## VENTURA COUNTY TRANSPORTATION COMMISSION

"Transforming Transportation in Ventura County, California"

# FISCAL YEAR 2018/2019 BUDGET

Presented by:

Darren Kettle, Executive Director Sally DeGeorge, Finance Director



This page is intentionally left blank.



#### **TABLE OF CONTENTS**

EXECUTIVE BUDGET SUMMARY	1
VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNIT SERVE	
THE ORGANIZATION AND ITS RESPONSIBILITIES	
THE COMMUNITY WE SERVE	5
THE LOCAL ECONOMY	7
FINANCIAL SECTION	9
BUDGET PROCESS	9
FINANCIAL POLICIES	12
REVENUES AND FUNDING SOURCES	14
Federal Revenues	
State Revenues	17
Local and Other Funding Sources	
PERSONNEL AND OPERATIONS	23
PERSONNEL AND BENEFITS	
Staff Organizational Chart	
Functional Organizational Chart	31
INDIRECT COST ALLOCATION PLAN	
BUDGET SUMMARY BY PROGRAM	
PROGRAM OVERVIEW	35
TRANSIT AND TRANSPORTATION PROGRAM	36
HIGHWAY PROGRAM	
RAIL PROGRAM	38
COMMUTER ASSISTANCE PROGRAM	39
PLANNING AND PROGRAMMING PROGRAM	40
GENERAL GOVERNMENT PROGRAM	41
BUDGET SUMMARY BY FUND	43
PROGRAM TASK BUDGETS	47
INDEX OF TASK BUDGETS BY PROGRAM	48
INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER	49
TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS	51
HIGHWAY PROGRAM TASK BUDGETS	63
RAIL PROGRAM TASK BUDGETS	71
COMMUTER ASSISTANCE PROGRAM TASK BUDGETS	79
PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS	85



GENERAL GOVERNMENT PROGRAM TASK BUDGETS	99
SUPPLEMENTAL INFORMATION	107
APPENDIX A – ACRONYMS	108
APPENDIX B – GLOSSARY OF TERMS	113
APPENDIX C – SALARY SCHEDULE	120
APPENDIX D = INDEX OF CHARTS AND TABLES	121



#### **EXECUTIVE BUDGET SUMMARY**

To be added with final budget.





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:

Linda Parks County of Ventura, Chair Manuel Minjares City of Fillmore, Vice-Chair

Neal Andrews
Steve Bennett
County of Ventura
City of Port Hueneme
Claudia Bill-de la Peña
City of Thousand Oaks

Claudia Bill-de la Peña City of Thousand Oaks
Peter Foy County of Ventura
Ginger Gherardi City of Santa Paula

Randy Haney City of Ojai

Brian Humphrey Citizen Representative (Cities)

Mike Judge City of Simi Valley Kelly Long County of Ventura

Bryan MacDonald City of Oxnard, Past Chair

Jan McDonald City of Camarillo Ken Simons City of Moorpark

Jim White Citizen Representative (County)

John Zaragoza County of Ventura Carrie Bowen Caltrans (Ex-Officio)

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, 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. Our mission is the foundation for all we do, the time we invest and the resources we allocate.



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 Agency (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Local Transportation Authority



To invite regional participation in defining VCTC's policies and priorities, VCTC staffs 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
- Managers Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)
- Transportation Technical Advisory Committee (TTAC) Public Works/City Engineer Staff
- VCTC Intercity Service
- Heritage Valley
- Coastal Express Policy Advisory Committee (CEPAC)



#### THE COMMUNITY WE SERVE

To be added with final budget.



This page is intentionally left blank.





#### THE LOCAL ECONOMY

To be added with final budget.





This page is intentionally left blank.





#### FINANCIAL SECTION

#### **BUDGET PROCESS**

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

The Ventura County Transportation Commission is responsible for transportation planning and 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 and the accrual basis of accounting for its proprietary funds. The budget is prepared with the same methodology.

After reviewing VCTC's accounting and financial reporting including its measurement focus and basis of accounting and researching industry practice, Governmental Accounting Standards Boards (GASB) 34, and other related pronouncements, the budget now includes an additional Special Revenue fund. VCTC management determined that VCTC should present the activities of the Santa Paula Branch Line as a Special Revenue fund based on the research and in an effort to provide more transparency of the activities on the branch line.

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

The VCTC budget details each task the agency has undertaken and its associated task budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> and includes Information about the General Fund, the Special Revenue Funds and the Proprietary Funds. The budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains 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.



The process of planning and preparing the budget gives VCTC the opportunity to reassess its plans and goals for the upcoming and future years. Although the budget process is an on-going process, the budget cycle begins in January with a budget meeting to discuss major changes to the upcoming fiscal year. Then the Executive Director and management staff review actual progress of the current fiscal year's budget to adjust budgetary timelines for current projects and plan for future projects. 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. These task budgets are discussed with the Executive Director. The Finance Director then compiles the task budgets, prepares and reviews the main budget, and makes adjustments as directed by the Executive Director. 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 late May. The proposed Final Budget is presented to the Commission in June where an additional hearing is held for public comment. The Commission may then adopt the budget or request additional information and/or changes to the budget. The budget must be adopted before the beginning of the upcoming fiscal year.

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

The budget is a living document and at times requires budget amendments due to changing needs influenced by the economy, legislation, updated project costs, estimates and other special circumstances. Budget amendments allow for a more useful and meaningful document against which to evaluate the accomplishments and challenges faced by the agency. When it becomes necessary to modify the adopted budget, the amendment procedure depends on the type of change that is needed. Administrative changes that do not result in an increase in the overall budget, but require line item transfers within tasks or programs 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 2018/2019 budget and monitoring of the Fiscal Year 2017/2018 budget is illustrated below in Chart 1, *Budget Process*.

**Chart 1 – Budget Process** 

Budget Task	Jul	2 Aug	0 Sep	1 Oct	7 Nov	Dec	Jan	2 Feb	0 Mar	1 Apr	8 May	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, fund balance, capital asset and basis of accounting and budget 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. Budget amendments occur throughout the year. The Executive Director has the administrative authority to approve budget transfers between budget line items and tasks an substitute one approved funding source for another. Amendments that increase the overall budget require Commission approval.

#### 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 special audits such as a TDA audit of VCTC TDA funds and TDA recipients will be performed annually by qualified auditors from a recognized Certified Public Accounting firm.



#### Fund Balance Polices

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.

#### Basis of Accounting and Budgeting Policies

Basis of accounting and budget refers to the concept of recognizing the time a transaction has occurred for the purpose of recording that transaction. VCTC's governmental fund types (General Fund and Special Revenue funds; LTF, STA, SAFE and SPBL) use the modified accrual basis of accounting and the VCTC's Proprietary funds (VCTC Intercity Services and Valley Express enterprise funds) use the accrual basis of accounting. The budget is prepared with the same methodology. Furthermore, revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collected within the current period or within 180 days of the end of the current fiscal period to be available to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

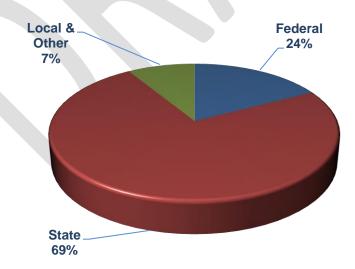


#### REVENUES AND FUNDING SOURCES

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), Active Transportation Program (ATP), State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2018/2019 are estimated to be \$69,512,782 and include both new revenues and funds carried-over from the previous fiscal year. Chart 2, *Funding Source Summary*, shows the revenue split by federal, state, local and other sources. The Federal revenues total \$16,803,249. State revenues (including LTF, STA and SAFE) total \$47,966,429. The Local and Other revenues total \$4,743,104. More detailed information can be found following the discussion of revenues and funding sources on Chart 3, *Funding Sources*, Table 1, *Revenue Sources* and Chart 4, *Funding Source Detail* which provide further information about the budgeted revenues.



**Chart 2 – Funding Source Summary** 



#### **Federal Revenues**

#### Federal Transit Administration (FTA)

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

- Section 5304 "Statewide Planning" funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as internship 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 or in the case of transit operators with fewer than 100 buses. 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" 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 the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation.
- Section 5339 "Bus and Bus Facilities Program" funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.
- CMAQ transfer funds are transit project revenues transferred from the FHWA to the FTA. These projects are implemented by VCTC and its subrecipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations "demonstration" projects which can only be used to subsidize the first 5 years of costs for new or expanded service.

VCTC's budget contains \$11,924,749 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. In California, the TAP funds are the primary component of the Active Transportation Program (ATP). 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. STP estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$4,604,500 in STP revenues for activities related to the Route 101 environmental document preparation.

#### 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. CMAQ estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$274,000 in CMAQ 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.

#### Local Transportation Fund (LTF)

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. These funds are received monthly (in-arrears) from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$35,400,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$35,200,000 to local agencies in the upcoming year. Of this amount, \$14,500 is for County Administration, \$669,630 will be apportioned and allocated through a competitive project process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$29,581,007 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$704,000, \$998,575 and \$3,230,863 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$4,933,438. An additional \$148,876 of carry-over fund balance from Fiscal Year 2017/2018 is added to the new apportionment above for a total Article 3 Rail allocation \$3,379,739. Also, it is anticipated that \$656,196 of LTF general fund balance will be carried-over from Fiscal Year 2017/2018 for administration and planning purposes.

#### 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. With the passage of SB 1 this year's budget also contains new STA – State of Good Repair funding (approximately \$1.3 million) and increased allocations (approximately \$3.4 million) of regular STA funding. The State generally disburses the STA revenues on a quarterly basis (in-arrears) 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 \$8,355,405 in STA revenues. The STA funded expenditures of \$8,826,341 will be transferred from the STA fund to other funds and thus, are shown as an "other financing source/transfer in/out." These expenditures include carry-over projects and \$2,662,472 State of Good Repair projects.



#### 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 callbox system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. Staff estimates the annual revenues based on prior year receipts. VCTC's budget contains \$800,000 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. The County's share of STIP funds is published by the CTC and then VCTC nominates projects to come from the County share. 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 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 can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$473,033 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 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. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. Proposition 1B apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. At this time the VCTC budget contains \$2,035,232 in Proposition 1B revenues.

#### Low-Carbon Transit Operations Program (LCTOP)

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. LCTOP apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$884,959 LCTOP funds at this time.

#### 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. Staff estimates the number each year based on prior year's receipts. VCTC's budget contains \$17,800 in Signal revenues.



#### **Local and Other Funding Sources**

#### Local Contributions and Fees

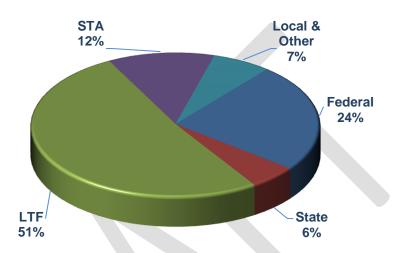
VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$3,185,104 in local contribution revenues and \$1,448,000 in local fee revenues.

#### Investment Income and Other Revenues

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget contains \$110,000 in investment income and other revenues.



**Chart 3 – Funding Sources** 



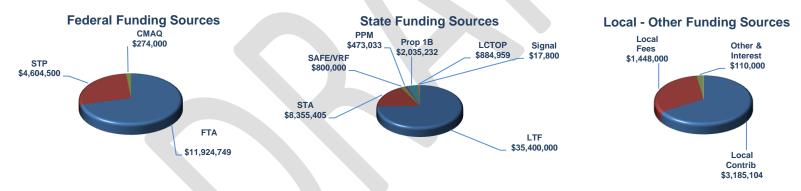
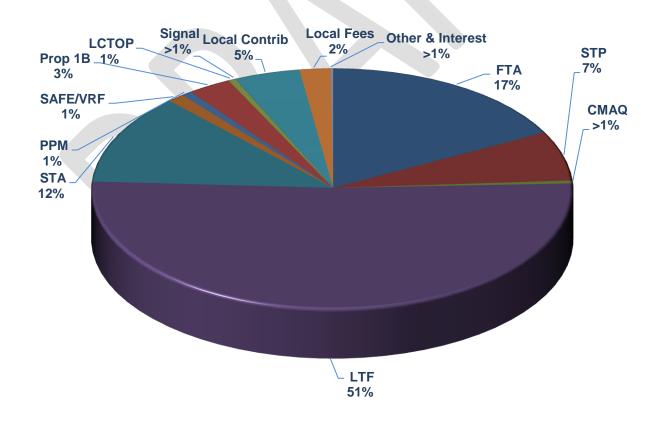




Table 1 - Revenue Sources

Funding Source	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Federal Transit Administration (FTA)	\$10,198,215	\$15,438,604	\$11,924,749
Surface Transportation Program (STP)	6,491	582,500	4,604,500
Congestion Mitigation and Air Quality (CMAQ)	415,653	443,000	274,000
Local Transportation Fund (LTF)	33,580,379	34,300,000	35,400,000
State Transit Assistance (STA)	3,305,366	3,609,126	8,355,405
Service Authority for Freeway Emergencies (SAFE)	800,633	800,000	800,000
Planning, Programming and Monitoring (PPM)	455,858	733,600	473,033
Proposition 1B	280,848	2,535,232	2,035,232
LCTOP – Cap and Trade	270,448	572,303	884,959
California Public Utilities Commission Signal	43,750	17,800	17,800
Local Contributions	2,387,362	3,128,261	3,185,104
Local Fees	1,652,885	1,651,962	1,448,000
Investment Income and Other Revenues	121,424	105,000	110,000
Total Funding Sources	\$53,519,312	\$63,917,388	\$69,512,782

**Chart 4 – 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. 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 we serve. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 5, 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.



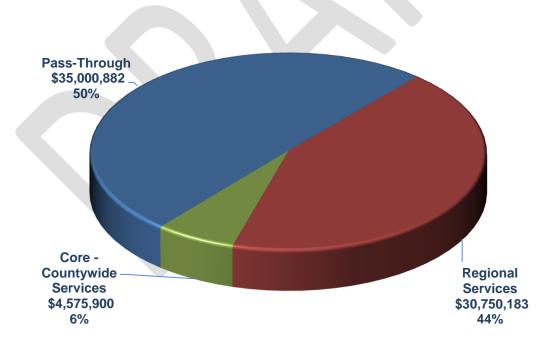




Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission Callbox System Community Outreach Freight Movement Management & Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relation Transit Grant Administration Transportation Programming	Highway Project Management LOSSAN & Coast Rail Council Metrolink Commuter Rail Santa Paula Branch Line Senior & Disabled Transp. Services SpeedInfo Highway Speed Sensors Regional Transit Information Center Regional Transit Technology ions Valley Express VCTC Intercity Services	•
Staff Hours 27,111	Staff Hours 15,353	Staff Hours 1,216

Total Staff Hours = 43,680

Growing from three employees in 1989 to its current proposed roster of twenty-one regular full-time employees, staffing includes fourteen professional positions and seven support and customer service positions (see Chart 6 *Number of Employees*, Chart 11, *Staff Organization*, and Chart 12 *Functional Organization*).

