

VENTURA COUNTY TRANSPORTATION COMMISSION

TRANSFORMING TRANSPORTATION IN VENTURA COUNTY



Budget

Fiscal Year 2015/2016

Ventura County, CA

Approved June 5, 2015

SERVING: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Simi Valley, Thousand Oaks and the County of Ventura

This page is intentionally left blank.

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2015/2016 BUDGET

Presented by:

Darren Kettle, Executive Director
Sally DeGeorge, Finance Director



This page is intentionally left blank.



TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	1
VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE....	13
THE ORGANIZATION AND ITS RESPONSIBILITIES	13
THE COMMUNITY WE SERVE	15
THE LOCAL ECONOMY	17
FINANCIAL SECTION	21
BUDGET PROCESS.....	21
FINANCIAL POLICIES	23
REVENUES AND FUNDING SOURCES.....	24
Federal Revenues.....	26
State Revenues	28
Local and Other Funding Sources	30
PERSONNEL AND OPERATIONS.....	33
PERSONNEL AND BENEFITS.....	33
INDIRECT COST ALLOCATION PLAN	42
PROGRAM SECTION.....	45
PROGRAM OVERVIEW	45
TRANSIT AND TRANSPORTATION PROGRAM	46
HIGHWAY PROGRAM.....	47
RAIL PROGRAM.....	48
COMMUTER ASSISTANCE PROGRAM.....	49
PLANNING AND PROGRAMMING PROGRAM	50
GENERAL GOVERNMENT PROGRAM.....	51
PROGRAM TASK BUDGETS	57
INDEX OF TASK BUDGETS BY PROGRAM.....	58
INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER.....	59
TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS	61
HIGHWAY PROGRAM TASK BUDGETS.....	75
RAIL PROGRAM TASK BUDGETS.....	83
COMMUTER ASSISTANCE PROGRAM TASK BUDGETS.....	91
PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS	97
GENERAL GOVERNMENT PROGRAM TASK BUDGETS.....	111
SUPPLEMENTAL INFORMATION.....	121
ACRONYMS.....	122
GLOSSARY OF TERMS	127
INDEX OF CHARTS AND TABLES	133



This page is intentionally left blank.



EXECUTIVE SUMMARY

June 5, 2015

Honorable Commissioners
Ventura County Transportation Commission

Subject: Fiscal Year 2015/2016 Annual Budget

Dear Commissioners:

The Fiscal Year 2015/2016 Ventura County Transportation Commission Annual Budget is hereby presented to the Commission for consideration and approval. As presented, the Fiscal Year 2015/2016 Annual Budget is balanced and maintains existing service levels. The total annual budget for this fiscal year is approximately \$64.7 million, an 11.2 % 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 26, 2015 in advance of being presented to the full Commission which included a public hearing at the meeting on April 3, 2015. The Finance Committee reviewed the proposed Final Budget on May 20, 2015. 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 extended only to September 30, 2014 followed by an eight month extension to May 31, 2015. MAP-21 and its' subsequent extension 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 \$65 billion. 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 Mass Transit (MT) Account, a sub-account of the federal HTF is also precariously low but in slightly better condition. The MT is the federal funding source for transit services in Ventura County including the VCTC Intercity Bus and Metrolink but also the other public transit services within the County.



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 fifth 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 set aside its share of STIP to fund the construction of the 101/23 freeway interchange. During this fiscal year the City of Thousand Oaks will be repaid for the loan the City made to accelerate the delivery of this critical highway project. Over the course of the 2014/2015 Fiscal Year Caltrans completed the Project Study Report – Project Design Support (PSR-PDS) for the Route 118 Widening from Tapo Canyon Road to Los Angeles Avenue, and the PSR-PDS for the Route 101 HOV Lanes from the 101/23 interchange to Route 33.

In Spring of 2015 the Commission approved programming federal Surface Transportation Program (STP) funds to initiate the Preliminary Engineering and Environmental Document for both the 101 and 118 freeway widening projects. However, the funding for the construction of these major capital highway investments presents a long term concern. 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.

While there remains concern about the growing demands on the transportation system and real concern about how the Commission addresses those long term needs from a financial perspective there is one capital project for which there is a lot of enthusiasm. Last year and included in this budget the Commission 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 101 and CSUCI routes 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 other potential regional agency partners 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 a LEED certified retrofit, the building is perfectly suited to serve as VCTC's headquarters.

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 who monitor individual task budgets, and provides grant support and specific project support for VCTC Intercity Services, Valley Express, Santa Paula Branch Line and Fare Collection, etc. The Finance Department is also in charge of multiple audits and overseeing financial compliance with various state and federal regulations.

To address the expanding needs, requirement and challenges of public agency finance this budget includes the addition of a Senior Accountant/Analyst position. With the reorganization of the Program Manager-Rail position, the TDA claims administration and financial audits and compliance portion of the TDA management was transferred to the Finance Department. In addition to these new tasks, the Finance Department must also meet the increasing reporting and compliance requirements from GASB and State and Federal governments. The addition of a Senior Accountant/Analyst will provide the Finance Department with the much needed support for the additional work and new regulations.

Transportation Development Act

As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds. As such, VCTC processes TDA claims and allocates funds in compliance with State laws and regulations. Each year annual fiscal and compliance audits of all claimants are completed and submitted as required to the State Controller's Office. Necessary administrative changes resulting from State legislation Senate Bill (SB) 716, SB 203 and Assembly Bill (AB) 664 continue to be addressed.

State and Federal Relations

This past year the State Legislature was successful in passing a large number of transportation-related bills, many of which were supported by VCTC. Once again in 2015 there has been significant interest in transportation but this year with a focus on the need to address the "state of good repair" of transportation infrastructure such as State highways and local streets and roads. In addition, as the first year of the new transportation cap-and-trade funding and active transportation programs are carried out, there will likely be proposals to adjust these programs based on the experience to date. VCTC will continue to be engaged in these discussions in coordination with other transportation agencies throughout the state.

As for the federal government, there continues to be limited progress on addressing the trust fund shortfall, with the last extension as of this writing scheduled to expire during May, 2015, and with the trust fund itself anticipated to become insolvent by late summer. On the positive side, there appears to be more interest than ever to fund a national freight infrastructure program. Staff will continue to work with Southern California regional transportation agencies to advocate for a long-term solution to the federal situation.



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. Most significant of these improvements is the Rice Avenue Bridge over the railroad in Oxnard, which has recently attracted national attention due to the February 2015 Metrolink train collision with a mid-sized truck at that crossing.

Transportation Programming

During the 2015/2016 Fiscal Year the biennial submittals will be due for the Ventura County portions of the Federal Transportation Improvement Program, adopted by the Southern California Association of Governments, and the State Transportation Improvement Program, adopted by the California Transportation Commission. VCTC will consider projects as funds become available through various programs, with calls for projects anticipated to occur for FTA Section 5310 funds, the Jobs Access and Reverse Commute (JARC) portion of the Section 5307 program, and the last remaining Proposition 1B Transit Security funds. VCTC will remain involved in the process to select projects in the second cycle of the State's Active Transportation Program. Staff will also continue to monitor and facilitate the delivery of many smaller projects funded from various state and federal sources.

Highway Program Management

The Commission has approved using Surface Transportation Program funds to expedite the project development work, and eventual implementation, for the priority Route 101 and Route 118 freeway improvements. As part of this new initiative, VCTC will for the first time be assuming direct management for state highway project development work, in this case for the Route 101 project. A significant amount of VCTC staff effort will also be required for the Route 118 project even though Caltrans will remain the project lead. During the upcoming year the primary emphasis will be on starting the work on the two projects' preliminary engineering and environmental documents. In order to initiate this substantial long-term project management undertaking this budget includes a new position of Capital Projects Manager to lead the project management efforts.

In January, 2013, the Commission approved the submittal of an Environmental Enhancement and Mitigation (EEM) program grant to provide \$350,000 towards a wetlands mitigation project that is required by the environmental permits that allowed construction of the Route 101 Santa Clara River Bridge. VCTC has now received final approval of this project and the funds are therefore added to the budget. The project will be overseen by VCTC and managed by Caltrans in conjunction with The Nature Conservancy.



Regional Transportation Planning

While VCTC's Regional Transportation Planning efforts have broadened in the past few years focusing on participation the Southern California Association of Governments' Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) process, this coming year's efforts will turn inward slightly with specific projects focusing on Ventura County needs.

Begun in late Fiscal Year 2014/2015, the Regional Bicycle Wayfinding Project will kick into high gear as a consultant is selected to work with each of the jurisdictions and cycling advocates to identify and provide signage for intercity, as well as intercounty, bikeways. Those bikeways deemed critical to the countywide network but unsuitable for riding due to the lack of shoulders or other constraints will be identified and prioritized enabling jurisdictions to better compete for active transportation funds when they arise.

This year's efforts will see two related consultant assisted projects focused on improving the analytical tools at VCTC's disposal for informing policies and decisions on transportation investments.

The first project is a complete update and revamping of VCTC's Congestion Management Plan (CMP). The CMP hasn't been updated since 2009 and is in substantial need of revision to reflect current policies and project priorities. Additionally, digital count data now exists that meets the highway performance monitoring criteria and will allow staff and the local jurisdictions to monitor their roadways in real time and on-going as opposed to a traffic counts taken once every other year.

The second and related project is an update and upgrade to the countywide traffic model. The model was last updated in 2007 and is based on land use projections prior to the recession. A full update of the model is needed to ensure validity of traffic projections and planning data. Given the rising emphasis on transit and active transportation, staff will also be seeking to enhance the model's capabilities to enable modeling of modal alternatives.

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. VCTC will continue its ongoing work to submit the required federal and state grants, file required reports, and ensure compliance with requirements.

In Fiscal Year 2014/2015 VCTC anticipated a significant effort would be required on developing 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. However, FTA's guidance on these requirements was delayed, so now this work is expected for Fiscal Year 2015/2016. During the coming year VCTC will also be due to prepare an update of its Coordinated Public Transit-Human Services Transportation Plan.



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. VCTC's efforts to provide Transportation Demand Management information in Fiscal Year 2013/2014 resulted in the reduction of 2.53 million vehicle miles traveled (VMT) by commuters resulting in a decrease of 26.22 tons of carbon monoxide, 2.87 tons of volatile organic compounds (VOC) and 1.92 tons of oxides of nitrogen per estimates provided by the regional ridematching database. Countywide commuter cost savings are estimated at \$1,367,000 per the American Automobile Association Costs of Driving estimates. With the assistance of our marketing consultant employer outreach was significantly enhanced with 51 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 contract, with a new contract due to begin July 2, 2015. Applications during the past year have surged and appear to be on track to well over 1,000 per year, resulting in increased costs for this item.

VCTC Intercity Services

The next fiscal year marks a new beginning for VCTC's transit programs. Our intercity transit service has been completely rebranded. Twenty-five brand new buses, over half of which VCTC owns, are now in service, and, during this coming year, more vehicles will be purchased to meet the needs of planned expansion. The expansion planned during this next year, provided primarily by state and federal grant funds, will allow VCTC to meet the growing transit demand and connect additional communities underserved by the intercity transit system. Funding has been set-aside for new VCTC Intercity Bus routes connecting south Oxnard to employment centers in Camarillo and a new East-West Connector route connecting Simi Valley to Ventura with stops at community colleges, the county government center and State courts, and convenient connections to California State University, Channel Islands. New technologies are also being implemented. State-of-the-art fareboxes were rolled out, increasing the security of the fare revenue systems. Onboard video systems will be installed using grant funds, and with it, upgrades to the existing passenger Wi-Fi systems. Finally, as we move into the year, automatic passenger counters (or APCs) will be installed during the beginning of the year, making data collection much easier, which will streamline staff efforts to comply with increasing reporting requirements.

Valley Express

Like the VCTC Intercity transit system, the Heritage Valley transit service, Valley Express, has and will continue to grow. New routes are being designed and will be implemented to expand service coverage. New pass readers, compatible with the VCTC system will be added to the fleet so the regional pass media can be accepted. Onboard video systems will be implemented increasing security. Tools for passengers such as Nextbus are being added to the fleet so passengers can lookup arrival information, online at a desktop or using their mobile phone.



Regional Transit Planning

During the upcoming year, the Commission staff will continue involvement in the regional transit planning activities, including coordination of existing service schedules and transfers. This will include both working toward implementation of the VCTC Short Range Transit Plan (SRTP), and providing assistance to the development of SRTP and planning efforts by the other transit providers in the county. Staff will continue to manage the Unmet Transit Needs process and prepare necessary analysis, and assist local agencies in meeting their TDA obligations. The TRANSCOM Committee support will continue as called for in the VCTC bylaws. Other ongoing activities include the renewed involvement in Ventura County transit emergency planning, which has been placed on a back burner in Fiscal Year 2014/2015.

VCTC will also undertake several projects which are not ongoing. These include work on the MAP-21 required FTA Asset Management Plan, which will begin as soon as final guidance is approved by FTA. Finally, as the SCAG Regional Transportation Plan is being developed, VCTC will provide input and facilitate communications with the various transit providers in Ventura County.

Transit Information Center

The Transit Information Center (TIC) is a primary interface with the VCTC Intercity Bus riders and the general public. It is the point of contact for thousands of Ventura County residents each year, providing public transit information for all of the public transit services in Ventura County. The Center provides route and schedule information, contact information for community Dial-a-Ride dispatch centers and the VCTC ADA certification program, and information about how to contact transit providers in adjoining counties. The Center also is the primary point of sales for the VCTC transit media and information about the different types of tickets and passes available to riders.

Although the Center works with over 3000 residents each month, it provides travel and trip planning assistance, frequently including individualized “how to ride the bus” information to new transit riders. The TIC also is the primary point of contact for questions and feedback about the VCTC transit services, with issues ranging from simple ones like “where is my bus?” to complaints about service and schedule recommendations.

The Center also is the initial point of contact for individuals interested in ridesharing, locations of park-and-ride lots, and the VCTC Guaranteed Ride Home program. The Center has both a walk-up counter and a toll-free phone line, and also responds to e-mail comments, concerns, suggestions, and inquiries. The service is open and available from 7 am until 6 pm, Monday through Friday.



Nextbus

VCTC has supported for a number of years a program which provides on-line, real time bus information, including bus locations, predicted stop arrival times, and alerts to riders about disruptions in service. In addition to the service which is available through mobile devices and computers, VCTC maintains changeable message signs at a number of key stops throughout the county. The service also provides a number of management tools which allow the transit managers to not only track buses in real time, but locate buses at any time in the past (since the buses were equipped). In the past year, VCTC has not only increased the number of fixed route buses in response to the expansion of various fleets, but added the Ojai Trolley and the Heritage Valley “Valley Express” to the transit providers receiving the service from the Commission. The Commission will continue to provide the service, and will continue to replace equipment as replacement bus and additional buses join the fleet.

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

This year will be a year of transition for the fare collection program in Ventura County. After 15 years, the GoVentura Smartcard will be retired as what was a technology that was ahead of its time has been held together by “duct tape and bubble gum” has finally succumbed to technology obsolescence. The Commission, along with Gold Coast Transit, Simi Valley Transit, Thousand Oaks Transit, and the Valley Express, has all shifted to a new farebox system. VCTC is in the process of transitioning the VCTC Intercity Transit bus riders from the smartcard to the new magnetic stripe fare media. VCTC will continue the work begun in Fiscal Year 2014/2015 to reconstruct a VCTC Intercity Transit fare media distribution system, and establishing – and modifying - the procedures, monitoring, and accounting systems to provide a system which will be at least as robust as the one was for the GoVentura Smartcard.

In addition to the transition for the VCTC Intercity Transit from the GoVentura Smartcard to the new fare media, the Commission during the fiscal year will be working to replace the Automatic Passenger Counter (APC) system on all of its buses. Previously, the VCTC buses had APCs which are integrated – and not separable from the GoVentura Smartcard system. One of the important activities for the year will be the acquisition, installation, and operation of a new and updated APC system. This will allow reliable ridership data, required by the Federal Transit Administration, and useful for the Commission to track ridership and help reconcile fare revenues to boarding.

Finally, the VCTC will be working to establish a replacement of the GoVentura Smartcard. The GFI farebox does have capabilities which will allow multi-agency fare cooperation. Some progress has been made in the Fiscal Year 2014/2015 to allow interagency fare recognition. Based on the Commission’s concerns regarding the termination of the GoVentura Smartcard and its multi-agency use, work will proceed to continue activities to expand interim measures and ultimately provide a new countywide smartcard. These activities will include efforts to develop an on-line ticket sales component.



Passenger Rail

The proposed Metrolink budget will require a 10.5% VCTC funding increase, primarily due to the need to offset last year's overly optimistic revenue assumption, and due to VCTC's share of the increase in self-insurance required due to the recent Oxnard crash. Fortunately, Metrolink has benefitted from significant prior-year carry-overs in its funding, including \$1,598,400 in Local Transportation Funds and \$129,000 in FTA funds. These one-time revenues are sufficient to cover the Metrolink cost increase, the one-time cost for VCTC's local funding share to replace the Ticket Vending Machines, and to eliminate the need for Metrolink to draw on State Transit Assistance this year. However, in the future with no carry-over it will likely require significant State Transit Assistance funding to maintain existing service levels.

With regard to the Pacific Surfliner, this year marks the implementation of the long-sought milestone of direct administration of the service by the LOSSAN agency, with the full operating cost including the agency's management costs borne by the State, using funds which are now constitutionally protected under Proposition 22 approved by California voters in 2012.

Santa Paula Branch Line

Looking forward to the upcoming year, the Santa Paula Branch Line will continue to present a management challenge. The unresolved contractual issues continue to work their way through the courts constraining VCTC's operational options on the line. Despite the unresolved issues there are a number of planned activities for the upcoming year that will serve to inform the Commission on the future of the Branch Line.

As required by the Federal Railroad Administration (FRA) VCTC will continue with the Bridge Management Plan which requires inspection and evaluation of all bridges on the Santa Paula Branch Line. In addition to the annual inspection of bridges, this year VCTC must begin the process of calculating the load carrying capacity of each bridge. This exercise will go well beyond the visual inspection and estimates for repair that have been undertaken the past three years and will inform the Commission on the ability of the existing bridges remain in service.

There is some good news for the Santa Paula Branch Line. Fiscal Year 2015/2016 is the last year of lease payments to Union Pacific and the Commission can look forward to an additional \$90,000 - \$100,000 per year to support maintenance and good neighbor activities on Branch Line.

