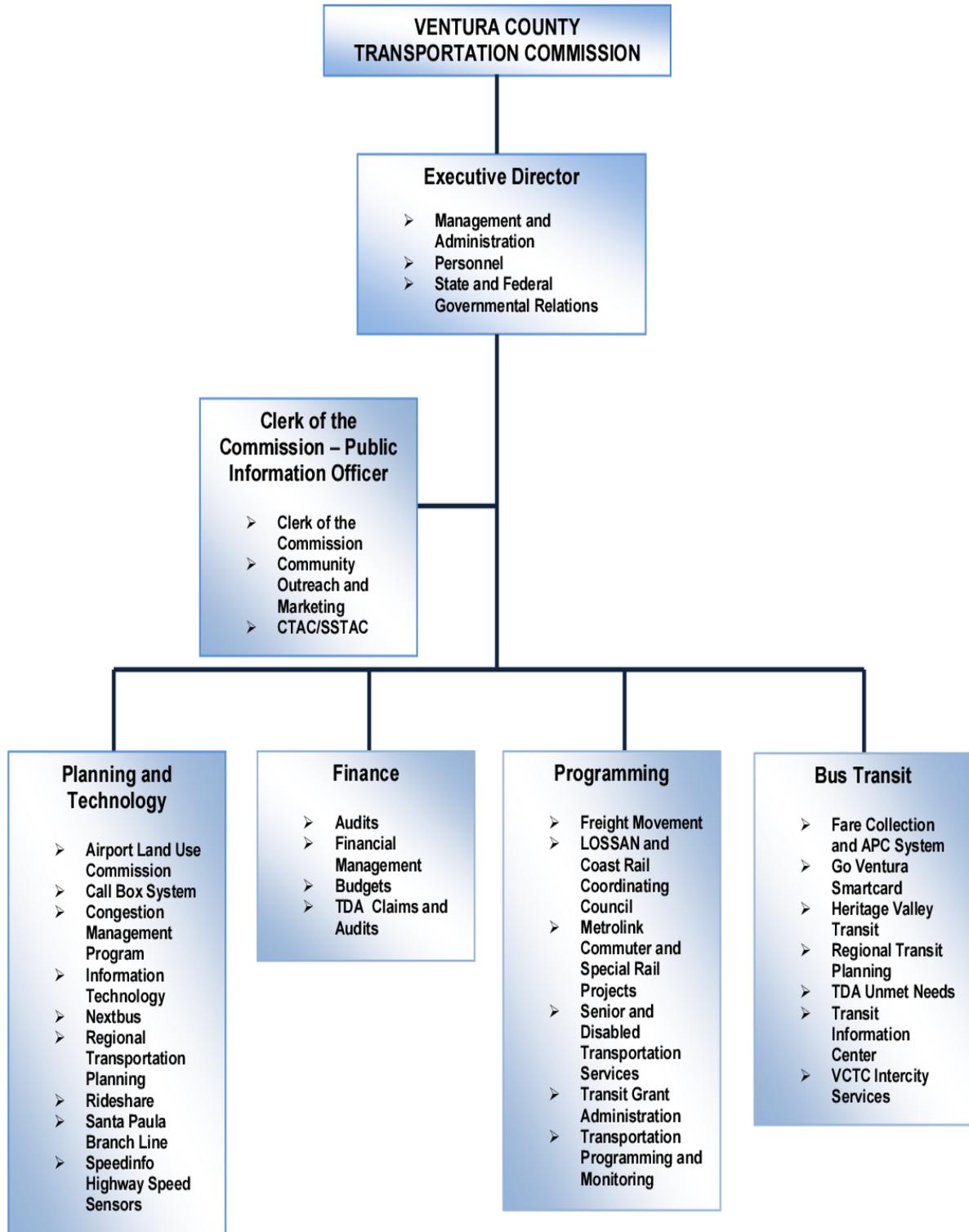


Chart 13 - Functional Organization



INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenditures that are attributable to the general operation of the organization but are not directly tied to a particular grant, contract, project function or activity. Indirect cost allocation plans (ICAP) are designed to promote fair and equitable sharing of indirect costs and allow the “full” costs of services to be recognized. An indirect cost allocation plan is prepared so that VCTC can charge indirect costs to the various projects. The indirect cost allocation plan rate is approved by its cognizant agency, the Federal Transit Administration (FTA) and reviewed for compliance by VCTC’s independent auditors and the California Department of Transportation audits and investigations.

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. The adjustment for either over or under collection is adjusted against the current fiscal year’s indirect estimate. The adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected and added to the current rate when under collected.

VCTC’s first ICAP was approved by the FTA for Fiscal Year 1996/1997, but the ICAP did not include indirect staff time. Beginning in Fiscal Year 2010/2011 VCTC incorporated indirect staff time into the ICAP instead of paying for the staff time directly with local funds. Included in these costs are all or partial hours from the following positions: Receptionist/Secretary, Clerk of the Board/Public Information Officer (office manager hours only), Information Technology Systems Analyst (non smartcard and fare collection hours), Finance Director (non TDA hours) and Accounting Technician.

There are a few indirect costs that have changed from previous years. The insurance line item increased by 5% as a placeholder. The Audits line item decreased by 22% since the OPEB actuary valuation is required every other year. The miscellaneous line item increased to \$15,000 for the normal \$5,000 and \$10,000 for office temporary help while the receptionist is on a leave of absence. The depreciation line item was removed as there is no anticipated office depreciation at this time. The office supplies and maintenance line items increased slightly due to the addition of the three new employees.

Table 6, *Indirect Cost Allocation Plan*, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 6 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.



Table 6 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	\$ Change	% of Change
Salaries and Benefits	\$462,599	\$ 473,235	\$ 451,260	-21,975	-4.6%
Bank Fees	4,375	4,000	4,000	0	0.0%
Books and Publications	603	1,000	1,000	0	0.0%
Business Meals	625	1,000	1,000	0	0.0%
Communications	11,392	18,000	18,000	0	0.0%
Insurance	187,246	196,360	206,200	9,840	5.0%
Maintenance	11,939	13,400	15,000	1,600	11.9%
Membership and Dues	4,014	5,000	5,000	0	0.0%
Mileage	1,073	1,500	1,500	0	0.0%
Miscellaneous	10,345	2,640	15,000	12,360	468.2%
Office	25,276	25,000	27,000	2,000	8.0%
Postage	5,110	9,000	9,000	0	0.0%
Printing	5,083	10,000	10,000	0	0.0%
Rent	116,370	144,000	149,200	5,200	3.6%
Training	2,109	2,000	2,000	0	0.0%
Travel and Conferences	3,501	6,000	6,000	0	0.0%
Audit and Actuary Services	46,183	65,300	50,600	-14,700	-22.5%
Legal Services	15,350	30,000	30,000	0	0.0%
Professional and Human Resources	48,948	50,000	53,000	3,000	6.0%
Depreciation	11,896	5,000	0	-5,000	100.0%
Subtotal	\$974,037	\$1,062,435	\$1,054,760		
Adjusted Overhead Rate	46.62%	45.61%	50.83%		



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PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2014/2015 budget is a comprehensive budget. It contains the General, LTF, STA and SAFE 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. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2014/2015 are \$66,516,958. The total budget expenditures decreased by 13.6% and are briefly explained in the individual program summaries.

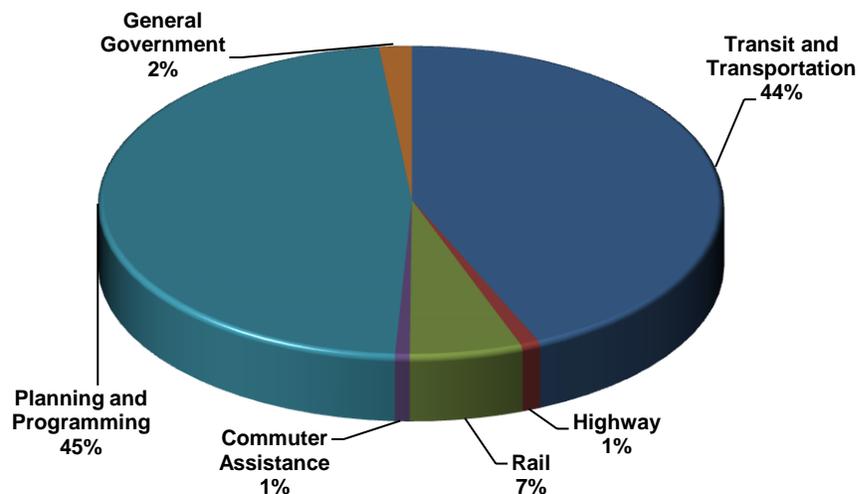
Below are a table and chart which summarize these six programs: Table 7, *Budgeted Expenditures by Program*, and Chart 14, *Budgeted Program Expenditures*.

Table 7 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Transit and Transportation	\$12,307,307	\$33,286,220	\$29,238,888	-12.2%
Highway	467,455	625,700	637,200	1.8%
Rail	3,203,611	4,760,731	4,547,613	-4.5%
Commuter Assistance	490,355	553,800	477,100	-13.8%
Planning and Programming	29,462,968	36,618,464	30,410,357	-17.0%
General Government	801,403	1,155,681	1,205,800	4.3%
Total Program Budget	\$46,733,099	\$77,000,596	\$66,516,958	-13.6%

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).

Chart 14 - Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role 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 \$29,238,888, is 44% of the budget and includes seven project tasks.

Changes to this fiscal year include a decrease in the Senior and Disabled Transportation Services budget as the ADA pass-through funds are no longer distributed through this budget. The Go Ventura Smartcard budget decreased as the program is scheduled to shut down in this fiscal year and be replaced with the new Fare Collection and APC System budget task. The VCTC Intercity Services (formerly VISTA Fixed) budget increased due to the anticipated bus purchases, an increase in contract services and security camera, as well as a name change. The Heritage Valley Transit (formerly VISTA DAR) service also had a name change and the increase is largely due to the anticipated bus purchases. The Nextbus budget includes the carry-over to upgrade the wireless technology. The Trapeze project has been removed from the budget as the individual operators are now responsible for their individual programs. The Transit Grant Administration budget decreased for the completion of pass-through projects and one-time proposition 1B funds received in Fiscal Year 2013/2014. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 8 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Senior & Disabled Transportation Services	60	\$ 114,331	\$ 505,770	\$ 175,525	-65.3%
Go Ventura Smartcard	62	501,499	541,800	420,500	-22.4%
Fare Collection and APC Systems	64	0	0	766,800	new
VCTC Intercity Services	66	6,259,283	14,643,708	17,341,572	18.4%
Heritage Valley Transit	68	2,535,024	2,821,900	3,738,800	32.5%
Nextbus	70	207,253	524,906	524,806	0.0%
Trapeze	--	203,023	32,800	0	-
Transit Grant Administration	72	2,486,894	14,215,336	6,270,885	-55.9%
Total Transit and Transportation Budget		\$12,307,307	\$33,286,220	\$29,238,888	-12.2%
Program Costs:					
Personnel		\$ 441,448	\$ 785,300	\$ 770,900	
Indirect		205,803	358,300	391,900	
Project		11,660,056	32,142,620	28,076,088	
Total Transit and Transportation Budget		\$12,307,307	\$33,286,220	\$29,238,888	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).



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 Highways Program also contains on-going projects to provide highway assistance including the county-wide call box system and the SpeedInfo Speed Sensors. The Highway Program, at \$637,200, is 1% of the budget and includes three project tasks.

There were minor changes to the highway budgets this fiscal year. The largest change was to the Congestion Management Program budget which had an increase for consultant services associated with these tasks. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 9 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	% of Change
Call Box System	76	\$306,395	\$450,000	\$451,100	0.2%
Congestion Management Program	78	18,600	29,800	40,100	34.6%
SpeedInfo Highway Speed Sensors	80	142,460	145,900	146,000	0.1%
Total Highway Budget		\$467,455	\$625,700	\$637,200	1.8%
Program Costs:					
Personnel		\$ 11,385	\$ 11,500	\$ 11,700	
Indirect		5,307	5,200	6,000	
Project		450,763	609,000	619,500	
Total Highway Budget		\$467,455	\$625,700	\$637,200	



RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs, including Metrolink, which is part of a regional commuter rail network that provides a safe and reliable transit alternative to driving alone. The Rail Program, at \$4,547,613, is 7% of the budget and includes three project tasks.