Chart 6 - 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-one full-time employees budgeted. This year staffing remains the same (see Table 3, *Full Time Equivalents by Program*) although duties have shifted.



Table 3 – Full Time Equivalents by Program

Program	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Transit and Transportation	4.5	5.9	5.5
Highway	0.2	0.2	0.5
Rail	0.8	1.2	1.1
Commuter Assistance	2.4	2.6	1.8
Planning and Programming	5.3	4.9	5.9
General Government	6.2	6.2	6.2
TOTAL	19.4	21.0	21.0

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2018/2019 salary ranges are detailed by classification. There is no change in the ranges from Fiscal Year 2017/2018.

**Table 4 – Schedule of Salary Ranges** 

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$242,774
Director	4	\$109,108	\$144,313
Manager	5	\$ 70,132	\$107,191
Planner/Analyst	4	\$ 50,100	\$ 86,463
Support Staff II	5	\$ 43,827	\$ 61,995
Support Staff I	2	\$ 24,960	\$ 39,347

The Commission's salary and fringe benefits total \$3,074,300 or 4.4% of the Fiscal Year 2018/2019 budget (see Table 5, *Personnel Budge*t and Chart 7, *Personnel Costs*). This represents an increase of \$7,900 or 0.3% from the Fiscal Year 2017/2018 budget of \$3,066,400. The budget contains one position with costs that are fully burdened as the position is currently vacant. The Wages total of \$2,086,200 includes approximately \$35,500 for potential merit increases for eligible employees not at the top of their range and a \$49,000 placeholder for other compensation considerations. Benefits account for 1.4% of the budget.

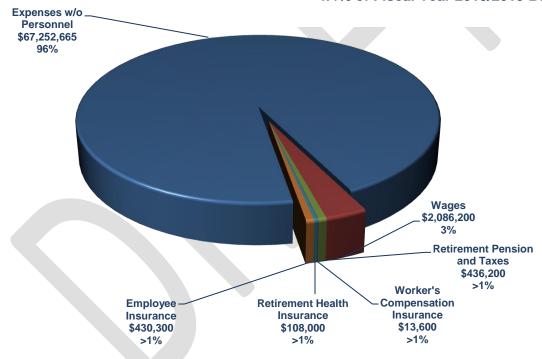


**Table 5 – Personnel Budget** 

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Wages	\$1,811,578	\$2,077,200	\$2,086,200
Retirement Pensions and Taxes	368,694	423,300	436,200
Worker's Compensation Insurance	18,876	20,200	13,600
Retirement Health Insurance/OPEB	109,000	109,000	108,000
Employee Insurance	363,641	436,700	430,300
Total Expenditures	\$2,671,789	\$3,066,400	\$3,074,300

Chart 7 - Personnel Costs



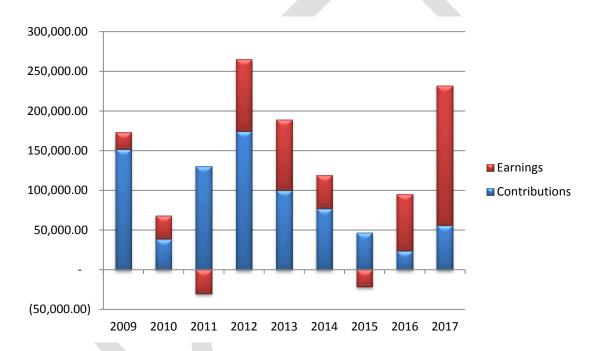


The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing "grandfathered" employees separate from VCTC. Grandfathered employees only receive this benefit if they retire directly from VCTC. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently, there are eleven retirees in this tier. The second tier provides retiree health care coverage for the retiree at the minimum required CalPERS contribution. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently there are zero retirees in this tier.



Retiree healthcare cost of \$108,000 will be used to pay for retiree healthcare costs and prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$1,000 less than the previous fiscal year and is based on the current actuary valuation from 2017. The unfunded actuarial accrued liability (UAL) is \$365,000 with an remaining amortization period of seven years.

In 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2017, the Commission's trust has earned approximately \$468,520 in net earnings (see Chart 8 *OPEB Trust Earnings and Contributions*) with an average annual internal rate of return since inception of 8.7%. The OPEB Trust fund's balance at December 2017 was \$1,261,497 and the funded ratio is 75.8%.



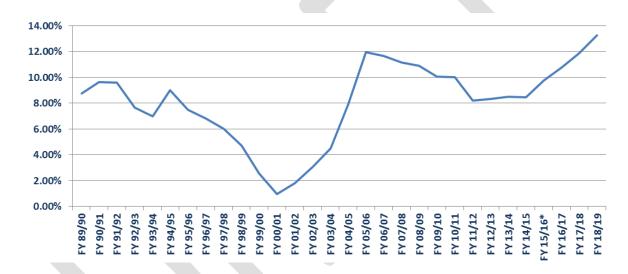
**Chart 8 – OPEB Trust Earnings and Contributions** 

VCTC 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 was closed by Commission action in 2015 and will be eliminated over time as existing "grandfathered" employees separate from VCTC. There are currently ten active employees in this tier. The second tier includes the "CalPERS New" or PEPRA employees receiving the 2% at 62 formula with employee paying the employee portion. Currently there are seven 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 three employees in this tier. There is currently one vacant position. As the vacant position is filled, the new employees will either fall into tier two or three depending on their CalPERS status.



In Fiscal Year 2015/2016, CalPERS changed its method for calculating employer contributions. Employers are now required to pay for their "normal cost" or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) in a set dollar amount. In Fiscal Year 2018/2019, the weighted average, blended employer's current contribution is 13.25% of payroll (11.84% in Fiscal Year 2017/2018). This rate includes the UAL payment of \$103,350 towards VCTC's total UAL of \$2,024,617.

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 for Classic employees. VCTC is also starting to benefit from PEPRA. Although the rates have fluctuated over the years (see Chart 9, *Historical Pension Employer Rates*), VCTC's weighted average, blended employer rate since 1989 (or 30 years) is 8.064%.



**Chart 9 – Historical Pension Employer Rates** 

Every few years CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions. Then CalPERS modifies the information used to compute the employer's required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPRA. Other adjustments occur annually, such as the adjustment for investment returns. The most recent assumption change impacting the current rates is the lowering of the discount rate from 7.5% to 7% over the next several years. A change that will impact rates beginning in Fiscal Year 2021/2022 is the shortening of the amortization period (from 30 years to 20 years) used to recognize gains and losses. CalPERS has not released the estimated impacts of this change, but it will mean employer rates will increase. Although many of these adjustments will increase employer rates, the anticipated outcome should be a more stable and sustainable pension plan.



Pension benefits are largely funded (61%) from investment earnings (see Chart 10, *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. CalPERS investment returns averaged 11.2% for the last year, 8.8% for the last five years, and 6.63% for the last 20 years. As of June 30, 2016 (the latest actuary valuation), VCTC has pension assets of \$7,228,688 with a weighted average, blended funded ratio of 78.1%. When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

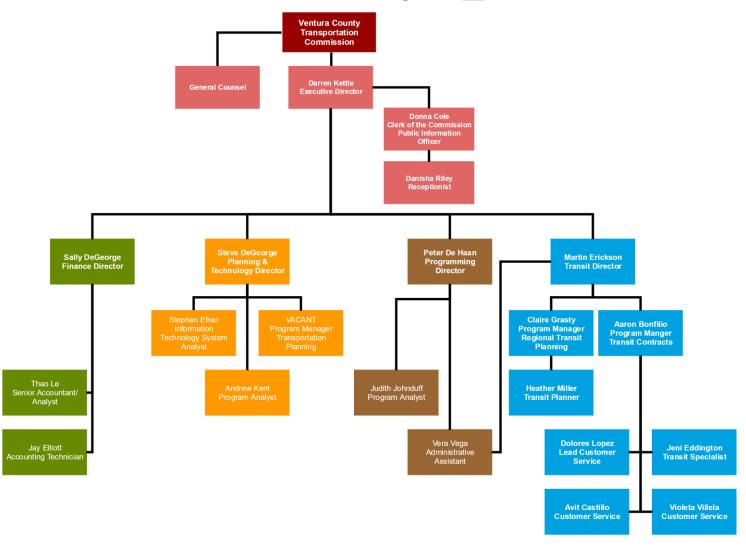
**Chart 10 – CalPERS Pension Buck** 





#### **Staff Organizational Chart**

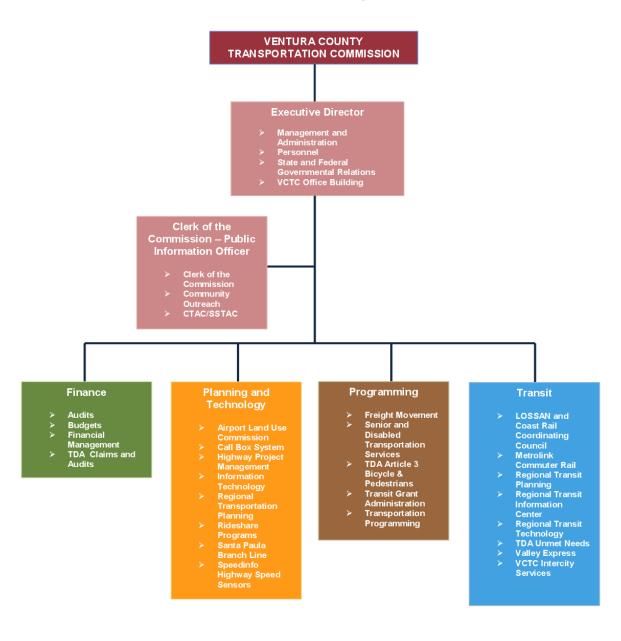
**Chart 11 – Staff Organization** 





#### **Functional Organizational Chart**

**Chart 12 – 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.

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 completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate.

VCTC's indirect cost allocation plan rate is approved by its cognizant agency, the Federal Transit Administration (FTA), and reviewed for compliance by VCTC's independent auditors and the California Department of Transportation audits and investigations for State reimbursements. The ICAP complies with the FTA ICAP requirements which include following the "Super Circular" or 2 Code of Federal Regulations (CFR) 200 and 225 as applicable.

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, Information Technology Systems Analyst, Finance Director, Accounting Technician and Senior Accountant/Analyst.

A few budgeted indirect costs have changed from the previous years. The Salaries and Benefits line item increased by \$8,000 for adjustments to employee costs. The insurance line item increased by \$4,000 due to estimated market changes. The office lease was renegotiated and the rent expense has decreased by \$12,900. The Audits line item decreased by \$10,000 as the OPEB actuary valuation is not due this year.

Table 6, Indirect Cost Allocation Plan, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 6 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliations. Indirect costs rates fluctuate from year to year based on salaries, expenditures and carry-forward adjustments.



**Table 6 – Indirect Cost Allocation Plan** 

	Fiscal Year	Fiscal Year	Fiscal Year		
Operating and Professional Costs:	2016/2017	2017/2018	2018/2019	\$	% of
	Actual	Budget	Budget	Change	Change
Salaries and Benefits	\$ 584,906	\$ 624,200	\$ 632,200	8,000	1.3%
Bank Fees	3,726	4,000	4,000	0	0.0%
Books and Publications	975	1,000	1,000	0	0.0%
Business Meals	9	500	500	0	0.0%
Communications	17,421	25,000	25,000	0	0.0%
Insurance	230,785	247,000	251,000	4,000	1.6%
Maintenance	10,640	15,000	15,000	0	0.0%
Membership and Dues	4,584	5,000	5,000	0	0.0%
Mileage	923	1,500	1,500	0	0.0%
Miscellaneous	2,046	10,000	10,000	0	0.0%
Office	19,382	27,000	27,000	0	0.0%
Postage	3,618	5,000	5,000	0	0.0%
Printing	1,944	5,000	5,000	0	0.0%
Rent	150,336	158,000	145,100	(12,900)	-8.2%
Training	3,881	4,500	4,500	0	0.0%
Travel and Conferences	2,841	5,000	5,000	0	0.0%
Audit and Actuary Services	42,455	62,200	52,200	(10,000)	-16.1%
Legal Services	20,915	25,000	25,000	0	0.0%
Professional and Human Resources	67,635	55,000	55,000	0	0.0%
Subtotal	\$1,169,022	\$1,279,900	\$1,269,000		
Adjusted Overhead Rate	54.77%	63.42%	58.18%		



This page is intentionally left blank.





## **BUDGET SUMMARY BY PROGRAM**

## PROGRAM OVERVIEW

The Fiscal Year 2018/2019 budget is a comprehensive budget. It contains the General, LTF, STA, SAFE, SPBL, VCTC Intercity Service and Valley Express 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 2018/2019 are \$70,326,965. The total budget expenditures increased by 2.8% and are briefly explained in the individual program summaries.

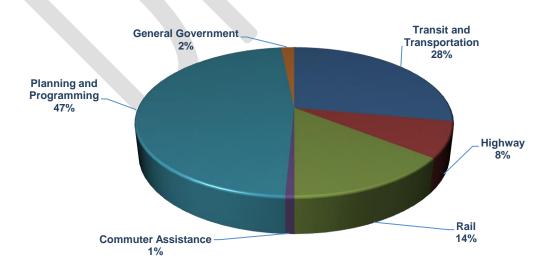
Below is a table and chart which summarize these six programs: Table 7, Budgeted Expenditures Summary by Program, and Chart 13 Budgeted Program Expenditures.

Table 7 – Budgeted Expenditures Summary by Program

Dragram Budget Cotegories	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	% of
Program Budget Categories	Actual	Budget*	Budget	Change
Transit and Transportation	\$15,238,349	\$22,099,250	\$20,089,400	-9.1%
Highway	497,394	1,605,100	5,373,200	234.8%
Rail	6,202,886	6,310,984	10,023,683	58.8%
Commuter Assistance	478,290	691,400	539,800	-21.9%
Planning and Programming	31,686,170	32,558,632	33,180,182	1.9%
General Government	1,320,673	5,173,001	1,120,700	-78.3%
Total Program Budget	\$55,423,762	\$68,438,367	\$70,326,965	2.8%

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).

**Chart 13 – Budgeted Program Expenditures** 





## TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role in providing regional support as the County's Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. The Transit and Transportation Program, at \$20,089,400, is 28% of the budget and includes five project tasks.

Changes to this fiscal year include the combining of the Fare Collection and APC System and Transit Stop Enhancement budgets into a Regional Transit Technology budget. This combined budget decreased with the completion of the procurement of the new AVL system. The Transit Grant Administration budget decreased as new pass-through projects will not be added until the final budget. The Valley Express budget decreased as the farebox equipment purchase was completed. The VCTC Intercity budget increased for additional costs negotiated with the new bus service provider and the purchase of three buses. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 8 – Transit and Transportation Program Budget Tasks** 

		Fiscal Year	Fiscal Year	Fiscal Year	
	Page	2016/2017	2017/2018	2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
Regional Transit Technology	52	\$ 365,986	\$ 3,373,450	\$ 663,500	-80.3%
Senior and Disabled Transportation Svs.	54	230,954	306,800	307,600	0.3%
Transit Grant Administration	56	3,948,392	7,342,900	4,510,300	-38.6%
Valley Express	58	1,577,118	2,127,500	1,943,400	-8.7%
VCTC Intercity Services	60	9,115,899	8,948,600	12,664,600	41.5%
Total Transit and Transportation Budget		\$15,238,349	\$22,099,250	\$20,089,400	-9.1%
Program Costs:					
Personnel		\$ 505,632	\$ 700,600	\$ 682,800	
Indirect		272,437	444,300	397,200	
Project		14,460,280	20,954,350	19,009,400	
Total Transit and Transportation Budget		\$15,238,349	\$22,099,250	\$20,089,400	
		. , ,	. , ,		
Full-Time Employee Equivalent		4.5	5.9	5.5	

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (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 callbox system and the SpeedInfo Speed Sensors. The Highway Program, at \$5,373,200 is 8% of the budget and includes three project tasks.