Community Outreach/Public Information/Marketing

Fiscal Year 2014/2015 was a very busy year for VCTC. Highlights include VCTC's 25 year anniversary; the 20th anniversary of the VCTC intercity bus service that included the rebranding the VISTA bus service to VCTC Intercity Transit, along with new buses, colors and graphics; and the introduction of the Valley Express bus service in the Santa Paula, Fillmore and Piru. The VCTC Teen Council developed new interactive displays and activities for this year's Earth Day events, including a photo booth, prize wheel, and graffiti pledge wall. The VCTC booth regularly engages very enthusiastic visitors who are happy to have their photos taken in front of the Ventura County backdrop and write their pledge for helping the earth on the graffiti wall.



Given the breadth, scope and complexity of connecting and engaging the Ventura County community VCTC uses a consultant to support our community relations and marketing efforts. This year will be the first year with a new consultant and we are looking forward to fresh ideas and new concepts involving among other tools social media and internet presence to go along with our normal community events, newsletters, media information and all that is necessary to keep VCTC in the county spotlight.

Service Authority for Freeway Emergencies (SAFE)

Fiscal Year 2015/2016 holds some interesting challenges and questions for the SAFE program. Prompted by declining usage of the callbox system due to the proliferation of personal cellular phones, staff completed a callbox Siting Study in late Fiscal Year 2014/2015. The Siting Study identified likely callbox locations for removal should the SAFE choose to reduce the total number of callboxes in service. The Siting Study will come to the SAFE early in Fiscal Year 2015/2016. All remaining callboxes must then be upgraded to 3G cellular service as AT&T will discontinue 2G cellular service as of December of 2016.

Once this work is completed it may be reasonable to consider reducing the total number of callboxes in service that could lead to a significant savings in operational cost for the program. The SAFE will then have the opportunity to explore other options for motorist aid options permitted under the SAFE legislation, such as freeway service patrols, call centers, participation in 511 or other services.

Airport Land Use Commission

The Airport Land Use Commission (ALUC) will look to bring the Naval Base Ventura County Joint Land Use Study (NBVC JLUS) to a close in September of the 2015/2016 Fiscal Year. Although a longer process than anticipated, the JLUS has already proven valuable as a regional tool for better communications with Naval Base Ventura County and will have thoroughly examined issues that could pose a threat to the viability of NBVC or the safety of the surrounding communities. Once completed, the jurisdictions surrounding Naval Base Ventura County may be able to seek funds from the Department of Defense, Office of Economic Adjustment to implement those strategies outlined in the JLUS.

In addition to concluding the JLUS, ALUC staff will continue to review proposed developments for consistency with the adopted CLUP and participate in statewide ALUC activities.

2220 Ventura Boulevard

After a year and a half of negotiations with the City of Camarillo (which was constrained by the Redevelopment Agency dissolution process), the Commission approved the purchase of a new headquarters building at 2220 Ventura Boulevard in old town Camarillo for a purchase price of \$1. The Commission 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 offices. The building is located in the pedestrian oriented Old Town Camarillo and is a couple of blocks from the Camarillo Metrolink/Amtrak Station where VCTC's Intercity 101 and CSUCI's routes make frequent stops, is centrally located within the county and has easy access to Highway 101. The vision for the building is some level of LEED certification with adequate space to allow for some expansion of VCTC and also



make space available for VCTC's regional transportation partners such as SCAG and other regional or countywide agencies.

Looking Ahead

The path forward is a bumpy one for 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 2023. 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.

Respectfully Submitted,



Darren M. Kettle
Executive Director



This page is intentionally left blank.



VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 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:

Peter Foy	County of Ventura, Chair
Steve Bennett	County of Ventura
Claudia Bill-de la Peña	City of Thousand Oaks
Douglas Breeze	City of Port Hueneme
Betsy Clapp	City of Ojai
Ginger Gherardi	City of Santa Paula
Brian Humphrey	Citizen Representative (Cities)
Bill Little	City of Camarillo
Kathy Long	County of Ventura
Bryan MacDonald	City of Oxnard
Keith Millhouse	City of Moorpark, Vice-Chair
Manuel Minjares	City of Fillmore
Carl Morehouse	City of Ventura
Linda Parks	County of Ventura
Steven Sojka	City of Simi Valley
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)

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)
- Heritage Valley Policy Advisory Committee
- 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
- VCTC Intercity Service

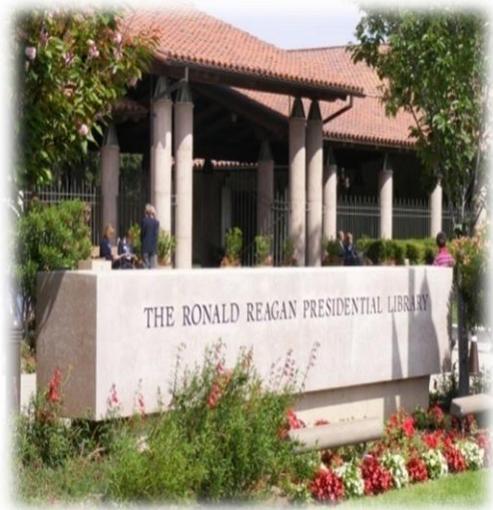


THE COMMUNITY WE SERVE

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 over 848,000 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 (203,474), Thousand Oaks (128,942), Simi Valley (126,215) and San Buenaventura (108,881).

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 2009-2013 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 47.3% and Hispanic at 41.5%. The median age of County residents is 36.6 which is slightly higher than the State's median age of 35.4. The senior population (over 65) is 13.1% (12.6% in 2012) and the population under 18 years is at 24.5% (25.0% in 2012). 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 increased slightly to \$76,544 in 2013 (\$76,483 in 2012) and remains higher than the State's median income of \$53,046. Unfortunately, the percentage of people below the poverty level in Ventura County grew from 10.3% in 2012 to 11.6% in 2013, but the County is better off than the State as a whole at 14.5%. The percentage of Ventura County residents, twenty-five years of age and older, holding a bachelor's degree or higher has increased from 31.2% in 2012 to 31.4% in 2013 as compared to the State at 28.8%.

The 2009-2013 United States Census American Community Survey depicts Ventura County's workforce of 389,297 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 – 73,274
- Professional, scientific, management, administrative and waste management workers – 48,633
- Retail trade – 43,974
- Manufacturing workers – 40,371

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 24.6 minutes (down from 24.9 minutes in 2012), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2013 in Ventura County was:

- Drove alone – 76.5%
- Carpooled – 12.8%
- Worked at home – 5.5%
- Walked – 2.1%
- Other means – 1.7%
- 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 on its slow path of improvement both nationally and locally. Similar to last year, gains in the stock market and housing market lead the indicators of economic growth. Unemployment continues to decline 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) continued to reach new highs in May with a posted close just under 18,200. Daily swings of 100+ points are accepted as normal as the market continues to 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 continue 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 albeit slower than the previous year. According to the California Association of Realtors sales of single family residence in the Ventura County home prices rose 6.7% from last year with the median price in the County at \$596,890 in March 2015. Foreclosure filings are similar to last year with foreclosure rates in March 2015 at 1 foreclosure for every 1,136 housing units compared to 1 in every 1,122 the previous April. Median time on the market for homes sold in March was approximately 55 days. Number of homes sold in March was up 23.6% 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.

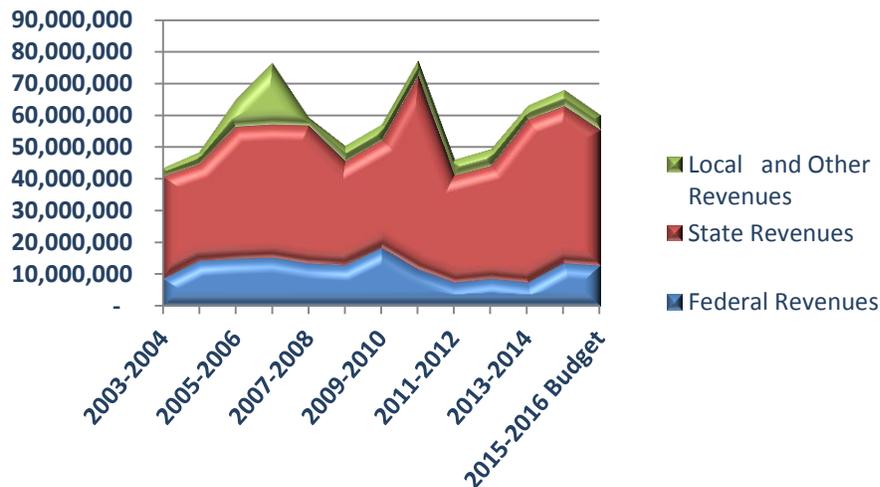
Even with the loss of value on homes, housing costs remain high compared to household income – especially as housing prices are rising faster than incomes. This imbalance of housing costs to income forces young families to look outside Ventura County to raise their families resulting in a loss of sales 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. In March 2015, California’s unemployment rate was 6.5%, down from 8.4% at the same time last year. Similar to the State, Ventura County’s unemployment rate for April was 5.1%, down from 7.1% at the same time last year. Although there has been improvement, unemployment is still above pre-recession levels and some economist feel that this is an acceptable level of unemployment. Furthermore, the concern remains 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 seeing a small amount of revenue relief. In the Governor’s January release of the 2015/2016 State Budget proposal, Governor Brown indicated that the state budget is finally balanced and that soon the State will be making the last payment to cover the borrowing for budget deficits back in 2002. However, he does caution that the state continues to face ongoing funding challenges and work is needed to find solutions.

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 22% 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 – 2015/2016*, reflects the historical funding mix VCTC receives.

Chart 2 - Federal, State and Local Revenues 2003/2004 – 2015/2016



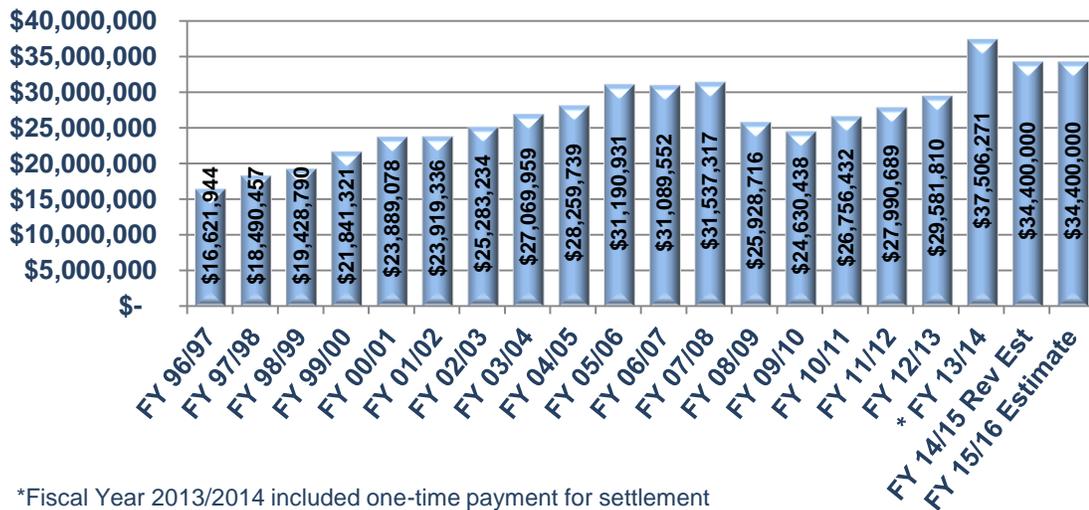
Unfortunately, although revenues are up, State and local government entities are still struggling to meet the demand for services they normally provide, and VCTC finds itself in



just such a position. This year VCTC will receive 57% of its revenue from the statewide quarter cent Local Transportation Fund (LTF) sales tax. VCTC passes through the majority (87% in Fiscal Year 2015/2016) of the LTF funds to local agencies. With the passage of SB 716, SB 203 and SB664 a larger portion of these funds are 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 – 2015/2016*). 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 bottomed out in Fiscal Year 2009/2010, LTF revenues have returned to previous levels, but local governments continue to struggle with increasing demands.

Chart 3 - Local Transportation Fund Revenues Fiscal Years 1996/1997 - 2015/2016

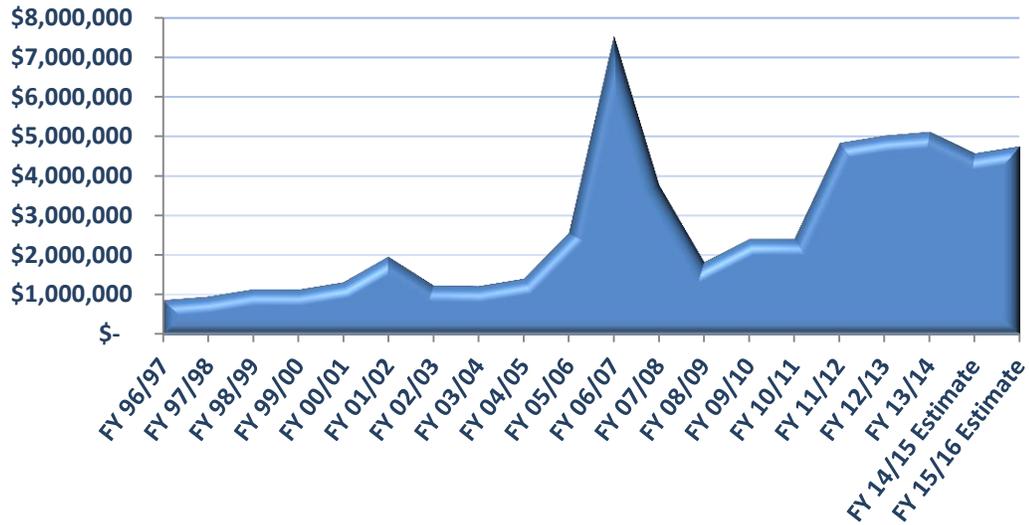


*Fiscal Year 2013/2014 included one-time payment for settlement

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 – 2015/2016*. STA revenues are 8% 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 - 2015/2016



The federal budget and transportation programs have been highly unstable and difficult to forecast over the past several years. Congress passed multiple short-term extensions of the previous transportation act, the last one being Moving Ahead for Progress in the 21st Century, or MAP-21, which was extended to and expires in May of 2015. 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 funding limited, it is uncertain and difficult for the local agencies to predict what the funding levels 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 2015/2016 budget and monitoring of the Fiscal Year 2014/2015 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. As required, 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.



Capital Assets Policies

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the assets useful life. Intangible capital assets with a cost in excess of \$50,000 and an estimated useful life in excess of two years will be amortized over the assets useful life. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed no less than once every two years.



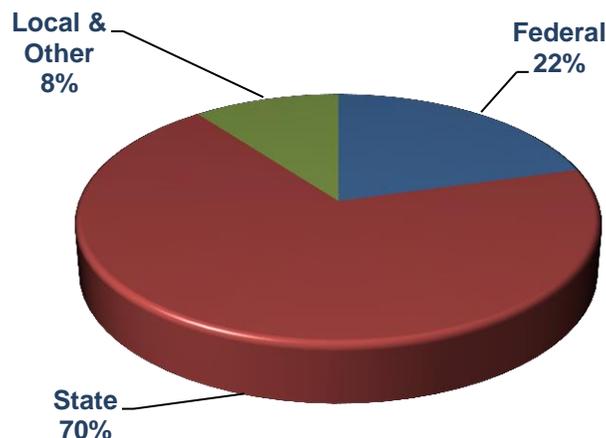
REVENUES AND FUNDING SOURCES

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 the VCTC budget. These funds include, but are not limited to, Federal Transit Administration (FTA), Federal Surface Transportation Program (STP), Federal Congestion Mitigation and Air Quality (CMAQ), Federal Transportation Enhancement (TE), State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2015/2016 are estimated to be \$60,043,228 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 \$12,977,786. State revenues (including LTF, STA and SAFE) total \$42,511,343. The Local and Other revenues total \$4,554,099. 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 \$11,539,786 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. VCTC's budget contains \$562,200 in 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 \$495,000 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 \$30,800 in Defense Community Planning Assistance Fund revenues.

Environmental Enhancement and Mitigation (EEM)

The Environmental Enhancement and Mitigation (EEM) Program was established by the State in 1989 as part of the Transportation Blueprint legislation that also included Proposition 111. The program provides \$7 million each fiscal year for projects selected by the California Resources Agency on a competitive basis. Eligible projects must be directly or indirectly related to the environmental impact of the modification of an existing transportation facility or construction of a new transportation facility. Grants for the selected projects are administered by Caltrans. VCTC's budget contains \$350,000 in Environmental Enhancement and Mitigation 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 \$34,400,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$34,600,000 to local agencies in the upcoming year (\$34,400,000 in new revenues and \$200,00 from the LTF fund balance). Of this amount, \$14,000 is for County Administration, \$661,774 will be apportioned and allocated through a competitive project process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$29,596,046 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. An additional \$171,520 (\$121,520 from the revised apportionment and \$50,000 of non-claimed project revenue) of carry-over fund balance from Fiscal Year 2014/2015 is budgeted for a total Article 3 Bicycle and Pedestrian available funds of \$833,294. 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 \$692,000, \$805,280 and \$2,830,900 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$4,328,180. An additional \$1,598,400 of carry-over fund balance from the revised Fiscal Year 2014/2015 LTF allocation is budgeted for a total Article 3 Rail allocation of \$4,429,300. Also, it is anticipated that \$296,300 of LTF general fund balance will be carried-over from Fiscal Year 2014/2015.

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 \$4,761,919 in STA revenues. The STA funded expenditures of \$6,801,769 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 \$735,000 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 \$1,032,300 in new and carry-over 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, Valley Express and VCTC Intercity Service. At this time the VCTC budget contains \$1,564,324 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

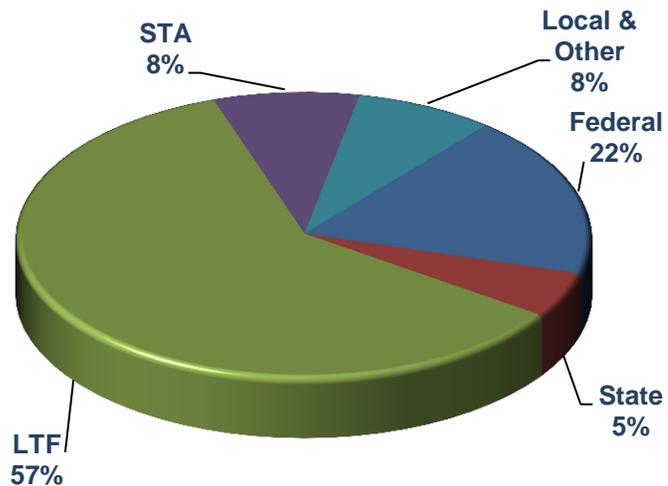
VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to 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 \$2,695,199 in local contribution revenues and \$1,776,900 in local fee revenues.