The Metrolink Commuter and Special Rail Projects budget will have an increase in operational costs but a decrease in Poposition 1B funded projects that nets to a slight decrease in the overall budget. The Santa Paula Branch Line budget decreased due to the completion of the flood control improvements project, as well as implementing the initial steps to making this task self-supporting as directed by the Commission. Although the LOSSAN budget task did not change significantly in a financial sense, the structure has changed. As part of this change, the LOSSAN participating agencies are preparing to take over direct management of the AMTRAK Pacific Surfliner from Caltrans. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Metrolink Commuter & Special Rail Projects	84	\$1,841,099	\$3,473,330	\$3,468,813	-0.1%
LOSSAN & Coast Rail Coordinating Council	86	56,473	76,700	72,100	-6.0%
Santa Paula Branch Line	88	1,306,039	1,210,701	1,006,700	-16.8%
Total Rail Budget		\$3,203,611	\$4,760,731	\$4,547,613	-4.5%
Program Costs:					
Personnel		\$ 148,888	\$ 189,200	\$ 254,100	
Indirect		69,412	86,400	129,300	
Project		2,985,311	4,485,131	4,164,213	
Total Rail Budget		\$3,203,611	\$4,760,731	\$4,547,613	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).



COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and use alternative modes of transportation including ridesharing and public transportation. The Commuter Assistance Program, at \$477,100, is 1% of the budget and includes two project tasks.

The Transit Information Center budget decreased as staffing resources were reallocated to the Fare Collection and APC Systems budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	% of Change
Transit Information Center	92	\$246,705	\$280,500	\$180,600	-35.6%
Rideshare Programs	94	243,650	273,300	296,500	8.5%
Total Commuter Assistance Budget		\$490,355	\$553,800	\$477,100	-13.8%
Program Costs:					
Personnel		\$297,417	\$305,000	\$239,500	
Indirect		138,656	139,100	121,700	
Project		54,282	109,700	115,900	
Total Commuter Assistance Budget		\$490,355	\$553,800	\$477,100	



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 projects. The Planning and Programming programs totals \$30,410,357, or 45% of the budget and includes six project tasks.

Although the LTF funds found within the Transportation Development Act budget are estimated to increase providing more funding for local agencies, the funding is less than the previous fiscal year due to the one-time funds received in Fiscal Year 2013/2014. The Transportation Programming and Monitoring budget decreased due to the completion of the Lewis Road project, Caltrans 101 and 118 studies and Phase I of the Hot Lanes Study. The Regional Transportation Planning budget increased to accommodate the two active transportation projects. The Airport Land Use Commission budget decreased due to the partial completion of the JLUS study. The Regional Transit Planning budget increased since the unmet needs process is now handled by the transit department and the associated costs have been transferred from the Transportation Development Act budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Transportation Development Act	98	\$27,900,219	\$34,639,014	\$28,594,437	-17.5%
Transportation Program/Monitoring	100	916,863	920,450	553,320	-39.9%
Regional Transportation Planning	102	258,529	294,700	519,900	76.4%
Airport Land Use Commission	104	100,257	262,900	152,200	-42.1%
Regional Transit Planning	106	271,643	476,100	564,700	18.6%
Freight Movement	108	15,457	25,300	25,800	2.0%
Total Planning & Programming Budget		\$29,462,968	\$36,618,464	\$30,410,357	-17.0%
Program Costs:					
Personnel		\$ 669,863	\$ 723,100	\$ 664,200	
Indirect		302,744	329,800	337,700	
Project		28,490,361	35,565,564	29,408,457	
Total Planning & Programming Budget		\$29,462,968	\$36,618,464	\$30,410,357	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).



GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and various programs contained throughout the budget. These tasks include financial management, legislative activities, intergovernmental relations and public information. The General Government Program, at \$1,205,800, is 2% of the budget and includes three project tasks.

The Community Outreach and Marketing budget increased to promote the new VCTC Intercity Service fleet, rideshare and VCTC's 25th anniversary celebration. The State and Federal Governmental Relations budget increased slightly for adjustments to the memberships and dues. The Management and Administration budget decreased due to a reduction in estimated consultant costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Community Outreach and Marketing	112	\$420,704	\$ 672,200	\$ 763,500	13.6%
State and Federal Governmental Relations	114	128,320	171,825	180,300	4.9%
Management and Administration	116	252,379	311,656	262,000	-15.9%
Total General Government Budget		\$801,403	\$1,155,681	\$1,205,800	4.3%
Program Costs:					
Personnel		\$273,762	\$ 295,000	\$ 271,800	
Indirect		127,628	134,600	138,100	
Project		400,013	726,081	795,900	
Total General Government Budget		\$801,403	\$1,155,681	\$1,205,800	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).



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VENTURA COUNTY TRANSPORTATION COMMISSION

BUDGET SUMMARY FISCAL YEAR 2014/2015

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	12,604,276	-	-	-	12,604,276
State Grants	12,752,964	-	-	-	12,752,964
Local Transportation Fund	-	29,600,000	-	-	29,600,000
State Transit Assistance	-	-	4,584,480	745,000	5,329,480
Vehicle Registration Fees	-	-	-	-	-
Local, Investment Income, and Other Revenues	4,419,529	40,000	50,000	15,000	4,524,529
Total Revenues	29,776,769	29,640,000	4,634,480	760,000	64,811,249
EXPENDITURES					
Transit and Transportation					
Senior and Disabled Transportation Services	175,525	-	-	-	175,525
Go Ventura Smartcard	420,500	-	-	-	420,500
Fare Collection and APC Systems	766,800	-	-	-	766,800
VCTC Intercity Services	17,341,572	-	-	-	17,341,572
Heritage Valley Transit	3,738,800	-	-	-	3,738,800
Nextbus	524,806	-	-	-	524,806
Transit Grant Administration	6,270,885	-	-	-	6,270,885
Total Transit and Transportation Budget	29,238,888	-	-	-	29,238,888
Highway					
Call Box System	10,600	-	-	440,500	451,100
Congestion Management Program	40,100	-	-	-	40,100
SpeedInfo Highway Speed Sensors	2,000	-	-	144,000	146,000
Total Highway Budget	52,700	-	-	584,500	637,200



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2014/2015**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
Metrolink Commuter and Special Rail Projects	3,468,813	-	-	-	3,468,813
LOSSAN and Coast Rail Coordinating Council	72,100	-	-	-	72,100
Santa Paula Branch Line	1,006,700	-	-	-	1,006,700
Total Rail Budget	4,547,613	-	-	-	4,547,613
Commuter Assistance					
Transit Information Center	180,600	-	-	-	180,600
Rideshare Programs	296,500	-	-	-	296,500
Total Commuter Assistance Budget	477,100	-	-	-	477,100
Planning and Programming					
Transportation Development Act	311,494	28,282,943	-	-	28,594,437
Transportation Programming and Monitoring	553,320	-	-	-	553,320
Regional Transportation Planning	519,900	-	-	-	519,900
Airport Land Use Commission	152,200	-	-	-	152,200
Regional Transit Planning	564,700	-	-	-	564,700
Freight Movement	25,800	-	-	-	25,800
Total Planning and Programming Budget	2,127,414	28,282,943	-	-	30,410,357
General Government					
Community Outreach and Marketing	763,500	-	-	-	763,500
State and Federal Governmental Relations	180,300	-	-	-	180,300
Management and Administration	262,000	-	-	-	262,000
Total General Government Budget	1,205,800	-	-	-	1,205,800



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2014/2015**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	37,649,515	28,282,943	-	584,500	66,516,958
Revenues over (under) Expenditures	(7,872,746)	1,357,057	4,634,480	175,500	(1,705,709)
Other Financing Sources					
Transfers In (Out)	7,573,728	(2,817,017)	(4,714,111)	(42,600)	-
Contingency/Reserve	(50,000)	(2,800,000)	-	(1,515,000)	(4,365,000)
Fund Balance Beginning of Year	360,000	4,299,960	12,700,000	3,500,000	20,859,960
Fund Balance End of Year	10,982	40,000	12,620,369	2,117,900	14,789,251

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



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VENTURA COUNTY TRANSPORTATION COMMISSION

PROGRAM TASK BUDGETS Fiscal Year 2014/2015 Budget



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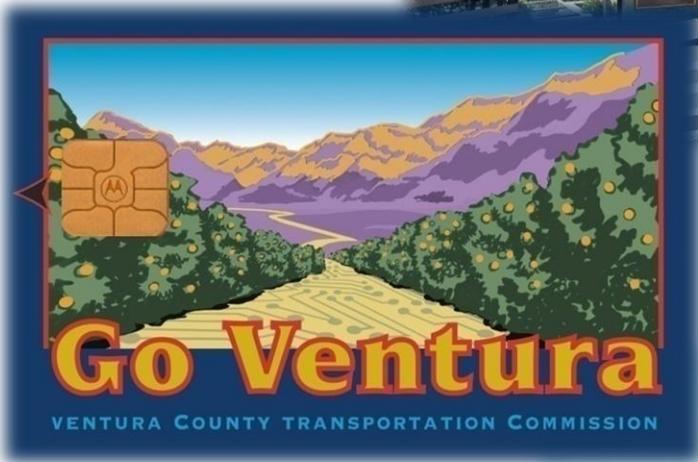
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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Certify residents of Ventura County who are unable to use a fixed route bus due to a disability, on a countywide basis to ensure standardized certification policies and economy of scale.

ACCOMPLISHMENTS: Provided oversight to the contractor-based ADA certification program.

Certification activities:	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
ADA Information/Application Requests	5,015	4,295	7,680
ADA Applications Received	1,158	1,114	526
Personal Interviews Conducted	604	645	305
ADA Determinations Issued	763	803	368

Processed ADA documentation for visitors to Ventura County and those certified by VCTC going elsewhere. Distributed Federal Transit Administration (FTA) funds for East County ADA Intercity Service.

DESCRIPTION: Since November, 2010, ADA certification services have been provided through a private firm under contract with VCTC. The final one-year extension option for this contract expires June 30, 2015, so this year staff will manage the competitive procurement of a new contract. Since the County’s local transit operators are ultimately responsible for the certification process, these operators, through the Transit Operators Committee, will have opportunity to review the draft Request for Proposals, and one or more local transit operator representatives will be included on the consultant selection committee.

For many years VCTC has maintained a separate account of FTA funds for the coordinated East County ADA Intercity Service, but beginning in Fiscal Year 2014/2015 the participating operators, who are members of the East County Transit Alliance, have agreed to a simplified funding structure that will no longer take FTA funds “off the top” for this purpose. Instead, each operator will have flexibility to fund intercity ADA service as with any other service, with VCTC making FTA funds available to projects identified by the operators through the Program of Projects (POP). Therefore, those funds have been removed from this item, but will be included with the rest of the subrecipient funds in the Transit Grant Administration budget, after projects have been identified through the POP.

Similarly, this budget item previously included two small functions, namely the Section 5310 program and the ADA compliance review, but the Section 5310 program has been moved to Transportation Improvement Program, which contains all of the other funding programs, and ADA compliance has been absorbed into Transit Grants Administration, which contains the other FTA compliance requirements.

It should be noted that the certification contractor recently deployed a new phone system with automated tracking, resulting in more accurate counting of information calls, and providing a much higher number than previously recorded.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

DESCRIPTION (continued):

The budget includes an increase in Consultant Services based on the cost of the certification contract extension.

WORK ELEMENTS:

1. Manage contract to certify ADA applicants.
2. Manage appeal process for ADA Certifications.
3. Provide information and assistance to inquiries regarding the ADA certification program.
4. Update ADA certification applications, informational brochures and internet information as appropriate.
5. Issue new Request for Proposals and select new contractor to start July 2015.