The Callbox System budget decreased due to lower contract costs and partial completion of the ADA upgrades/compliance project. The Highway Project Management increased for higher consultant and staffing costs due to the anticipated work on the U.S. PAED 101. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

**Table 9 – Highway Program Budget Tasks** 

		Fiscal Year	Fiscal Year	Fiscal Year	
	Page	2016/2017	2017/2018	2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
Callbox System	64	\$343,534	\$ 720,200	\$ 491,600	-31.7%
Highway Project Management	66	29,171	737,800	4,728,600	540.9%
SpeedInfo Highway Speed Sensors	68	124,689	147,100	153,000	4.0%
Total Highway Budget		\$497,394	\$1,605,100	\$5,373,200	234.8%
Program Costs:					
Personnel		\$ 29,187	\$ 41,800	\$ 97,500	
Indirect		15,986	26,500	56,700	
Project	· ·	452,221	1,536,800	5,219,000	
Total Highway Budget		\$497,394	\$1,605,100	\$5,373,200	
Full-Time Employee Equivalent		0.2	0.2	0.5	

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



## 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 \$10,023,683, is 14% of the budget and includes three project tasks.

The Metrolink Commuter Rail budget increased for operational expenses and capital rehabilitation. This budget includes funding from SB 1 and the State of Good Repair Program without which many of the improvements would not be possible. The Santa Paula Branch Line budget decreased largely due to lower legal costs, staff time and unanticipated repairs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 - Rail Program Budget Tasks

	Page	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
LOSSAN - Coast Rail Coordinating Council	72	\$ 17,705	\$ 35,800	\$ 34,600	-3.4%
Metrolink Commuter Rail	74	3,508,530	5,162,432	9,148,083	77.2%
Santa Paula Branch Line	76	2,676,651	1,112,752	841,000	-24.4%
Total Rail Budget		\$6,202,886	\$6,310,984	\$10,023,683	58.8%
Program Costs:					
Personnel		\$ 117,946	\$ 183,400	\$ 170,600	
Indirect		64,599	116,200	99,200	
Project		6,020,341	6,011,384	9,753,883	
Total Rail Budget		\$6,202,886	\$6,310,984	\$10,023,683	
				<u> </u>	•
Full-Time Employee Equivalent		0.8	1.2	1.1	

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (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 \$539,800, is 1% of the budget and includes two project tasks.

The Regional Transit Information Center budget had a slight increase in staffing costs. The Rideshare Programs budget decreased as some tasks were outsourced. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 - Commuter Assistance Program Budget Tasks

	Page	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
Regional Transit Information Center	80	\$199,936	\$248,400	\$265,800	7.0%
Rideshare Programs	82	278,354	443,000	274,000	-38.1%
Total Commuter Assistance Budget		\$478,290	\$691,400	\$539,800	-21.9%
Program Costs:					
Personnel		\$269,391	\$294,750	\$167,500	
Indirect		147,545	187,050	97,500	
Project		61,354	209,600	274,800	
Total Commuter Assistance Budget		\$478,290	\$691,400	\$539,800	
Full-Time Employee Equivalent		2.4	2.6	1.8	

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



### PLANNING AND PROGRAMMING PROGRAM

Many of the agency's core 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 \$33,180,182, or 47% of the budget and includes six project tasks.

The Airport Land Use Commission budget has a slight increase in staffing costs. The Freight budget increased slightly due to staff costs associated with working with regional agencies and the State to prepare for the next freight program. The Regional Transit Planning budget decreased as consultant studies were completed. The Regional Transportation Planning budget increased for additional staff time and new consultant studies including the CMP update. The Transportation Development Act budget increased due to additional pass-through funding to local agencies including funding from SB 1 and State of Good Repair. The Transportation Programing budget increased slightly for additional staff time associated with SB 1 and assistance with the competitive grant process. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 - Planning and Programming Program Budget Tasks

	Page	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
Airport Land Use Commission	86	\$ 13,724	\$ 25,800	\$ 27,700	7.4%
Freight Movement	88	18,414	38,800	42,700	10.1%
Regional Transit Planning	90	713,874	982,600	938,800	-4.5%
Regional Transportation Planning	92	600,411	922,100	961,300	4.3%
Transportation Development Act	94	30,024,119	30,261,132	30,873,682	2.0%
Transportation Programming	96	315,628	328,200	336,000	2.4%
Total Planning & Programming Budget		\$31,686,170	\$32,558,632	\$33,180,182	1.9%
Program Costs:					
Personnel		\$ 800,653	\$ 829,200	\$ 917,600	
Indirect		438,517	525,900	533,900	
Project		30,447,000	31,203,532	31,728,682	
Total Planning & Programming Budget	·	\$31,686,170	\$32,558,632	\$33,180,182	•
Full-Time Employee Equivalent		5.3	4.9	5.9	•

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



#### GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and various programs contained throughout the budget. These tasks include financial management, legislative activities, intergovernmental relations and public information. The General Government Program, at \$1,120,700, is 2% of the budget and includes four project tasks.

The Community Outreach budget increased for staff time, additional events and consultant services for increased community outreach. The Management and Administration budget increased slightly for staffing costs and the purchase of hardware and software for the agency. The VCTC Office Building budget was removed from the budget as VCTC has decided against purchasing the Camarillo building. The State and Federal Governmental Relations budget increased slightly for staffing and consultant services. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 – General Government Program Budget Tasks

	Page	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	% of
Budget Tasks	#	Actual	Budget*	Budget	Change
Community Outreach	100	\$ 727,024	\$ 450,000	\$ 514,500	14.3%
Management and Administration	102	316,434	356,000	383,400	7.7%
State and Federal Governmental Relations	104	185,773	216,600	222,800	2.9%
VCTC Office Building	0	91,442	4,150,401	0	-100%
Total General Government Budget		\$1,320,673	\$5,173,001	\$1,120,700	-78.3%
Program Costs:					
Personnel		\$ 372,137	\$ 382,300	\$ 406,300	
Indirect		203,820	242,500	236,400	
Project		744,716	4,548,201	478,000	_
Total General Government Budget		\$1,320,673	\$5,173,001	\$1,120,700	
Full-Time Employee Equivalent		6.2	6.2	6.2	

<sup>\*</sup>Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).



This page is intentionally left blank.





## **BUDGET SUMMARY BY FUND**

VENTURA COUNTY TRANSPORTATION COMMISSION  BUDGET SUMMARY BY FUND								
FISCAL YEAR 2018/2019								
	GENERAL FUND	LTF	STA	SAFE	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
REVENUES								
Federal Grants	11,600,516	-	-	-	-	4,578,479	624,254	16,803,249
State Grants	2,508,265	-	-	-	17,800	884,959	-	3,411,024
Local Transportation Fund	-	35,400,000	-	-	-	-	-	35,400,000
State Transit Assistance	-	-	8,355,405	-	-	-	-	8,355,405
Vehicle Registration Fees	-	-	-	800,000	-	-	-	800,000
Local, Investment, and Other Revenues	77,500	35,000	50,000	25,000	269,000	2,967,458	1,319,146	4,743,104
Total Revenues	14,186,281	35,435,000	8,405,405	825,000	286,800	8,430,896	1,943,400	69,512,782
EXPENDITURES								
Transit and Transportation								
Regional Transit Technology	663,500							663,500
Senior and Disabled Transportation Services	307,600	_	-	-	-	-	-	307,600
Transit Grant Administration	4,510,300		-	-	-	-	-	4,510,300
Valley Express	4,510,300			-	-	-	1,943,400	1,943,400
VCTC Intercity Services				-	-	12,664,600	1,943,400	12,664,600
Total Transit and Transportation Budget	5,481,400					12,664,600	1,943,400	20,089,400
Total Transit and Transportation Budget	3,461,400	_	-	-	-	12,004,000	1,943,400	20,009,400
Highway								
Callbox System	21,100		-	470,500	-	-	-	491,600
Highway Project Management	4,728,600	-	-	-	-	-	-	4,728,600
SpeedInfo Highway Speed Sensors	9,000	_	-	144,000	-	-	-	153,000
Total Highway Budget	4,758,700	-	-	614,500	-	-	-	5,373,200



#### VENTURA COUNTY TRANSPORTATION COMMISSION **BUDGET SUMMARY FISCAL YEAR 2018/2019 GENERAL VCTC VALLEY FUND** LTF **STA** SAFE SPBL INTERCITY **EXPRESS TOTAL** Rail LOSSAN - Coast Rail Coordinating Council 34,600 34,600 Metrolink Commuter Rail 9,148,083 9,148,083 Santa Paula Branch Line 120,000 721,000 841,000 **Total Rail Budget** 9,302,683 721,000 10,023,683 **Commuter Assistance** Regional Transit Information Center 265,800 265,800 274,000 274,000 Rideshare Programs **Total Commuter Assistance Budget** 539,800 539,800 **Planning and Programming** 27,700 Airport Land Use Commission 27,700 Freight Movement 42,700 42,700 Regional Transit Planning 938.800 938.800 Regional Transportation Planning 961,300 961,300 Transportation Development Act 608,545 30,265,137 30,873,682 **Transportation Programming** 336,000 336,000 30,265,137 **Total Planning and Programming Budget** 2,915,045 33,180,182 **General Government** Community Outreach 514,500 514,500 Management and Administration 383,400 383,400 222,800 State and Federal Governmental Relations 222,800 **Total General Government Budget** 1.120.700 1,120,700



VENTURA COUNTY TRANSPORTATION COMMISSION BUDGET SUMMARY FISCAL YEAR 2018/2019								
	GENERAL FUND	LTF	STA	SAFE	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Total Expenditures	24,118,328	30,265,137	-	614,500	721,000	12,664,600	1,943,400	70,326,965
Revenues Over (Under) Expenditures	(9,932,047)	5,169,863	8,405,405	210,500	(434,200)	(4,233,704)	-	(814,183)
Other Financing Sources (Uses)								
Transfers In (Out)	9,121,975	(4,933,438)	(8,826,341)	(30,100)	434,200	4,233,704	_	-
Contingency/Reserve	(50,000)	(2,900,000)	-	(1,515,000)	-	-	-	(4,465,000)
Fund Balance Beginning of Year	897,140	2,700,000	11,197,907	4,378,625	-	-	-	19,173,672
Fund Balance End of Year	37,068	36,425	10,776,971	3,044,025	-	-	-	13,894,489

LTF, STA, SAFE and SPBL funds are "transferred" to the General Fund to pay for project expenditures shown within the General Fund. STA is also transferred to the VCTC Intercity Services fund for project expenses.



This page is intentionally left blank.





# **VENTURA COUNTY TRANSPORTATION COMMISSION**





## **INDEX OF TASK BUDGETS BY PROGRAM**

Transit and Transportation Program Regional Transit Technology Senior and Disabled Transportation Services Transit Grant Administration Valley Express VCTC Intercity Services	52-53 54-55 56-57 58-59 60-61
Highway Program Callbox System Highway Project Management SpeedInfo Highway Speed Sensors	64-65 66-67 68-69
Rail Program LOSSAN - Coast Rail Coordinating Council Metrolink Commuter Rail Santa Paula Branch Line	72-73 74-75 76-77
Commuter Assistance Program Regional Transit Information Center Rideshare Programs	80-81 82-83
Planning and Programming Program Airport Land Use Commission Freight Movement Regional Transit Planning Regional Transportation Planning Transportation Development Act Transportation Programming	86-87 88-89 90-91 92-93 94-95
Transportation Frogramming	96-97



## INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER

Darren Kettle - Executive Director	
Management and Administration	102-103
State and Federal Governmental Relations	104-105
Donna Cole – Clerk of the Commission-Public Information Office	
Community Outreach	100-101
Steve DeGeorge - Planning and Technology Director	
Airport Land Use Commission	86-87
Callbox System	64-65
Highway Project Management	66-67
Regional Transportation Planning	92-93
Rideshare Programs	82-83
Santa Paula Branch Line	76-77
SpeedInfo Highway Speed Sensors	68-69
Sally DeGeorge – Finance Director	
Transportation Development Act	94-95
Peter De Haan – Programming Director	
Freight Movement	88-89
Senior and Disabled Transportation Services	54-55
Transit Grant Administration	56-57
Transportation Programming	96-97
Martin Erickson - Transit Director	
Aaron Bonfilio - Program Manager - Transit Contracts	
Regional Transit Technology	52-53
Regional Transit Information Center	80-81
Valley Express	58-59
VCTC Intercity Services	60-61
Claire Gratsy – Program Manager – Regional Transit Planning	g
LOSSAN - Coast Rail Coordinating Council	72-73
Metrolink Commuter Rail	74-75
Regional Transit Planning	90-91



This page is intentionally left blank.



## TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS





**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Oversight and management of the VCTC regional transit technology program; including regional electronic fare media and farebox, automatic passenger counters (APC), computer automated dispatch/automatic vehicle location (CAD/AVL), voice annunciators, and real-time passenger information (RTPI) systems for Ventura County transit services.

The Regional Transit Technology Budget Task was previously reflected as two VCTC Budget Tasks: Transit Stop Enhancements (formerly Nextbus), and Fare Collection & APC Systems. Due to consolidation of staff, vendors, and funding sources, the two Budget Tasks were combined. This new Budget Task as described below reflects the combined work elements, and historical expenditure comparison data for these two programs.

**ACCOMPLISHMENTS:** During Fiscal Year 2017/2018 VCTC completed the procurement and installation of a new RTPI CAD/AVL system from Syncromatics Corporation, to replace the outdated Nextbus system. The new system installed on over 140 of the County's transit fleet vehicles, with new real-time arrival signs at over 40 bus stop locations, included integration with existing APC, farebox and onboard fleet technologies, as well as upgraded CAD/AVL technology for operations. System design was completed shortly after the installation. It is anticipated that final system acceptance will be completed before the end of the fiscal year. Additionally, APC systems were installed on Oiai, Valley Express, Camarillo, Moorpark and Simi Valley transit fleets. With the completion of this project, this task will have a significant budget decrease. Lastly, VCTC deployed new electronic fare media fareboxes for the Valley Express system during Fiscal Year 2017/2018, and, Moorpark City Transit joined the growing list of transit operators which accept the VCTC regional fare media and the CSUCI Student-ID pass. In the near future, VCTC will launch an online fare media sales portal, which will complement the eight brick and mortar retail sales locations.