Investment Income and Other Revenues

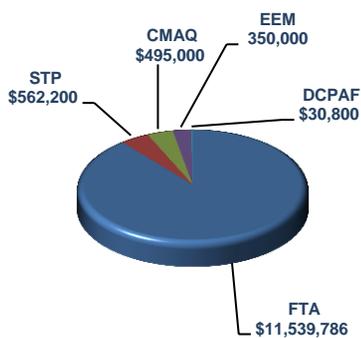
Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. VCTC's budget contains \$82,000 in investment income and other revenues.



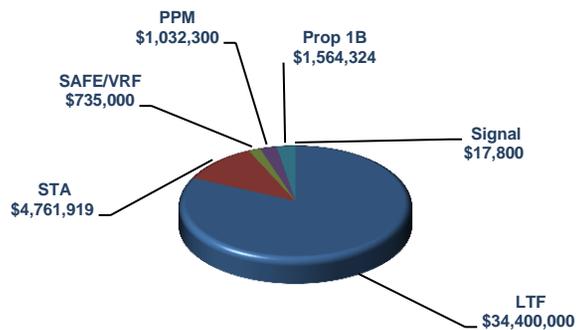
Chart 7 - Funding Sources



Federal Funding Sources



State Funding Sources



Local - Other Funding Sources

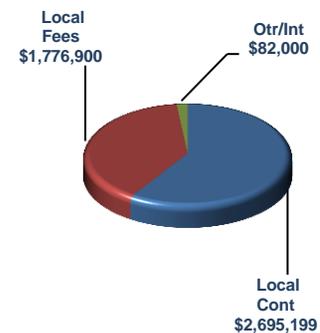
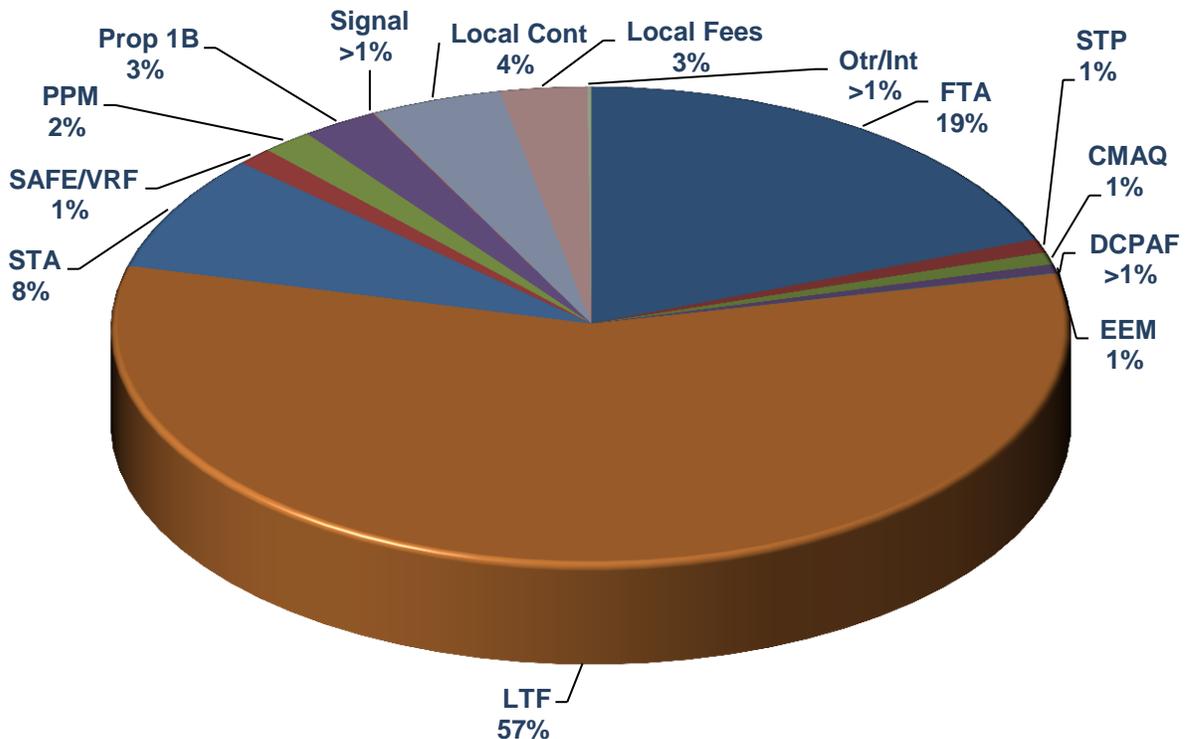


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Federal Transit Administration (FTA)	\$ 7,150,280	\$13,069,833	\$11,539,786
Surface Transportation Program (STP)	19,737	0	562,200
Congestion Mitigation and Air Quality (CMAQ)	407,399	547,500	495,000
Environmental Enhancement and Mitigation (EEM)	0	0	350,000
Defense Community Planning Assistance Funds	91,333	108,867	30,800
Local Transportation Fund (LTF)	37,506,271	34,080,080	34,400,000
State Transit Assistance (STA)	5,122,999	4,584,480	4,761,919
Service Authority for Freeway Emergencies (SAFE)	761,140	745,000	735,000
State Transportation Improvement Program (STIP)	2	0	0
Planning, Programming and Monitoring (PPM)	484,390	660,220	1,032,300
Proposition 1B	7,284,689	9,222,053	1,564,324
California Public Utilities Commission Signal	23,202	17,800	17,800
Local Contributions	2,183,570	3,084,384	2,695,199
Local Fees	1,702,173	1,752,600	1,776,900
Investment Income and Other Revenues	310,494	105,000	82,000
Total Funding Sources	\$63,047,679	\$67,977,817	\$60,043,228

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

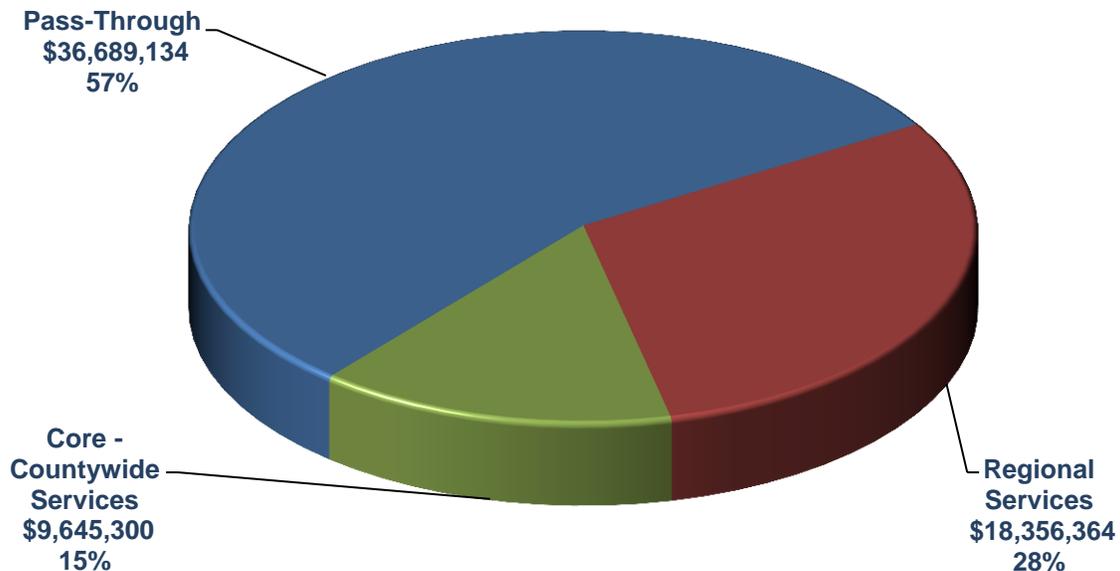


Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services		Regional Services		Pass-Through Services	
Airport Land Use Commission		Fare Collection and APC Systems		TDA Administration	
Call Box System		LOSSAN & Coast Rail Council		Transit Grant Administration	
Community Outreach & Marketing		Metrolink Commuter Rail			
Freight Movement		Nextbus			
Highway Project Management		Santa Paula Branch Line			
Management & Administration		Senior & Disabled Transp. Services			
Regional Transit Planning		SpeedInfo Highway Speed Sensors			
Regional Transportation Planning		Transit Information Center			
Rideshare Programs		Valley Express			
State & Federal Governmental Relations		VCTC Intercity Services			
TDA Administration					
Transit Grant Administration					
Transportation Programming					
VCTC Office Building					
Staff Hours	28,769	Staff Hours	15,801	Staff Hours	1,542
Total Staff Hours = 46,112					

The Fiscal Year 2015/2016 Draft Budget contains the addition of two proposed positions: a Senior Accountant/Analyst and a Program Manager – Capital Projects.

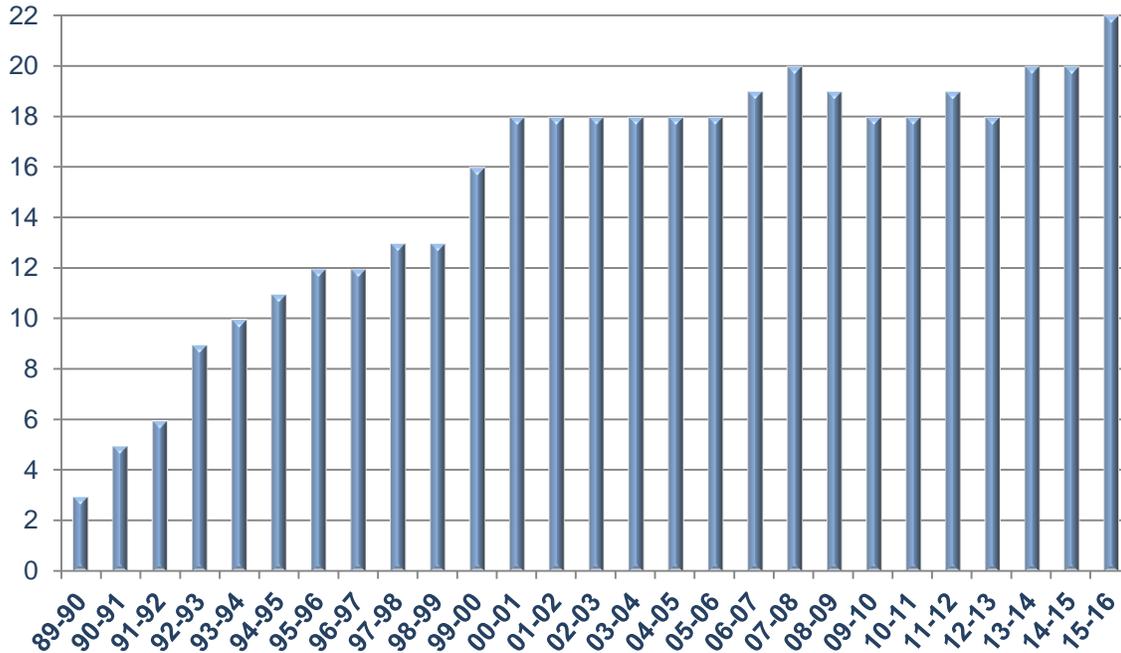
With the reorganization of the Program Manager-Rail position, the TDA claims administration and financial audits and compliance portion of the TDA management was transferred to the Finance Department. In addition to these new tasks, the Finance Department must also meet the increasing reporting and compliance requirements from GASB and State and Federal governments. The addition of a Senior Accountant/Analyst will provide the Finance Department with the much needed support for the additional work and new regulations. Although VCTC staff has implemented strong internal controls to safeguard the Commissions assets, the addition of another accounting position would also allow for additional segregation of duties to allow for additional internal controls.

VCTC staff will be presenting for Commission approval a recommendation for expediting the preliminary work for the 118 and 101 freeway improvement projects. For both projects, the state has programmed STIP funds to start design and environmental analysis in Fiscal Year 2017/2018. Contingent on the decision of the Commission to expedite these projects, an additional staff position, a Program Manager-Capital Projects, will be required to provide project management.



Growing from three employees in 1989 to its current proposed roster of twenty-two regular full-time employees, staffing includes sixteen professional positions and six support/customer service positions (see Chart 10, *Number of Employees*, Chart 14, *Staff Organization*, and Chart 15, *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 includes two additional/proposed full-time positions bringing the FTE to twenty-two 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
	2013/2014	2014/2015	2015/2016
	Actual	Budget	Budget
Transit and Transportation	5.1	6.4	6.1
Highway	0.1	0.1	0.1
Rail	1.1	1.8	1.5
Commuter Assistance	2.8	2.0	2.1
Planning and Programming	4.8	4.5	6.4
General Government	5.2	5.2	5.8
TOTAL	19.1	20.0	22.0



Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2015/2016 salary ranges are detailed by classification. The salary ranges below include a 7.86% adjustment to the director level to complete the two step process started last year to bring the director range in-line with the salary survey performed in 2013 and closer to market standards.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$205,871
Director	4	\$109,108	\$140,110
Manager	6	\$70,132	\$104,069
Planner/Analyst	5	\$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 \$3,082,700 or 4.7% of the Fiscal Year 2015/2016 budget (see Table 5, *Personnel Budget* and Chart 11, *Personnel Costs*). This represents an increase of \$419,200 or 15.7% from the Fiscal Year 2014/2015 budget of \$2,663,500 largely due to costs for the two new positions and three vacant positions which are budgeted at the highest range and fully burdened until actual salaries and benefit costs are known. It is likely the actual costs will come in lower than budgeted. The Wages total of \$2,094,600 includes a pool of \$53,900 in merit increases for eligible employees not at the top of their range. Benefits account for 1.5% of the budget.

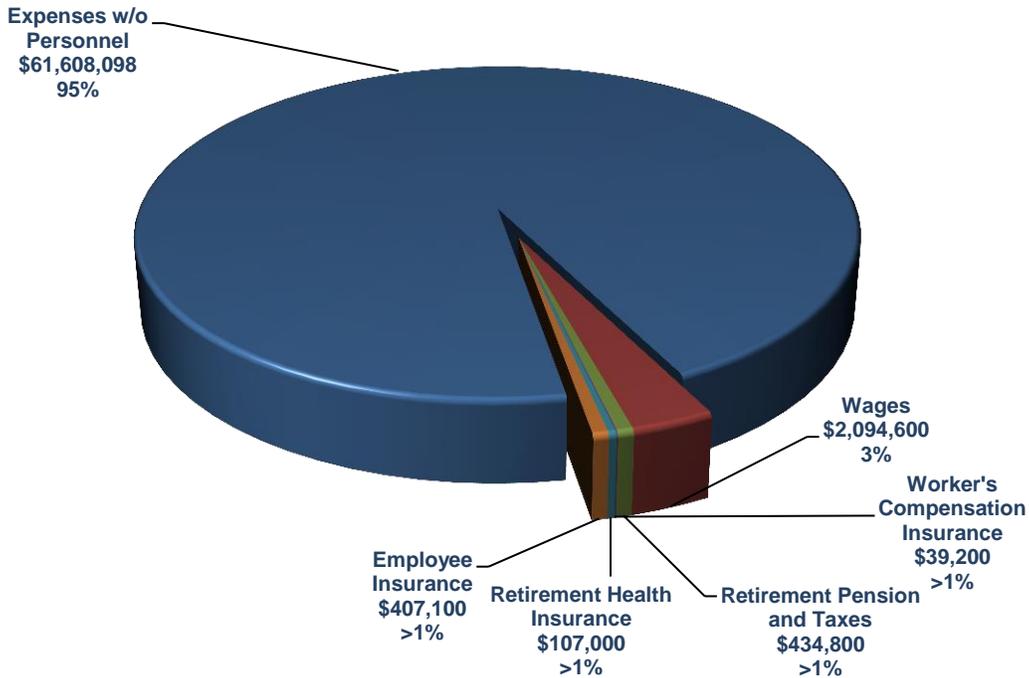
Table 5 - Personnel Budget

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Wages	\$1,644,273	\$1,846,300	\$2,094,600
Retirement Pensions and Taxes	316,509	357,500	434,800
Worker's Compensation Insurance	23,541	34,500	39,200
Retirement Health Insurance/OPEB	152,000	107,000	107,000
Employee Insurance	296,947	318,200	407,100
Total Expenditure	\$2,433,270	\$2,663,500	\$3,082,700



Chart 11 - Personnel Costs

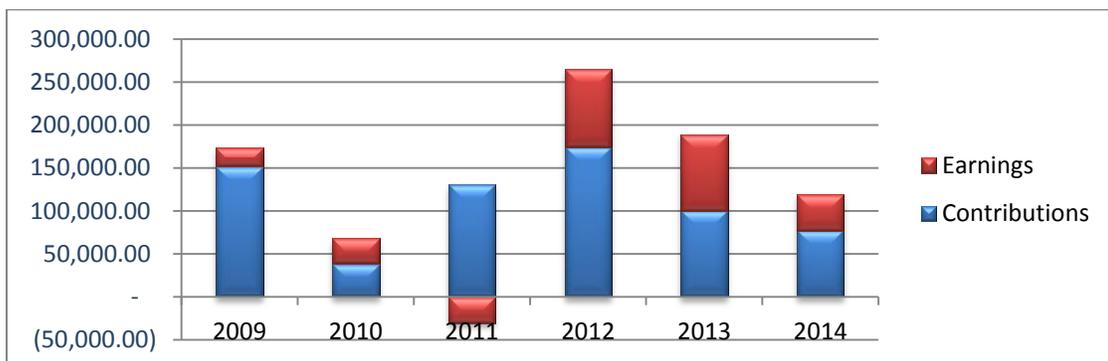
Wages and Fringe = \$3,082,700
4.7% of Fiscal Year 2015/2016 Budget



Retiree healthcare cost of \$107,000 will be used to pay for retiree healthcare costs and prefund the Other Postemployment Benefits (OPEB) Trust. The amount is lower than previous fiscal years due to CalPERS lowering their premium structure to increase health membership. The next OPEB valuation will adjust for any assumption changes including premium rates and will be performed in Fiscal Year 2015/2016 with information for Fiscal Year 2016/2017 forward.

Prefunding the trust allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2014, the Commission's trust has earned approximately \$243,000 in net earnings (see Chart 12, *OPEB Trust Earnings and Contributions*) with an average annual internal rate of return since inception of 10%. The OPEB Trust fund's balance at December 2014 was \$911,923.