PRODUCT: Processing of over 1,100 ADA certification requests per year; development of new certification contract; provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$140,420
LTF Fund Transfer	35,105
Total Funding	\$175,525

EXPENDITURE COMPARISONS:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 4,358	\$ 14,400	\$ 15,800
Fringe and Tax Allocation	3,261	8,000	7,100
Indirect Cost Allocation	3,552	10,300	11,700
Mileage	267	600	300
Printing	1,413	1,500	1,600
Travel and Conferences	0	1,550	1,550
Consultant Services	101,305	128,820	137,000
Legal Services	175	600	475
East County ADA Pass-Through	0	340,000	0
Total Expenditure	\$114,331	\$505,770	\$175,525

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: GO VENTURA SMARTCARD

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

OBJECTIVES: Administer and provide project management to the Ventura County Transportation Commission (VCTC) Electronic Fare Collection system and “integrated” Automatic Passenger Counters (APC’s) for Ventura County transit operators including the current VCTC Intercity Services.

ACCOMPLISHMENTS: The Go Ventura Smartcard system, implemented by the VCTC, and operational since 2001, provides Electronic Fare Collection and Automated Passenger Counting on Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, and VCTC Intercity Services. A “dedicated” support line at the transit center provides direct support to the sales outlets. The SmartCardComments@goventura.org email address is on the VCTC web site to enable the public to submit questions/comments to staff. VCTC staff oversees all aspects of project management, operations, and maintenance of the Go Ventura system.

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul–Dec 2013
Smartcard Transactions (Sales)	13,550	11,311	5,950
Smartcard usage (Tags)	434,819	363,300	196,716

DESCRIPTION: The Go Ventura Smartcard system is comprised of a complex network of computers and 135 buses linked together to enable sales, use of the Go Ventura bus card, and collection of daily boarding and alighting data for each bus stop in the County. Sales outlets operate countywide for sales of bus card products. The Transit Information Center serves as the countywide main sales and support office to all sales outlets, operators and transit patrons. The program assists transit patrons, private, and public agencies in the provision of bus passes for employees through transit pre-tax benefit programs. A temporary decline in Smartcard sales/tags occurred in Fiscal Year 2012/2013 while VISTA transitioned to the new operator (Roadrunner), fleet was equipped, and utilized paper passes as fare media during this period.

After 14 years in operation, the Cubic Fare Collection system is antiquated with no further hardware or software upgrades, and replacement parts are no longer available. VCTC has been informed by Cubic Systems it soon will no longer be able to support the system. VCTC will maintain the Go Ventura Smartcard system and support contracts for Fiscal Year 2014/2015 while VCTC transitions to a new Fare Collection and APC system, and the new system is installed, tested and fully functional. The VCTC may at any time terminate the contract agreement with sixty (60) days’ written notice to Cubic Transportation Systems, and Aegir Systems requires 10 days written notice prior to intent to cancel performance in accordance with Agreement. Maintaining the support contracts for the current Cubic Smartcard system will allow the time necessary to completely phase out the current system and work on creation of the new task, new GFI fare collection system and APC’s.

WORK ELEMENTS:

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, transit operators, Job Career Centers, remote load of bus card products for patrons and agencies.



BUDGET TASK: GO VENTURA SMARTCARD (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

WORK ELEMENTS (continued):

Operations Work Elements (continued):

3. Clearing house for sales outlets, reconciliation of sales revenues on a monthly basis.
4. Provide training/re-training to sales outlets and transit operators, perform updates as needed.

Maintenance Work Elements:

1. Identify system faults, implement repairs and inspections from self-checks or operation information for action, and 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 functional Go Ventura Smartcard network that is maintained, monitored, provides support countywide for the Go Ventura bus pass card, and produces pertinent data and reports for management and operators.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$331,440
LTF Fund Transfer	89,060
Total Funding	\$420,500

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$119,769	\$129,600	\$ 74,700
Fringe and Tax Allocation	55,262	64,000	39,300
Indirect Cost Allocation	81,599	88,300	58,000
Communications	1,445	2,100	2,000
Mileage	1,520	1,800	1,200
Postage	924	1,200	1,200
Printing	396	3,000	2,000
Supplies	4	4,000	2,000
Training	0	600	0
Travel and Conference	479	1,000	0
Bank Credit Card Processing Fees	5,282	6,500	3,200
Legal Services	250	1,000	1,000
Professional Services	186,643	206,400	232,900
Bus Equipment Installs	30,536	26,400	0
Equipment	17,390	5,900	3,000
Total Expenditures	\$501,499	\$541,800	\$420,500

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

OBJECTIVES: Administer and provide project management to the Ventura County Transportation Commission's (VCTC) new Electronic Fare Collection and Automatic Passenger Counter (APC's) systems. Provide VCTC with boarding and alighting data for operations, assist in reducing cost, fraud, and improve efficiencies on VCTC Intercity Services.

ACCOMPLISHMENTS: New task, no accomplishments to report this fiscal year. VCTC will be transitioning from the current Go Ventura Smartcard system to the new SPX/Genfare GFI fare collection and APC systems.

DESCRIPTION: In 2012 VCTC worked with Gold Coast Transit (GCT) staff on a joint farebox procurement, in cooperation with other Ventura county agencies to purchase a common fare collection system. Through an FTA approved grant, GCT awarded SPX/Genfare a contract for the purchase of GFI Fare Collection equipment, the purchase included the acquisition of fareboxes for several transit operators in the county, VCTC Intercity Service received thirty boxes. The grant was approved by the FTA and contract was awarded to SPX/Genfare. While not yet integrated, the use of a common base will allow VCTC and the operators to develop a coordinated fare collection system in the future, including the future option of an Automatic Passenger Counter (APC) system. Since then most of the transit operators in the county have installed or plan to install the same SPX/Genfare system and APC's. VCTC in May 2013 accepted delivery of the Genfare GFI Fare boxes. Installation on VCTC Intercity fleet was deferred until the new operations contract is awarded this year. Standard farebox installation services are included with the 30 farebox purchase. Since this budget is for a new program, there is some uncertainty in the costs, and a future budget amendment is possible. The budget includes funding for the first year of startup for the new VCTC Intercity Service fare collection system and APC's. The Transit Information Center will continue to serve as the main ticket sales and support office. The program assists the public, transit users, and private and public agencies in the provision of fare media and support.

WORK ELEMENTS:

Operations Work Elements:

1. Perform daily system health checks and generate statistical data as requested.
2. Provide transit customer service. Sales assistance to the public, ticket sales outlets, VCTC Intercity Service operator, Job Career Centers, and private and public agencies.
3. Clearing house for VCTC Intercity Service sales and reconciliation of monthly sales revenue. Perform updates as needed.

Maintenance Work Elements:

1. Identify system faults, implement repairs and inspections from self-checks or operation information for action, and have maintenance done to failed equipment.
2. Receive and format fare, route and schedule information for VCTC Intercity operator, have data imported, test changes prior to release, then disseminate throughout the system.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

PRODUCT: A functional Fare Collection and Automatic Passenger Counting system, that is networked, maintained, monitored, provides support for the transit program fare media and produces pertinent data and reports for management and operators.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$603,761
LTF Fund Transfer	163,039
Total Funding	\$766,800

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	*	*	\$110,000
Fringe and Tax Allocation	*	*	57,300
Indirect Cost Allocation	*	*	85,000
Communications	*	*	2,000
Mileage	*	*	1,800
Postage	*	*	1,200
Printing	*	*	34,000
Supplies	*	*	3,000
Training	*	*	2,000
Travel and Conference	*	*	2,000
Bank Credit Card Processing Fees	*	*	4,000
Legal Services	*	*	1,000
Professional Services	*	*	128,900
Bus Equipment Maintenance	*	*	82,300
Equipment	*	*	252,300
Total Expenditures	*	*	\$766,800

* This is a new budget with no prior information.



BUDGET TASK: VCTC INTERCITY SERVICES

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: To provide safe, comfortable, efficient and well-coordinated intercity/intercounty fixed route transit service, connecting with local transit services on VCTC Intercity Service transit corridors.

ACCOMPLISHMENTS: During Fiscal Year 2012/2013, VCTC provided approximately 844,000 fixed-route passenger trips throughout Ventura County and surrounding areas. VCTC made adjustments to several routes, including modifications to improve on-time performance. During Fiscal Year 2013/2014 VCTC began implementation of the Heritage Valley Transit Study by initiating a VCTC Intercity 126 Piru extension demonstration.

The table below is the current ridership and service hours from the last six months compared to the previous two years:

VCTC Intercity Service Routes	Fiscal Year 2011/2012 Ridership	Fiscal Year 2012/2013 Ridership	Jul-Dec 2013 Ridership
HWY 101	120,670	120,739	58,239
HWY 126	234,145	228,803	114,912
East County	81,711	84,216	40,495
Conejo Connection	39,633	41,269	18,288
Coastal Express	311,827	272,913	132,228
CSUCI	81,368	95,866	55,067
Service Hours	53,255	58,366	28,374

DESCRIPTION: VCTC Intercity Service provides the link between all bus and rail services in Ventura County and into Los Angeles and Santa Barbara Counties. The VCTC Intercity Service provides vital transport for all citizens including transit-dependent, as well as for those who are not “transit-dependent,” and provides residents of Ventura County with an alternative to the individual automobile reducing congestion and auto emissions.

WORK ELEMENTS:

1. Provide transit service through a contract operator and oversee the implementation of the service, including, extension of the current agreement, administration of Request for Proposals, contractor selection, transition and startup.
2. Implement support activities such as monitoring of contract compliance, including assessment of performance deliverables and regulatory compliance.
3. Develop Transit Asset Management program (TAM), and the purchase and implementation of transit assets and technology, including over-the-road motor coaches, onboard video surveillance system and update on-board Wi-Fi equipment.
4. Oversee service changes and schedule refinements of unproductive routes.
5. Updates to NEXTBUS and passenger transit information databases, such as Google Transit.
6. Provide service statistics to TRANSCOM, the American Public Transit Association (APTA) and Federal Transit Administration’s National Transit Database.
7. Prepare budgets for each route and propose local match distributions.
8. Analyze fare policies and explore alternative revenue sources such as advertising.
9. Implement recommendations of the Short-Range-Transit Plan.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

- 10. Seek community input and passenger comments to guide service changes and oversee service quality.

PRODUCT: Extend the current fixed route operator’s contract by ten months. Oversee RFP administration, contractor selection, transition and service startup under new fixed route contract. Facilitate and provide operations and contract management training to new staff. Complete purchase and take delivery of vehicle equipment, including the adoption and implementation of Transit Asset Management plan. Approve service changes and annual operating/capital budget. Finalize and implement operating rules and performance measures. Prepare and provide key performance indicator reports to VCTC, TRANSCOM, FTA and other agencies.

FUNDING:

Funding Source	Funding Dollars
FTA 5307 and 5339	\$ 2,683,000
STA Fund Transfer	2,357,776
Prop 1B	9,479,972
Local Contribution**	1,475,824
Local Fee - CSUCI	35,000
Local Fee - Farebox	1,310,000
Total Funding	\$17,341,572

**Local Contribution provided by County of Ventura, Moorpark College, CSUCI and SBCAG

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 95,187	\$ 178,100	\$ 168,500
Fringe and Tax Allocation	60,087	128,400	87,100
Indirect Cost Allocation	72,389	139,800	129,900
Communications Wi-Fi	0	18,300	12,000
Mileage	605	1,100	2,500
Postage	683	600	500
Printing	37	600	300
Training	0	0	2,400
Travel and Conferences	758	1,865	5,400
Bank Fees	3,960	1,800	3,000
Consultant Services	0	21,135	10,000
Legal Services	39,179	3,000	10,000
Bike Racks	90,882	0	0
Bus Purchase	0	8,000,000	8,897,000
Equipment - WiFi	0	0	113,000
On-board Monitoring Video System	0	0	469,972
Contract Services	5,895,516	6,149,008	7,430,000
Total Expenditures	\$6,259,283	\$14,643,708	\$17,341,572

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: HERITAGE VALLEY TRANSIT

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES:

Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and Piru and surrounding unincorporated areas through the newly formed Heritage Valley Transit service, operated by VCTC through a cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: During Fiscal Year 2012/2013, VCTC provided approximately 209,300 trips. VCTC continued to work with contractor to ensure courteous, comfortable, on-time service and improved service efficiency, and call wait times. VCTC also approved the Heritage Valley Transit Plan, which identified transit service improvements and mobility enhancements. VCTC worked with the County and Cities to develop plans to modify the community-based Heritage Valley transit service. The table below shows the current ridership from the last six months compared to the previous two years.