**DESCRIPTION:** This program assists the general public, transit riders, and operators through the provision of technologies that improve coordination of and ease of use for passengers navigating between the many transit operators in Ventura County. This is facilitated with real-time information, improved accessibility features, efficiencies with operations and a regionally accepted fare media. Recurring duties include installation and oversight of real-time bus stop arrival signs and onboard fleet equipment. In addition, program staff conduct training of County operator staff, as well as, the coordination and maintenance of a countywide general transit feed syntax (GTFS) database, which aids for coordinated planning.

#### WORK ELEMENTS:

- 1. Coordinate contract activities with transit operators and vendors.
- 2. Coordinate installation of new or replacement bus equipment and/or bus stop signs throughout the County.
- 3. Perform daily system health checks and oversee generation of statistical reporting on a regular and ad-hoc basis for proper accounting of passenger revenue and transit ridership related to regionally accepted fare media, such as the 31-day pass, and CSUCI Smartcard.



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

## **WORK ELEMENTS (continued):**

- 4. Provide account management duties at VCTC's central point-of-sale office for remote pass retail customers and bulk fare media purchase orders from social service agencies, and, conduct reconciliation of sales revenues for all sales locations.
- 5. Assist operators with training and outreach of transit technology programs.
- 6. Assist with the procurement of the countywide standard fare media equipment for smaller transit agencies.
- 7. Oversee management and updates to RTPI and GTFS database.

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

#### **FUNDING:**

Funding Source		Funding Dollars
FTA		\$530,800
LTF Fund Transfer		132,700
Total Funding		\$663,500

#### **EXPENDITURE COMPARISON:**

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget*	Budget
Salaries	\$ 83,266	\$ 150,000	\$119,300
Fringe and Tax	59,293	96,700	78,200
Indirect Cost Allocation	78,079	156,500	114,900
Business Meals	194	100	300
Communications	296	2,000	2,200
Mileage	995	3,550	3,500
Notices	115	0	200
Office Support	0	1,250	2,000
Postage	54	1,300	1,400
Printing	11,323	25,000	27,000
Supplies	194	3,000	500
Training	0	0	1,000
Travel and Conferences	0	1,600	2,000
Bank Credit Card Processing Fees	11,745	22,000	22,000
Consultant Services	116,914	0	25,000
Legal Services	3,518	11,700	6,000
Professional Services	0	2,850,750	250,000
Equipment / Equipment Maintenance	0	48,000	8,000
Total Expenditures	\$365,986	\$3,373,450	\$663,500

<sup>\*</sup> Transit Stop Enhancement Expenditures budget task was amended after the Commission approved the budget in June 2017.



**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 Americans with Disabilities Act (ADA) certification program.

Certification activities:	Fiscal Year 2015/2016	Fiscal Year 2016/2017	Jul-Dec 2017
ADA Information/Application Requests	13,709	9,909	6,779
ADA Applications Received	1,519	1,116	666
Personal Interviews Conducted	479	399	159
ADA Determinations Issued	1,314	1,246	602

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

**DESCRIPTION:** The Federal government requires that a local process be in place to determine eligibility for complementary paratransit service provided under the Americans with Disabilities Act (ADA) to all areas within three-quarters of a mile of local fixed-route bus service. Provision of this service is the responsibility of the local transit operators; however, from the start of ADA, the Ventura County transit operators have looked to VCTC to provide certification on a countywide basis, thus providing economy of scale and a consistent process.

In the summer of 2015 VCTC entered into a new contract with Mobility Management Partners, Inc. which had been the previous provider. Since starting the new contract, staff worked with the contractor to implement numerous changes to the evaluation process, including deployment of online application capability and electronic data access for the transit operators. One particularly significant change was the elimination of personal interviews for all new applicants, through the initiation of an up-front application review to be followed by an interview only if determined to be necessary for an eligibility decision. As a result of this and other changes, the processing time for applications was reduced from a typical average of 50 days prior to 2015 to an average of 9 days from July through September 2017. Meanwhile, the number of certifications increased steadily from 800 in Fiscal Year 2013/2014 to 1,314 in 2015/2016. Although certifications leveled off in Fiscal Year 2016/2017, it is important to note that the increased numbers of ADA certifications will likely have ramifications beyond VCTC's certification costs both impacting the demand for countywide paratransit services and affecting the costs to all transit operators.

This past year the Commission opted to approve the first of two optional one-year contract extensions for the certification contract, with the current term expiring June, 2019. Staff expects to come to the Commission in early fall of 2018 for direction on whether to exercise the second and final one-year option, or re-bid the contract.



**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.
- 5. Conduct procurement for new certification services contract if directed to do so by Commission.

**PRODUCT:** Processing of approximately 1,300 ADA certification requests per year; provision of public information in support of certification program.

#### **FUNDING:**

Funding Source		Funding Dollars
FTA		\$246,080
LTF Fund Transfer		61,520
Total Funding		\$307,600

## **EXPENDITURE COMPARISONS:**

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget	Budget
Salaries	\$ 3,385	\$ 17,800	\$ 18,500
Fringe and Tax	1,645	8,700	9,400
Indirect Cost Allocation	2,755	16,800	16,200
Business Meals	0	100	100
Mileage	10	400	400
Notices	0	200	200
Printing	3,924	3,100	3,100
Travel and Conferences	0	1,600	1,600
Consultant Services	219,235	255,000	255,000
Legal Services	0	3,100	3,100
Total Expenditures	\$230,954	\$306,800	\$307,600



**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 ensure that the granting agencies' requirements are met.

ACCOMPLISHMENTS: VCTC administers annual grants provided by FTA for funding transit planning, operations, and capital improvements. Funds are provided to VCTC bus transit and planning, and on a pass-through basis to county transit agencies, 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, Area Agency on Aging, County Human Services Agency, City of Oxnard, Arc of Ventura County, City of Ojai, HELP of Ojai, Ventura Transit System, Inc., California Vanpool Authority, and Mobility Management Partners.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. The FTA grant funds are reduced due to the anticipated completion of many subrecipient projects. However, the Fiscal Year 2018/2019 Program of Projects has not yet been developed, so the final version of the budget will be increased to incorporate funds that the Commission approves in the POP. However, the draft budget does add the new Jobs Access / Reverse Commute and Section 5310 funds approved at the March 2018 Commission meeting.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including a new Moorpark station entrance, the Camarillo station pedestrian improvements, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit and paratransit systems.

VCTC staff expenses for this work are largely FTA-funded, matched with Local Transportation Funds (LTF). During Fiscal Year 2018/2019, VCTC will be due for the FTA Triennial Review. This task includes an increase in consultant funding to assist with subrecipient monitoring, which in the past few years has received fewer staff hours due to other needs. The need for an increased level of subrecipient monitoring is being driven by past FTA Triennial findings which directed VCTC to ensure adequate effort for this function.



**BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)** 

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Peter De Haan

#### WORK ELEMENTS:

- 1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
- 2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and record-keeping, competitive contracting, Buy America, Disadvantaged Business Enterprise (DBE), lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, and ADA.
- 3. Review subrecipient invoices for FTA funds and submit to FTA for reimbursement.
- 4. Provide required periodic grant project status reports to federal and state funding entities.
- 5. Prepare for and participate in FTA 2018/2019 Triennial Review.

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

### **FUNDING:**

Funding Source	Funding Dollars
FTA 5307, 5310, 5316 CMAQ Transfer	\$ 728,777
FTA 5307, 5310, 5316, CMAQ Transfer Carry-over	3,685,532
LTF Fund Transfer	74,491
Local Contribution	21,500
Total Funding	\$4,510,300

## **EXPENDITURE COMPARISON:**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget*	Budget
Salaries	\$ 50,527	\$ 98,800	\$ 86,300
Fringe and Tax	23,534	46,600	41,400
Indirect Cost Allocation	40,563	92,200	74,300
Business Meals	26	100	100
Mileage	144	300	800
Notices	838	400	300
Travel and Conferences	5	500	500
Consultant Services	7,200	12,000	20,000
Legal Services	3,328	5,900	5,900
Equipment	0	63,300	107,500
Pass-Through Grants	3,822,227	7,022,800	4,173,200
Total Expenditures	\$3,948,392	\$7,342,900	\$4,510,300

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: VALLEY EXPRESS** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and surrounding County unincorporated area, administered through a Cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: At the direction of the local jurisdictions, VCTC oversaw the administration of the Valley Express bus service. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014. This included the staffing and management of the Technical and Policy advisory committees. During the year, staff provided contractor oversight, marketing program development, ridership and fare analysis, management of fare media sales, service quality monitoring and general outreach activities to promote transit usage. The Committees directed service changes which reduced the existing Fixed Route service and expanded demand-based Dial-a-ride availability. VCTC accomplished these changes and tasks within the agreed upon staffing charge, not to exceed \$100,000 annually. In addition, upgraded fareboxes and data system were implemented. Followed by the installation and implementation of the new real-time passenger information system, which includes automatic vehicle location, passenger counters and computer automated dispatch technology (AVL System).

	Fiscal Year	Fiscal Year	Jul-Dec
Annual Ridership Totals	2015/2016	2016/2017	2017
	Ridership	Ridership	Ridership
Valley Express Dial-a-ride	31,486	24,813	14,283
Valley Express Fixed Route	96,992	72,999	25,068

**DESCRIPTION:** The Valley Express service provides General Public Dial-a-Ride, Fixed Route, and ADA Paratransit/Senior transit services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service has remained consistent following the Transit Operator contract amendment effective March 2017, and will fluctuate if future service planning changes take effect. Recurring costs include administrative staffing, contractor operator expense, marketing and professional services associated with dial-a-ride reservations software and vehicle inspection services.

This task is fully funded from FTA funds and the participating local jurisdictions.

## WORK ELEMENTS:

- 1. Provide the Valley Express service through a contract operator and oversee contractor performance, service quality, compliance, and prepare re-procurement.
- 2. Organize and administer regular committee meetings with representatives.
- 3. Oversee the planning and development of schedule adjustments of the service.
- 4. Implement support activities such as marketing the service, printing and distribution of passenger information, vendor contracts, and direct service modifications.
- 5. Oversee the implementation of recurring upgrades to dispatch paratransit system.
- 6. Prepare service statistics and provide the information to Cities, County, State, and Federal Transit Administration.
- 7. Provide development of service information for AVL System.
- 8. Oversee fleet maintenance pursuant to transit asset management best practices.



**BUDGET TASK: VALLEY EXPRESS (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

**PRODUCT:** Operation and administration of the Valley Express bus service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC will prepare and administer procurements related to the service, as well as monitor key performance indicators, contract compliance and plan service adjustments, accordingly.

## **FUNDING:**

Funding Source	Funding Dollars
FTA	\$ 624,254
Local Contribution – TDA Funds*	1,111,146
Local Contribution – Route Guarantee*	120,000
Local Fee – Farebox	88,000
Total Funding	\$1,943,400

<sup>\*</sup>Local Contribution provided by the cities of Santa Paula and Fillmore and the County of Ventura.

#### **EXPENDITURE COMPARISON:**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget**	Budget
Salaries	\$ 44,370	\$ 42,100	\$ 43,200
Fringe and Tax	26,079	19,100	20,000
Indirect Cost Allocation	38,585	38,800	36,800
Communications	14,901	13,200	15,500
Mileage	366	2,000	2,000
Office Support	63	200	200
Postage	24	100	100
Printing	0	5,000	6,800
Bank Fees	396	1,100	800
Legal Services	1,654	9,000	10,000
Professional Services	46,595	63,000	75,000
Bus Purchase/ Farebox Capital Equipment	0	224,400	4,000
Contract Services	1,352,809	1,630,500	1,639,000
Outreach and Marketing	51,276	79,000	90,000
On-board Video System	0	0	0
Total Expenditures	\$1,577,118	\$2,127,500	\$1,943,400

<sup>\*\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: VCTC INTERCITY SERVICES** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide safe, comfortable, efficient and well-coordinated intercity fixed route transit service, connecting with local transit services on VCTC Intercity transit corridors.

**ACCOMPLISHMENTS:** During the last fiscal year, VCTC continued service demonstration of the new "Oxnard/Camarillo" route and launched the new demonstration "East/West" route. During the year, VCTC was also awarded grant funds for one expansion vehicle and two replacement vehicles. This purchase will be funded by a Congestion Mitigation Air Quality (CMAQ) program grant. The buses are anticipated to arrive this winter 2018. Last fiscal year also marked the first full year following VCTC's largest service change (reduction) in the system's history, which took effect May 2017. At the same time, a new numbering convention was instituted which has helped drive data collection, aiding with down to the route and trip-time service analysis. In addition, new technology will be deployed, including real-time passenger information as well as a new online pass sales "storefront" - moving the Intercity system into the digital age. Lastly, staff and the operations contractor, worked collaboratively as the current operator, Roadrunner Management Services, was acquired by international transit operations firm, RATP Dev. While RATP Dev brings to VCTC over fifty years of public transit management experience, in addition to scheduled cost increases, the Intercity service rates were amended upward approximately 5% to address driver wages and increased maintenance to prolong the life of the fleet.

During Fiscal Year 2016/2017 VCTC provided approximately 722,831 passenger trips, representing just over an 8% decline in year-over-year ridership. The table below reflects the current ridership during the last six months as compared to the previous two years, including the demonstration route performance:

	Fiscal Year	Fiscal Year	Jul-Dec
	2015/2016	2016/2017	2017
	Ridership	Ridership	Ridership
System-wide VCTC Ridership	786,761	722,831	330,938
Oxnard/Camarillo (Demo)	n/a	8,506	14,844
East/West (Demo)	n/a	n/a	1,226

**DESCRIPTION:** VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus services, with service extending into Los Angeles and Santa Barbara Counties. The system provides vital regional service for all citizens including "transit-dependent", as well as for those who are "choice-riders." The fleet is equipped with complimentary WiFi, reclining seats, and made up of commuter-style coaches.

#### WORK ELEMENTS:

- 1. Oversee transition of contract operator; including contract compliance, budget performance, and monitor maintenance of rolling-stock and regulatory compliance.
- **2.** Plan and implement fare changes and regular service changes, including changes to mitigate escalated contract operator expense.



**BUDGET TASK: VCTC INTERCITY SERVICES (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER**: Aaron Bonfilio

## **WORK ELEMENTS (continued):**

- **3.** Monitor service demonstration(s), and explore opportunities for ridership growth.
- 4. Administer Cooperative funding agreements and prepare related budgets.
- 5. Manage development and reporting of service indicators and system information.
- 6. Promote the system, conduct outreach and solicit rider input.
- 7. Oversee the procurement and deployment of new VCTC fleet vehicles.