Chart 12 – OPEB Trust Earnings and Contributions

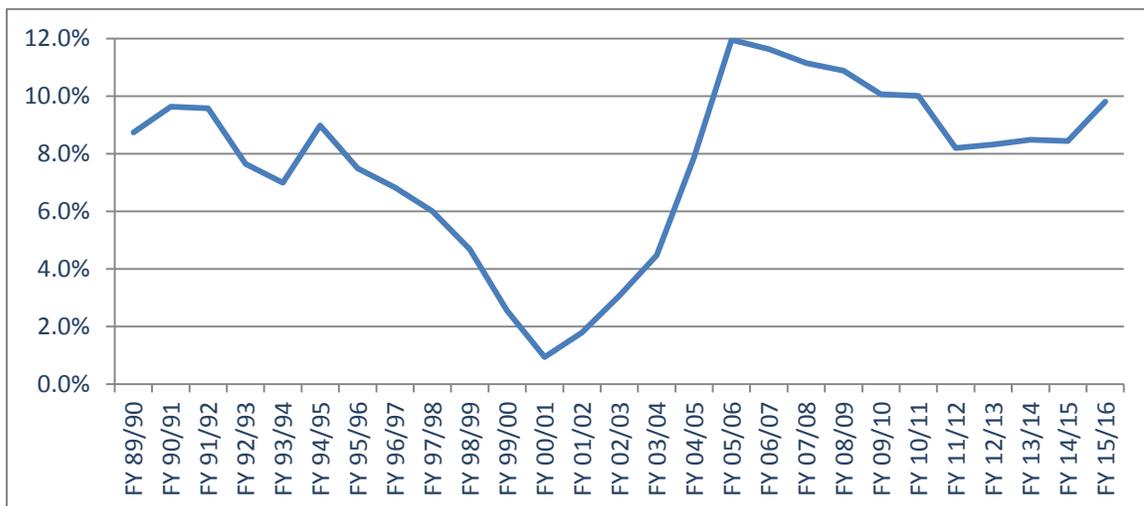


With recent Commission action and the implementation of PEPR, VCTC now has three pension tiers. The first tier includes “CalPERS Classic” employees hired before May 1, 2015 receiving the 2% at 60 formula with the employee portion paid by the Commission. This tier will be eliminated over time as employees separate from VCTC. There are thirteen employees in this tier. The second tier includes the “CalPERS New” employees hired after January 1, 2013 receiving the 2% at 62 formula with employee paying the employee portion. Currently there are five employees within this tier. The third tier includes the “CalPERS Classic” employee hired after May 1, 2015 receiving the 2% at 60 formula with the employee paying the employee portion. Currently there are no employees in this tier. As the vacant positions are filled, the new employees will either fall into tier two or three depending on their CalPERS status.

Starting with Fiscal Year 2015/2016, CalPERS changed its method for calculating employer contributions. Employers are now required to pay for their unfunded accrued liability (UAL) in a set dollar amount and their current contribution as a percentage of payroll. In Fiscal Year 2015/2016, the 2% at 60 formula’s UAL is \$41,693 and employer’s contribution is 7.163%. When combined, the effective rate is 9.811% based on CalPERS calculations. The employee contribution remains at 7% as set by legislation for the 2% at 60 formula. For the 2% at 62 formula, both the employer rate and the employee rate is 6.25% with \$0 UAL for the current fiscal year.

VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60. Although the rates have fluctuated over the years (see Chart 13, *Historical Pension Rates for Classic 2% @ 60.*), the average rate since 1989 is 7.635%.

Chart 13 – Historical Pension Rates for Classic 2% @ 60



It should be noted that CalPERS recently modified some of their assumptions and methods which will increase VCTC's employer rate over the next few years. The projected pension rate for Fiscal Year 2016/2017 is 7.6% plus \$54,684 (see Table 6, *CalPERS Employer Rate-Classic*). This rate is impacted by the implementation of longer life expectancies (increased cost), the new side fund created by PEPRAs effectively closing the existing pension funds (increased cost) and the 18.0% investment return for Fiscal Year 2013/2014 (decreased costs). The rate will continue to be adjusted each year by market gains and losses. In addition to the assumption changes, CalPERS is evaluating any adjustments that might be needed with the implementation of GASB 68. At this time the projected rate for the "new" 2% @ 62 formula is 6.25% per year with \$0 UAL.

Table 6 – CalPERS Employer Rate - Classic

	New Rate	Projected Future Employer Contribution Rates				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Normal Cost %	7.163%	7.6%	7.6%	7.6%	7.6%	7.6%
UAL \$	\$41,693	\$54,684	\$68,416	\$82,416	\$98,241	\$99,676



Chart 14 - Staff Organization

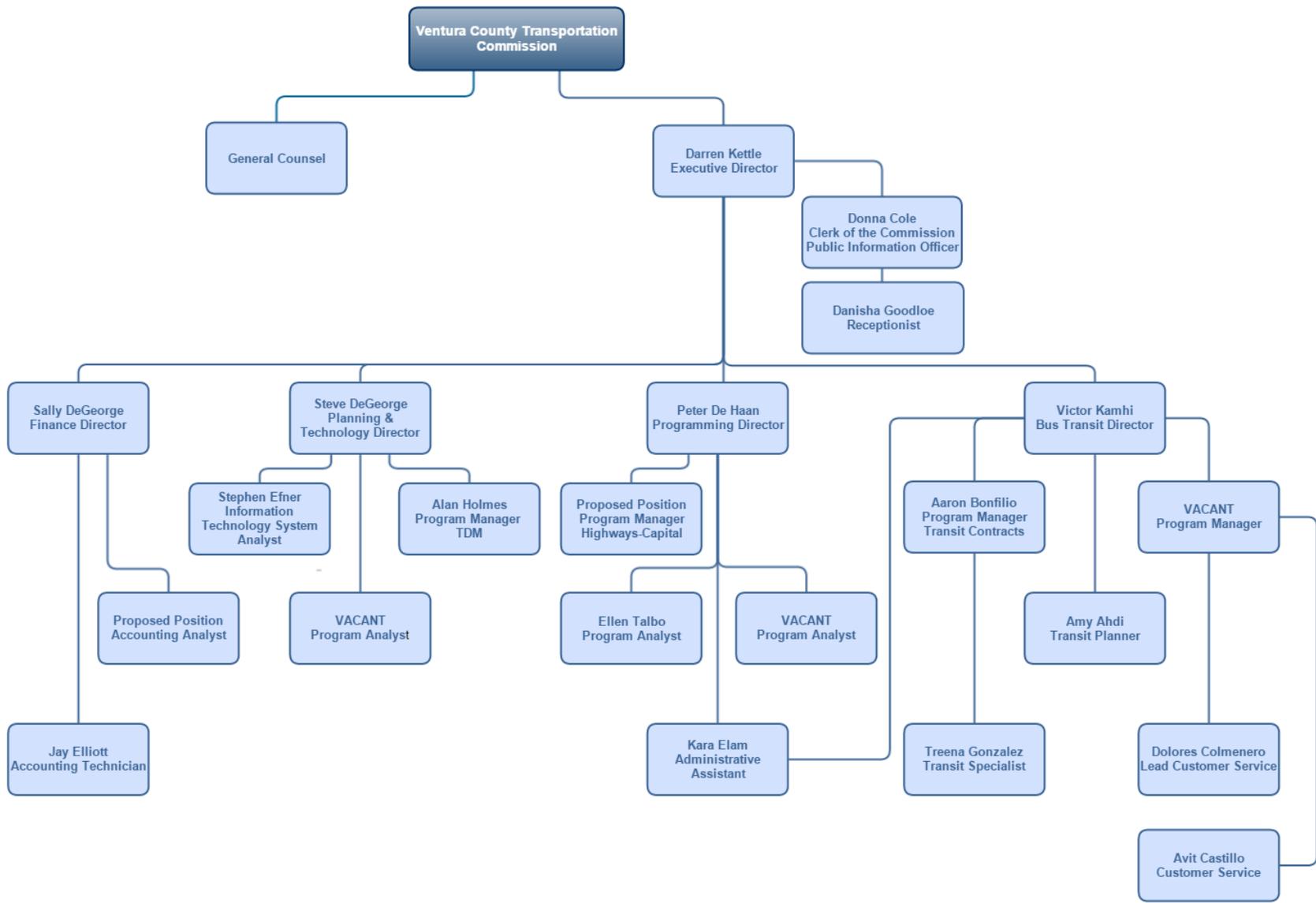
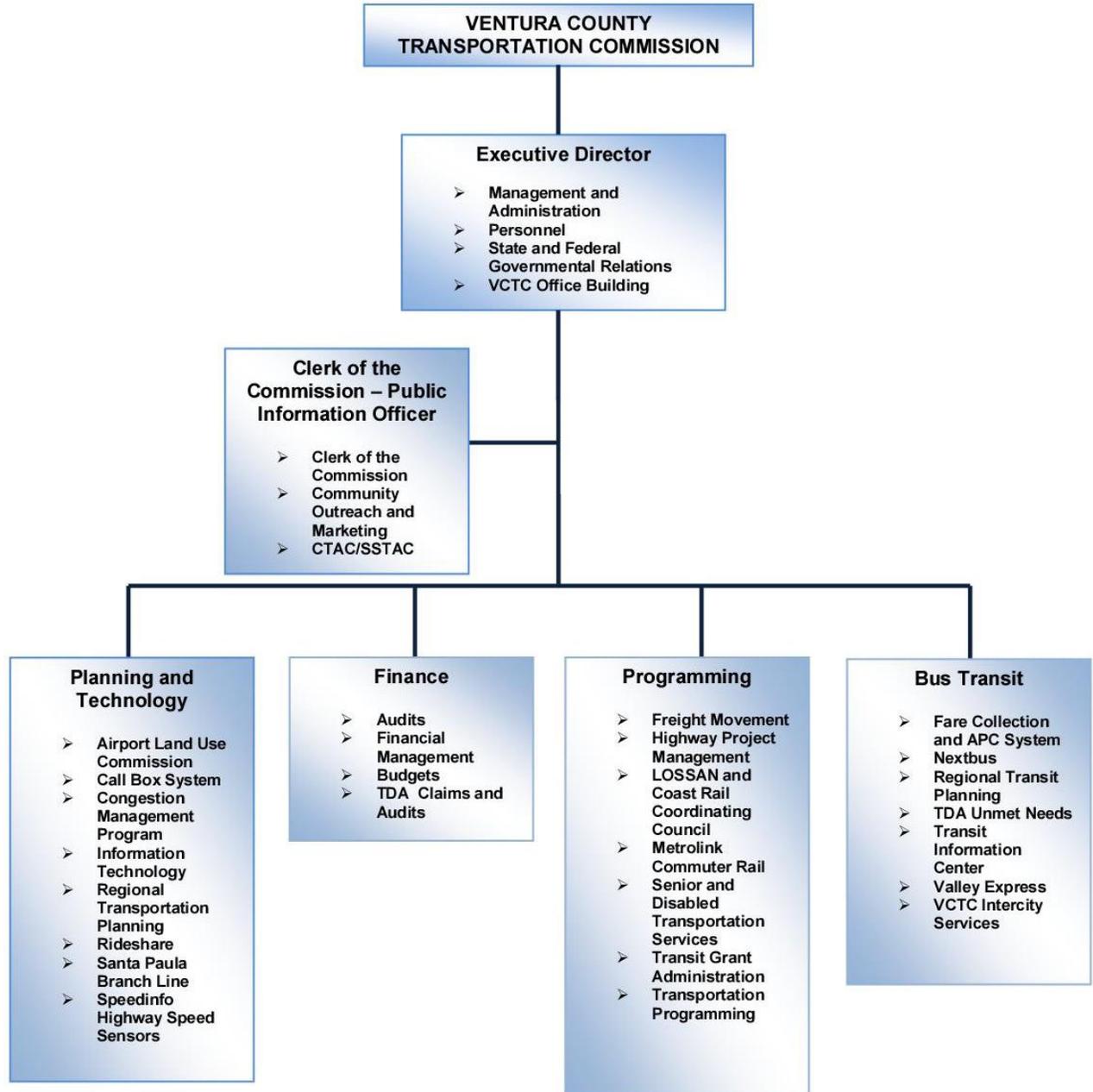


Chart 15 - Functional Organization



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 the Ventura County Transportation Commission (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.

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined after the audit is complete, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan. 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.

The Federal Transit Administration (FTA) is VCTC's cognizant agency for its Indirect Cost Allocation Plan (ICAP) and complies with the FTA's ICAP requirements which include following the new "Super Circular" or 2 Code of Federal Regulations (CFR) 200 and 225 as applicable. VCTC also requests a second approval from the California Department of Transportation (DOT).

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- fare collection hours), Finance Director (non TDA hours) and Accounting Technician (non- fare collection hours) and Senior Accountant/Analyst (non-TDA and non-fare collection hours).

There are a few indirect costs that have changed from previous years that should be noted. The insurance line item increased by 5%. The Audits line item increased by 40% as the OPEB actuary valuation is required this year along with the estimate for the GASB 68 pension reporting fee. The miscellaneous line item decreased by \$5,000 as a temporary office help is not anticipated for the receptionist. The communications and rent items increased slightly while the postage and legal line items decreased slightly.

Table 7, *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 7 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.



Table 7 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	\$ Change	% of Change
Salaries and Benefits	\$ 449,598	\$ 451,260	\$ 581,551	130,291	28.9%
Bank Fees	3,959	4,000	4,000	0	0.0%
Books and Publications	1,050	1,000	1,000	0	0.0%
Business Meals	753	1,000	1,000	0	0.0%
Communications	19,687	18,000	20,000	2,000	11.1%
Insurance	195,135	210,300	220,800	10,500	5.0%
Maintenance	9,203	15,000	15,000	0	0.0%
Membership and Dues	4,757	5,000	5,000	0	0.0%
Mileage	969	1,500	1,500	0	0.0%
Miscellaneous	3,445	15,000	10,000	-5,000	-33.3%
Office	33,789	27,000	27,000	0	0.0%
Postage	5,531	9,000	7,000	-2,000	-22.2%
Printing	5,180	10,000	10,000	0	0.0%
Rent	142,047	149,200	152,200	3,000	2.0%
Training	1,702	2,000	2,000	0	0.0%
Travel and Conferences	1,306	6,000	6,000	0	0.0%
Audit and Actuary Services	53,882	50,600	71,000	20,400	40.3%
Legal Services	25,438	25,900	25,000	-900	-3.5%
Professional and Human Resources	55,522	53,000	53,000	0	0.0%
Subtotal	\$1,012,953	\$1,054,760	\$1,213,051		
Adjusted Overhead Rate	45.61%	50.83%	53.36%		



This page is intentionally left blank.



PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2015/2016 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 2015/2016 are \$64,690,798. The total budget expenditures decreased by 11.2% and are briefly explained in the individual program summaries.

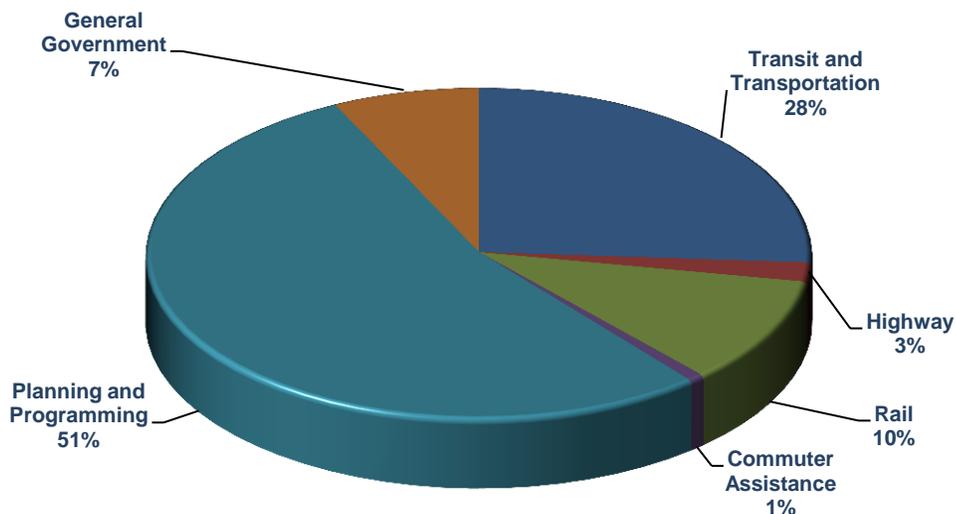
Below are a table and chart which summarize these six programs: Table 8, *Budgeted Expenditures by Program*, and Chart 16, *Budgeted Program Expenditures*.

Table 8 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Transit and Transportation	\$20,102,758	\$29,852,017	\$18,244,312	-38.9%
Highway	458,702	597,100	2,267,100	279.7%
Rail	3,777,482	4,725,978	6,197,152	31.1%
Commuter Assistance	497,749	477,100	468,700	-1.8%
Planning and Programming	35,865,016	34,970,652	32,897,934	-5.9%
General Government	1,028,873	2,194,101	4,615,600	110.4%
Total Program Budget	\$61,730,580	\$72,816,948	\$64,690,798	-11.2%

*Some budget tasks were amended after the Commission approved the budget in June 2014 (see budget task section for details).

Chart 16 - 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 \$18,244,312, is 28% of the budget and includes six project tasks.

Changes to this fiscal year include a decrease in the Fare Collection and APC System budget decreased as equipment needs were purchased in the previous fiscal year. The Go Ventura Smartcard budget has been removed as the system is no longer in service and was replaced with the Fare Collection and APC System. The Nextbus budget decreased as the upgrade for wireless technology was completed. The Senior and Disabled Transportation Services budget increased for additional consultant costs associated with ADA certification. The Transit Grant Administration budget increased slightly for new projects offset by the completion of other pass-through projects. The Valley Express and VCTC Intercity Services budgets decreased as the purchase of the new fleets were completed in the previous fiscal year. 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, *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 9 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Fare Collection and APC System	62	\$ 0	\$ 824,053	\$ 710,200	-13.8%
Go Ventura Smartcard	--	502,363	420,500	0	--
Nextbus	64	295,063	524,806	309,600	-41.0%
Senior and Disabled Transp Services	66	350,633	176,825	250,000	41.4%
Transit Grant Administration	68	9,836,780	6,370,631	6,428,900	0.9%
Valley Express	70	2,659,724	4,284,630	2,392,740	-44.2%
VCTC Intercity Services	72	6,458,195	17,250,572	8,152,872	-52.7%
Total Transit and Transportation Budget		\$20,102,758	\$29,852,017	\$18,244,312	-38.9%
Program Costs:					
Personnel		\$ 600,350	\$ 770,900	\$ 732,100	
Indirect		273,820	391,900	390,800	
Project		19,228,588	28,689,217	17,121,412	
Total Transit and Transportation Budget		\$20,102,758	\$29,852,017	\$18,244,312	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (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 countywide call box system and the SpeedInfo Speed Sensors. The Highway Program, at \$2,267,100 is 3% of the budget and includes three project tasks.