	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
Heritage Valley Transit	Ridership	Ridership	Ridership
Fillmore/Piru DAR	105,965	108,236	50,331
Santa Paula DAR	98,616	101,063	46,893

DESCRIPTION: These general public Dial-A-Ride services (DAR), in conjunction with the fixed route VCTC Intercity HWY-126, provide the only public transit service to the cities of Santa Paula and Fillmore and the nearby unincorporated communities, such as Piru, Bardsdale and the Rancho Sespe Housing Development. The service provides vital transport for all citizens including many transit-dependent individuals, as well as linking to service connecting to all of Ventura County and beyond. At the request of the Cities and the County of Ventura, VCTC will be participating in a cooperative agreement with the Cities and County, whereby VCTC provides management and administrative support, including contract oversight, for the Heritage Valley communities.

The cost of Heritage Valley Transit service for Fiscal Year 2014/2015 will change because of modification in service, the purchase of vehicles using a Prop 1B grant and a new operations and maintenance service agreement. The new agreement will implement the Heritage Valley Transit Plan service adjustments to optimize transit resources, including the addition of fixed route components operated in the cities, as well as continuation of Dial-a-Ride and expanded ADA Paratransit. The budget continues to include VCTC Federal Transit Administration (FTA) assistance to the service. The budget includes a six month extension with the current contractor to allow time to award a new service agreement and vehicle acquisition. The anticipated start date of the new service is January 1, 2015. The local agencies will provide the funding for operations and vehicle dispatch, including dispatch/scheduling software for costs exceeding the VCTC FTA funding. These costs are contained in the Contract Services costs.

WORK ELEMENTS:

1. Provide the Dial-a-Ride/Heritage Valley Transit service through a contract operator and oversee the implementation of the service. Implement support activities such as



BUDGET TASK: HERITAGE VALLEY TRANSIT (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

(continued) rider notices about service changes, amendments to contractor contracts, and direct service modifications.

2. Prepare service statistics and provide the information to Cities and County, TRANSCOM and Federal Transit Administration’s National Transit Database.
3. Work with Cities of Santa Paula and Fillmore, and the County to develop an organizational structure to facilitate implementation of the VCTC Heritage Valley Transit Plan and assist in the transition to a community transit operation.
4. Work with the local agencies and assist in the development of a Request for Proposals for local transit services beginning in Fiscal Year 2014/2015.
5. Acquisition of transit vehicles using Prop 1B PTIMSEA funding.

PRODUCT: The implementation of the VCTC Heritage Valley Transit Plan and provision of Heritage Valley Transit service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC staff will prepare, release the Request for Proposals and administer the selection process for the new service, including the negotiation and award of a contract. In addition staff will specify and procure the fleet and equipment for Heritage Valley Transit services. Staff will monitor key performance indicators, contract compliance and plan service adjustments in coordination with the Cities and County.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$ 543,895
Prop 1B	1,925,000
Local Contribution*	1,094,905
Local Fee – Farebox	175,000
Total Funding	\$3,738,800

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

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 10,409	\$ 79,600	\$ 43,600
Fringe and Tax Allocation	9,519	58,800	22,900
Indirect Cost Allocation	9,291	63,100	33,800
Mileage	12	400	2,300
Postage	0	400	300
Printing	0	300	200
Bank Fees	1,277	600	1,300
Legal Services	200	1,000	13,000
Bus Purchase	0	0	1,925,000
Communications – Airtime**	0	0	0
Contract Services	2,504,316	2,617,700	1,696,400
Scheduling Software – Trapeze**	0	0	0
Total Expenditures	\$2,535,024	\$2,821,900	\$3,738,800

**Contractor responsibility



BUDGET TASK: NEXTBUS

DIRECTOR: Steve DeGeorge

BUDGET 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: The Nextbus tracking suite provides real-time bus 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 over forty bus stop locations throughout the County and are available on smartphone apps. Nextbus has also proven useful as a fleet management tool in providing historic arrival and departure times, schedule adherence and customer service dispute resolution.

VCTC has contracted with Nextbus Inc. for three, five (5) year terms in 2001, 2006 and 2011 to provide vehicle tracking data on all fixed routes buses for the following transit operators: Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, the Ojai Trolley, Simi Valley Transit, Thousand Oaks Transit and VCTC Intercity Services.

This year VCTC completed the installation of the Nextbus system on all of the City of Ojai's trolleys and provided display signs at Ojai's completed bus stop locations at the "Y". Additionally VCTC provided and installed new signage at the City of Thousand Oaks Transportation Center. Bus riders can now access information on-line, over the phone, through phone apps or by signs for every fixed route bus operator in the County.

Staff also responded to the expansion of and the need to remove and replace Nextbus equipment on VCTC Intercity Service as the fleet evolved over the course of the year. Due to the nature of the VCTC Intercity fleet composition not all additions or removals and replacements were anticipated but were accommodated by the Fiscal Year 2013/2014 budget.

DESCRIPTION: Despite VCTC being the contract manager, each of the transit operators has developed a direct relationship with Nextbus to manage day-to-day hardware repairs as well as implement route and/or schedule changes. Occasionally, VCTC is called upon to facilitate communications or clarify contract limitations.

In April, VCTC was notified that AT&T would be discontinuing the 2G network that Nextbus operates on by July 12, 2014, two and one half years ahead of schedule. To keep the Nextbus system operational, all Nextbus modems must be upgraded by the July deadline. In May, VCTC amended the Fiscal Year 2013/2014 Nextbus Task Budget to include \$347,406 to accomplish this work and accounting for the year over year increase in the budget.

As the Countywide fleet expands or changes VCTC oversees the purchase and installation of new or replacement Nextbus equipment. 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. The balance in the Consultant Services line item for Fiscal Year 2014/2015 budget reflects needed additions and replacements in the



BUDGET TASK: NEXTBUS (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

DESCRIPTION (continued)

countywide fleet and, specifically, the VCTC Intercity fleet as permanent rolling stock is acquired in conjunction with the long term VCTC Intercity contract.

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.

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$141,920
FTA 5307 Carry-over	277,925
LTF Fund Transfer	35,480
LTF Fund Transfer Carry-over	69,481
Total Funding	\$524,806

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 1,371	\$ 1,800	\$ 1,900
Fringe and Tax Allocation	968	700	700
Indirect Cost Allocation	1,090	1,200	1,300
Consultant Services	55,780	520,706	520,406
Legal Services	0	500	500
Professional Services	148,044	0	0
Total Expenditures	\$207,253	\$524,906	\$524,806

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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

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

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; and collect and submit transit data. VCTC subrecipients include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Ojai Trolley, County of Ventura, City of Ventura, Camarillo Health Care District, Arc of Ventura County, Ventura Transit System, Inc., and Mobility Management Partners. VCTC also administers Proposition 1B Transit Capital funds and provides quarterly reporting for ongoing projects funded in prior years. The California Emergency Management Agency requires VCTC to monitor Proposition 1B Security projects programmed by VCTC, even though these funds do not pass through VCTC.

The Final Fiscal Year 2014/2015 budget increases the transit grant pass-through number by \$1,351,651 to incorporate new projects included in the Fiscal Year 2014/2015 Program of Projects (POP). There is also an increase in Travel and Mileage to accommodate participation by a staff person in the Ventura County Leadership Academy.

During the upcoming year, VCTC will monitor FTA funding for ongoing subrecipient operations as well as the Ventura Transit Center passenger shelter, a new Moorpark station entrance, Oxnard bus stop improvements, the Camarillo station pedestrian improvements, and vehicle purchases for Thousand Oaks, Camarillo, Moorpark, and the Arc of Ventura County. The budget includes FTA Section 5307 Urban Formula funds, Section 5316 Jobs Access/Reverse Commute (JARC) and Section 5317 New Freedom (NF) funds for staffing of grant administration activities. It should be noted that the new federal transportation authorization, Moving Ahead for Progress in the 21st Century, or MAP-21, has consolidated 5307 and 5316 programs, as well as the 5310 and 5317 programs, with the Fiscal Year 2013/2014 budget including both carry-over funds from the old programs and new funds from the consolidated programs. The budget includes \$85,000 for consultant costs due to the need to address new MAP-21 requirements to develop asset management and safety plans, as well as to support preparation, required every three years, for a Disadvantaged Business Enterprise participation goal.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and 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. Begin development of new MAP-21 requirements for transit safety and asset management programs, once guidance is developed by FTA.
5. Prepare new DBE goal.

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.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5316, 5317, CMAQ Transfer	\$4,276,215
FTA 5307, 5316, 5317, CMAQ Transfer Carry-over	1,922,120
LTF Fund Transfer	72,550
Total Funding	\$6,270,885

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 50,158	\$ 73,000	\$ 98,200
Fringe and Tax Allocation	29,562	47,600	43,800
Indirect Cost Allocation	37,165	55,000	72,200
Business Meals	0	65	100
Mileage	582	575	950
Notices	635	75	150
Travel and Conferences	1,774	1,000	1,800
Consultant Services	0	0	85,000
Legal Services	375	550	750
Pass-Through Grants	2,366,643	14,037,471	5,967,935
Total Expenditures	\$2,486,894	\$14,215,336	\$6,270,885

*This budget task was amended after the Commission approved the budget in June 2013.



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HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: CALL BOX SYSTEM**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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 552 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.

Although cellular phones have proliferated and the callbox volume has decreased over time, the call box system still handles an average of 3,000 calls annually since 2008. Beginning in Fiscal Year 2011/2012 VCTC pursued and has received compensation from insurance companies for damages to call boxes as a result of motorist accidents along the freeway.

DESCRIPTION: Maintain existing network of approximately 552 call boxes on the County's highways. Maintain positive working relationships with program partners Caltrans and the California Highway Patrol (CHP). 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 costs associated with the call boxes.

The Fiscal Year 2014/2015 budget is nearly identical to the previous fiscal year but it is anticipated that actual costs will be under that which is budgeted. The budget reflects the maximum costs under the current contracts, actual usage of the system will determine costs and has resulted in savings during the past two fiscal years.

Fiscal Year 2014/2015 will also be the last year of the current system contracts. VCTC will need to issue a Request for Proposal in the spring of 2015 for services related to the callbox system.

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.
3. Contract with California Highway Patrol for dispatching services.
4. Contract with cellular/wireless services vendor.
5. Contract with maintenance and installation contractor.
6. Oversee purchase orders and/or contracts with consultants for call box management services.
7. 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.



BUDGET TASK: CALL BOX SYSTEM (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS (continued):

8. Temporarily remove and/or install new call boxes in response to construction on state highways in Ventura County.
9. Obtain necessary annual permits for operation and maintenance of the call box system.
10. Publish a Request for Proposal for callbox services.

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 Source	Funding Dollars
SAFE Revenues and Fund Transfer	\$451,100
Total Funding	\$451,100

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 5,012	\$ 5,100	\$ 5,300
Fringe and Tax Allocation	2,836	1,800	1,700
Indirect Cost Allocation	3,659	3,100	3,600
Training	0	2,000	2,000
Consultant Services	244,280	307,000	307,000
Legal Services	500	1,000	1,500
CHP	5,985	80,000	80,000
Communications	44,123	50,000	50,000
Total Expenditures	\$306,395	\$450,000	\$451,100



BUDGET TASK: CONGESTION MANAGEMENT PROGRAM (CMP)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

OBJECTIVES: 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: VCTC has continued to collect available traffic count data to provide congestion analysis on the CMP network. All demographic data and transit indicators are being updated to reflect current conditions as described in current U.S. Census data as well as California Department of Finance projections.

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.

WORK ELEMENTS:

1. Maintain database of biennial traffic counts provided by the County and cities, monitoring traffic Level of Service (LOS), and notifying the VCTC Transportation Technical Advisory Committee (TTAC) of deficient LOS conditions.
2. Work with local agencies to continue the monitoring of their land use impact programs and ensure its consistency with the VCTC traffic model.
3. Represent the Congestion Management Agency in discussions with 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.
4. Complete the CMP update.

PRODUCT: Continued implementation of the Congestion Management Program for Ventura County.