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

## **FUNDING:**

Funding Source	Funding Dollars
FTA	\$ 2,352,319
FTA/CMAQ	2,226,160
STA Fund Transfer	4,160,884
LTF Fund Transfer	72,820
LCTOP	884,959
Local Contribution – Route Guarantee*	1,882,458
Local Fee – CSUCI Administration	35,000
Local Fee – Farebox	1,050,000
Total Funding	\$12,664,600

<sup>\*</sup>Local Contribution provided by Moorpark College, CSUCI and SBCAG

## **EXPENDITURE COMPARISON:**

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget**	Budget
Salaries	\$ 130,713	\$ 146,200	\$ 175,300
Fringe and Tax	82,819	74,600	91,200
Indirect Cost Allocation	112,454	140,000	155,000
Business Meals	38	300	300
Communications Wi-Fi	14,319	21,000	23,000
Mileage	609	2,600	2,700
Office Support	441	200	1,000
Printing	0	2,000	3,500
Training	1,030	1,800	2,000
Travel and Conferences	3,255	5,800	6,000
Bank Fees	3,237	4,100	4,100
Consultant Services	41,456	15,000	25,000
Legal Services	107,710	75,000	50,000
Bus and Equipment	141,688	0	2,138,100
Contract Services	8,476,130	8,300,000	9,887,400
Outreach***	0	160,000	100,000
Total Expenditures	\$9,115,899	\$8,948,600	\$12,664,600

<sup>\*\*</sup> This budget task was amended after the Commission approved the budget in June 2017.

<sup>\*\*\*</sup>Outreach was previously included in the General Government Program – Community Outreach.

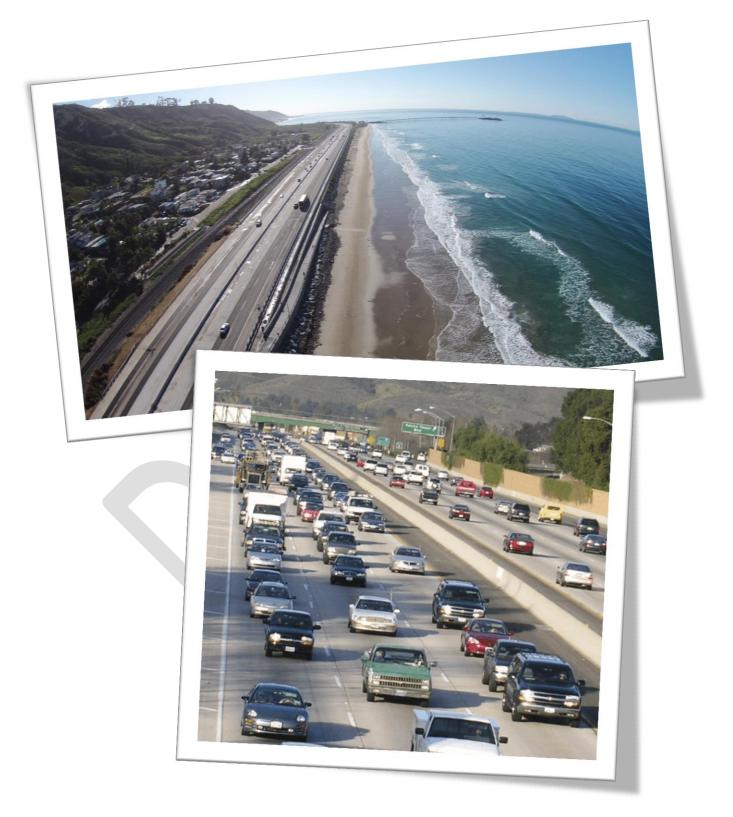


This page is intentionally left blank.





## **HIGHWAY PROGRAM TASK BUDGETS**





**BUDGET TASK: CALLBOX SYSTEM** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Maintain and operate a countywide motorist aid callbox 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 the callboxes on state highways within the County of Ventura. The revenue consists of \$1 fee per vehicle registered as part of the vehicle registration process. As cellular phones have proliferated the callbox volume has decreased over time leveling off in 2010 at an average of 3,000 calls annually through 2016. In 2017 call volume seems to be decreasing once again and bears monitoring to see if the decrease reflects an ongoing trend.

In Fiscal Year 2014/2015 the callbox system underwent an analysis to identify needs to improve efficiency, update technology and bring the system into Americans with Disabilities Act (ADA) compliance. In Fiscal Year 2016/2017 the first two steps were completed with a 25% reduction in the total number of callboxes and an upgrade to the remaining 420 callboxes to 3G technology.

During Fiscal Year 2017/2018 work was begun to bring the system into compliance with the Americans with Disabilities Act. This work varies greatly from site to site but includes the installation of concrete pads, asphalt pathways, and some callbox relocations away from the roadway edge. It is anticipated that by the end of the fiscal year approximately 50% of the sites will have been upgraded with the remainder of the upgrade being completed in Fiscal Year 2018/2019

**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 callbox programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public.

As described briefly above, the last element remaining in the plan to modernize the callbox network is to ensure the remaining callbox sites are ADA compliant and \$200,000 is contained in the consultant services line item for this activity.

Lastly, across the last several years the SAFE fund balance has grown sufficiently to accommodate the reserve policy and the provision of other motorist services. Staff will be compiling options for other SAFE funded services, such as Freeway Service Patrol, for Commission discussion and possible implementation. No funds have been budgeted for these services at this time but could be amended into the budget at a future date.

The Fiscal Year 2018/2019 Callbox Task Budget is approximately \$228,000 less than the previous fiscal year due to lower communication costs, lower contract costs with CHP and completion of 50% of the ADA upgrades.



**BUDGET TASK: CALLBOX SYSTEM (continued)** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

#### WORK ELEMENTS:

- 1. Manage day-to-day operations/maintenance of the Callbox Program.
- 2. Coordinate work performed by consultants and other agencies for the Motorist Aid Callbox System, including the following contracts and/or purchase orders.
- 3. Contract with California Highway Patrol for dispatching services.
- 4. Oversee purchase orders and/or contracts with consultants for callbox management services.
- 5. Ensure that knocked-down callboxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
- 6. Temporarily remove and/or install new callboxes in response to construction on state highways in Ventura County.
- 7. Complete callbox site upgrades for ADA compliance.

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

#### FUNDING:

Funding Source		Funding Dollars
SAFE Revenues and Fund Transfer		\$491,600
Total Funding		\$491,600

## **EXPENDITURE COMPARISON:**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget	Budget
Salaries	\$ 7,395	\$ 10,400	\$ 9,300
Fringe and Tax	3,183	5,000	4,000
Indirect Cost Allocation	5,794	9,800	7,800
Training	0	1,500	1,500
Consultant Services	277,529	630,000	422,000
Legal Services	64	1,500	1,000
CHP	9,534	20,000	10,000
Communications Callbox	40,035	42,000	36,000
Total Expenditures	\$343,534	\$720,200	\$491,600



**BUDGET TASK: HIGHWAY PROJECT MANAGEMENT** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

OBJECTIVES: Initiate delivery of the freeway improvement projects on Route 101 and

Route 118.

ACCOMPLISHMENTS: With the Project Study Reports (PSRs) completed for U.S. 101 and S.R. 118, the Commission has laid the groundwork to move environmental work on those highways forward. Beginning in May of 2015, the Commission approved programming \$14 million in federal Surface Transportation Program (STP) funds for the environmental phase of U.S. 101 and \$3 million of STP for the environmental phase of S.R. 118. In December 2016 the Commission approved a cooperative agreement with Caltrans detailing VCTC's role as project lead in the Project Approval and Environmental Document (PAED) phase for U.S. 101. Lastly in June of 2017, VCTC and Caltrans agreed to a partnership in managing the U.S. 101 PAED, with Caltrans providing the engineering project management and VCTC providing the contract administration.

Beginning in the summer of 2017 and through the winter of 2018, VCTC in partnership with Caltrans initiated the consultant procurement process for the U.S. 101 PAED. The project team issued a Request for Proposal (RFP) and received five responsive proposals. The team conducted a two-step consultant selection process narrowing the proposers from five to three firms to be interviewed. Ranking the firms, the project team began negotiations with the top ranked firm coming to agreement resulting in a contract for services with the top ranked firm.

Additionally, in the fall of 2017 Caltrans issued the environmental documentation for the Highway 118 widening resulting in an approved environmental document and preferred alternative in early spring of 2018.

**DESCRIPTION:** In Fiscal Year 2018/2019 staff will be working with Caltrans and the project consultant to conduct the PAED phase for U.S. 101. It is anticipated that the PAED work will extend over approximately four years and that project funds will carry-over from year to year. Once the PAED phase is completed, the project will be ready to move to final The phasing of the engineering and eventual project delivery will be engineering. determined during the PAED process.

Staff, the Caltrans project manager and the project consultant will continue to coordinate with other agencies and the public as required on the various project elements.

The Fiscal Year 2018/2019 Highway Project Management Task Budget is approximately \$4,000,000 higher than the Fiscal Year 2017/2018 budget due to the project commencement as opposed to project planning in the previous year.



**BUDGET TASK: HIGHWAY PROJECT MANAGEMENT (continued)** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

#### WORK ELEMENTS:

1. Initiate Project Approval/Environmental Documents, U.S. 101 project.

- 2. Track state highway project statuses to assure no funds are lost due to "use-it-orlose-it" requirements.
- 3. Continue to coordinate with Caltrans on S.R. 118.

Initiation of Route 101 and Route 118 preliminary engineering and PRODUCT: environmental document preparation, implementation and effective highway project monitoring and facilitation to ensure timely delivery.

#### **FUNDING:**

Funding Source	Funding Dollars
Surface Transportation Program (STP)	\$4,604,500
PPM	124,100
Total Funding	\$4,728,600

#### **EXPENDITURE COMPARISON:**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget*	Budget
Salaries	\$13,558	\$ 18,000	\$ 57,000
Fringe and Tax	4,735	6,500	21,500
Indirect Cost Allocation	10,020	15,500	45,600
Mileage	110	1,500	1,000
Office Support	0	1,000	1,000
Travel and Conferences	16	500	500
Consultant Services	0	567,800	4,000,000
Legal Services	732	2,000	2,000
Project Management	0	125,000	600,000
Total Expenditures	\$29,171	\$737,800	\$4,728,600

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**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 can collect speed data for use in VCTC and Caltrans planning efforts.

**ACCOMPLISHMENTS:** Funded through the Service Authority for Freeway Emergencies (SAFE), SpeedInfo speed sensors are installed 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.

A new type of sensor which provides vehicles counts, as well as speeds, was developed and installed in Camarillo in late winter of 2018. Staff will be testing the sensor and reporting functionality throughout the spring. Should the new hardware be found accurate, VCTC staff may explore the option of deploying additional sensors to obtain ongoing count data for the County's highways.

**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 evaluate the data generated by the new hardware and if valid to explore locations for deploying it and capturing the data feed so that traffic counts for Ventura County highways can be done in real time.

The Fiscal Year 2018/2019 Budget has increased by \$5,900 due to increases in staff time to continue to work with the new sensors and develop useful reporting tools.

### **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.



**BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

**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.

## **FUNDING:**

Funding Source	Funding Dollars
SAFE Revenue and Fund Transfer	\$153,000
Total Funding	\$153,000

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget	Budget
Salaries	\$ 233	\$ 1,400	\$ 4,000
Fringe and Tax	83	500	1,700
Indirect Cost Allocation	173	1,200	3,300
Consultant Services	124,200	144,000	144,000
Total Expenditures	\$124,689	\$147,100	\$153,000



This page is intentionally left blank.





# **RAIL PROGRAM TASK BUDGETS**





**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

**OBJECTIVES:** Provide safe and cost-effective intercity passenger rail service in Ventura County by working with the State Division of Rail, Amtrak and the six county (Los Angeles, Orange, San Diego, San Luis Obispo, Santa Barbara and Ventura) "LOSSAN" Rail Joint Powers Authority (JPA) to improve intercity Pacific Surfliner train service and working with the other coastal California counties/agencies on the Coast Rail Coordinating Council (CRCC) to support long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2016/2017, each month an average of over 23,000 intercity rail passengers boarded or disembarked at Ventura County train stations, a three percent increase over the previous year. Since 2013, the Orange County Transportation Authority has acted as the managing agency for the JPA. The managing agency's efforts in Fiscal Year 2017/2018 included: providing the only ground transportation during the Montecito mudslides, including providing additional service and capacity, implementing a fare restructuring policy and completing a robust timetable study. They are also slated to update the business plan and improve service between Los Angeles and San Luis Obispo, including improved service from Ventura to Santa Barbara during the rush hour. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor now that LOSSAN is managing the Amtrak interoperating agreement.

**DESCRIPTION:** With the LOSSAN JPA, of which VCTC is a member, 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 costeffective operations and quality service. Efforts to better integrate the Surfliner with other corridor services, including Metrolink, will continue.

VCTC has been an active member of the Coast Rail Coordinating Council (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 which meets on a quarterly basis to discuss progress of the Coast Daylight service. VCTC Commissioner Bryan MacDonald was selected to be Chair of the LOSSAN board at the beginning of 2018.

#### 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 identify potential funding opportunities for capital rail projects along the LOSSAN corridor within Ventura County.
- 4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.



**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

## **WORK ELEMENTS (continued):**

5. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.

- 6. Represent Ventura County rail interests at the local, regional, State and Federal levels.
- 7. Work with LOSSAN as they look to modernize and expand their system.

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

#### **FUNDING:**

Funding Source		Funding Dollars
STA Fund Transfer		\$34,600
Total Funding		\$34,600

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Salaries	\$ 7,150	\$13,800	\$12,900
Fringe and Tax	3,072	5,300	5,300
Indirect Cost Allocation	5,599	12,000	10,600
Business Meals	62	100	100
Membership and Dues	1,500	0	0
Mileage	271	1,200	1,200
Office Support	0	1,000	1,000
Travel and Conferences	51	2,000	2,500
Legal Services	0	400	1,000
Total Expenditures	\$17,705	\$35,800	\$34,600



**BUDGET TASK: METROLINK COMMUTER RAIL** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

**OBJECTIVES:** Provide safe and reliable commuter rail transportation in Ventura County as part of the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) formed in 1991; and maintain and improve the line segment under VCTC ownership from the Moorpark Station to the Santa Susanna Tunnel 28.

ACCOMPLISHMENTS: During Fiscal Year 2016/2017, each weekday there were about 802 passengers boarding Metrolink commuter trains at Ventura County stations. The Ventura County line experienced peak ridership during the 2008 gas price spike then dropped during the recession and has continued to decline. Systemwide accomplishments include introducing Tier 4 locomotives, with much cleaner and efficient engines, and celebrating 25 years of service. The Ventura County Line performance is as follows:

Service	Fiscal Year 2015/2016	Fiscal Year 2016/2017
Farebox Return	25.1%	24.2%
Average Daily Boardings (VC Line)	3,520	3,466
Average Daily Boardings (VC Portion)	848	802

**DESCRIPTION:** As with all public transit systems, operating costs for Metrolink have increased each year. Under the federal requirement of the installation of collision avoidance technology known as Positive Train Control (PTC), the ongoing operations of this critical safety technology has further added to an already increasing operating cost burden. VCTC's operating contribution increased by 8% from the previous year but the overall budget has risen by nearly 20% due to additional expenditures for significant capital repair projects. The budget assumes continuing existing service levels including the Rail 2 Rail agreement with the Amtrak Pacific Surfliner.

Using federal funds generated by running Metrolink service through Ventura County, VCTC will obligate \$10,784,022 in Federal Transit Administration (FTA) funds to Metrolink mainly for operations as well as for preventative maintenance activities.