The Call Box System budget increased due to the need to upgrade the system to the 3G network. The Congestion Management Program budget has been combined with the Regional Transportation Planning budget found within the Planning and Programming Program. The Highway Project Management is a new budget task that was presented in the Draft Budget previously combined with the Transportation Programming budget task. This budget includes the initiation of delivery of the freeway improvement projects on Route 101 and Route 118, and administer the Santa Clara River Wetlands Mitigation. 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, *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 10 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	% of Change
Call Box System	76	\$312,796	\$451,100	\$1,011,000	124.1%
Congestion Management Program*	--	0	0	0	--
Highway Project Management	78	0	0	1,108,600	new
SpeedInfo Highway Speed Sensors	80	145,906	146,000	147,500	1.0%
Total Highway Budget		\$458,702	\$597,100	\$2,267,100	279.7%
Program Costs:					
Personnel		\$ 9,906	\$ 8,300	\$ 181,100	
Indirect		4,518	4,300	96,700	
Project		444,278	584,500	1,989,300	
Total Highway Budget		\$458,702	\$597,100	\$2,267,100	

* The Regional Transportation Planning and Congestion Management Program budgets have been combined and restated as one under Regional Transportation Planning in Fiscal Year 2013/2014.



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 \$6,197,152, is 10% of the budget and includes three project tasks.

The LOSSAN budget task decreased as membership dues/temporary administration fees are no longer needed with the transition completed and operating costs now being covered with the State's intercity rail budget. The Metrolink Commuter Rail budget increased for additional Proposition 1B pass-through projects and a reduction in revenues due to the reconciliation of prior years' forecasts. The Santa Paula Branch Line budget increased for additional consultant services associated with the required bridge inspections and load capacity calculations. 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, *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 11 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
LOSSAN & Coast Rail Coordinating Council	84	\$ 46,487	\$ 70,200	\$ 41,500	-40.9%
Metrolink Commuter Rail	86	2,555,809	3,616,522	4,980,452	37.7%
Santa Paula Branch Line	88	1,175,186	1,039,256	1,175,200	13.1%
Total Rail Budget		\$3,777,482	\$4,725,978	\$6,197,152	31.1%
Program Costs:					
Personnel		\$ 159,315	\$ 254,100	\$ 214,000	
Indirect		72,663	129,300	114,300	
Project		3,545,504	4,342,578	5,868,852	
Total Rail Budget		\$3,777,482	\$4,725,978	\$6,197,152	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (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 \$468,700, is 1% of the budget and includes two project tasks.

The Rideshare Programs budget went down due to lower database costs. The Transit Information Center budget increased as staffing resources were reallocated back from the Fare Collection and APC Systems budget as implementation is completed. 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, *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 12 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	% of Change
Rideshare Programs	92	\$241,377	\$296,500	\$272,400	-8.1%
Transit Information Center	94	256,372	180,600	196,300	8.7%
Total Commuter Assistance Budget		\$497,749	\$477,100	\$468,700	-1.8%
Program Costs:					
Personnel		\$297,050	\$239,500	\$249,600	
Indirect		135,484	121,700	133,300	
Project		65,215	115,900	85,800	
Total Commuter Assistance Budget		\$497,749	\$477,100	\$468,700	



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 \$32,897,934, or 51% of the budget and includes six project tasks.

The Airport Land Use Commission budget was reduced as the JLUS study is near completion. The Regional Transit Planning budget increased for additional staffing needs in the upcoming year. The Regional Transportation Planning budget increased largely due to the updates of the comprehensive management program (CMP) and the traffic model. Also, this budget was combined with the Congestion Management Program budget that was previously shown within the Highways Program. The Transportation Development Act budget has decreased as pass-through funding is lower than the previous year because of an one-time increases in the previous two years. The Transportation Programming budget decreased as the hot lanes study was completed. 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, *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 13 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Airport Land Use Commission	98	\$ 131,033	\$ 160,867	\$ 70,700	-56.1%
Freight Movement	100	13,662	25,800	26,600	3.1%
Regional Transit Planning	102	343,660	559,148	640,900	14.6%
Regional Transportation Planning**	104	241,701	721,000	1,041,900	44.5%
Transportation Development Act	106	34,491,327	32,950,517	30,747,334	-6.7%
Transportation Programming	108	643,633	553,320	370,500	-33.0%
Total Planning & Programming Budget		\$35,865,016	\$34,970,652	\$32,897,934	-5.9%
Program Costs:					
Personnel		\$ 521,520	\$ 664,200	\$ 842,000	
Indirect		410,328	337,700	449,300	
Project		34,933,168	33,968,752	31,606,634	
Total Planning & Programming Budget		\$35,865,016	\$34,970,652	\$32,897,934	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (see budget task section for details).

** The Regional Transportation Planning and Congestion Management Program budgets have been combined and restated as one under Regional Transportation Planning in Fiscal Year 2013/2014.



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 \$4,615,600, is 7% of the budget and includes four project tasks.

The Community Outreach and Marketing budget decreased as the branding and launch of the two new fleets were completed. The VCTC Office Building budget was added mid-year in Fiscal Year 2014/215 and the reconstruction is expected to begin in Fiscal Year 2015/2016. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 14 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Community Outreach and Marketing	112	\$ 569,354	\$1,029,800	\$ 727,600	-29.3%
Management and Administration	114	333,203	255,200	269,700	5.7%
State and Federal Governmental Relations	116	126,316	180,300	184,800	2.5%
VCTC Office Building	118	0	728,801	3,433,500	371.1%
Total General Government Budget		\$1,028,873	\$2,194,101	\$4,615,600	110.4%
Program Costs:					
Personnel		\$ 250,077	\$ 271,800	\$ 282,100	
Indirect		114,060	138,100	150,600	
Project		664,736	1,784,201	4,182,900	
Total General Government Budget		\$1,028,873	\$2,194,101	\$4,615,600	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (see budget task section for details).



This page is intentionally left blank.



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	12,977,786	-	-	-	12,977,786
State Grants	2,614,424	-	-	-	2,614,424
Local Transportation Fund	-	34,400,000	-	-	34,400,000
State Transit Assistance	-	-	4,761,919	-	4,761,919
Vehicle Registration Fees	-	-	-	735,000	735,000
Local, Investment, and Other Revenues	4,472,099	38,000	35,000	9,000	4,554,099
Total Revenues	20,064,309	34,438,000	4,796,919	744,000	60,043,228
EXPENDITURES					
Transit and Transportation					
Fare Collection and APC Systems	710,200	-	-	-	710,200
Nextbus	309,600	-	-	-	309,600
Senior and Disabled Transportation Services	250,000	-	-	-	250,000
Transit Grant Administration	6,428,900	-	-	-	6,428,900
Valley Express	2,392,740	-	-	-	2,392,740
VCTC Intercity Services	8,152,872	-	-	-	8,152,872
Total Transit and Transportation Budget	18,244,312	-	-	-	18,244,312
Highway					
Call Box System	18,000	-	-	993,000	1,011,000
Highway Project Management	1,108,600	-	-	-	1,108,600
SpeedInfo Highway Speed Sensors	3,500	-	-	144,000	147,500
Total Highway Budget	1,130,100	-	-	1,137,000	2,267,100



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
LOSSAN and Coast Rail Coordinating Council	41,500	-	-	-	41,500
Metrolink Commuter Rail	4,980,452	-	-	-	4,980,452
Santa Paula Branch Line	1,175,200	-	-	-	1,175,200
Total Rail Budget	6,197,152	-	-	-	6,197,152
Commuter Assistance					
Rideshare Programs	272,400	-	-	-	272,400
Transit Information Center	196,300	-	-	-	196,300
Total Commuter Assistance Budget	468,700	-	-	-	468,700
Planning and Programming					
Airport Land Use Commission	70,700	-	-	-	70,700
Freight Movement	26,600	-	-	-	26,600
Regional Transit Planning	640,900	-	-	-	640,900
Regional Transportation Planning	1,041,900	-	-	-	1,041,900
Transportation Development Act	303,994	30,443,340	-	-	30,747,334
Transportation Programming	370,500	-	-	-	370,500
Total Planning and Programming Budget	2,454,594	30,443,340	-	-	32,897,934
General Government					
Community Outreach and Marketing	727,600	-	-	-	727,600
Management and Administration	269,700	-	-	-	269,700
State and Federal Relations	184,800	-	-	-	184,800
VCTC Office Building	3,433,500	-	-	-	3,433,500
Total General Government Budget	4,615,600	-	-	-	4,615,600



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	33,110,458	30,443,340	-	1,137,000	64,690,798
Revenues over (under) Expenditures	(13,046,149)	3,994,660	4,796,919	(393,000)	(4,647,570)
Other Financing Sources					
Transfers In (Out)	11,151,449	(4,328,180)	(6,801,769)	(21,500)	-
Contingency/Reserve	(50,000)	(3,000,000)	-	(1,515,000)	(4,565,000)
Fund Balance Beginning of Year	2,398,400	3,371,520	9,600,000	3,900,000	19,269,920
Fund Balance End of Year	453,700	38,000	7,595,150	1,970,500	10,057,350

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



This page is intentionally left blank.



VENTURA COUNTY TRANSPORTATION COMMISSION

PROGRAM TASK BUDGETS Fiscal Year 2015/2016 Budget



INDEX OF TASK BUDGETS BY PROGRAM

Transit and Transportation Program

Fare Collection and APC Systems	62-63
Nextbus	64-65
Senior and Disabled Transportation Services	66-67
Transit Grant Administration	68-69
Valley Express	70-71
VCTC Intercity Services	72-73

Highway Program

Call Box System	76-77
Highway Project Management	78-79
SpeedInfo Highway Speed Sensors	80-81

Rail Program

LOSSAN and Coast Rail Coordinating Council	84-85
Metrolink Commuter Rail	86-87
Santa Paula Branch Line	88-89

Commuter Assistance Program

Transit Information Center	92-93
Rideshare Programs	94-95

Planning and Programming Program

Airport Land Use Commission	98-99
Freight Movement	100-101
Regional Transit Planning	102-103
Regional Transportation Planning	104-105
Transportation Development Act	106-107
Transportation Programming	108-109

General Government Program

Community Outreach and Marketing	112-113
Management and Administration	114-115
State and Federal Governmental Relations	116-117
VCTC Office Building	118-119



INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER

Darren Kettle - Executive Director

Management and Administration	114-115
State and Federal Governmental Relations	116-117
VCTC Office Building	118-119

Donna Cole – Clerk of the Commission-Public Information Officer

Community Outreach and Marketing	112-113
----------------------------------	---------

Steve DeGeorge - Planning and Technology Director

Airport Land Use Commission	98-99
Call Box System	76-77
Regional Transportation Planning	104-105
Santa Paula Branch Line	88-89
SpeedInfo Highway Speed Sensors	80-81

Alan Holmes - Program Manager - TDM

Rideshare Programs	94-95
--------------------	-------

Sally DeGeorge – Finance Director

Transportation Development Act	106-107
--------------------------------	---------

Victor Kamhi - Bus Transit Director

Fare Collection and APC Systems	62-63
Nextbus	64-65
Regional Transit Planning	102-103
Transit Information Center	92-93

Aaron Bonfilio - Program Manager - Transit Contracts

Valley Express	70-71
VCTC Intercity Services	72-73

Peter De Haan - Programming Director

Freight Movement	100-101
Highway Project Management	78-79
LOSSAN and Coast Rail Coordinating Council	84-85
Metrolink Commuter Rail	86-87
Senior and Disabled Transportation Services	66-67
Transit Grant Administration	68-69
Transportation Programming	108-109



This page is intentionally left blank.



TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

OBJECTIVES: Continued oversight and management of VCTC fare revenues systems and implement Automatic Passenger Counter (APC's) system. Work cooperatively with VCTC regional transit planning program to examine and explore opportunities for institutional arrangement to facilitate regional fare media acceptance.

ACCOMPLISHMENTS: VCTC took delivery of new Farebox equipment for its Intercity fleet in Fiscal Year 2013/2014. During this fiscal year, Fiscal Year 2014/2015, VCTC implemented the new fare collection system which included installation of new electronic validating fareboxes on the entire VCTC Intercity fleet. In addition facility improvements were made to the Intercity contractor operator's base of operations. VCTC instituted a magnetic-stripe fare media for passenger use, to accommodate passengers following the termination of the legacy GoVentura Smartcard system. In conjunction with the planning efforts of VCTC Regional Transit planners, VCTC revenues systems staff responsible for systems management, continue to participate in the working group of the countywide operators established to explore solutions for regionalized fare media.

DESCRIPTION: The budget includes continued funding for the first full year of operations for the new fare collections system, as well as funding for the purchase and implementation of updated APC systems, and implementation of online fare media sales. The Transit Information Center will continue to serve as the main ticket sales and support office. This program assists the public, transit riders, and private/public agencies in the provision of fare media and support and manages oversight of systems' data collection and inventory/revenue reconciliation.

WORK ELEMENTS:

1. Perform daily system health checks and oversee generation of statistical reporting on a regular, annual and ad-hoc basis for proper accounting of passenger revenues and transit ridership.
2. Provide passenger customer service duties at VCTC's central point-of-sale office for pass retail customers and facilitate bulk fare media purchase orders for social service agencies.
3. Implement online sales of VCTC fare media and upgrade point-of-sale equipment for regional sales outlet locations.
4. Control fare media inventory and oversee pass sales conducted by network of point-of-sales outlets throughout the region; liaison to fare media point-of-sale outlets.
5. Conduct reconciliation of monthly, quarterly and annual fare media sales revenue generated by point-of-sale locations.
6. Manage implementation of equipment upgrades and oversee warranty control process.
7. Administer procurement for Automatic Passenger Counter systems and implement system rollout.
8. Receive updates and facilitate system changes in databases related to fare, route and schedule information for VCTC Intercity operations.
9. Facilitate regional acceptance of CSU-Channel Islands fare media and oversee reconciliation and reporting process.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

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	\$508,800
LTF Fund Transfer	201,400
Total Funding	\$710,200

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$0	\$110,000	\$152,500
Fringe and Tax	0	57,300	84,700
Indirect Cost Allocation	0	85,000	126,600
Communications	0	2,000	4,000
Mileage	0	1,800	2,000
Postage	0	1,200	1,200
Printing	0	34,000	40,000
Supplies	0	3,000	3,000
Training	0	2,000	1,000
Travel and Conference	0	2,000	1,500
Bank Credit Card Processing Fees	0	4,000	25,000
Legal Services	0	1,000	5,000
Professional Services	0	161,900	68,700
Equipment Maintenance	0	82,300	0
Equipment	0	276,553	195,000
Total Expenditures	\$0	\$824,053	\$710,200

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: NEXTBUS

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

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, Heritage Valley "Valley Express", 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 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 countywide fleet and, specifically, the



BUDGET TASK: NEXTBUS (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

DESCRIPTION (continued)

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 Carry-over	\$247,680
LTF Fund Transfer	16,420
LTF Fund Transfer Carry-over	45,500
Total Funding	\$309,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 1,688	\$ 1,900	\$ 1,800
Fringe and Tax	703	700	900
Indirect Cost Allocation	1,091	1,300	1,500
Consultant Services	139,196	520,406	304,900
Legal Services	0	500	500
Professional Services	152,385	0	0
Total Expenditures	\$295,063	\$524,806	\$309,600



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 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
ADA Information/Application Requests	4,295	12,631	7,033
ADA Applications Received	1,114	1,254	738
Personal Interviews Conducted	645	661	366
ADA Determinations Issued	803	794	505

Processed ADA documentation for visitors to Ventura County and those certified by VCTC going elsewhere.

DESCRIPTION: Since November, 2010, ADA certification services have been provided through a private firm under contract with VCTC. The final optional extension of that contract expires June 30, 2015, and the procurement is underway for a new contract to start at the beginning of Fiscal Year 2014/2015. It is anticipated that over the first few months of the Fiscal Year there will be a significant work effort on the part of VCTC and the selected contractor to address any remaining transitional issues.

Over the past year the number of applications has increased significantly, with the work load increasing from slightly over 800 determinations per year to a forecast of over 1,000 for Fiscal Year 2014/2015. Based on an analysis of the program application data, it appears that this surge in application volume is not a one-time anomaly, but is primarily due to the aging of the county's population. The Consultant line item has therefore been increased to account for the increased volume in applications as well as the possible increased contract cost for the new certification consultant.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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.

PRODUCT: Processing of over 1,000 ADA certification requests per year; provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$200,000
LTF Fund Transfer	50,000
Total Funding	\$250,000

EXPENDITURE COMPARISONS:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 6,229	\$ 15,800	\$ 13,900
Fringe and Tax	3,210	7,100	6,300
Indirect Cost Allocation	4,305	11,700	10,800
Business Meals	0	83	0
Mileage	218	300	300
Printing	0	1,600	1,600
Travel and Conferences	489	1,467	1,600
Consultant Services	127,710	137,000	215,000
Legal Services	0	1,775	500
East County ADA Pass-Through	208,472	0	0
Total Expenditure	\$350,633	\$176,825	\$250,000



BUDGET TASK: TRANSIT GRANT ADMINISTRATION

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Provide funds made available by the Federal Transit Administration (FTA) and the State to 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 applications; approve an annual Program of Projects (POP); monitor project status and submit quarterly reports to FTA; review and approve payment of invoices and obtain FTA reimbursement; and ensure compliance with all FTA requirements. VCTC subrecipients currently include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Ojai Trolley, Area Agency on Aging, County Human Services Agency, City of Ventura, City of Oxnard, Arc of Ventura County, HELP of Ojai, Ventura Transit System, Inc., and Mobility Management Partners. It is also anticipated that VCTC will begin administering cap-and-trade funds from the State.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. In recent years the amount of grant money administered by VCTC has been reduced due to the winding-down of Proposition 1B, the statewide transportation bond measure approved by the voters in 2006. The final budget adds \$2,141,000 in FTA funds included in the Fiscal Year 2015/2016 Program of Projects that are anticipated to pass through VCTC-administered grants during the year.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including the Ventura Transit Center passenger shelter, a new Moorpark station entrance, Oxnard bus stop improvements, the Camarillo station pedestrian improvements, and vehicle purchases for various subrecipients.