BUDGET TASK: CONGESTION MANAGEMENT PROGRAM (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$ 5,100
PPM	20,000
PPM Carry-over	15,000
Total Funding	\$40,100

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 1,635	\$ 2,400	\$ 2,600
Fringe and Tax Allocation	1,178	900	800
Indirect Cost Allocation	1,312	1,500	1,700
Printing	0	15,000	15,000
Consultant Services	14,475	10,000	20,000
Total Expenditures	\$18,600	\$29,800	\$40,100



BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS

DIRECTOR: Steve DeGeorge

BUDGET 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 provides input to a number of real-time traffic maps presented on websites for Caltrans, L.A. Metro, southern California 511 as well as 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. Similar to Caltrans, VCTC staff has begun to capture both the SpeedInfo data and graphical representations to use in highway performance analysis.

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 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. Maintain a 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.



BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

FUNDING:

Funding Source	Funding Dollars
SAFE Revenue and Fund Transfer	\$146,000
Total Funding	\$146,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 422	\$ 900	\$ 1,000
Fringe and Tax Allocation	301	400	300
Indirect Cost Allocation	337	600	700
Consultant Services	141,400	144,000	144,000
Total Expenditures	\$142,460	\$145,900	\$146,000



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RAIL PROGRAM TASK BUDGETS



BUDGET TASK: METROLINK COMMUTER AND SPECIAL RAIL PROJECTS

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: 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 in Ventura County; and maintain and improve the line segment under VCTC ownership responsibility, from the Moorpark Station to the Santa Susanna Tunnel.

ACCOMPLISHMENTS: During Fiscal Year 2012/2013, each weekday there were about 1,000 passengers boarding Metrolink commuter trains at Ventura County stations. VCTC worked with SCRRA and contractors to maintain the tracks, structures, equipment, and right-of-way where VCTC is responsible. The Ventura line performance is as follows:

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
Revenue Return*	41.4%	40.3%	35.5%
Farebox Return*	27.5%	29.1%	25.5%
Average Daily Boardings (Vta Line)	3,940	3,770	3,610
Average Daily Boardings (Vta Cnty Portion)	1,949	1,781	1,789

*Estimates for Jul-Dec 2013 based on rate of change between 2011 to 2012.

DESCRIPTION: As has been done since Metrolink’s inception, because operating funds are limited, VCTC will coordinate with Metrolink and Los Angeles METRO to “trade” VCTC Federal Transit Administration (FTA) capital funds apportioned to Ventura County due to the Metrolink operations. The draft budget assumed a 5% increase in VCTC’s member agency Metrolink contribution. The final budget provides for a 7.4% increase, with the increase over the draft budget funded by increasing the trade with METRO due to higher than anticipated FTA revenue.

There is also the need for VCTC, as a SCRRA member agency, to address an overpayment by the Orange County Transportation Authority towards the purchase of the new “Guardian” rail cars, and VCTC’s share of this repayment is \$1,037,000, which is proposed for repayment over three years with this year’s payment being \$350,000. Thus, VCTC will program a total of \$9,822,570 in federal funds to Metrolink, including \$2,786,110 in Section 5307 for the operating swap, \$3,504,051 in Section 5337 funds for the operating swap, \$3,182,409 in Section 5337 for rehabilitation, and an additional \$350,000 for rehabilitation in Orange County as a payment towards the rail cars. Since these grants are awarded directly to Metrolink, they do not pass-through VCTC’s budget but are part of VCTC’s contribution to Metrolink.

The remaining contribution for VCTC’s share of operating, maintenance, and capital costs comes through the VCTC budget, which includes \$1,232,500 from LTF, which by VCTC policy is increased by one-third of the annual countywide LTF increase, and State Transit Assistance (STA) funds to cover the remaining cost. STA funds include \$317,591 towards rehabilitation to reimburse prior-year retention payments that cannot be federally-funded, bringing the total rehabilitation amount including Section 5337 funds to \$3.5 million. The final budget adds Proposition 1B carryover for the unfinished Sealed Corridor project, and makes other minor adjustments based on the latest expenditure data. Also, most of the



BUDGET TASK: METROLINK COMMUTER & SPECIAL RAIL PROJECTS (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**DESCRIPTION (continued):**

Travel and Conferences budget was moved to the Management and Administration budget since that cost was associated with Commissioner rail conference participation.

WORK ELEMENTS:

1. Represent the interests of VCTC on the SCRRA TAC and at other rail meetings.
2. Monitor and provide staff support for VCTC's portion of the Main Line operation costs, maintenance-of-way and capital activities.
3. Work with Metrolink and VCTC marketing staff to coordinate marketing.
4. Present Metrolink annual funding for VCTC for approval as part of the VCTC budget.

PRODUCT: Monthly updates on passenger rail services; Ventura County Portion of Metrolink Budget; continued maintenance of the VCTC portion of the Coast Main Line; and, possibly other special trains.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$1,232,500
STA Fund Transfer	1,559,541
Proposition 1B	669,972
Local Fee – Leases	6,800
Total Funding	\$3,468,813

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 36,909	\$ 36,900	\$ 36,800
Fringe and Tax Allocation	24,047	18,300	14,900
Indirect Cost Allocation	28,417	25,200	26,300
Business Meals	0	100	100
Membership and Dues	0	0	475
Mileage	1,853	2,800	2,400
Travel and Conferences	171	700	400
Consultant Services	1,500	2,600	0
Legal Services	400	6,500	6,000
Equipment/Sealed Corridor/Crossings	20,134	1,359,810	669,972
Operations/Maintenance-of-Way	1,689,182	1,998,020	2,686,466
Special Trains/Volunteers	38,486	0	0
Unanticipated Capital	0	22,400	25,000
Total Expenditures	\$1,841,099	\$3,473,330	\$3,468,813
Total including funds paid directly to SCRRA	\$11,035,103	\$12,904,330	\$13,291,383

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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 (JPA) to improve intercity Pacific Surfliner train service, and also, work with the other coastal California counties/agencies on the CRCC to support long distance Coast Starlight train service and to add additional long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2012/2013, each week an average of 2,080 intercity rail passengers boarded or disembarked at Ventura County train stations. As provided by Senate Bill (SB) 1225, passed in 2012, the LOSSAN agencies began preparing for the transition to direct management of the service, selecting the Orange County Transportation Authority as the managing entity, and approving a transition plan.

DESCRIPTION: With the newly-formed LOSSAN JPA, of which VCTC is a member, preparing to assume direct management responsibility for the Pacific Surfliner service, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with the other member agencies and LOSSAN management to assure cost-effective operations and quality service. Efforts to better integrate the Surfliner with other corridor services, including Metrolink, will continue. The transition from Caltrans management of the corridor is anticipated to occur sometime in the coming year.

The cost of the transition will continue to be paid through increased dues from each member agency. As in the past, operational costs are to be funded through the state's intercity rail budget. The proposed Fiscal Year 2014/2015 dues assume that the transition will continue through June 2015. Upon completion of the transition, the member dues are planned to be significantly reduced.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, Coast Rail Coordinating Council and at other rail meetings as needed.
2. 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.
3. Work with the LOSSAN partners to complete the transition to direct management of the corridor.
4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.
5. Represent Ventura County rail interests at the local, regional, State and Federal levels, and participate in the American Public Transit Association (APTA) passenger rail policy development.



BUDGET TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

PRODUCT: Monthly updates on rail operations and issues.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$72,100
Total Funding	\$72,100

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$23,806	\$21,600	\$17,000
Fringe and Tax Allocation	8,417	10,000	6,500
Indirect Cost Allocation	15,022	14,500	12,000
Business Meals	0	100	100
Membership and Dues	8,000	25,000	31,500
Mileage	1,073	1,500	1,500
Travel and Conferences	105	2,500	2,500
Legal Services	50	1,500	1,000
Total Expenditures	\$56,473	\$76,700	\$72,100



BUDGET TASK: SANTA PAULA BRANCH LINE

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

OBJECTIVES: Manage the asset that is the Santa Paula Branch Line (SPBL) corridor.

ACCOMPLISHMENTS: The Ventura County Transportation Commission purchased the thirty-two mile long Santa Paula Branch Line in 1995. With the purchase of the Branch Line came a large number of leases for cultivation, utilities, crossings and pipelines which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL.

Throughout Fiscal Year 2013/2014 VCTC has been aggressively attempting to bring the SPBL in line with industry standards in terms of operating agreements, maintenance and costs. VCTC retained specialized railroad consultant support to assist in the SPBL effort. The pursuit of an industry standard agreement with VCTC's rail operator led to the termination of the operator's lease agreement as well as mediation and litigation. As of this writing these matters are still moving forward and are unresolved.

Across Fiscal Year 2013/2014 staff continued to manage the day-to-day business of owning the SPBL. With assistance from VCTC General Counsel, VCTC created new license agreements, right-of-entry agreements and insurance requirements used for the SPBL as well as issued those agreements. Staff also met the Federal Railroad Administration (FRA) requirements to have all bridges inspected at approximately eighteen month intervals. A second Bridge Inspection Report was completed and VCTC met with the FRA to review and modify the VCTC's Bridge Management Plan. Lastly, VCTC completed remedial drainage work on the SPBL east of Fillmore as a result of litigation related to Griffin Industries.

DESCRIPTION: The challenge of managing the Santa Paula Branch Line will continue in Fiscal Year 2014/2015 and hard choices concerning the future of the SPBL will have to be addressed. Information garnered from the maintenance Request for Proposal (RFP) required VCTC to take a worst case scenario approach and substantially increase the SPBL Budget over preliminary estimates, even with nearly half of the line removed from service.

The Fiscal Year 2014/2015 Budget assumes that the SPBL will remain in service from Montalvo to Santa Paula in order to service the fifty (50) rail cars per year anticipated by the single freight customer on the line. A local contribution from the freight client and the host city is anticipated but not yet secured and therefore not included in this budget. In addition to maintenance of the rail line and right-of-way, the Fiscal Year 2014/2015 SPBL Budget includes consultant support for the federally mandated Bridge Inspection Report and continued specialized rail industry support, as well as \$50,000 in the legal line item in anticipation of the continued litigation.

The line items reflecting VCTC staff time have been increased reflecting the increased attention demanded by the SPBL and includes a full time position as placeholder until changes in VCTC staff are finalized.

WORK ELEMENTS:

1. Issue Request for Proposal for maintenance of the SPBL.



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS (continued):

2. Investigate revenue opportunities for the SPBL.
3. Manage the day-to-day operation of the SPBL, consistent with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board (STB).
4. Prepare Right-of-Entry (ROE) agreements required for encroachments into SPBL corridor right-of-ways (ROW) by other parties/agencies.
5. Prepare and administer leases for use of SPBL corridor property.
6. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees on the rail ROW; and, contract for regular monthly operations and maintenance.
7. Complete annual FRA required rail bridge update with consultant assistance.

PRODUCT: Continued safe and cost-efficient management of the 32 mile-long SPBL corridor.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$ 269,900
STA Fund Transfer	452,000
Signal Revenue	17,800
Local Fee – Lease	265,000
Local Fee – Permits	2,000
Total Funding	\$1,006,700

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 40,632	\$ 70,300	\$ 120,800
Fringe and Tax Allocation	15,079	32,100	58,100
Indirect Cost Allocation	25,972	46,700	91,000
Business Meals	0	100	0
Mileage	109	500	500
Consultant Services	33,845	145,000	100,000
Legal Services	801,133	311,913	50,000
Capital Improvements	47,457	250,000	0
Non-Rail Maintenance	73,322	80,000	75,000
Track Maintenance	153,301	129,488	300,000
Track and Signal Repairs	0	0	100,000
F&W Signal Payments	7,185	35,600	0
Union Pacific Lease payments	108,004	109,000	111,300
Total Expenditures	\$1,306,039	\$1,210,701	\$1,006,700

*This budget task was amended after the Commission approved the budget in June 2013.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



BUDGET TASK: TRANSIT INFORMATION CENTER

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

OBJECTIVES: Provide comprehensive and convenient customer service to the public by assisting in all areas of transit information services.