In Fiscal Year 2018/2019, VCTC will program \$9,148,083 to Metrolink for infrastructure improvements to help maintain system performance and avoid impacts to travel times as well as funding for operations. Significant capital repairs are necessary to maintain service levels and safety compliance with Federal Railroad Administration standards and prevent issuing "slow orders" where infrastructure is deteriorating. To address this, \$3,569,393 will be allocated to Metrolink's deferred maintenance backlog, including \$2,512,850 of SB 1 funds to support state of good repair activities. Additionally, \$2,035,232 of Proposition 1B funds for improvements to the East Ventura and Moorpark stations, including additional lighting and regrading and paving the layover facility. Additionally, VCTC is allocating \$3,338,858 to ongoing operations costs.



**BUDGET TASK: METROLINK COMMUTER RAIL (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

#### 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. Rehabilitation improvements within Ventura County are anticipated during the year includes tie replacement, bridge and culvert repairs, and regular ongoing track and signal maintenance.
- 3. Work with Metrolink and VCTC outreach staff to improve and coordinate outreach.
- 4. Maintain vegetation control and encroachments along track right of way between Moorpark and Simi Valley.

**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	\$3,230,863
LTF Fund Transfer Carry-over	148,876
Proposition 1B Carry-over	2,035,232
STA State of Good Repair Fund Transfer	2,512,850
STA Fund Transfer	1,214,262
Local Fees	6,000
Total Funding	\$9,148,083

		Fiscal Year Fiscal Year 2016/2017 2017/2018	
	Actual	Budget*	Budget
Salaries	\$ 31,554	\$ 53,600	\$ 54,100
Fringe and Tax	13,054	21,300	22,400
Indirect Cost Allocation	24,433	47,500	44,500
Business Meals	C	100	100
Membership and Dues	680	800	0
Mileage	1,496	1,500	1,500
Office Support	188	1,000	1,000
Travel and Conferences	1,901	3,000	3,000
Legal Services	7,772	8,000	8,000
Capital Rehabilitation	C	0	3,569,393
Equipment/Sealed Corridor/Crossings	C	2,292,232	2,035,232
Right of Way Vegetation Control	C	60,000	70,000
SCRRA Operations/Maintenance-of-Way	3,427,452	2,673,400	3,338,858
Total Expenditures	\$3,508,530	\$5,162,432	\$9,148,083
Total including funds paid directly to SCRRA	\$15,221,046	\$16,453,007	\$19,932,105

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**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. With these agreements comes the need to actively manage the SPBL on a daily basis.

In Fiscal Year 2017/2018 the Commission resolved all litigation issues related to the Santa Paula Branch Line and reinstituted the operational lease as well as the lease with the City of Fillmore to allow excursion activities. In resolving the litigation issues for the Fiscal Years 2016/2017 and 2017/2018, the Santa Paula Branch Line Task Budgets were amended through Commission action and are reflected in the Expenditure Comparison table.

Across Fiscal Year 2017/2018 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 and have any bridge requiring it evaluated for its load carrying capacity.

Staff worked closely with the Limoneira Lewis Community Builders LLC to provide oversight, approve plans and negotiate easement agreements for the construction of the Harvest at Limoneira project which required crossings for vehicles, utilities and storm water runoff. The staff and legal costs were fully compensated by the developer and the easement was valued by an expert appraiser providing substantial one time revenue for the line.

**DESCRIPTION:** The Fiscal Year 2018/2019 Santa Paula Branch Line Task Budget reflects a return to a more predictable workload for staff with daily asset maintenance including, issuing Rights-of-Entry, weed abatement, debris cleanup and lease management.

In addition to maintenance of the right-of-way, the Fiscal Year 2018/2019 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and Bridge Management Plan update and \$25,000 for additional rail engineering consultant services.

Overall, there is a decrease of approximately \$270,000 in the Fiscal Year 2018/2019 SPBL Task Budget reflecting a significant reduction in legal costs, unanticipated repairs and a slight reduction in staff costs.



**BUDGET TASK: SANTA PAULA BRANCH LINE (continued)** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

#### **WORK ELEMENTS:**

- 1. 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).
- 2. Investigate revenue opportunities for the SPBL.
- 3. Prepare and administer leases and rights of entry for use of SPBL corridor property.
- 4. 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.
- 5. Complete annual FRA required rail bridge inspections.
- 6. Evaluate SPBL leases and establish new rate schedule.

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

#### **FUNDING:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$120,000
STA Fund Transfer	296,200
STA Fund Transfer Carry-over	138,000
Signal Revenue	17,800
Local Fee – Leases	267,000
Local Fee – Permits	2,000
Total Funding	\$841,000

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget
Salaries	\$ 45,697	\$ 62,300	\$ 55,000
Fringe and Tax	17,418	27,100	20,900
Indirect Cost Allocation	34,568	56,700	44,100
Mileage	234	500	500
Office Support	89	500	500
Consultant Services	102,169	100,000	70,000
Legal Services	247,694	225,652	50,000
Non-Rail Maintenance	47,822	100,000	100,000
Past Maintenance Adjustment	2,148,000	0	0
Signal Repair/Replacement	0	90,000	50,000
Track Maintenance	32,960	450,000	450,000
Total Expenditures	\$2,676,651	\$1,112,752	\$841,000

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



This page is intentionally left blank.





## **COMMUTER ASSISTANCE PROGRAM TASK BUDGETS**





**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide comprehensive and convenient customer service to the public by assisting in all areas of transportation information services, including but not limited to Fixed Route, Rail, Americans with Disability Act (ADA)/Senior Demand Response, Rideshare, and program-based services run by local social service agencies.

**ACCOMPLISHMENTS:** Provided a central repository for all public transportation information within the County for new and regular riders. Staffed the toll-free information line for all Ventura County transit services, including VCTC Intercity transit service, Metrolink, LOSSAN, local bus transit operations, as well as general information regarding Rideshare programs such as Ride Match and Guaranteed Ride Home. Provided customer service support to VCTC for formal complaint and compliment intake and processing related to ADA, Title VI and transit operations. Performed customer service function and acted as liaison to social service agencies which utilize transit services, such as the County of Ventura Human Services Agency. Presented and disseminated information at various community events regarding VCTC transit programs. Prepared an online virtual "storefront" to sell VCTC's regional fare media, which is anticipated to go-live spring 2018.

**DESCRIPTION:** The Regional Transit Information Center (RTIC) is the "front line" for transit service information, and provides support as the central sales outlet for the VCTC regional fare media. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm). Staff duties include, but are not limited to: providing public transit assistance in the areas of countywide bus transit information, including trip planning, pass information, and general user guidance; Ridesharing programs, including Guaranteed Ride Home and Ride Match; disseminating information and liaison to rider/community groups and social service agencies. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak, as well as senior and ADA paratransit and dial-a-ride services are available at the Center.

The Regional Transit Information Center supports several programs and also, provides support for the sale of regional fare media and manages the consumer feedback database, including tracking of any complaints (formal ADA, Title VI or transit service related) that are filed regarding VCTC and its transit services.

#### **WORK ELEMENTS:**

- 1. Staff countywide "800-number" call-center to provide regional, rail and local transportation information.
- 2. Provide user-specific wrap-around transportation information such as end to end itineraries and information regarding agency-sponsored and eligibility-based transportation services.
- 3. Assist transit planning staff with maintenance of regional transit and health and human services countywide transportation directory.
- 4. Assist with Rideshare Program including Guaranteed Ride Home and Ride Match.
- 5. Process regional pass sales and order fulfillment by phone, email, mail, online or inperson.
- 6. Provide countywide information to Sales outlet network, Job Career Centers, schools, private and public agencies, and employer transportation coordinators.



**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Aaron Bonfilio

## **WORK ELEMENTS (continued)**

7. Coordinate and address the VCTC Intercity formal comment program to assure a prompt response, follow-up and/or resolution.

- 8. Process formal complaints related to ADA or Title VI.
- 9. Assist transit operators with support on countywide bus promotions.

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

#### **FUNDING:**

Funding Source	Funding Dollars
FTA	\$201,440
LTF Fund Transfer	64,360
Total Funding	\$265,800

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget*	Budget
Salaries	\$ 58,861	\$ 76,450	\$ 87,600
Fringe and Tax	55,391	56,900	67,900
Indirect Cost Allocation	62,576	84,650	90,500
Communications	1,060	2,000	2,200
Mileage	0	500	400
Office Support	133	100	200
Training	0	1,800	2,000
Travel and Conferences	0	1,000	1,000
Temporary/Extra Help	21,915	17,000	9,000
CRM Software	0	8,000	5,000
Total Expenditures	\$199,936	\$248,400	\$265,800

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: RIDESHARE PROGRAMS** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

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

ACCOMPLISHMENTS: VCTC participates in the regional ridematching database, collaborating with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision of ridematching services to Southern California commuters. This partnership provides the Commission with a significant cost reduction in software costs as VCTC's portion is six percent of the regional total.

In Fiscal Year 2017/2018 the rideshare program was restructured. In November the Commission authorized moving much of the work performed previously by staff in support of Ventura County Air Pollution Control District's Rule 211 to the contractor specializing in managing the rideshare database for the Southern California collective. The transfer of responsibilities to a contractor allowed a reduction in program cost and reallocation of a staff position to an area of greater need.

In addition to restructuring the database management, VCTC's contract outreach team was assigned direct contact with Employee Transportation Coordinators (ETC) throughout the County to better assess ETC's needs and how VCTC can assist them in reducing single occupancy vehicle trips. The outreach program was also broadened to allow a wider scope of public education on the benefits of alternative modes of transportation.

**DESCRIPTION:** VCTC will continue to provide assistance to County employers and direct services to County commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. In addition to traditional Rideshare Week and Bike to Work Week efforts, outreach will include a much broader and ongoing effort to educate the public on the benefits rideshare and alternative transportation modes.

The Fiscal Year 2018/2019 Rideshare Program Task Budget is approximately \$170,000 less than the 2017/2018 Budget largely due to the reallocation of personnel and reduction of other support costs.

#### WORK ELEMENTS:

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



**BUDGET TASK: RIDESHARE PROGRAMS (continued)** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

#### **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.RideMatch.info and 511 websites and other materials directly to Employee Transportation Coordinators (ETC).
- 5. Compile funding requests and applications, reimbursements and reports for operation of the rideshare program.
- 6. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs.
- 7. 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		\$274,000
Total Funding		\$274,000

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Salaries	\$104,987	\$108,600	\$ 8,200
Fringe and Tax	50,152	52,800	3,800
Indirect Cost Allocation	84,969	102,400	7,000
Membership and Dues	0	400	500
Mileage	29	1,200	500
Office Support	235	600	1,000
Travel and Conferences	0	2,500	0
Database Administration	36,071	31,000	95,000
Legal Services	0	3,000	1,000
Guaranteed Rides (Taxi or Rental Car)	1,911	7,000	7,000
Outreach*	0	133,500	150,000
Total Expenditures	\$278,354	\$443,000	\$274,000

<sup>\*</sup>Marketing and Outreach was previously included in the General Government Program – Community Outreach.



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

ACCOMPLISHMENTS: Throughout Fiscal Year 2017/2018 ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on CLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local city/County staff, ALUC staff has been able to resolve potential airport land use conflicts prior to the permit process relieving the need for project review by the Commission.

The CLUP is in need of updating and in order to receive funding through Caltrans Division of Aeronautics, the CLUP is required to be included in the County of Ventura's Department of Airports' Capital Improvement Plan (CIP). ALUC staff previously worked with the County of Ventura, Department of Airports to include \$400,000 in the Departments of Airports CIP for this effort. It is anticipated that Caltrans Division of Aeronautics will announce opportunities for grant funding sometime in the spring of 2018.

**DESCRIPTION:** VCTC reviews all proposed development located within the defined study areas for the four airports located in Ventura County, Camarillo Airport, Oxnard Airport, Santa Paula Airport, and Naval Air Station (NAS) Point Mugu. If potential conflicts can't be avoided during the initial review process, ALUC staff prepares a recommendation for a public hearing and discussion by the ALUC.

Should the Ventura County CLUP be selected by Caltrans Division of Aeronautics as a potential candidate for funding, ALUC staff will be seeking grant authorization from the Commission and the budget contains \$5,000 for consultant assistance in the grant application process. Additionally, should the CLUP update receive funding, ALUC staff will bring a budget amendment to the Commission for approval prior to conducting a procurement process for consultant services to update the CLUP.

The Airport Land Use Task budget has increased by approximately \$1,900 from Fiscal Year 2017/2018 due to a slight increase in total hours required for staffing.



**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. Seek grant funding for CLUP update and associated environmental review.

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

#### **FUNDING:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$22,700
LTF Fund Transfer Carry-over	5,000
Total Funding	\$27,700

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget	Budget
Salaries	\$ 6,100	\$ 7,400	\$ 8,300
Fringe and Tax	2,222	2,900	3,500
Indirect Cost Allocation	4,558	6,500	6,900
Mileage	69	500	500
Notices	170	1,000	1,000
Travel and Conferences	0	1,000	1,000
Consultant Services	0	5,000	5,000
Legal Services	605	500	500
Public Outreach	0	1,000	1,000
Total Expenditures	\$13,724	\$25,800	\$27,700



**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. The passage of the Federal Fixing America's Surface Transportation (FAST) Act achieved a major regional objective, namely the adoption, as part of federal reauthorization, of a specific federal program for freight movement. Then the state's passage of Senate Bill (SB) 1, the Road Repair and Accountability Act, established on ongoing state goods movement revenue source. The state adopted guidelines in October 2017 for distribution of the combined SB 1 freight funds and the Federal freight formula funds. VCTC worked with Caltrans to submit a \$68.6 million application for the Rice Avenue Grade Separation, and projects are scheduled for selection in May, 2017. The final Fiscal Year 2017/2018 budget added consultant expenditures to address the added cost of SB 1 application preparation, but no salary cost was added.

**DESCRIPTION:** Participate in, and coordinate with, Regional, State, and Federal goods movement planning efforts to ensure that goods movement projects in Ventura County are considered and included in any plans for short and/or long-term freight movement opportunities. In particular, increase VCTC staff resources to continue working with regional agencies and the State to prepare for the next freight program application cycle coming in 2020. Monitor the continued work of the various agencies on the Rice Avenue Grade Separation project.

#### WORK ELEMENTS:

- 1. Participate in on-going activities of Southern California Freight Working Group.
- 2. Engage with California Transportation Commission process to develop freight program guidelines and then to select projects for the new programs.
- 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.



**BUDGET TASK: FREIGHT MOVEMENT (continued)** 

**DIRECTOR:** Peter De Haan

**BUDGET MANAGER:** Peter De Haan

**PRODUCT:** Provision of Ventura County Data on Goods Movement as requested by Southern California Association of Governments (SCAG). Periodic updates to VCTC Board on freight movement activities and programs. Coordination with Regional, State, and Federal agencies in goods movement. Coordination with Oxnard, County, State, and Union Pacific on the Rice Avenue Grade Separation.