VCTC staff expenses for this work are largely FTA-funded, matched with Local Transportation Funds (LTF). The budget carries over from the prior year the \$85,000 for consultant costs due to the need to address new MAP-21 requirements to develop asset management and safety plans, as the issuance of federal guidance is now anticipated in summer, 2015. However, for ease of project administration it is recommended these funds come from LTF rather than use federal funds as previously budgeted. The Federal Transit Administration Triennial Review is scheduled for Fiscal Year 2015/2016 so there is a slight increase in staff and administrative costs to provide for this effort. The final budget adds \$20,000 in FTA funds and \$5,000 in LTF for the federally-required Public Transit-Human Services Coordinated Transportation Plan update which is due to be done but had been omitted from the draft budget.



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 are met 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 issued by FTA.
5. Participate in the Triennial Review as required by FTA.
6. Update the Public Transit-Human Services Coordinated Transportation Plan.

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310, 5316, 5317 Transfer	\$2,342,800
FTA 5307, 5310, 5316, 5317, CMAQ Transfer Carry-over	3,935,500
LTF Fund Transfer	150,600
Total Funding	\$6,428,900

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 71,212	\$ 98,200	\$ 104,900
Fringe and Tax	35,640	43,800	49,400
Indirect Cost Allocation	48,735	72,200	82,300
Business Meals	47	100	100
Mileage	582	950	1,000
Notices	108	150	200
Travel and Conferences	735	3,100	4,000
Consultant Services	0	83,700	110,000
Legal Services	325	750	600
Pass-Through Grants	9,679,396	6,067,681	6,076,400
Total Expenditures	\$9,836,780	\$6,370,631	\$6,428,900

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: VALLEY EXPRESS

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 County areas through the Valley Express transit service, operated by VCTC through a cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: During Fiscal Year 2014/2015, VCTC oversaw the planning and implementation of a new transit service, Valley Express, for the Cities of Fillmore, Santa Paula and the County of Ventura. This entailed regular committee meetings, public outreach, procurement of a contract operator through competitive solicitation, and service planning, including development of service levels, routes, fares and marketing collateral. Additionally VCTC procured a fleet of vehicles for the Valley Express using Proposition 1B funds. VCTC continued to work with the incumbent contractor to ensure courteous, on-time service and improved service efficiency, for the pre-existing Dial-a-ride service. A new contractor was selected and VCTC oversaw the implementation of their startup and rollout of the new service model. The table below shows the current ridership of the Dial-a-ride service from the last six months compared to the previous two years.

	Fiscal Year 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
Valley Express	Ridership	Ridership	Ridership
Fillmore/Piru DAR	108,236	100,212	45,186
Santa Paula DAR	101,063	89,433	38,430

DESCRIPTION: The Valley Express service provides Fixed Route, ADA Paratransit and Dial-a-ride services. The scale of services grew dramatically before the close of Fiscal Year 2014/2015. The cost of the service includes two one-time capital expenditures that are funded through Proposition 1B grant sources. The cost of the transit service under the new contract model will remain relative steady, and fluctuate as service planning changes take effect. Recurring costs include administrative staffing, contractor operator expense, and professional services associated with dispatch and reservations software, and vehicle inspection services.

WORK ELEMENTS:

1. Provide the Valley Express service through a contract operator and oversee the planning and development of schedule adjustments of the service. Implement support activities such as marketing the service, passenger relations, pass printing and distribution, amendments to contractor contracts, and direct service modifications.
2. Oversight of the procurement and implementation of on-board video surveillance system for fleet vehicles.
3. Oversight of the procurement and implementation of fare collection system, including pass readers for fleet vehicles.
4. Prepare and release request for proposals for scheduling and dispatching software to succeed current software platform.
5. Organize and administer regular committee meetings with representatives from the Cities and County to review system performance, service needs, planning efforts and budget preparation.



BUDGET TASK: VALLEY EXPRESS (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio

6. Prepare service statistics and provide the information to Cities and County, and Federal Transit Administration's National Transit Database.
7. Organize and staff committee meetings with representatives from the Cities and County to review system performance, service needs, planning efforts and budget.
8. Provide oversight of fleet maintenance and performance by contract operator pursuant to transit asset management best practices.

PRODUCT: The implementation of the VCTC Heritage Valley Transit Plan and provision of Valley Express 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 Valley Express 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	\$ 502,541
Prop 1B PTMISEA Carry-over	220,000
Prop 1B Security	185,000
Local Contribution*	1,355,199
Local Fee – Farebox	130,000
Total Funding	\$2,392,740

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

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 31,048	\$ 43,600	\$ 42,600
Fringe and Tax	16,042	22,900	22,500
Indirect Cost Allocation	21,478	33,800	34,800
Communications	0	3,500	3,500
Mileage	188	2,300	2,500
Postage	0	300	200
Printing	0	200	15,100
Supplies	0	0	200
Bank Fees	1,126	1,300	1,300
Legal Services	1,180	13,000	18,000
Consultant Services	63,454	0	0
Professional Services	0	0	90,000
Marketing	0	17,000	51,000
On-board Video System	0	0	185,000
Bus Purchase/ Farebox Capital Equipment	0	1,855,000	220,000
Contract Services	2,525,208	2,291,730	1,706,040
Total Expenditures	\$2,659,724	\$4,284,630	\$2,392,740

* This budget task was amended after the Commission approved the budget in June 2014.



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: VCTC selected of a long-term transit operations contract operator as well as negotiated bridge contracts for vehicle and operations. VCTC also procured 14 over-the-road commuter coaches, to be used in addition to the operator provided vehicles and facility. During Fiscal Year 203/2014 VCTC provided approximately 843,806 fixed-route Passenger trips throughout Ventura County and surrounding area. VCTC made adjustments to several routes, including modifications to improve on-time performance, address service demand, initiated the HWY 126 service extension demonstration for the community of Piru, and added a new commuter park and ride location in the City of Oxnard.

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 2012/2013 Ridership	Fiscal Year 2013/2014 Ridership	Jul-Dec 2014 Ridership
HWY 101	120,739	118,630	59,850
HWY 126	228,803	220,011	111,260
East County	84,216	76,015	36,776
Conejo Connection	41,269	33,059	15,116
Coastal Express	272,913	266,507	131,574
CSUCI	95,866	108,779	50,603
Service Hours	58,366	56,771	28,716

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 “choice-riders,” 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 contract compliance and performance; including assessment of service standards, and regulatory compliance.
2. Oversee contract operator capital maintenance performance including the maintenance of VCTC-owned rolling-stock and fleet hardware and implement Transit Asset Management best practices.
3. Oversee service changes and schedule refinements of unproductive routes and implement recommendations of Short-range Transit Plan service plan recommendations to reduce on-going contract operator expense.
4. Updates to NEXTBUS and ITS databases, such as Google Transit.
5. Provide service statistics to TRANSCOM, the American Public Transit Association (APTA), and Federal Transit Administration’s National Transit Database.
6. Prepare budgets for each route and propose local match distributions.
7. Analyze fare policies and explore alternative revenue sources such as advertising.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

- 8. Seek out funding for purchase of an additional two fleet vehicles to replace contractor provided vehicles, and/or improve service spare ratio.
- 9. Provide outreach and seek community input and passenger comments to guide service changes and oversee service quality.

PRODUCT: Oversee current fixed route operator contract performance and implement stated work tasks for the VCTC Intercity bus service.

FUNDING:

Funding Source	Funding Dollars
FTA 5307 and 5339	\$2,680,525
STA Fund Transfer	2,372,375
Prop 1B Carry-over	469,972
Local Contribution*	1,285,000
Local Fee - CSUCI	35,000
Local Fee – Farebox	1,310,000
Total Funding	\$8,152,872

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

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 160,737	\$ 168,500	\$ 164,000
Fringe and Tax	83,502	87,100	88,600
Indirect Cost Allocation	111,397	129,900	134,800
Business Meals	0	0	300
Communications Wi-Fi	11,589	12,000	20,000
Mileage	712	2,500	2,500
Postage	139	500	200
Printing	11	300	800
Supplies	0	0	350
Training	0	2,400	1,750
Travel and Conferences	112	5,400	5,600
Bank Fees	3,513	3,000	4,000
Consultant Services	18,580	10,000	20,000
Legal Services	9231	10,000	10,000
Bus Purchase	0	8,806,000	0
Equipment – WiFi	1,840	113,000	0
On-board Monitoring Video System	0	469,972	469,972
RFP Support	1,286	0	0
Contract Services	6,055,546	7,430,000	7,230,000
Total Expenditures	\$6,458,195	\$17,250,572	\$8,152,872

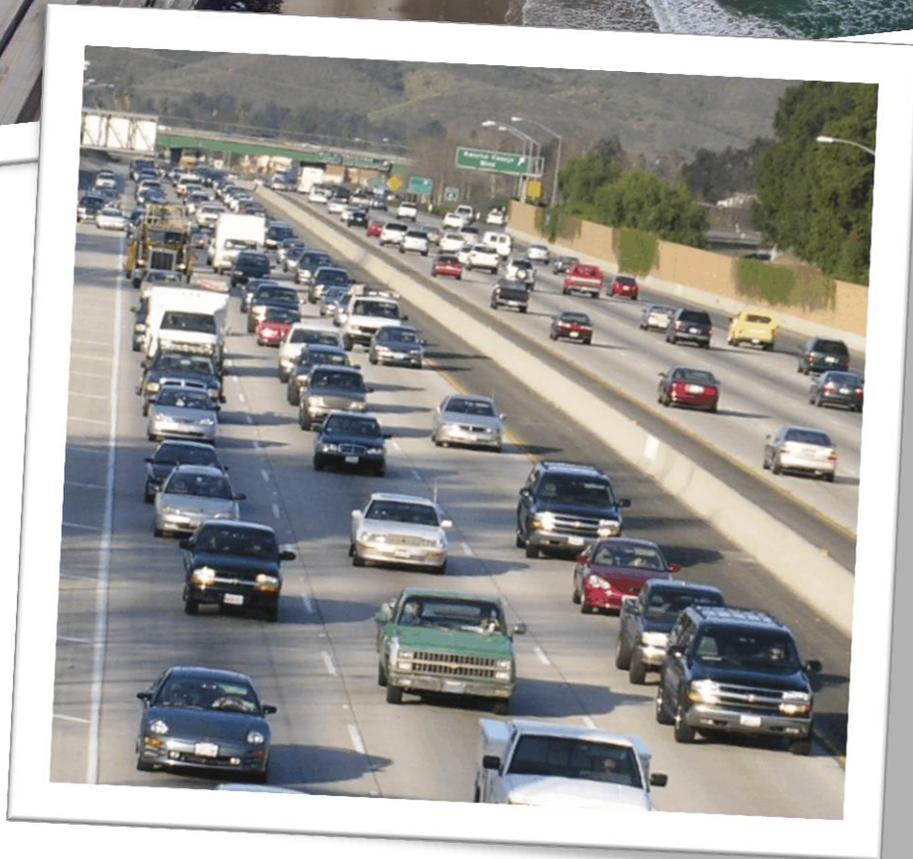
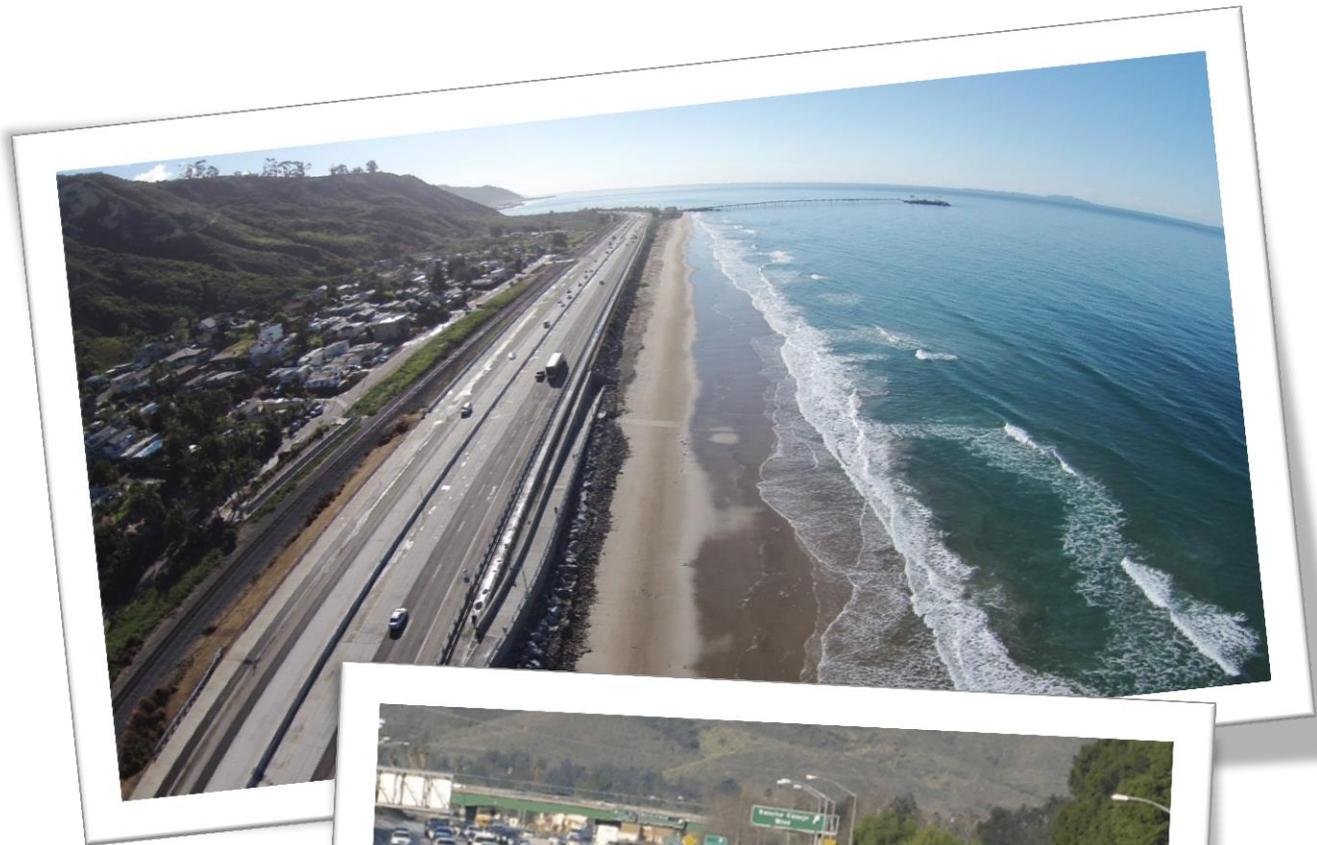
* This budget task was amended after the Commission approved the budget in June 2014.



This page is intentionally left blank.



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, Service Authority for Freeway Emergencies (SAFE). 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 has handled an average of 3,000 calls annually since 2010, with a high month this year of 449 calls in August. In recognition of the reduced call volume, staff had the callbox consultant conduct a review of all callboxes for usage and make recommendations for potential removals and long term cost savings.

Additionally the all contracts associated with the callbox system concluded on June 30th 2015 and staff has conducted a Request for Proposal (RFP)/Consultant Selection process and issued new contracts for service beginning July 1, 2015.

DESCRIPTION: Maintain the callbox network 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.

There are two major efforts for the SAFE in Fiscal Year 2015/2016, the first is to formalize and adopt a site reduction plan. Based on the work completed in the previous fiscal year, staff will bring to the Commission a siting plan which identifies callboxes for potential removal and the cost savings associated with that reduction. Should the Commission adopt the plan, those callboxes would then be removed from the system

The second effort for SAFE is in response to AT&T's announcement that it will end 2G cellular service as of December 2016. This will require that all remaining callboxes be upgraded to 3G service by December of 2016. Given that this is the case for all callboxes throughout the State, the upgrade needs to begin at the earliest possible time and will likely carry-over into next fiscal year.

The Fiscal Year 2015/2016 Callbox task budget is \$560,000 higher than the previous fiscal year largely to accommodate the upgrade each to callbox to 3G service. This is a worst case scenario approach and assumes no callboxes will be removed from the system for budgeting purposes. Any savings realized by callbox removals will remain in the SAFE budget for future year's use.



BUDGET TASK: CALL BOX SYSTEM (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

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.
8. Temporarily remove and/or install new call boxes in response to construction on state highways in Ventura County.
9. Develop and adopt a site reduction plan.
10. Begin callbox upgrade to 3G service.

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	\$1,011,000
Total Funding	\$1,011,000

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 5,789	\$ 5,300	\$ 8,600
Fringe and Tax	2,877	1,700	3,100
Indirect Cost Allocation	3,952	3,600	6,300
Training	0	2,000	1,500
Consultant Services	245,506	307,000	860,000
Legal Services	0	1,500	1,500
CHP	10,796	80,000	80,000
Communications	43,876	50,000	50,000
Total Expenditures	\$312,796	\$451,100	\$1,011,000



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

OBJECTIVES: Initiate delivery of the freeway improvement projects on Route 101 and Route 118, and administer the Santa Clara River Wetlands Mitigation.

ACCOMPLISHMENTS: During the past two years VCTC staff has completed the Project Study Reports to provide background planning information, laying the ground work for moving forward with the Route 101 and Route 118 freeway improvements. VCTC has also recently received final approval for a grant application authorized by the Commission to provide wetlands mitigation on the Santa Clara River. During the past year VCTC's consultant completed the first phase of the economic feasibility evaluation of Route 101 High-Occupancy Toll (HOT) lanes, leading to the conclusion that additional study was not warranted at this time.

DESCRIPTION: For several years the Transportation Programming budget has been combined with the Project Monitoring function, as was done in this year's draft budget. However, due to the expanded function for VCTC management of highway projects, the final budget removes the Project Monitoring activity from Programming and creates a new Highway Project Management budget item.

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.

In recent years VCTC utilized state Planning, Programming & Monitoring funds for various highway project studies included the Route 101 Project Study Report, Route 118 Project Study Report, and Route 101 HOT Lanes Economic Feasibility Study. The Route 101 and 118 environmental documents are programmed in the STIP for Fiscal Year 2017/2018, but there is an option to expedite the highway project environmental document using STP funds. The budget provides for adding a Project Manager and for initiating consultant studies, including VCTC-funded Caltrans staff work, to advance both the Route 101 and Route 118 freeway improvement projects. At the May meeting the Commission authorized staff to move forward with the hiring of the Project Manager and the initiation of this project development work. The Commission directed that Caltrans manage the Route 118 project and VCTC manage the Route 101 project.

VCTC recently received final state approval of a grant application which the Commission approved at its January, 2013 meeting, for \$350,000 in Environmental Enhancement and Mitigation funds to restore a wetland adjacent to the Santa Clara River near Santa Paula, on land recently purchased by The Nature Conservancy. VCTC will administer the funds and oversee the work of Caltrans who will be managing the project. This project was not in the draft budget but due to the recent grant approval the project expenditures and grant revenues have been added to the final budget.