ACCOMPLISHMENTS: Provided a toll free public information number for all Ventura county transit services including VCTC Intercity Service, Metrolink, Park-and-Ride Lots, Ride Match, Go Ventura Smartcard sales and support, VCTC Intercity Complaints/Compliments, and Guaranteed Ride Home assistance. Staffing of a main sales and support office for patrons to purchase bus pass products. With a dedicated phone line sales support is provided to the Point-of-Sale Outlets countywide. Transit assistance and support provided to the public with a TTY line for the hearing impaired. The transit staff provides support to transit operators in order to assist them in promoting public transit service to the community, inform them of the transportation programs available, their use, savings and benefits to the environment.

The Table below shows the volume of calls and inquires handled by the transit center:

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
On-line/phone	38,036	34,107	16,021
Counter (walk-in) Patrons	3,838	3,691	1,957
Total Customers Served	41,874	37,798	17,978

DESCRIPTION: The Transit Information Center (TIC) is the “front line” for transit users, and the main support outlet for the Go Ventura Smartcard bus pass. It will continue to be the primary sales outlet for the new Fare Collection system to be implemented in Fiscal Year 2014/2015. The Center has been staffed daily for 11 hours (M-F, 7am-6pm) by two full-time customer service representatives (CSR’s) and temporary agency staff for the last 5 years. The Transit Information Center staff duties include, but are not limited to, providing public transit assistance in the areas of bus transit information countywide, phone/office support, Ridesharing, Guaranteed-Ride-Home, and bus pass sales and support to patrons, Sales Outlets, Transit Operators, and agencies countywide who utilize bus passes for clients/employees. Transit riders are provided schedules for time of travel, fare, transfer information, and personal itinerary/maps by phone or mail based on origin and destination provided by the customer. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak are available at the center. The public may call or visit the Transit Center during normal business hours to acquire transit assistance or purchase bus pass products. As the “main” sales and support office, support is provided to sales outlets, as well as phone and in-office patrons. In Fiscal Year 2014/2015, TIC staff will be supporting three (3) programs; Transit Information Center (TIC), Smartcard and startup of the new Fare Collection/APC program. It is noted in this budget that there is a substantial decrease in funding for salaries, fringe, and indirect cost of TIC personnel. This decrease is due to a portion of staff hours being transferred towards the new Fare Collection/APC program. The following Fiscal Year 2015/2016, the Smartcard program will cease to exist and staff hours/budget will only be allocated to two programs; the TIC and new Fare Collection/APC program.



BUDGET TASK: TRANSIT INFORMATION CENTER (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

WORK ELEMENTS:

1. Answer incoming calls on the 800 number to provide transit service assistance.
2. Provide itinerary and maps to callers.
3. Maintain inventory of current schedules for availability to transit riders.
4. Assist with Ridematch calls for the Rideshare Program.
5. Provide assistance with Guaranteed-Ride-Home, Park/Ride Lots and Metrolink calls.
6. Process bus pass product sales by phone, email, mail or in-office counter service. Address lost/stolen/damaged/defective card inquires and replacements.
7. Provide countywide sales support to Sales Outlets, transit patrons, Job Career Centers, schools, social services, private and public agencies and employers who provide bus passes to employees through the transit pre-tax benefit programs.
8. Coordinate and address the VCTC Intercity comment and complaint program to assure a prompt response, follow-up and resolution. Forward complaints to appropriate countywide operators and in-house staff.
9. Provide "Nextbus" real-time data to patrons on the estimated time of arrivals or bus delays.
10. Assist transit operators with support on countywide bus promotions.

PRODUCT: A well informed community of ride share and public transit users and provide exceptional customer support and assistance to our transit riders countywide.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$144,480
LTF Fund Transfer	36,120
Total Funding	\$180,600

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 85,323	\$ 87,900	\$ 54,100
Fringe and Tax Allocation	62,202	68,200	35,500
Indirect Cost Allocation	68,776	71,200	45,500
Communications	2,435	2,500	2,500
Mileage	46	500	500
Supplies	8	700	2,000
Training	199	500	1,500
Temporary/Extra Help	27,716	49,000	39,000
Total Expenditures	\$246,705	\$280,500	\$180,600



BUDGET TASK: RIDESHARE PROGRAMS

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Alan Holmes

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

ACCOMPLISHMENTS: VCTC’s efforts to provide Transportation Demand Management information in Fiscal Year 2012/2013 resulted in the reduction of 2.75 million vehicle miles traveled (VMT) by commuters, resulting in a decrease of 41.2 tons of carbon monoxide, 5.31 tons of volatile organic compounds (VOC) and 6.28 tons of oxides of nitrogen per estimates provided by the regional ridematching database. Countywide commuter cost savings are estimated at \$1,509,000 per the American Automobile Association Costs of Driving estimates. With the assistance of our marketing consultant employer outreach was significantly enhanced with 44 worksite events held throughout the county focusing on Rideshare Week, Bike to Work Week and employer stand-alone events. A new information management database was developed to facilitate employer and new potential client contacts.

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013/2014
Surveys Processed	9,542	11,832	8,712
GRH Vouchers Processed	62	41	15
Site Service Presentations	26	44	41

DESCRIPTION: VCTC provides assistance to county employers and direct services to county commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. A significant change in the administration of the regional ridematching database will occur with the start of Fiscal Year 2014/2015. The Riverside County Transportation Commission (RCTC) has provided notice to the regional ridesharing partnership that it will no longer be providing database administrative services to the region, a role they have fulfilled for the last decade. This will effectively split the current five county database to match the deployment of 511 Traveler Information Systems in Southern California. VCTC will establish contractual agreements with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision and maintenance of a three county regional database utilizing the current software provider. Funding for Rideshare and Employer Services is provided by Federal Congestion Mitigation and Air Quality (CMAQ) funds. VCTC has programmed \$547,500 in CMAQ for ridesharing and Guaranteed Ride Home (GRH) uses, which include staffing and marketing costs. Rideshare marketing in the amount of \$251,000 is included in the Marketing and Community Outreach budget item.

WORK ELEMENTS:

1. Contract with Los Angeles Metro/Orange County Transportation Authority for delivery of rideshare matching database management services.
2. Process surveys from Ventura County employers, generate Average Vehicle Ridership (AVR) reports for Ventura County Air Pollution Control District’s Rule 211 compliance and produce RideGuides and RideSmart Tips for the purpose of providing commuters rideshare opportunities.
3. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, www.CommuteSmart.info and the 511 online interface.



BUDGET TASK: RIDESHARE PROGRAMS (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Alan Holmes

WORK ELEMENTS (continued):

4. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the www.CommuteSmart.info and 511 websites, and other materials directly to Employee Transportation Coordinators (ETCs).
5. Participation on county, regional and statewide committees relative to seeking/maintaining funding and developing/implementing rideshare programs/strategies.
6. Compile funding requests and applications, reimbursements and reports for operation of the rideshare program.
7. 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.
8. Monitor and support the California Vanpool Authority (CalVans) Vanpool Program by active participation as a member of the CalVans Technical Advisory Committee.

PRODUCT: Assist commuters by providing information on ridesharing 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 Source	Funding Dollars
CMAQ	\$296,500
Total Funding	\$296,500

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$102,990	\$104,200	\$108,200
Fringe and Tax Allocation	46,902	44,700	41,700
Indirect Cost Allocation	69,879	67,900	76,200
Membership and Dues	375	600	600
Mileage	900	1,000	1000
Postage	292	400	400
Travel and Conferences	1,845	2,500	2,500
Database Administration	15,925	45,000	57,900
Legal Services	300	2,000	3,000
Guaranteed Rides (Taxi or Rental Car)	4,242	5,000	5,000
Total Expenditures	\$243,650	\$273,300	\$296,500



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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT

DIRECTOR: Sally DeGeorge

BUDGET MANAGER: Sally DeGeorge

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

ACCOMPLISHMENTS: VCTC continued to process LTF/STA claims and allocate funds in compliance with State laws and regulations. Annual fiscal and compliance audits, and also, the Triennial Performance Audits of VCTC and Gold Coast Transit (GCT), were completed and submitted as required to the State Controller's Office. Revised definitions and evaluation criteria, and a new public/stakeholder outreach process, were adopted for the annual public hearing on unmet transit needs. Necessary administrative changes resulting from State legislation were implemented for the allocation of Local Transportation Funds.

DESCRIPTION: As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds. In Fiscal Year 2014/2015 the LTF apportionment is approximately \$5.7 million less than Fiscal Year 2013/2014 because of the one-time payment last year for the Owens Minor/City of Fillmore settlement. The Bicycle/Pedestrian expenditure of \$687,990 includes the current apportionment of \$588,030 and \$99,960 in carry-over for additional funds that became available late in the Fiscal Year 2013/2014 process. Gold Coast Transit will receive STA PUC 99314 pass-through funds in the amount of \$192,694. The local agencies and new Gold Coast Transit District will receive \$27,580,953. All agencies will be impacted with the implementation of SB 716, SB 203 and SB 664 beginning on July 1, 2014. Cities with a population over 100,000 receiving an apportionment will only be able to claim Article 4 or 4.5. Cities with a population under 100,000 receiving an apportionment will be able to claim Articles 4, 4.5 and/or 8. The Gold Coast Transit District will now receive the apportionment that previously went to its member agencies as Article 4 or 4.5.

Audit expenses have decreased by \$73,000 as the Triennial Performance Audits were completed. The TDA RFP process for new TDA auditor services will be completed in this fiscal year. The unmet process will now be handled by the transit department and therefore associated staffing and unmet needs expenditures have been transferred to the Regional Transit Planning budget.

WORK ELEMENTS:

1. Administer TDA/STA programs to ensure regulatory compliance with the Transportation Development Act administrative code.
2. Assist local city and County staffs 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 accounts in trust at the County.
3. Work with the County Auditor-Controller with the revenue receipt estimate.
4. Complete the annual fiscal and compliance audits of TDA LTF and Proposition 1B PTMISEA claimants, submit completed audits as required, and review audits with claimants.
5. Assist as needed with the implementation of SB 716, SB 203 and SB 664.
6. Participate on State TDA Advisory Committee as requested.



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT (continued)

DIRECTOR: Sally DeGeorge

BUDGET MANAGER: Sally DeGeorge

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

FUNDING:

Funding Source	Funding Dollars
LTF Revenues and Fund Transfer	\$28,301,783
LTF Revenue Carry-Over	99,960
STA Fund Transfer	192,694
Total Funding	\$28,594,437

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries**	\$ 52,914	\$ 47,800	\$ 18,700
Fringe and Tax Allocation**	19,499	23,800	7,500
Indirect Cost Allocation**	33,760	32,700	13,300
Business Meals	0	100	0
Mileage	54	200	600
Notices	0	7,500	0
Travel and Conferences	379	1,200	1,200
Audits	43,023	148,000	75,000
Consultant Services**	0	50,000	0
Legal Services	450	2,500	2,500
Bicycles and Pedestrians	558,677	703,696	687,990
County Auditor Administration	15,000	14,000	14,000
Pass-Through PUC 99314	191,613	182,404	192,694
Transit, Streets and Roads	26,975,192	33,415,114	27,580,953
Unmet Needs**	9,658	10,000	0
Total Expenditures	\$27,900,219	\$34,639,014	\$28,594,437

*This budget task was amended after the Commission approved the budget in June 2013.

** The cost associated with unmet needs is being transferred to the Regional Transit Planning budget in Fiscal Year 2014/2015.



BUDGET TASK: TRANSPORTATION PROGRAMMING AND MONITORING

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Facilitate the development and timely 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. 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 these programs, and helps facilitate project delivery. During the past year construction started on the last major state highway improvement expected for many years, the Route 101/23 interchange improvement project. VCTC worked with Caltrans to complete initial planning documents for Route 118 and Route 101 improvements, and nominated both projects for environmental clearance funding in 2017. Meanwhile, work began on an economic feasibility study of High-Occupancy Toll (HOT) lanes.

DESCRIPTION: Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, and Federal Transit Administration (FTA) funds. VCTC also prioritizes and nominates projects to the California Transportation Commission for State Transportation Improvement Program (STIP) funding. The Commission prepares and submits to SCAG the Ventura County portion of the SCAG FTIP. Staff coordinates with Caltrans and other agencies the implementation of State Highway projects, and tracks projects to ensure funds are not lost due to “use-it-or-lose-it” provisions.