#### **FUNDING:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$32,700
PPM	10,000
Total Funding	\$42.700

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget	Budget
Salaries	\$ 7,954	\$ 7,300	\$13,400
Fringe and Tax	3,366	3,100	6,100
Indirect Cost Allocation	6,200	6,600	11,400
Mileage	152	300	200
Travel and Conferences	742	800	900
Consultant Services	0	20,000	10,000
Legal Services	0	700	700
Total Expenditures	\$18,414	\$38,800	\$42,700



**BUDGET TASK: REGIONAL TRANSIT PLANNING** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

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

ACCOMPLISHMENTS: Staffed the VCTC Transit Operators Advisory Committee (TRANSCOM) meetings. Completed the TDA Triennial Performance Audit as well as the Title VI report. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission. Continue to participate in the development of Ventura County emergency planning.

**DESCRIPTION:** This is an ongoing task which includes coordination and monitoring of transit performance in and around Ventura County. This task budget decreased almost 5% from the previous fiscal year, due mostly to major consultant projects ending. This task includes working with regional, state and federal transportation agencies, including Commission funding partners. Consultant support in this task includes continuing to work with all transit stakeholders in implementing a regional transit pass program that allows for a mobile ticketing option, grant writing support, surveying support and implementation support of the Human Services Coordinated Plan. New federal regulations now require transit operators to develop a transit asset management plan and safety management plan, for which training will be needed and a significant amount of staff time will be spent. Activities in this task include: 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; additional outreach and promotion of transit services; and participation in the disaster planning for Ventura County and creation of an agreement between the transit providers to formalize response to emergencies.

## **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, transit operators, and County stakeholders.
- 3. Staff TRANSCOM including preparation of agendas and management of meetings.
- 4. Develop and implement the Transit Asset Management Plan for VCTC Intercity and Valley Express and work toward regional coordination of regional capital transit assets.
- 5. Coordinate transit fare activities and transfers between operators, including research and development of a regional transit pass program.
- 6. Manage and complete the annual Unmet Transit Needs process.
- 7. Assist in the improvement of transit schedules to facilitate improved coordination of services.
- 8. Prepare VCTC grant applications as funding opportunities arise.
- 9. Produce community outreach and promotional products for scheduled service changes and coordinated mobility services.



**BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)** 

**DIRECTOR:** Martin Erickson

**BUDGET MANAGER:** Claire Grasty

**PRODUCT:** Disseminate information to operators. Increase outreach and promotion of transit services in Ventura County. Continue efforts toward regional fare coordination and implementation of a regional fare media system that includes an option for mobile ticketing and online payment system. Develop and submit the Transit Asset Management Plan to the Federal Transit Administration. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and the Citizens Advisory Committee. Participate in the planning and programming activities of transit operators. Complete and submit FTA required reports.

#### **FUNDING:**

Funding Source	Funding Dollars
FTA 5307 and CMAQ	\$713,260
LTF Fund Transfer	225,540
Total Funding	\$938.800

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget
Salaries	\$214,233	\$197,300	\$227,700
Fringe and Tax	90,780	79,000	98,700
Indirect Cost Allocation	167,055	175,200	189,900
Business Meals	114	300	300
Membership and Dues	640	700	1,100
Mileage	1,378	2,100	2,100
Notices	9,752	0	0
Office Support	2,381	1,000	1,000
Training	2,425	3,000	3,000
Travel and Conferences	6,008	3,000	6,000
Consultant Services	213,999	489,000	345,000
Legal Services	219	2,000	4,000
Professional Services	2,400	0	0
Community Outreach	0	20,000	50,000
Unmet Needs	2,490	10,000	10,000
Total Expenditures	\$713,874	\$982,600	\$938,800

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING** 

**DIRECTOR:** Steve DeGeorge

**BUDGET MANAGER:** Steve DeGeorge

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

ACCOMPLISHMENTS: This task consolidates many of the day-to-day, local, regional and state level planning activities that the VCTC is responsible for.

During Fiscal Year 2017/2018 staff reviewed and commented on local development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments' (SCAG) monitoring the effects of the Regional Transportation Plan/Sustainable Communities Strategy.

During Fiscal Year 2017/2018, development of the Ventura County Traffic Model (VCTM) was completed. The VCTM was derived from the SCAG regional traffic model and is the most complex traffic model that VCTC has developed containing mode shift components and a Vehicle Miles Traveled (VMT) analysis module. The model has been used to support the County of Ventura's General Plan Update and will be used extensively in the U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation Project (PAED).

A Request for Proposal (RFP) has been issued for an update to the Ventura County Congestion Management Plan (CMP). This update will include new methodology for data collection and a more dynamic look at congestion throughout the County. It is anticipated that the update effort will carry-over and be completed in Fiscal Year 2018/2019.

Lastly as a result of restructuring of the Rideshare Program, a manager level position has been added to the planning staff. It is anticipated that the additional staff will provide the ability to manage additional needed studies as reflected in the anticipated work for Fiscal Year 2018/2019 below.

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

The Fiscal Year 2018/2019 Regional Transportation Planning Task Budget is more ambitious than in years past and contains funding for multiple consultant assisted studies including completion of the CMP update, a multimodal corridor study. Each of these studies will be subject to the Commission approval prior to release of the RFP for consultant assistance.

The Regional Transportation Planning Budget for Fiscal Year 2018/2019 has increased by approximately \$39,000 from Fiscal Year 2017/2018 due to the inclusion of new studies and additional staff hours.



**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. Complete the CMP update.
- 4. Issue an RFP and select consultant for the Corridor Study.
- 5. Conduct the traffic model runs in support of the CMP and U.S. 101 PAED.
- 6. Continue to coordinate with the County of Ventura on their General Plan Update.

**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	\$535,800
LTF Fund Transfer Carry-over	248,500
PPM	127,000
Local Contribution – APCD	50,000
Total Funding	\$961,300

	Fiscal Year	Fiscal Year	Fiscal Year
	2016/2017	2017/2018	2018/2019
	Actual	Budget*	Budget
Salaries	\$177,351	\$231,600	\$236,200
Fringe and Tax Allocation	64,142	101,000	99,100
Indirect Cost Allocation	132,266	211,000	195,000
Membership and Dues	10,000	12,000	15,000
Mileage	1,670	1,500	1,500
Notices	0	500	500
Office Support	7,062	1,000	3,000
Printing	9,400	35,000	15,000
Travel and Conferences	2,212	3,500	4,000
Consultant Services	181,524	323,000	390,000
Legal Services	14,784	2,000	2,000
Total Expenditures	\$600,411	\$922,100	\$961,300

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT** 

**DIRECTOR:** Sally DeGeorge

**BUDGET MANAGER:** Sally DeGeorge

**OBJECTIVES:** 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 and STA claims and allocate funds in compliance with State laws and regulations. Annual fiscal and compliance audits of claimants were completed and submitted as required to the State Controller's Office and State Department of Transportation.

**DESCRIPTION:** As the State designated Regional Transportation Planning Agency (RTPA) for Ventura County, VCTC is responsible for the administration of the TDA funds (both LTF and STA). In Fiscal Year 2018/2019 the LTF revenues are estimated to be \$1.1 million higher than Fiscal Year 2017/2018. At \$669,630 the Bicycle/Pedestrian expenditure is lower than the previous year as there are no carry-over project funds.

It is estimated that there will be \$394,734 (approximately \$130,000 higher than last fiscal year due to SB 1) in PUC Section 99314 funds passed-through eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. SB 1 also added a new STA funding category, State of Good Repair funds, in the amount of \$79,811 for local agency pass-through projects. Additional audits will be required because of the new recipients and thus, the audit line item has increased. Southern California Regional Rail Authority is also a recipient of Section 99314 funds, but those funds are reflected in the Metrolink budget. Local agencies and Gold Coast Transit District will be eligible to claim \$29,581,007 in Articles 4 and 8 funds.

Staffing costs increased due to additional TDA work expected in the upcoming year for audit support and monitoring efforts.

#### WORK ELEMENTS:

- 1. Administer TDA (both LTF and STA) programs to ensure regulatory compliance with the Transportation Development Act regulations.
- 2. Assist city and County staffs in preparing TDA LTF and STA 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 to prepare the revenue receipt estimate and monitoring of receipts.
- 4. Complete the annual fiscal and compliance audits of LTF, STA, Proposition 1B (Prop 1B) and Local Carbon Transit Operations Program (LCTOP) funds; submit completed audits to the State as required; review audits; and follow-up on compliance with claimants.



**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	\$30,404,137
STA State of Good Repair	74,811
STA Section 99314 Fund Transfer	394,734
Total Funding	\$30.873.682

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget*	Budget
Salaries	\$ 26,104	\$ 24,300	\$ 28,500
Fringe and Tax	11,387	10,500	12,500
Indirect Cost Allocation	20,534	22,100	23,900
Business Meals	0	100	100
Mileage	27	500	500
Travel and Conferences	0	500	500
Audits	48,425	61,000	70,000
Legal Services	0	3,000	3,000
County Auditor Administration	13,500	13,500	14,500
Pass-Through PUC 99314	150,000	291,624	394,734
Pass-Through State of Good Repair	0	0	74,811
Article 3 - Bicycles and Pedestrians	628,215	903,119	669,630
Article 4 and 4.5 - Transit	23,925,816	23,775,343	24,309,609
Article 8a and 8c - Streets, Roads, Transit	5,200,111	5,155,546	5,271,398
Total Expenditures	\$30,024,119	\$30,261,132	\$30,873,682

<sup>\*</sup> This budget task was amended after the Commission approved the budget in June 2017.



**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 mandates 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). 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 three rounds of regional-share funds from the new Active Transportation Program (ATP) and assisted local agencies with implementation of projects programmed by VCTC including those funded with VCTC's apportionment of federal Congestion Mitigation and Air Quality (CMAQ) funds. This past year VCTC worked with Caltrans, Metrolink, the LOSSAN Corridor Agency, and the Santa Barbara County Association of Governments on applications for the first round of competitive programs funded by Senate Bill (SB) 1. VCTC also completed its biennial nomination for its share of the State Transportation Program, along with the biennial submittal to the Southern California Association of Governments for the Federal Transportation Improvement Program.

**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.

Staff will continue to work with local jurisdictions and transit operators to address fund programming issues, and will prepare the annual Program of Projects to set priorities for transit funding. Another round of ATP funding is scheduled, in which VCTC will play a role in selecting projects for the regional share of the program. Due to the biennial cycle of the Federal Transportation Improvement Program (FTIP) and State Transportation Improvement Program (STIP), there are no submittals scheduled in Fiscal Year 2018/2019 for these two programs.

Based on the experience of the past year, there is likely to be continued significant staff work as well as travel to attend meetings due to the new competitive grant programs contained in SB 1. Although the first round of grant cycles for SB 1 has concluded, another round is scheduled in 2020 for which agencies are already starting to prepare.



**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 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 monitor and resolve issues for projects programmed by the Commission.
- 4. Participate in Guidelines development for various fund sources including the next round of SB 1 programs; develop strategy for nomination of projects for funding, including on a preliminary basis the SB 1 competitive applications scheduled for 2020, and seek approval for submitted projects.
- 5. Staff the Transportation Technical Advisory Committee (TTAC).

**PRODUCT:** Selection of projects for funding to provide the greatest benefit based on approved criteria; updating the 2017 FTIP as required; development of the Fiscal Year 2019/2020 Program of Projects for federal transit funds; preparation of competitive grant applications as appropriate.

#### **FUNDING:**

Funding Source	Funding Dollars
FTA 5307, 5310	\$101,627
LTF Fund Transfer	22,440
PPM	171,933
PPM Carry-over	40,000
Total Funding	\$336,000

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Salaries	\$139,106	\$117,900	\$130,200
Fringe and Tax	57,908	46,900	53,400
Indirect Cost Allocation	107,905	104,500	106,800
Business Meals	164	200	300
Communications	730	0	0
Membership and Dues	510	600	600
Mileage	1,577	1,300	1,300
Notices	277	500	300
Travel and Conferences	3,686	3,300	4,600
Consultant Services	375	50,000	35,000
Legal Services	3,390	3,000	3,500
Total Expenditures	\$315,628	\$328,200	\$336,000



# This page is intentionally left blank



# **GENERAL GOVERNMENT PROGRAM TASK BUDGETS**





**BUDGET TASK: COMMUNITY OUTREACH** 

**DIRECTOR:** Darren Kettle

**BUDGET MANAGER:** Donna Cole

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

ACCOMPLISHMENTS: Continuing to establish a VCTC brand and increasing public awareness of VCTC's role as a regional planner and provider of transportation projects and services were primary goals for Fiscal Year 2017/2018.

A suite of information was developed that included social media, drive-time radio, targeted media relations and community newspaper advertorials running in local and specialty publications throughout Ventura County. Fiscal Year 2018/2019 will focus heavily on increasing VCTC's digital presence, including the launch of a new and refreshed website.

In the past, most of our paid promotions have been associated with specific events. To raise awareness for VCTC in Fiscal Year 2018/2019 we are developing a paid "evergreen" campaign to promote all facets of the agency all year long. These will appeal to our many target audiences: College Students, Seniors, Disabled, Veterans and Active Military, General Working Professionals, Drivers and Commuters, Cyclists, Farmers, Tourists, Beachgoers, Outlet Shoppers and Employees.

In Fiscal Year 2018/2019 VCTC will host the Second Student Transportation Summit. Through a partnership with Ventura County Economic Development Association and Ventura County Civic Alliance, the event will be promoted to all students attending a Ventura County College and will address "livability" issues facing college graduates and young professionals in Ventura County, such as housing, employment, land use, environment and quality of life. The format will include captivating "TED-style" speakers, a facilitated mapping/visioning exercise and will tie into university course content. The event will be held in April at the centrally located at the Community Foundation Building in Camarillo.

Participation in community events is a mainstay of VCTC outreach. In Fiscal Year 2017/2018 VCTC participated in, sponsored, and supported numerous events. The event calendar included Mobility 21, Ride Week, the Ventura County Housing Conference, Santa to the Sea, Earth Day and Bike to Work Week. At each event, branded information and promotional items were distributed based on the purpose of the event and the demographics of participants.

In previous years VCTC staffed a booth at the Ventura County Fair with a very low return on our investment. In Fiscal Year 2017/18 VCTC chose to discontinue staffing a booth and, instead, sponsored the parking lot shuttle buses. The VCTC banner was attached to the shuttles and the logo appeared in various places throughout the fairgrounds and in print. The cost was significantly lower since staff was not required for 12 hours a day for 10 days. In Fiscal Year 2018/2019 VCTC will again sponsor the parking lot shuttle buses.

The Fiscal Year 2018/2019 budget has increased by \$64,500 over last year. Community Events is increased by \$10,000 to enable VCTC to sponsor and participate in more local events. Also, Youth Programs has increased by \$5,300, as we are increasing the Student Summit attendance at a larger venue. Both the Salaries and Consultant Services line have been increased to accommodate staff costs for assistance in developing the new website.



**BUDGET TASK: COMMUNITY OUTREACH (continued)** 

**DIRECTOR:** Darren Kettle

**BUDGET MANAGER:** Donna Cole

**DESCRIPTION:** The community outreach and education plan will focus on implementing strategies for enhancing awareness of, and community perception regarding VCTC's programs and services.