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

1. Initiate Project Analysis/Environmental Documents for Route 118 and 101 projects.
2. Oversee Caltrans delivery of wetlands mitigation.
3. Track state highway project status to assure no funds are lost due to “use-it-or-lose-it” requirements.

PRODUCT: Initiation of Route 101 and Route 118 environmental document preparation; implementation of the Santa Clara River Wetlands Mitigation; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
Surface Transportation Program (STP)	\$ 562,200
PPM	196,400
Environmental Enhancement & Mitigation (EEM)	350,000
Total Funding	\$1,108,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$0	\$0	\$ 110,400
Fringe and Tax	0	0	56,700
Indirect Cost Allocation	0	0	89,200
Mileage	0	0	1,000
Travel and Conferences	0	0	300
Consultant Services	0	0	500,000
Legal Services	0	0	1,000
Lewis Road Widening	0	0	0
Wetlands Mitigation	0	0	350,000
Total Expenditures	\$0	\$0	\$1,108,600



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 captures both the SpeedInfo data and graphical representations to use in highway performance analysis and as a basis for grant applications where there is no other infrastructure available for data generation.

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	\$147,500
Total Funding	\$147,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 876	\$ 1,000	\$ 1,700
Fringe and Tax	364	300	600
Indirect Cost Allocation	566	700	1,200
Consultant Services	144,100	144,000	144,000
Total Expenditures	\$145,906	\$146,000	\$147,500



This page is intentionally left blank.



RAIL PROGRAM TASK BUDGETS



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 Coast Rail Coordinating Council (CRCC) to support long distance Coast Starlight train service and to add additional long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2013/2014, each month an average of 4,510 intercity rail passengers boarded or disembarked at Ventura County train stations. Since 2013, the Orange County Transportation Authority has acted as the managing agency for the JPA. The managing agency's efforts in Fiscal Year 2014/2015 include development of the Business Plan which is anticipated to be completed by the end of calendar year 2015. Member agencies continue to provide support for LOSSAN staff as they coordinate with the State and Amtrak to begin implementation of the Interagency Transfer Agreement (ITA) which will formalize rail service delivery by LOSSAN instead of Caltrans.

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 cost of the transition, including the managing agency staff cost, has been paid by member agency dues, with operational costs funded through the state's intercity rail budget. Starting in July, 2015, LOSSAN will assume operational responsibility and management costs will then be funded from the state budget, thus eliminating the need for LOSSAN member dues, which are therefore not included in the Fiscal Year 2015/2016 budget.

VCTC has been an active member of the CRCC, which aims to deliver coastal daytime Amtrak service between Los Angeles and San Francisco. The commission-appointed LOSSAN representative also serves as a volunteer Board Member of the CRCC. There are no membership dues associated with CRCC participation.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, CRCC and at other rail meetings as needed.
2. Continue participation in LOSSAN and work with Caltrans Division of Rail and Mass Transportation to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.
3. Work with the LOSSAN partners to address any remaining transitional issues after LOSSAN assumes direct management of the corridor on July 1, 2015.



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

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.
5. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.
6. Represent Ventura County rail interests at the local, regional, State and Federal levels.

PRODUCT: Monthly updates on rail operations and issues.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$41,500
Total Funding	\$41,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$11,712	\$17,000	\$17,800
Fringe and Tax	5,903	6,500	7,100
Indirect Cost Allocation	8,034	12,000	13,300
Business Meals	20	100	100
Membership and Dues	20,045	31,500	0
Mileage	267	900	1,500
Travel and Conferences	506	1,200	1,200
Legal Services	0	1,000	500
Total Expenditures	\$46,487	\$70,200	\$41,500

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: METROLINK COMMUTER RAIL

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 2013/2014, each weekday there were about 1,800 passengers boarding Metrolink commuter trains at Ventura County stations. SCRRA made significant progress towards positive train control implementation in 2015, updating its 10-year strategic plan, and developing a capital investment plan which will help the member agencies prioritize resources for local and systemwide investments. VCTC worked with SCRRA and contractors to continue maintaining the line segment for which VCTC is responsible. The Ventura County Line performance is as follows:

Service	Fiscal Year 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
Revenue Return	40.3%	38.5%	35.4%
Farebox Return	29.1%	28.8%	25.4%
Average Daily Boardings (Vta Line)	3,672	3,570	3,652
Average Daily Boardings (Vta Cnty Portion)	1,879	1,849	1,916

DESCRIPTION: The proposed SCRRA budget represents a 10.5% increase, or \$858,000, in VCTC’s member agency contribution, \$129,000 more than assumed in VCTC’s draft budget. The primary reason for the increase cited in the draft budget was a reduction in the Metrolink revenue forecast to account for the prior forecast proving overly optimistic. The additional \$129,000 is required primarily due to increased self-insurance costs in the wake of the Oxnard crash, and this increase is covered by a carry-over balance in FTA apportionment funds that were generated from Metrolink operations. The final budget also revises the funding for Ticket Vending Machine (TVMs) to reflect VCTC’s programming of \$900,300 in CMAQ funds, thus reducing the local funds included in the budget for Equipment.

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. Thus, VCTC will program a total of \$10,552,800 in federal funds to Metrolink, including \$2,616,000 in Section 5307 for the operating swap, \$3,186,500 in Section 5337 funds for the operating swap, \$3,500,000 in Section 5337 for rehabilitation, \$900,300 in CMAQ fund for Ticket Vending Machine replacement, and \$350,000 in Section 5337 funds as the second of three installment payments due for rehabilitation in Orange County as a payment towards the new “Guardian” 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.



BUDGET TASK: METROLINK COMMUTER RAIL (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

Based the VCTC policy that one-third of the countywide annual LTF increase goes to Metrolink, the budget includes \$2,685,900 in Fiscal Year 2015/2016 LTF as well as \$1,598,400 Fiscal Year 2014/15 carry-over, eliminating the need to draw on State Transit Assistance for this year.

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. No major improvements within Ventura County are anticipated during the year other than completion of the three crossing improvements begun previously under the Sealed Corridor program.
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; and, continued maintenance of the VCTC portion of the Coast Main Line.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer and Fund Balance	\$4,284,300
Proposition 1B Carry-over	689,352
Local Fee – Leases	6,800
Total Funding	\$4,980,452

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 31,851	\$ 36,800	\$ 40,500
Fringe and Tax	15,700	14,900	16,600
Indirect Cost Allocation	21,688	26,300	30,500
Business Meals	8	100	100
Membership and Dues	0	755	800
Mileage	941	2,120	2,000
Travel and Conferences	132	1,000	800
Consultant Services	2,600	0	0
Legal Services	5,932	6,000	6,000
Equipment/Sealed Corridor/Crossings	542,733	817,081	1,589,652
Operations/Maintenance-of-Way	1,933,445	2,686,466	3,268,500
Unanticipated Capital	779	25,000	25,000
Total Expenditures	\$2,555,809	\$3,616,522	\$4,980,452
Total including funds paid directly to SCRRA	\$11,771,877	\$12,956,309	\$15,533,252

* This budget task was amended after the Commission approved the budget in June 2014.



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.

In 2012 VCTC began in-depth examinations of the Branch Line's operational costs and revenues and 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 2014/2015 staff continued to manage the day-to-day business of owning the SPBL, issuing rights-of-entry, license agreements, weed abatement, trash removal and interfacing with other jurisdictions on property management issues. In addition, staff met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan.

DESCRIPTION: The uncertainty brought about by the ongoing litigation makes it difficult to assess the budgetary needs of the Branch Line and consequently the budget presented is in many ways a placeholder budget. The Fiscal Year 2015/2016 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.

In addition to maintenance of the rail line and right-of-way, the Fiscal Year 2015/2016 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and starting this fiscal year, the VCTC is required to begin bridge load capacity calculations to determine if the bridges along the SPBL can safely carry the loads placed upon them by the trains operating on the line. The Budget contains \$200,000 for the load calculation effort.

Overall, there is an increase of approximately \$150,000 in the Fiscal Year 2015/2016 SPBL Task Budget including a \$200,000 increase in the Consultant Services line item for the above mentioned bridge load calculations, that increase was offset slightly by a decrease in staff costs associated with personnel changes.

WORK ELEMENTS:

1. Issue Request for Proposal for maintenance of the SPBL.
2. Investigate revenue opportunities for the SPBL.



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS (continued):

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 and administer leases for use of SPBL corridor property.
5. 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.
6. Complete annual FRA required rail bridge inspections and load calculations 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	\$ 202,500
STA Fund Transfer	329,800
STA Carry-over	330,000
Signal Revenue	17,800
Local Fee – Leases	293,100
Local Fee – Permits	2,000
Total Funding	\$1,175,200

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 64,053	\$ 120,800	\$ 91,300
Fringe and Tax	30,096	58,100	40,700
Indirect Cost Allocation	42,942	91,000	70,500
Business Meals	9	0	0
Mileage	227	500	500
Consultant Services	10,294	100,000	300,000
Legal Services	430,145	82,556	100,000
Capital Improvements	249,557	0	0
Non-Rail Maintenance	68,932	75,000	75,000
Track Maintenance	138,000	300,000	300,000
Signal Repair/Replacement	0	100,000	100,000
Asset Management	31,340	0	0
Union Pacific Lease Payments	109,591	111,300	97,200
Total Expenditures	\$1,175,186	\$1,039,256	\$1,175,200

* This budget task was amended after the Commission approved the budget in June 2014.



This page is intentionally left blank.



COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



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: A significant change in the administration of the regional ridematching database began with the start of Fiscal Year 2014/2015. The Riverside County Transportation Commission (RCTC) provided notice to the regional ridesharing partnership that it would no longer be providing database administrative services to the region, a role they have fulfilled for the last decade. This effectively split the five county database to match the deployment of 511 Traveler Information Systems in Southern California. VCTC established contractual agreements with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision and maintenance of a three county regional matching database utilizing the current software provider. With the assistance of VCTC’s 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 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
Surveys Processed	11,832	11,808	12,261
GRH Vouchers Processed	41	52	17
Site Service Presentations	34	44	25

DESCRIPTION: VCTC provides assistance to county employers and direct services to county commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. Funding for Rideshare and Employer Services is provided by Federal Congestion Mitigation and Air Quality (CMAQ) funds. VCTC has programmed \$500,000 in CMAQ for ridesharing and Guaranteed Ride Home (GRH) uses, which include staffing and marketing costs. Rideshare marketing in the amount of \$227,600 is included in the Marketing and Community Outreach budget item. A significant reduction in database administration costs is anticipated due to the continued use of the current ridematching software provider in lieu of developing a new customized software package and rebuilding the database of registered commuters.

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

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 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	\$272,400
Total Funding	\$272,400

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$104,787	\$108,200	\$108,400
Fringe and Tax	45,732	41,700	45,000
Indirect Cost Allocation	68,652	76,200	81,900
Membership and Dues	375	600	700
Mileage	1,143	1,000	1,200
Postage	266	400	600
Travel and Conferences	2,256	2,500	3,000
Database Administration	14,797	57,900	21,100
Legal Services	737	3,000	3,500
Guaranteed Rides (Taxi or Rental Car)	2,632	5,000	7,000
Total Expenditures	\$241,377	\$296,500	\$272,400



BUDGET TASK: TRANSIT INFORMATION CENTER

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Vacant

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 2012/2013	Fiscal Year 2013/2014	Jul–Sept 2014
On-line/phone	34,107	34,060	11,087
Counter (walk-in) Patrons	3,691	4,304	977
Total Customers Served	37,798	38,364	12,064

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 be the primary sales outlet for the new GFI based Fare Collection system being implemented in May 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 6 years. The TIC 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. The TIC staff will support three major programs; Regional Transit Information Center (TIC), provide transitional information and support for the termination of the Go Ventura Smartcard and dissemination of new Fare media and information to the public regarding the new media. It is noted in this budget that there is a substantial decrease in funding for salaries, fringe, and indirect cost of TIC personnel. Using first quarter data, customer activity has increased by a projected 25%, and the increase is expected to be greater as the inquires for the modified transit service in the Heritage Valley and the changes in VCTC Intercity fare media both occur.



BUDGET TASK: TRANSIT INFORMATION CENTER (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Vacant

WORK ELEMENTS:

1. Answer incoming calls on the 800 number to provide transit service assistance.
2. Provide itinerary and maps to callers and at the public counter.
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.
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. Receive and record complaints, complements, and assist in resolving bus rider issues, and work closely with the operators to facilitate responses as needed.
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	\$157,040
LTF Fund Transfer	39,260
Total Funding	\$196,300

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 85,733	\$ 54,100	\$ 55,800
Fringe and Tax	60,798	35,500	40,400
Indirect Cost Allocation	66,833	45,500	51,400
Communications	2,583	2,500	2,500
Mileage	0	500	1,000
Supplies	700	2,000	500
Training	0	1,500	1,500
Temporary/Extra Help	39,725	39,000	43,200
Total Expenditures	\$256,372	\$180,600	\$196,300



This page is intentionally left blank.



PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



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. During Fiscal year 2014/2015, staff working with the JLUS consultant has conducted a series of workshops and public meetings to identify compatibility issues and strategies to address those issues. All of the surrounding communities, special districts, the Navy and other interest groups with interest in Naval Base Ventura County have participated in this study that will help ensure the health and wellbeing of the surrounding communities as well as the operational viability of Naval Base Ventura County.

Presentation to each of the communities surrounding NBVC have been made and a draft JLUS has been published for public review. The final JLUS is anticipated across the summer of Fiscal Year 2015/2016 bringing this project to a close.

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 conduct final JLUS workshops and public review sessions to finalize the study and bring the project to a close.

The Airport Land Use Task budget has decreased by \$89,567 from Fiscal Year 2014/2015 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 committee and general public workshops with the JLUS consultant in support of the study.
6. Publish draft and final versions of the JLUS.

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 Carry-over	\$30,800
LTF Fund Transfer	39,900
Total Funding	\$70,700

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 20,761	\$ 23,600	\$16,800
Fringe and Tax	8,884	7,600	5,900
Indirect Cost Allocation	8,864	15,900	12,100
Mileage	112	500	500
Notices	136	1,000	1,000
Travel and Conference	0	1,000	1,000
Consultant Services	91,333	108,667	30,800
Legal Services	0	600	600
Public Outreach	943	2,000	2,000
Total Expenditures	\$131,033	\$160,867	\$70,700

* This budget task was amended after the Commission approved the budget in June 2014.



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. This work includes both general countywide freight movement, and also the more specific effort to implement improvements to the Intermodal Port Access Corridor identified as a priority in the Comprehensive Transportation Plan.

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 Working Group. This committee includes representatives at the County, Regional, State and Federal levels. During the past year staff also participated in development of the California Freight Mobility Plan.

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 Working Group.
2. Work in coordination with other agencies in the region to provide input to the California Air Resources Board Sustainable Freight Initiative.
3. 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
LTF Fund Transfer	\$26,600
Total Funding	\$26,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 6,079	\$ 6,400	\$ 6,600
Fringe and Tax	3,224	2,400	2,600
Indirect Cost Allocation	4,243	4,500	4,900
Mileage	73	500	500
Travel and Conferences	14	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	29	1,000	1,000
Total Expenditures	\$13,662	\$25,800	\$26,600



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. Completed the first phase of a countywide and VCTC Short Range Transit Plan; a 10 year Coastal Express transit plan, and developed a Title VI VCTC plan. Managed the VCTC Unmet Transit Needs Process, performed outreach, took and analyzed public comments and prepared recommendations for the Commission. Assist in development of coordinated transit schedules.

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 Commission 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 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 refinement and development of implementation policies for the SRTP and providing staff support to additional activities needed to implement the Commission's transit actions. The project also includes purchase of software to enable the Commission to improve transit scheduling and coordination between transit services.

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 and implementation policies.
5. Begin work on the [expected] FTA mandated Asset Management Plan.
6. Coordinate transit fare activities and transfers between operators.
7. Support VCTC transit planning activities.
8. Develop and execute an agreement between operators formalizing emergency/disaster response per a finding in the FTA Triennial Review, and continue 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.



BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Victor Kamhi

WORK ELEMENTS (continued):

12. Manage and complete the annual Unmet Transit Needs process. Prepare schedule, adopt required definitions for Unmet Transit Needs, hold public meetings and a public hearing on the topic, analyze comments, prepare recommendations, and submit adopted findings to the State.
13. Assist in the improvement of transit schedules to facility improved coordination of services.
14. Prepare VCTC grant applications as funding opportunities arise.

PRODUCT: Disseminate information to operators. Development recommendations to implement the VCTC Short Range Transit Plan. Prepare transit agency emergency response agreement. Support ongoing fare coordination program. 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	\$379,700
LTF Fund Balance	150,000
STA Fund Transfer	61,200
STA Fund Transfer Carry-over	50,000
Total Funding	\$640,900

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget**	Fiscal Year 2015/2016 Budget
Salaries*	\$131,192	\$199,500	\$242,000
Fringe and Tax*	63,273	83,100	107,600
Indirect Cost Allocation*	88,695	143,700	186,600
Books and Publications	36	400	400
Business Meals	8	300	300
Membership and Dues	395	500	500
Mileage	1,681	1,100	3,000
Notices - Court Reporting	0	100	10,000
Travel and Conferences	7,532	9,000	9,000
Consultant Services	50,052	89,348	80,000
Legal Services	796	1,100	1,500
Unmet Transit Needs*	0	31,000	0
Total Expenditures	\$343,660	\$559,148	\$640,900

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

** This budget task was amended after the Commission approved the budget in June 2014.



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. Beginning this year, the Congestion Management Plan (CMP) and has also been combined into the Regional Transportation Planning budget.

During Fiscal Year 2014/2015 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) upcoming 2016 Regional Transportation Plan/Sustainable Communities Strategy.

Most significantly in Fiscal Year 2014/2015, staff began work on two significant active transportation projects. The first project, a study completed in March of 2015, surveyed recreational trails in agricultural areas across the nation. To guide potential development of the Santa Paula Branch Line Recreational Trail, the study attempted to ascertain what strategies work in trail design and operation. The second project, Countywide Bicycle Wayfinding, will identify cross county and inter-city bike paths as well as develop and install signage to direct bicyclists along the routes. The wayfinding project will carry-over and be completed in Fiscal Year 2015/2016.

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 related consultant assisted projects: a complete update and revamping of the Congestion Management Plan and an updated and expanded countywide traffic model. The Congestion Management Plan hasn't been updated since 2009 and is in substantial need of revision to reflect current policies and project priorities. Additionally, digital count data exists that meets the performance monitoring criteria and will allow staff and the local jurisdictions to monitor their roadways in real time rather than perform once a year traffic counts.