Since the completed Comprehensive Transportation Plan identified Route 118 and Route 101 improvements as priorities for future state highway improvements, staff expects to continue to plan for the implementation of these improvements. It is anticipated that there will be a new federal authorization act, to replace the expiring Moving Ahead for Progress in the 21st Century (MAP-21) legislation, and VCTC will need to select projects to receive these newly-authorized funds. Additionally, VCTC will be involved over the coming year in funding projects through the state’s newly enacted Active Transportation Program, which will use funds primarily from the new federal Transportation Alternatives Program.

The proposed budget is similar to the prior year, except for a reduction in the Notices item, due to the federal government now allowing the publishing of abbreviated notices showing a web address with details. The Consultant line item was reduced due to the completion of the Caltrans Route 101 and 118 studies and the partial completion of the HOT lanes studies.

The final budget has increased \$1,800 relative to the prior draft, to increase the Legal line item based on the latest Fiscal Year 2013/2014 spending experience. The staff hours increased to include the administration of the Transportation Development Act (TDA) Bicycle and Pedestrian Program which was shifted over from the TDA budget item.



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

1. Identify opportunities to participate in state and federal funding programs.
2. Select projects for Prop1B, CMAQ, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
3. Work with local jurisdictions to prepare FTIP amendments as necessary, and prepare and submit to SCAG the 2014 FTIP.
4. Complete work on the Route 101 HOT Lanes Economic Feasibility Study.
5. Work with the Southern California Association of Governments to develop guidelines for the 2017 FTIP.
6. Staff the Transportation Technical Advisory Committee (TTAC).

PRODUCT: Selection of projects for funding to provide the greatest benefit based on approved criteria; updating of the 2015 FTIP as required; development of the Fiscal Year 2014/2015 Program of Projects for federal transit funds; inclusion of VCTC priorities in state programs; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5316, 5317	\$ 66,800
LTF Fund Transfer	14,700
LTF Fund Transfer Carry-over	194,600
PPM	229,220
PPM Carry-over	48,000
Total Funding	\$553,320

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$129,440	\$121,500	\$121,600
Fringe and Tax Allocation	84,895	63,800	51,300
Indirect Cost Allocation	99,922	84,500	87,900
Business Meals	96	100	170
Mileage	1,162	2,000	2,000
Notices	1,646	1,700	500
Travel and Conferences	4,022	4,050	4,050
Consultant Services	83,381	575,000	282,600
Legal Services	900	2,800	3,200
Lewis Road Widening	511,399	65,000	0
Total Expenditures	\$916,863	\$920,450	\$553,320

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING

DIRECTOR: Steve DeGeorge

BUDGET 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, local, regional and State level planning activities that the VCTC is responsible for. During Fiscal Year 2013/2014 staff reviewed and commented on local development projects of significance, certified local bicycle plans, and provided input on local planning efforts. At the regional level, staff participated in planning efforts such as the Southern California Association of Governments' (SCAG) Sub-Regional Coordinator's Group, the Technical Working Group and the Sustainability Committee.

Most significantly in Fiscal Year 2013/2014, staff completed the Comprehensive Transportation Plan (CTP), VCTC's first effort at looking at Ventura County's long range transportation needs. This effort included extensive public outreach, data gathering, voter research and the development of an economic forecast model. The Comprehensive Transportation Plan recommended specific actions to identify, prioritize and ready projects for study and/or funding. Some of the recommendations made in the CTP are already in the process of being implemented or are planned for in the upcoming year.

Through a regional collaborative effort, the 2012 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) was adopted in April of 2012 by the Southern California Association of Governments (SCAG). The RTP/SCS development was an intensive effort and representing VCTC's interests at SCAG required substantial amounts of staff time. The 2016 RTP/SCS process has begun and staff continues to participate in the regional planning process.

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 also includes funds for two consultant assisted active transportation studies: the Santa Paula Branch Line Recreational Trail Update and the Countywide Bicycle Way Finding project. The Santa Paula Branch Line Recreational Trail Update would include an update to the environmental documentation for the trail and public outreach to resolve many of the land use compatibility issues that linger. The Countywide Bicycle Way Finding project would plot cross county bicycle routes and develop a signage program so that cyclists can navigate through the county and from city to city. Both proposed projects will come before the Commission for approval prior to any funds being expended.

The Regional Transportation Planning Budget for Fiscal Year 2014/2015 has increased by approximately \$226,000 largely to accommodate the two active transportation projects, described above. Funds have been added to both the Consultant Services and Legal line items to accommodate these two projects.



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS:

1. Review and comment on plans and projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Support other planning efforts through the provision of maps and data.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$121,700
LTF Fund Transfer Carry-over	35,000
PPM	313,200
Local Contribution - APCD	50,000
Total Funding	\$519,900

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 94,667	\$114,300	\$108,000
Fringe and Tax Allocation	65,067	44,100	34,500
Indirect Cost Allocation	74,468	72,300	72,400
Membership and Dues	10,000	10,500	10,500
Mileage	942	2,000	1,000
Notices	0	500	500
Supplies	0	1,000	1,000
Travel and Conferences	420	4,000	3,000
Consultant Services	12,965	35,000	285,000
Legal Services	0	1,000	4,000
Contribution to SBCAG Survey	0	10,000	0
Total Expenditures	\$258,529	\$294,700	\$519,900

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: AIRPORT LAND USE COMMISSION

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

OBJECTIVES: To ensure that new development surrounding the County's airports is consistent with the adopted Ventura County Airport Comprehensive Land Use Plan thereby preserving continued operations and protecting the safety and welfare of surrounding residents.

ACCOMPLISHMENTS: The Ventura County Transportation Commission (VCTC) serves as the Airport Land Use Commission (ALUC) for Ventura County. VCTC is responsible for the preparation and periodic update of the "Airport Comprehensive Land Use Plan for Ventura County" and the establishment and adoption of "Airport Influence Area" boundaries for airports located in Ventura County. VCTC is also responsible for reviewing proposed development that falls within the traffic pattern zones for airports located in Ventura County and holds public hearings to make findings whether or not proposed development is consistent with the "Airport Comprehensive Land Use Plan for Ventura County".

In Fiscal Year 2012/2013 VCTC took on the role of Project Sponsor for a Joint Land Use Study (JLUS) with Naval Base Ventura County. Funded by a grant from the Department of Defense, Office of Economic Adjustment, the JLUS will work with all of the communities and interest groups surrounding Naval Base Ventura County to study land use conflicts that pose a risk to the health and well being of the surrounding communities as well as the operational viability of Naval Base Ventura County. During Fiscal Year 2013/2014 the JLUS consultant conducted a number of committee and public workshops developing a broad issues matrix. The issues identified were then studied individually for actual impacts on the community or Naval Base Ventura County. From those impact studies will come a series of recommended actions to be adopted.

DESCRIPTION: VCTC reviews all proposed development located within the traffic pattern zones for the Camarillo Airport, the Oxnard Airport, the Santa Paula Airport, and the Naval Air Station (NAS) Point Mugu.

VCTC, working with its JLUS consultant, will facilitate development of strategies to address identified issues and the adoption of those strategies by the Policy and Technical oversight committees to be considered by individual jurisdictions and Naval Base Ventura County.

The Airport Land Use Task budget has decreased by \$109,400 from Fiscal Year 2013/2014 largely due to the completion of tasks associated with the JLUS.



BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS:

1. Review proposed developments located in the traffic pattern zone for airports within Ventura County for consistency with the "Airport Comprehensive Land Use Plan for Ventura County".
2. Post Legal Notices and hold public hearings for consistency findings that are heard and adopted.
3. Notify proposing developers of outcome of consistency hearing.
4. Notify the City, County, and/or local school district with project approval authority in regards to the outcome of the consistency hearing.
5. Conduct data gathering sessions with the JLUS consultant in support of the study.
6. Conduct committee and general public workshops with the JLUS consultant in support of the study.

PRODUCT: Advisory recommendations on the consistency of development on and surrounding Ventura County's airports.

FUNDING:

Funding Source	Funding Dollars
Defense Community Planning Assistance Funds	\$100,000
LTF Fund Transfer	43,200
PPM	9,000
Total Funding	\$152,200

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 21,832	\$ 27,900	\$ 23,600
Fringe and Tax Allocation	16,555	11,200	7,600
Indirect Cost Allocation	8,350	17,800	15,900
Mileage	127	1,400	500
Notices	100	1,000	1,000
Travel and Conference	60	1,000	1,000
Consultant Services	51,120	200,000	100,000
Legal Services	825	600	600
Public Outreach	1,288	2,000	2,000
Total Expenditures	\$100,257	\$262,900	\$152,200



BUDGET TASK: REGIONAL TRANSIT PLANNING

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

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

ACCOMPLISHMENTS: Held and staffed meetings of the VCTC TRANSCOM, disseminated information about transit activities, regulations, and funding opportunities, and worked with local transit professionals to assist in developing the VCTC regional transportation programs and planning. Participated in the development of Ventura County emergency planning, and worked with both the Sheriff's Office of Emergency Services and the VOAD organization on continuing emergency planning. Began work on a countywide Short Range Transit Plan; a 10 year transit plan for service between Ventura and Santa Barbara Counties; and, refined the Heritage Valley Transit plan. Participated in local and regional transit committees and attended policy transit advisory committee meetings including the California Transit Association Executive Committee and Operators Committee, and as an appointed member of several Transportation Research Board Committees. Supported major revision of VCTC Unmet Transit Needs Process, performed outreach, took and analyzed public comments and prepared recommendations for Commission. Supervise preparation of VCTC and Gold Coast Transit TDA Triennial Audits.

DESCRIPTION: This is an ongoing project which includes coordination and monitoring of transit providers in and around Ventura County. It includes working with regional, state and federal transportation agencies, including our funding partners, and participating in professional and industry organizations. This allows VCTC to participate in the formation of programs which affect our transit system and new funding programs. The task includes development of transit plans and studies which are part of the on-going VCTC planning activities, process and analysis of TDA Unmet Transit Needs (UTN) findings, and participating in the disaster planning for Ventura County and creation of an agreement between the transit providers to formalized response to emergencies. It also includes working with all transit community stakeholders in implementing the Regional Transit Study and related legislation, the Heritage Valley Transit Study, continued activities developing a countywide short-range transit plan, and continuing to provide transit input to the transit section of the SCAG RTP. Other activities will also include the FTA mandated update of the VCTC Title VI plan and providing staff support to additional activities needed to implement the Commission's transit actions. The budget still includes \$15,000 for consultant assistance conducting the UTN outreach program, while funding for UTN supporting activities are being combined into the new Unmet Transit Needs line item in the upcoming fiscal year budget.

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.
2. Coordinate transit planning with adjoining counties.
3. Staff TRANSCOM, including preparation of agendas and management of meeting.
4. Continue development of countywide Short Range Transit Plan, including elements to support the creation of a FTA mandated Asset Management Plan.
5. Prepare the FTA mandated Title VI plan update.
6. Coordinate transit fare activities and transfers between operators.
7. Support VCTC transit planning activities.



BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Victor Kamhi**WORK ELEMENTS (continued):**

8. Develop and execute an agreement between operators formalizing emergency/disaster response per a finding in the FTA Triennial Review, and continue to work with the transit operators and the County Office of Emergency Services in planning for response to natural and manmade disasters and emergencies.
9. Participate the update of the SCAG Regional Transportation Plan - transit element.
10. Attend regional, State, and national association and professional meetings.
11. Prepare background and transit activity materials for planning and programming.
12. Manage and complete the annual Unmet Transit Needs process. Prepare schedule and adopt required definitions for annual public hearing on Unmet Transit Needs, hold public meetings and a public hearing on the topic, analyze comments, prepare recommendations, and submit adopted findings to the State.