#### **WORK ELEMENTS:**

- 1. Provide public outreach through elevated digital presence via redesigned website and social media outlets.
- 2. Continue to promote youth involvement in transportation issues and development of youth-focused collateral materials.
- 3. Participate in public forums, meetings, workshops and community events.
- 4. Continue to promote active transportation, such as walking and biking.

**PRODUCT:** Increased public awareness of VCTC and its programs.

#### **FUNDING:**

Funding Source		Funding Dollars
FTA (CMAQ)		\$514,500
Total Funding		\$514,500

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget	Budget
Salaries	\$ 90,882	\$ 95,400	\$110,900
Fringe and Tax	36,880	39,600	46,900
Indirect Cost Allocation	69,975	85,600	91,800
Mileage	170	0	100
Office Support	0	1,000	1,000
Consultant Services	207,952	180,000	200,000
Legal Services	0	400	500
Community Events	48,501	25,000	35,000
Public Transit Services*	115,020	0	0
Rideshare**	137,299	0	0
Youth Programs	20,345	23,000	28,300
Total Expenditures	\$727,024	\$450,000	\$514,500

<sup>\*</sup>Public Transit Services Outreach is now included in Transit and Transportation Program – Regional Transit Planning and VCTC Intercity Services.



<sup>\*\*</sup>Rideshare Outreach is now included in the Commuter Assistance Program – Rideshare.

**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.

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

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. 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 costs were under recovered in Fiscal Years 2015/2016 and 2016/2017 due to lower staff costs than anticipated and, therefore, no adjustment was needed to the Management and Administration budget.

#### WORK ELEMENTS:

- 1. Manage agency personnel and general human resources activities.
- 2. Manage and monitor annual budget activities.
- 3. Manage and oversee financial activities of the Commission including revenues and expenditures, serve as control element in accounting practices, and facilitate multiple annual audits.
- 4. Develop the monthly Commission agendas.
- 5. Prepare agendas and provide recommended policy guidance to VCTC staffed technical advisory committees.
- 6. Ensure regular and constant communication and accessibility to Commissioners.
- 7. Maintain frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.



**BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)** 

**DIRECTOR:** Darren Kettle

**BUDGET MANAGER:** Darren Kettle

PRODUCT: Efficient, accountable, transparent, accessible and responsive "Good

Government" Commission operations.

#### FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$383,400
Total Funding	\$383,400

	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Salaries	\$133,332	\$127,600	\$130,300
Fringe and Tax	46,794	44,400	47,000
Indirect Cost Allocation	98,655	109,100	103,100
Business Meals	1,538	1,500	500
Employee Recognition	0	0	1,000
Membership and Dues	3,000	3,500	3,500
Mileage	311	1,000	1,000
Travel and Conferences	1,226	5,000	5,000
Consultant Services	6,000	10,000	10,000
Legal Services	3,891	1,000	1,000
Commissioner Expenses	13,358	30,000	30,000
Hardware and Software Replacement	6,526	18,900	49,000
Offsite Storage and Hosting	1,803	4,000	2,000
Total Expenditures	\$316,434	\$356,000	\$383,400



**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 encouraging 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. A notable event in 2017 was the passage of the State's Road Rehabilitation and Accountability Act, Senate Bill (SB) 1, passing both houses of the Legislature by a two-thirds vote, in April 2017. In Washington, there are expectations for moving forward with the Administration's proposed \$1.5 trillion infrastructure package in early 2018.

**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.

As of this writing there are still few details on the anticipated federal infrastructure package, but this proposal has been identified as a priority for Congressional deliberation in early 2018. Although VCTC's policy is to support increased infrastructure spending specifically for transportation, the Administration's proposal has generally been to emphasize the leveraging of private and local funding which would be of limited benefit to Ventura County given the lack of local resources for transportation. Furthermore, there has been a proposal to reduce federal transit funds to help pay for the package, which could ironically mean that the federal infrastructure package could lead to reducing the funds on which VCTC relies for the County's bus and rail systems. Furthermore, in 2018 discussions will likely be starting for reauthorization of the federal transportation program which is set to expire in 2020, with the federal transportation account projected to become insolvent at around the same time. VCTC will work with the other regional agencies and transit agencies to address any federal proposals as they come forward. Regarding state issues, VCTC will likely need to provide extensive information to the public on the effects of SB 1 particularly in terms of how these new state revenues will be used in Ventura County.

The proposed budget for the first six months reflects the continuing state advocacy contract with Delaney Hunter of California Advisors, formerly Gonzalez, Quintana, Hunter & Cruz. This contract expires December 31<sup>st</sup>, and to provide flexibility there is a slight increase provided for the new contract which will cover the second half of the fiscal year. There is also an increase in staff time for the contract procurement process. The business meals item has been reduced by \$1,000 given the decision of SCAG to cover the entire region's cost share for the annual Capitol Hill California Transportation Reception.



**BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)** 

**DIRECTOR:** Darren Kettle

**BUDGET MANAGER:** Darren Kettle

#### WORK ELEMENTS:

1. Participate in the CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.

- 2. Prepare monthly legislative updates and matrices.
- 3. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.
- 4. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
- 5. Develop Request for Proposals and manage procurement process leading to new state legislative advocacy contract.
- 6. Work with transportation agencies in addressing implementation of the state's new SB 1 legislation, and disseminate public information regarding the use of SB 1 revenues in Ventura County.

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

#### **FUNDING:**

Funding Source			Funding Dollars
LTF Fund Transfer			\$222,800
Total Funding			\$222,800

#### **EXPENDITURE COMPARISON:**

	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019
	Actual	Budget	Budget
Salaries	\$ 41,841	\$ 48,500	\$ 51,400
Fringe and Tax	16,946	17,900	19,800
Indirect Cost Allocation	32,198	42,100	41,500
Business Meals	1,123	2,000	1,000
Membership and Dues	31,088	39,700	39,700
Mileage	719	800	800
Travel and Conferences	5,378	10,500	10,500
Consultant Services	54,596	54,900	57,900
Legal Services	1,884	200	200
Total Expenditures	\$185,773	\$216,600	\$222,800

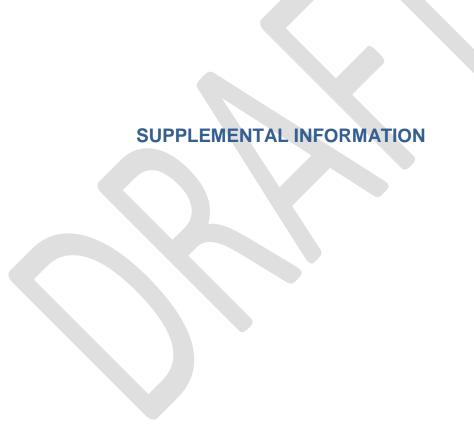


This page is intentionally left blank.





# **VENTURA COUNTY TRANSPORTATION COMMISSION**





#### APPENDIX A – ACRONYMS

AAA Area Agency on Aging

AB Assembly Bill

ACS American Community Survey
ADA Americans with Disabilities Act

AICUZ Air Installations Compatible Use Zones

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 Locator
AVR Average Vehicle Ridership
BNSF Burlington Northern Santa Fe
CAD Computer Automated Dispatch

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
CARB California Air Resources Board

CAT Camarillo Area Transit
CEO Chief Executive Officer

CEPA California Environmental Protection Agency
CEPAC Coastal Express Policy Advisory Committee

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

CMP Congestion Management Plan
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
CRM Customer Relationship Management
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

FAST Fixing America's Surface Transportation 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
GTFS General Transit Feed Syntax

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 and 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
LCTOP Local Carbon Transit Operations Program

LUC Limited Liability Company
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<sup>st</sup> Century MCGMAP Multi-County Goods Movement Action Plan

METRO Los Angeles County Metropolitan Transportation Authority

Metrolink Operating name for SCRRA (see SCRRA)

MOU Memorandum of Understanding

MOW Maintenance of Way

MPAC Managers Policy Advisory Committee MPO Metropolitan Planning Organization

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

OBVSS On-board Video Surveillance System
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

PAED Project Approval and Environmental Document

PDS Project Design Support

PEPRA Public Employees' Pension Retirement Act PERS Public Employer's 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
PWA Public Works Agency

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

ROE Right of Entry
ROW Right of Way

RTA Regional Transit Authority

RTIC Regional Transit Information Center

RTIP Regional Transportation Improvement Program

RTP Regional Transportation Plan

RTPA Regional Transportation Planning Agency

RTPI Real-time Passenger Information

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



SR State Route

SRTP 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



### **APPENDIX B - GLOSSARY OF TERMS**

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

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

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

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

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

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

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

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

**Balanced Budget** – A budget that identifies revenues, other financing sources and available fund balances that funds operating and capital expenditures and other financing uses.

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

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



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

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

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

Capital 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.

Current Financial Resources Measurement Focus – A measurement focus that reports on the near-term or current inflows, outflows and balances of spendable financial resources. This focus is unique to accounting and financial reporting for state and local governments and is used for reporting the financial position and results of operations of governmental funds.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt Coverage Ratio - This ratio is a comparative statistic illustrating the relationship between the pledged revenues to related debt service for a given year.

**Debt Limit** – The maximum amount of outstanding debt legally permitted.

Debt Proceeds - The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ



from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

**Debt Service Fund** – A governmental fund type created to account for the accumulation of resources for and payment of general long-term debt principal and interest.

Economic Resources Measurement Focus - A measurement focus that reports on all inflows, outflows, and balances affecting or reflecting the entity's net position. This focus is used for proprietary funds as well as for government-wide financial reporting.

Enterprise Fund - A proprietary fund used to account for business like activities that provides goods or services to the general public for a fee.

**Expenditures** – Decrease in net financial resources on the transfer of property or services for the purpose of acquiring an asset or service.

Fiduciary Funds - Funds used to report assets held in a trustee or agency capacity for others and cannot therefore be used to support the government's own programs.

Financial Advisor – In the context of debt issuance, a consultant who advises the issuer on any of a variety of matters related to the issuance. The financial advisor sometimes 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 i.e. receivables and prepaid assets.

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

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

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 and implemented by VCTC in Fiscal Year 2008/2009. GASB 45 requires recognition of post-employment benefit costs, such as post-retirement health care costs, on an accrual basis over a period approximating the employee's years of service and to provide information about actuarial accrued liabilities associated with these benefits and whether and to what extent the plan is being funded.

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

GASB 68 - Statement No. 68, Accounting and Financial Reporting for Pensions, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2014/2015. GASB 68 requires reporting the net pension liability of the plan on the accrual accounting-based financial statements and enhancing the notes to the financial statements to provide a more comprehensive picture of the pension obligation and costs.

**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.

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

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

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

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

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

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

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

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

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

**Measurement Focus** – The accrual basis of accounting adapted to the governmental funds' measurement focus according to which revenues and other financial resource increments (i.e. bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the fund liability is incurred except for unmatured interest on general long-term debt and certain similar accrued obligations when due. The Commission's governmental funds are accounted for using the modified accrual basis of accounting.



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

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

Nonspendable Fund Balance – The nonspendable fund balance includes amounts that are not in spendable form (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.

**Proprietary Fund** – A fund used to account for business-like activities of a government. Examples of proprietary funds include enterprise funds and internal service funds.

Refunding Bonds - Bonds issued to retire bonds already outstanding. The proceeds of refunding bonds may be used to repay the previously issued debt (current refunding) or to be placed with an escrow agent and invested until used to pay principal and interest on an old debt at a future date (advance refunding).

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



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

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

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.



## **APPENDIX C – SALARY SCHEDULE**

## **Ventura County Transportation Commission Salary Schedule** Fiscal Year 2018/2019

		Annual Range	Annual Range	Exempt vs.
Department/Position	FTE	Bottom	Тор	Non-Exempt
TRANSIT AND TRANSPORTATION				
Transit Director		109,108	144,313	E
Program Manager, Regional Transit Planning	1.0	70,132	107,191	Е
Program Manager, Transit Contracts	1.0	70,132	107,191	Е
Transit Planner	1.0	50,100	86,463	NE
Transit Specialist	1.0	43,827	61,995	NE
Lead Customer Service Representative	1.0	43,827	61,995	NE
Customer Service Representative	2.0	24,960	39,347	NE
Administrative Assistant	0.6	43,827	61,995	NE
Transit and Transportation Subtotal:	8.6			
PLANNING AND TECHNOLOGY	4.0	100 100	444.040	F
Planning and Technology Director	1.0	109,108	144,313	E
Information Technology Systems Analyst	1.0	70,132	107,191	E
Program Manager, Transportation Planning	1.0	70,132	107,191	E
Program Analyst	1.0	50,100	86,463	NE
Planning and Technology Subtotal:	4.0			
PROGRAMMING				
	1.0	109,108	144,313	Е
Programming Director Program Analyst	1.0	50,100	86,463	NE NE
Administrative Assistant	0.4	·	•	
Programming Subtotal:	2.4	43,827	61,995	NE
Frogramming Subtotal.	2.4			
FINANCE				
Finance Director	1.0	109,108	144,313	Е
Senior Accountant / Analyst	1.0	50,100	86,463	NE
Accounting Technician	1.0	43,827	61,995	NE
Finance Subtotal:	3.0	-,-	- ,	
ADMINISTRATION				
Executive Director	1.0	0	242,774	E
Clerk of the Board/Public Information Officer	1.0	70,132	107,191	E
Receptionist/Secretary	1.0	43,827	61,995	NE
Administration Subtotal:	3.0			
Total Budgeted Positions	21.0			
APPROVED POSITIONS NOT BUDGETED				
Intern	1.0	24,960	39,347	NE
Analyst	1.0 1.0	50,100	86,463	NE _
Program Manager, Highway Capital		70,132	107,191	Е



### **APPENDIX D - INDEX OF CHARTS AND TABLES**

Chart 1 – Budget Process	11
Chart 2 – Funding Source Summary	
Chart 3 – Funding Sources	
Chart 4 – Funding Source Detail	
Chart 5 – Pass-Through, Regional and Core-Countywide Service Expenditures	
Chart 6 – Number of Employees	
Chart 7 – Personnel Costs	26
Chart 8 – OPEB Trust Earnings and Contributions	27
Chart 9 – Historical Pension Employer Rates	
Chart 10 – CalPERS Pension Buck	29
Chart 11 – Staff Organization	
Chart 12 – Functional Organization	
Chart 13 – Budgeted Program Expenditures	35
Table 1 – Revenue Sources	22
Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours.	
Table 3 – Full Time Equivalents by Program	
Table 4 – Schedule of Salary Ranges	
Table 5 – Personnel Budget	
Table 6 – Indirect Cost Allocation Plan	
Table 7 – Budgeted Expenditures Summary by Program	35
Table 8 – Transit and Transportation Program Budget Tasks	36
Table 9 – Highway Program Budget Tasks	37
Table 10 – Rail Program Budget Tasks	
Table 11 – Commuter Assistance Program Budget Tasks	
Table 12 – Planning and Programming Program Budget Tasks	40
Table 13 – General Government Program Budget Tasks	41