The countywide traffic model was last updated in 2007 and is based on land use projections prior to the recession. A full update of the model is needed to ensure validity of traffic projections and planning data. Given the rising emphasis on transit and active transportation staff will also be seeking to expand the model's capabilities to enable modeling of modal alternatives.

The Regional Transportation Planning Budget for Fiscal Year 2015/2016 has increased by approximately \$322,400 over Fiscal Year 2014/2015. The budget now includes funds for the CMP, the two projects described above, carry-over for the wayfinding project, as well as additional staff time for a planning analyst.



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. Carry out an RFP/consultant selection process for CMP development
4. Develop the CMP with consultant assistance
5. Carry out an RFP/consultant selection process for traffic model development
6. Develop the traffic model with consultant assistance

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	\$ 286,000
LTF Fund Transfer Carry-over	136,500
PPM	288,100
PPM Carry-over	281,300
Local Contribution – APCD	50,000
Total Funding	\$1,041,900

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$103,386	\$110,600	\$ 152,200
Fringe and Tax Allocation	46,437	35,300	61,100
Indirect Cost Allocation	68,333	74,100	113,800
Membership and Dues	10,000	10,500	11,000
Mileage	1,027	1,000	1,000
Notices	0	500	500
Printing	0	15,000	15,000
Supplies	0	1,000	1,000
Travel and Conferences	311	3,000	3,000
Consultant Services	1,735	466,000	681,300
Legal Services	472	4,000	2,000
Contribution to SBCAG Survey	10,000	0	0
Total Expenditures	\$241,701	\$721,000	\$1,041,900

* This budget task was amended after the Commission approved the budget in June 2014.



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 of all claimants were completed and submitted as required to the State Controller's Office. Necessary administrative changes resulting from State legislation Senate Bill (SB) 716, SB 203 and Assembly Bill (AB) 664 were implemented for the allocation of Local Transportation Funds. The TDA request for proposals process for new TDA auditor services was completed for a term of three years with two additional one-year extensions if desired.

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 2015/2016 the LTF apportionment is approximately \$2.2 million less than Fiscal Year 2014/2015 due to a lower carry-in fund balance to be disbursed from the previous fiscal year. Fiscal Year 2013/2014 was higher because of the one-time payment for the Owens Minor/City of Fillmore settlement. The Bicycle/Pedestrian expenditure of \$833,294 includes the current apportionment of \$661,774 and \$171,520 in carry-over for additional funds that became available late in the Fiscal Year 2014/2015 process. Gold Coast Transit will receive STA PUC 99314 pass-through funds in the amount of \$183,394. The local agencies and Gold Coast Transit District will receive \$29,596,046 in Articles 4 and 8 funds.

Audit expenses have decreased by \$20,000 in-line with contract costs. Staffing costs increased in-line with the expected workload. Cost associated with the unmet needs process was transferred to the Regional Transit Planning Budget in Fiscal Year 2014/2015 when the TDA duties were reallocated among VCTC staff.

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.



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	\$30,563,940
STA Fund Transfer	183,394
Total Funding	\$30,747,334

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries*	\$ 55,438	\$ 18,700	\$ 26,700
Fringe and Tax*	26,510	7,500	14,700
Indirect Cost Allocation*	37,376	13,300	22,100
Business Meals	48	0	100
Mileage	452	600	500
Travel and Conferences	4	1,200	500
Audits	74,818	75,000	55,000
Legal Services	1,062	2,500	1,000
County Auditor Administration	14,000	14,000	14,000
Pass-Through PUC 99314	192,000	192,694	183,394
Article 3 Bicycles and Pedestrians	603,736	687,990	833,294
Article 4 Transit	10,471,475	26,340,787	24,400,502
Article 8a and 8c Streets, Roads, Transit	22,943,639	5,596,246	5,195,544
Unmet Needs*	70,769	0	0
Total Expenditures	\$34,491,327	\$32,950,517	\$30,747,334

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



BUDGET TASK: TRANSPORTATION PROGRAMMING

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. Staff worked with the California Transportation Commission (CTC) and the Southern California Association of Governments (SCAG) in the selection of projects for the first round of regional-share funds from the new Active Transportation Program (ATP). In addition, staff has reviewed and commented on the draft guidelines for the cap-and-trade transportation programs being developed by the state, and is developing strategies to apply for these funds.

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 CTC for State Transportation Improvement Program (STIP) funding. The Commission prepares and submits to SCAG the Ventura County portion of the SCAG FTIP.

During Fiscal Year 2015/2016 VCTC will prepare the FTIP submittal to SCAG and the STIP submittal to the CTC, and the staff cost has been increased to account for the staff time required for these biennial submittals. Another round of ATP funding is also scheduled, in which VCTC will play a role in selecting projects for the regional share of this program.

For several years the Transportation Programming budget has been combined with the Project Monitoring function, as was done in this year's draft budget. However, due to the proposed expanded function for VCTC management of highway projects, the final budget removes the Project Monitoring activity from Programming and creates a new Highway Project Management budget item.



BUDGET TASK: TRANSPORTATION PROGRAMMING (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 2017 FTIP.
4. 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 2015/2016 Program of Projects for federal transit funds; submittal of the Ventura County portion of the STIP submittal to the CTC; FTIP submittal to SCAG; inclusion of VCTC priorities in state programs.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5311, 5316	\$ 85,200
LTF Fund Transfer	18,800
PPM	77,500
PPM Carry-over	189,000
Total Funding	\$370,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$134,124	\$121,600	\$136,000
Fringe and Tax	67,668	51,300	69,800
Indirect Cost Allocation	92,038	87,900	109,800
Business Meals	89	170	200
Mileage	1,586	2,000	2,000
Notices	211	500	700
Travel and Conferences	3,697	4,050	3,800
Consultant Services	321,384	282,600	45,000
Legal Services	3,097	3,200	3,200
Lewis Road	19,739	0	0
Total Expenditures	\$643,633	\$553,320	\$370,500



This page is intentionally left blank.



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 2014/2015 focused heavily on rebranding of the former VISTA service and launch of VCTC Intercity Bus Service. The newly branded fleet was launched and dedicated at a ribbon cutting in December 2014.

All collateral pieces including service brochures, info-posts, fare media, bus stop signs, posters, and other materials currently featuring the former VISTA brand have been updated and the Hwy 126 route brochure now combines English and Spanish into one easy to read bilingual piece. Efforts are now focused on a smooth transition to new fare media, including redesign of artwork on the cards to be used with the new fareboxes.

In addition to the transition of the VISTA to VCTC Intercity Transit Service, VCTC has also supported the new Valley Express, which replaces the former VISTA 126 service by providing pre-launch marketing support services, a community naming contest, brand development, service brochure and signage design, website design, and the application of graphics on the buses.

A VCTC Intercity and Valley Express Onboard Survey included all fixed routes and Dial-A-Ride services. The survey provided origin/destination and demographic data, measured customer satisfaction, and identified potential areas of improvement.

Rideshare Week promotional activities resulted in 12 on-site events at worksites and 1000 participant sign ups from 113 businesses countywide, an increase of 40 percent over the previous year. Campaign themes are being developed for this year's Rideshare Week and Bike to Work Week and plans are under way to redesign the content and style of the Ride Guide, which includes valuable information for individuals interested in ridesharing.

VCTC continues to increase its public visibility by participating in community and employer events. This past year an estimated 8,000 people visited the VCTC booth at the County Fair. Social Media followers increased at an average rate of 6 percent per month, and our "On The Move" newsletter is distributed to more than 1,200 monthly subscribers. VCTC has also contributed several feature articles for industry publications such as Mass Transit.

Last year's Teen Council 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. The artwork of 6 Grand prize winners was displayed on the side of selected busses which traveled throughout the county. The project gained recognition from the Ventura County Arts Council and was presented with a 2014 Art Stars Award. The current Teen Council is the largest group to date. This organization helps promote alternative forms of transportation to younger generations and provides education about local government and transit. This year the Teen Council will take on the task of designing and staffing an interactive booth for earth day events.



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 outreach support for VCTC Intercity Bus 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 Rideshare outreach to new employers and increase participation in worksite events.
5. Participate in public forums, meetings, workshops and community events.
6. Continue to produce monthly “On The Move” Newsletter
7. 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	222,600
Local Contribution - APCD	5,000
Total Funding	\$727,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 60,161	\$ 64,200	\$ 65,500
Fringe and Tax	27,561	22,600	23,700
Indirect Cost Allocation	40,010	44,100	47,600
Mileage	56	100	500
Printing	28,623	29,000	16,200
Consultant Services	62,445	100,000	125,000
Legal Services	0	500	2,500
Community Events	78,597	50,000	84,000
Rideshare	168,522	256,000	227,600
VCTC Intercity Bus Service	71,722	358,300	100,000
Valley Express	0	70,000	0
Youth Programs	31,657	35,000	35,000
Total Expenditures	\$569,354	\$1,029,800	\$727,600

* This budget task was amended after the Commission approved the budget in June 2014.



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 2011/2012 were adjusted against Fiscal Year's 2013/2014 indirect estimate in the amount of \$9,156. 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. The indirect was under recovered in Fiscal Year 2013/2014 due to lower staff costs than anticipated and, therefore, no adjustment is needed to the Management and Administration budget, and the indirect rate for Fiscal Year 2015/2016 will be adjusted accordingly.



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	\$269,700
Total Funding	\$269,700

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 82,184	\$ 89,400	\$ 97,000
Fringe and Tax	40,952	28,700	32,200
Indirect Cost Allocation	56,163	60,000	69,000
Business Meals	816	1,000	1,000
Membership and Dues	2,170	3,500	3,500
Mileage	422	1,000	1,000
Travel and Conferences	1,460	5,000	5,000
Consultant Services	41,058	10,000	10,000
Legal Services	60,061	1,000	1,000
Commissioner Expenses	17,603	30,000	30,000
Hardware and Software Replacement	19,493	23,800	17,000
Indirect Reconciliation Adjustment	9,156	0	0
Offsite Storage and Hosting	1,665	1,800	3,000
Total Expenditures	\$333,203	\$255,200	\$269,700

* This budget task was amended after the Commission approved the budget in June 2014.



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 notable legislation which passed included the first funding for transportation from the state's cap-and-trade program.

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 (CTA), 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; continued advocacy for federal action in support of rail safety; and participation in the upcoming federal transportation authorization.

For many years VCTC has held a "Public Agency" membership in two transit trade organizations, CTA and the American Public Transportation Association (APTA). Since VCTC's role has evolved over the years and it has become a full-fledged transit operator, staff is proposing a \$12,300 increase in the annual memberships budget to move VCTC up to a "Transit Operator" membership classification in both organizations. The budget also increases the Mobility 21 dues from \$6,000 to \$9,000 to pay the Ventura County private sector organization membership in return for complementary chamber of commerce memberships for VCTC. It should be noted that the Fiscal Year 2014/2015 budget included a \$6,000 one-time charge which allowed VCTC to "catch up" and pay Mobility 21 dues on time.

The proposed State Legislative Consultant budget includes an increase based on the cost of the Commission's state advocacy contract with Gonzalez, Quintana & Hunter. 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. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$184,800
Total Funding	\$184,800

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 25,586	\$ 46,800	\$ 41,800
Fringe and Tax	13,632	15,600	14,400
Indirect Cost Allocation	17,887	31,700	30,000
Business Meals	1,550	2,100	2,300
Membership and Dues	14,768	20,200	29,500
Mileage	357	1,300	1,200
Travel and Conferences	3,767	10,500	10,500
Consultant Services	48,769	51,900	54,900
Legal Services	0	200	200
Total Expenditures	\$126,316	\$180,300	\$184,800



BUDGET TASK: VCTC OFFICE BUILDING

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

OBJECTIVES: Purchase and Renovate VCTC Office Building.

ACCOMPLISHMENTS: In early 2013 the Commission discussed the possibilities of relocating VCTC's office and the Commission's interest in acquiring a building. Since early 2014, the Commission has been in negotiations with the City of Camarillo related to the possible acquisition of a city owned (formerly redevelopment agency owned) building located at 2220 Ventura Boulevard. The Commission and the City have concluded negotiations and are in agreement that VCTC will purchase the building for \$1 and renovate the building for VCTC occupancy.

DESCRIPTION: The building is located in the pedestrian oriented Old Town Camarillo and is a couple of blocks from the Camarillo Metrolink/Amtrak Station where VCTC's 101 and VCTC's CSUCI route make frequent stops. It is centrally located within the county and has easy access to Highway 101. The building sits on 1.1 acres and is 12,500 square feet which is more space than the 6,800 that VCTC currently occupies. The site has 60 parking spaces which will be available to VCTC, building employees, and visitors. The building size will allow for some expansion of VCTC and also make space available for VCTC's regional transportation partners such as SCAG and other regional or countywide agencies. In its' current state the building requires renovation and with some architectural refinements and a LEED certified retrofit, the building is perfectly situated to serve as VCTC's headquarters.

Given the current condition of the building VCTC retained a consultant to prepare a due-diligence study to determine feasibility and better inform the Commission decision-making related to purchasing and renovating the subject building. In summary, the study considered two alternatives with one option being a very "bare bones" get the building up to code and habitable estimated at approximately \$2 million for the shell/structure and \$1-1.2 million for tenant improvements. The second alternative was LEED reconstruction/retrofit cost which has a cost estimate of approximately \$4.3 million. These estimates were developed taking the high-end of construction costs and with some "value-engineering", alternative project delivery strategies, and a defined budget of a \$3.5 million project cost estimate is a reasonable range.

VCTC does not have construction project management experience on staff for a project of this magnitude necessitating so this task includes budget authority to fund project management services through a cooperative agreement with the County of Ventura. The Public Works Agency, Engineering Services Division is responsible for managing building projects for all County departments. Additionally, utilizing the services of the County VCTC may realize accelerated project delivery as the County has pre-qualified list of architects which will allow for retaining an architect 3-4 months sooner than if VCTC had to conduct its own procurement. Furthermore, the Engineering Services Division has in-house staff for construction management and construction inspection services which further simplifies the project management for VCTC. VCTC will have to separately contract for architectural services and material testing services.

The professional services costs including project management and architectural services included in this budget are estimated entire project costs so funding approved in this budget will be carried-over to future year budgets as necessary.



BUDGET TASK: VCTC OFFICE BUILDING (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

WORK ELEMENTS:

1. Acquire building located at 2220 Ventura Boulevard, Camarillo, California
2. Enter into Project Management Cooperative Agreement with the County of Ventura Public Works Agency, Engineering Services Division for the provision of Project Management Services.
3. Enter into Professional Services Agreement for hazardous materials assessment and remediation plan.
4. Enter Professional Services Agreement with Architect and manage redesign of existing building and develop construction drawings and bid package for renovation project.

PRODUCT: Purchase, renovate and remodel office building located at 2220 Ventura Boulevard, Camarillo, California to implement a Commission goal of occupying owned office space rather than continued leasing of office space.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$2,893,500
STA Fund Transfer Carry-Over	540,000
Total Funding	\$3,433,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$0	\$ 3,500	\$ 5,700
Fringe and Tax	0	1,000	1,800
Indirect Cost Allocation	0	2,300	4,000
Legal Services	0	2,000	2,000
Architectural Consultant	0	300,000	355,000
General Consultant Services	0	20,000	15,000
Project/Construction Management Service	0	400,000	300,000
Building Purchase	0	1	0
Construction Contract	0	0	2,750,000
Total Expenditures	\$0	\$728,801	\$3,433,500



This page is intentionally left blank.



VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION Fiscal Year 2014/2015 Budget



ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
ACS	American Community Survey
ADA	Americans with Disabilities Act
ALUC	Airport Land Use Commission
AMTRAK	American Track (National Railroad Passenger Corporation)
APC	Automated Passenger Counter
APCD	Air Pollution Control District
APTA	American Public Transportation Association
ARRA	American Recovery and Reinvestment Act
ASP	Application Service Provider
ATP	Active Transportation Program
AVL	Automatic Vehicle Location
AVR	Average Vehicle Ridership
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
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
CMP	Congestion Management Program
CMS	Changeable Message Signs
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
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
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
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
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
ICAP	Indirect Cost Allocation Plan
IIP	Interregional Improvement Program



ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITA	Interagency Transfer Agreement
ITS	Intelligent Transportation 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
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 SCRRRA (see SCRRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MT	Mass Transit
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAS	Naval Air Station
NBVC	Naval Base Ventura County
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
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring



PSR	Project Study Report
PTA	Public Transit Account
PTC	Positive Train Control
PTMISEA	Public Transportation, Modernization, Improvement, and Service 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
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
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
State	State of California
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TCIF	Trade Corridor Improvement Fund
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
TMC	Traffic Management Center
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
TVM	Ticket Vending Machine
UAL	Unfunded Accrued Liability
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.



INDEX OF CHARTS AND TABLES

Chart 1 - Dow Jones Industrial Average Nine Year History.....	17
Chart 2 - Federal, State and Local Revenues 2003/2004 – 2015/2016	18
Chart 3 - Local Transportation Fund Revenues Fiscal Years 1996/1997 - 2015/2016	19
Chart 4 - State Transit Assistance Revenues Fiscal Years 1996/1997 - 2015/2016	20
Chart 5 – Budget Process	22
Chart 6 - Funding Source Summary	25
Chart 7 - Funding Sources	31
Chart 8 - Funding Source Detail	32
Chart 9 - Pass-Through, Regional and Core-Countywide Service Expenditures.....	33
Chart 10 - Number of Employees	35
Chart 11 - Personnel Costs	37
Chart 12 – OPEB Trust Earnings and Contributions	37
Chart 13 – Historical Pension Rates for Classic 2% @ 60.....	38
Chart 14 - Staff Organization.....	40
Chart 15 - Functional Organization.....	41
Chart 16 - Budgeted Program Expenditures.....	45
Table 1 - Detailed Funding Sources	32
Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours	34
Table 3 - Full Time Equivalents by Program.....	35
Table 4 – Schedule of Salary Ranges	36
Table 5 - Personnel Budget.....	36
Table 6 – CalPERS Employer Rate - Classic	39
Table 7 - Indirect Cost Allocation Plan.....	43
Table 8 - Budgeted Expenditures by Program	45
Table 9 - Transit and Transportation Program Budget Tasks	46
Table 10 - Highway Program Budget Tasks	47
Table 11 - Rail Program Budget Tasks.....	48
Table 12 - Commuter Assistance Program Budget Tasks	49
Table 13 - Planning and Programming Program Budget Tasks	50
Table 14 - General Government Program Budget Tasks.....	51