PRODUCT: Disseminate information to operators. Complete the VCTC Short Range Transit Plan. Prepare VCTC 2014/2015 Title VI Plan. Prepare transit agency emergency response agreement. Support ongoing fare coordination program, and manage/deliver the TDA Unmet Transit Needs process. Prepare TRANSCOM agendas and hold meetings. Participate in the planning and programming activities of transit operators. Collect information and prepare plans and studies to support transit in Ventura County.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$324,800
LTF Fund Balance	159,900
STA Fund Transfer	80,000
Total Funding	\$564,700

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries**	\$103,034	\$162,500	\$199,500
Fringe and Tax Allocation**	71,418	97,400	83,100
Indirect Cost Allocation**	81,329	118,500	143,700
Books and Publications	349	350	400
Business Meals	48	100	300
Membership and Dues	1,050	1,050	500
Mileage	1,414	1,000	1,100
Travel and Conferences	6,476	14,200	9,000
Consultant Services**	6,500	80,000	95,000
Legal Services	25	1,000	1,100
Unmet Transit Needs**	0	0	31,000
Total Expenditures	\$271,643	\$476,100	\$564,700

*This budget task was amended after the Commission approved the budget in June 2013.

** The cost associated with unmet needs was previously shown in the Transportation Development Act budget before Fiscal Year 2014/2015.



BUDGET TASK: FREIGHT MOVEMENT**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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: VCTC participated in the 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, Hueneme Road Widening and the 101/23 Freeway Interchanges. This effort also produced recognition by San Bernardino, Riverside, Orange and 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.

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.
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.

PRODUCT: Provision of Ventura County Data on Goods Movement as requested by SCAG. Periodic updates to VCTC Board on freight movement activities and programs. Coordination with Regional, State, and Federal agencies in goods movement.



BUDGET TASK: FREIGHT MOVEMENT (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

FUNDING:

Funding Source	Funding Dollars
PPM Funds	\$25,800
Total Funding	\$25,800

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 7,039	\$ 6,600	\$ 6,400
Fringe and Tax Allocation	3,504	2,200	2,400
Indirect Cost Allocation	4,914	4,000	4,500
Mileage	0	500	500
Travel and Conferences	0	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	0	1,000	1,000
Total Expenditures	\$15,457	\$25,300	\$25,800



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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



BUDGET TASK: COMMUNITY OUTREACH AND MARKETING

DIRECTOR: Darren Kettle

BUDGET MANAGER: Donna Cole

OBJECTIVES: Increase public awareness of, and support for, VCTC and its programs.

ACCOMPLISHMENTS: Marketing and Outreach efforts in Fiscal Year 2013/2014 focused on increasing participation in VCTC's commuter service programs, in particular Rideshare week. The number of radio spots was increased in both English and Spanish and presentations were made to the various city councils in the county. A kickoff luncheon was held for representatives of employers throughout the county. The luncheon was entertaining and interactive and resulted in requests for VCTC to cosponsor similar events to be held at individual work sites.

Collateral materials for the Guaranteed Ride Home Program were redesigned and printed in English and Spanish and a comprehensive Commuter Services Manual was created as a guide for employers to use. An electronic version of the Student Rider Guide was also put into service on the website.

As in previous years, VCTC hosted a booth at the Ventura County Fair, as well as city and community earth day events, health fairs and employer events. In Fiscal Year 2013/2014 VCTC received 2 AdWheel Awards from the American Public Transit Association (APTA). Carbon Footprint Seed Packets, created as giveaways for Earth Day events, won a First Prize award and the Transportation Infographic, created as a promotional item for the County Fair, took Grand Prize.

In Fiscal Year 2013/2014 the Teen Council created a video to increase awareness of the bus systems in Ventura County and to promote the Student Rider Guide produced the previous year by the inaugural Teen Council. Members also participated in Earth Day events and the County Fair and helped with recruitment efforts for the Teen Council. The Teen Council's latest project was a student artwork contest. Students throughout the county submitted original artwork depicting what their hometown or community is known for or what they would like it to be associated with. Grand prize winners will have their artwork displayed on the side of a bus.

The Fiscal Year 2014/2015 Marketing and Community Outreach Program will focus heavily on the VCTC Intercity Bus Service. A new contract will be awarded for the service to begin in Fiscal Year 2014/2015. Efforts to promote and possibly rebrand the service began in Fiscal Year 2013/2014 and will be implemented with the arrival of the new fleet. The line item for VCTC Intercity Bus Service marketing is increased substantially to accommodate the costs of applying the graphics to the buses, as well as printing schedules and promotional materials for the service. Additionally, the current GoVentura Smartcard system is about to become obsolete. A new fare media system will be put into service in Fiscal Year 2014/2015 and costs associated with outreach and promotion are included in this task.



BUDGET TASK: COMMUNITY OUTREACH AND MARKETING (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Donna Cole

DESCRIPTION: The marketing plan will continue to focus on implementing strategies for enhancing awareness of, and community perception regarding VCTC's programs and services. VCTC will participate in as many public events throughout the County as possible, including activities that involve interaction with local and industry media to promote VCTC and its programs.

WORK ELEMENTS:

1. Provide support for rebranding VCTC Intercity Services and new fare media.
2. Continue to engage the Teen Council in the promotion of youth involvement in transportation issues and development of youth-focused collateral materials.
3. Incorporate national campaigns such as Bike to Work week in Rideshare Outreach.
4. Continue outreach to new employers and increase participation in worksite events.
5. Produce radio ads for Rideshare promotions and continue KCLU sponsorships.
6. Continue working with Metrolink to promote increased ridership.
7. Participate in public forums, meetings, workshops and community events.
8. Continue to support education and outreach for Comprehensive Transportation Plan.
9. Continue to produce monthly "On The Move" Newsletter
10. Update printed materials and create new materials targeting specific populations

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Source	Funding Dollars
FTA	\$500,000
CMAQ	251,000
LTF	7,500
Local Contribution - APCD	5,000
Total Funding	\$763,500

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 57,877	\$ 70,400	\$ 64,200
Fringe and Tax Allocation	32,504	34,400	22,600
Indirect Cost Allocation	42,135	47,800	44,100
Mileage	94	500	100
Printing	34,385	48,500	29,000
Consultant Services	49,270	150,000	100,000
Legal Services	0	500	500
Community Events	41,970	60,000	50,000
Rideshare	67,629	172,200	256,000
VCTC Intercity Bus Service	71,096	47,900	162,000
Youth Programs	23,744	40,000	35,000
Total Expenditures	\$420,704	\$672,200	\$763,500



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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. During the past year the VCTC sponsored Senate Bill 203, which implemented VCTC's recommendation to allow continued use of Transportation Development Act funds for streets and roads, on a limited basis.

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 Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association, and the Southern California Transportation Legislative Roundtable. Through its Legislative Program, VCTC advocates for Federal and State transportation funding and policies which support improved transportation for Ventura County.

In December the Commission adopted its annual Legislative Program which will be carried out under this budget. Significant items in this year's program include support for legislation to extend state environmental streamlining provisions to transportation projects; support for use of cap-and-trade revenues generated by transportation sources for appropriate transportation improvements; continued advocacy for federal action in support of rail safety; and participation in the upcoming federal transportation authorization.

The proposed State Legislative Representative budget includes an increase based on the cost of the Commission's state advocacy contract with Gonzalez, Quintana & Hunter. The Membership and Dues item includes American Public Transportation Association, California Transit Association, California Association of Councils of Governments (CALCOG), and Mobility 21 dues. For many years the Commission has significantly delayed payment of Mobility 21 dues so the Fiscal Year 2014/2015 budget includes a one-time \$6,000 increase allowing VCTC to "catch up" and pay Mobility 21 dues on time. As in past years, the business meals item includes VCTC's contribution to the Capitol Hill California Transportation Reception.

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.
6. Work with transportation agencies in developing policies for new federal transportation authorization.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$180,300
Total Funding	\$180,300

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 25,783	\$ 46,100	\$ 46,800
Fringe and Tax Allocation	16,456	19,700	15,600
Indirect Cost Allocation	19,692	30,000	31,700
Business Meals	1,323	2,100	2,100
Membership and Dues	12,018	14,400	20,200
Mileage	724	1,225	1,300
Travel and Conferences	5,071	9,349	10,500
Consultant Services	47,103	48,751	51,900
Legal Services	150	200	200
Total Expenditures	\$128,320	\$171,825	\$180,300

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: MANAGEMENT AND ADMINISTRATION

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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

ACCOMPLISHMENTS: This task accomplishes the day-to-day activities of 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.

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

VCTC utilizes an indirect cost allocation rate which is based on an estimate to allow a fair and equitable sharing of indirect costs to all projects. Because the rate is an estimate, the actual indirect expenditures are reconciled and adjusted (for over/under charges) against a future year. The over collection of indirect costs for Fiscal Year 2012/2013 is being adjusted against Fiscal Year's 2014/2015 indirect estimate. If the indirect costs collected were higher than the estimate, an adjustment is made to expenses and paid out of the unassigned general fund balance. However, if the indirect costs collected were less than the estimate, the indirect rate for the current year will be increased to cover the previous shortage and no adjustment is needed to the Management and Administration budget as is the case in Fiscal Year 2014/2015



BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**WORK ELEMENTS:**

1. Manage agency personnel and general human resources activities.
2. Manage and monitor annual budget activities.
3. Manage and oversee financial activities of the Commission including revenues, expenditures, serve as control element in accounting practices, and facilitate multiple annual audits.
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.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$232,000
SAFE Fund Transfer	30,000
Total Funding	\$262,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 91,736	\$ 87,800	\$ 92,900
Fringe and Tax Allocation	49,406	36,600	29,700
Indirect Cost Allocation	65,801	56,800	62,300
Business Meals	778	1,000	1,000
Membership and Dues	2,530	3,500	3,500
Mileage	945	1,000	1,000
Travel and Conferences	2,248	5,000	5,000
Consultant Services	1,250	60,000	10,000
Legal Services	350	1,000	1,000
Commissioner Expenses	16,805	25,000	30,000
Hardware and Software Replacement	18,511	23,000	23,800
Indirect Reconciliation Adjustment	0	9,156	0
Offsite Storage and Back-up	1,390	1,800	1,800
VCOG Management	629	0	0
Total Expenditures	\$252,379	\$311,656	\$262,000

*This budget task was amended after the Commission approved the budget in June 2013.



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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION Fiscal Year 2014/2015 Budget



ACRONYMS

AAA	Advertise, Award and Administer
AAA	Area Agency on Aging
AB	Assembly Bill
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADT	Average Daily Traffic
AFC	Automatic Fare Collection
ALUC	Airport Land Use Commission
AMTRAK	American Track (National Railroad Passenger Corporation)
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
ATP	Active Transportation Program
AVL	Automatic Vehicle Location
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
CalVans	California Vanpool Authority
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
Commission	Ventura County Transportation Commission
County	County of Ventura
CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRCC	Coast Rail Coordinating Council
CRL	California Rural Legal Assistance
CSMP	Corridor System Management Plan
CSR	Customer Service Representatives
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DAR	Dial-A-Route
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMU	Diesel Multiple Unit
DMV	Department of Motor Vehicles
DOD	Department of Defense
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
GFOA	Government Finance Officers Association
GHG	Greenhouse Gas
GIS	Geographic Information System
GPS	Global Positioning System
GRH	Guaranteed Ride Home
HTF	Highway Trust Fund
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVTS	Heritage Valley Transit Study
ICU	Intersection Capacity Utilization method
ICAP	Indirect Cost Allocation Plan
IFB	Invitation for Bid
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JARC	Jobs Access/Reverse Commute
JLUS	Joint Land Use Study
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LEP	Limited English Proficiency
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LEED	Leadership in Energy and Environmental Design
LTF	Local Transportation Fund
MAP-21	Moving Ahead for Progress in the 21 st Century
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization



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
NBVC	Naval Base Ventura County
ND	Negative Declaration
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OEA	Office of Economic Adjustment
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PDS	Project Design Support
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employers Retirement System
PID	Project Initiation Documents
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
	Public Transportation, Modernization, Improvement, and Service
PTMISEA	Enhancement Account
PUC	Public Utilities Commission
RCTC	Riverside County Transportation Commission
RFGS	Rail Fixed Guideway System
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
RTA	Regional Transit Authority



RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
QR	Quick Response (codes)
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
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
State	State of California
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAP	Transportation Alternatives Program
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 21st 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
TPA	Transportation Planning Agency
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
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
VOC	Volatile Organic Compounds
VRF	Vehicle Registration Fees



GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Comprehensive Annual Financial Report (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).

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

Trustee – A fiduciary holding property on behalf of another.

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



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