

VENTURA COUNTY TRANSPORTATION COMMISSION



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

Fiscal Year 2011/2012 Draft Budget

**Presented by:
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Executive Summary

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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

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

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

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



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

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

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

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

THE COMMUNITY WE SERVE

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THE LOCAL ECONOMY

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FINANCIAL SECTION

BUDGET PROCESS

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

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

The budget process begins with management staff reviewing current and future projects with guidance from the Executive Director and the Commission. After the projects are identified, the project managers develop detailed line item budgets which include objectives, accomplishments, work elements, product, funding sources and expenditure comparisons. The Finance Director then compiles the task budgets and prepares the main budget. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

The budget is reviewed by the Finance Committee consisting of the Chair, Vice-Chair and past Chair. After receiving recommendations from the Finance Committee, the budget is presented to the full Commission. A Draft Budget is usually presented to the Commission in April with a Final Budget brought to the Commission in June for adoption. After the budget is adopted, staff has the on-going responsibility to monitor actual revenues and expenditures of the budget. A budget report comparing actual revenues and expenditures to the budgeted amounts is presented to the Commission as part of the monthly agenda.

When it becomes necessary to modify the adopted budget, the amendment procedure depends on the type of change that is needed. Administrative changes that do not result in an increase in the overall program budget, but require line item transfers within a task or within the same program only require approval of the Executive Director. Similarly, the Executive Director's approval is only required for the reallocation of salary costs and revenues from one program to another or when substituting one approved funding source for another. Amendments that result in an increase to the total expenditures would require Commission approval and would be brought to the Commission in a formal agenda item.



FINANCIAL POLICIES

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

Budget Policies

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

Revenue and Cash Management Policies

VCTC aggressively seeks new funding from federal, state and local agencies in order to address the transportation and transit needs of the residents within Ventura County. Revenues will be deposited electronically when possible or when received directly, in a timely manner. Cash disbursements to local jurisdictions, consultants and vendors will be made in an efficient and timely manner.

Investment Policies

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

Auditing Policies

VCTC will produce 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.

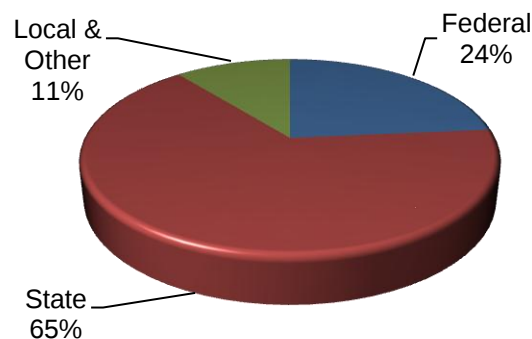
REVENUES AND FUNDING SOURCES

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

As projects are prioritized in the county in accordance with policy guidelines, VCTC allocates State and Federal funds and designates a lead agency to administer the implementation of these projects. Once the Commission approves the programming of funds and a project is programmed in the Federal Transportation Improvement Program (FTIP), the lead agency is responsible for applying for funds through VCTC, State or Federal agencies as appropriate. These funds are then placed in the lead agency's local budget. If VCTC is designated as the lead agency, these funds will appear in its budget. These funds include, but are not limited to, Federal Transit Administration (FTA), Federal Surface Transportation Program (STP), Federal Congestion Mitigation and Air Quality (CMAQ), Federal Transportation Enhancement (TE), Congressional appropriations, State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2011/2012 are estimated to be \$43,567,625 and include both new revenues and funds carried-over from the previous fiscal year. Chart 1, *Funding Sources Summary of the Ventura County Transportation Commission*, shows the revenue split by federal, state and local and other sources. The Federal revenues total \$10,277,661. The State revenues (including LTF, STA and SAFE) total \$28,566,345. The Local and Other revenues total \$4,723,619. More detailed information can be found following the discussion of revenues and funding sources on Chart 2, *Funding Sources of the Ventura County Transportation Commission*, Table 1, *Detailed Funding Sources of the Ventura County Transportation Commission* and Chart 3, *Funding Source Details of the Ventura County Transportation Commission* which provide further information about the budgeted revenues.

Chart 1
Funding Sources Summary of the Ventura County Transportation Commission



FEDERAL REVENUES

Federal Transit Administration (FTA)

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

- Section 5304, Statewide Planning, funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as the Transit Planning Student Internship program. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307, Urban Area Formula, funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5309, Rail Modernization and Bus Discretionary, funds are utilized for projects such as rail projects and transit facility construction. The matching ratio usually ranges from 50/50 to 88.53/11.47 local match. Generally most of the Section 5309 funds VCTC receives are rail modernization funds attributed to Metrolink services.
- Section 5310, Elderly and Disabled, funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 88.53% federal to 11.47% local match.
- Section 5311, Rural, funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316, Jobs Access and Reverse Commute (JARC), funds are for projects that improve access to employment for low-income individuals. Operating costs can be reimbursed up to 50%, and capital costs up to 80%.
- Section 5317, New Freedom (NF), funds are for new transit services for disabled individuals, which go beyond the ADA minimum requirements. Operating cost reimbursement is up to 50%, and capital cost up to 80%.
- Section 3038, Intelligent Transportation Systems (ITS) Integration, funds are for projects that involve ITS with a 50/50 match ratio.
- Section 112 and Section 117 funds are congressional appropriations that were funded at 100%.
- American Recovery and Reinvestment Program (ARRA) funds are stimulus revenues that were funded at 100%.

VCTC's budget contains \$9,746,131 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 the VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Program (STP) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Enhancements (TE) funds. VCTC has historically programed the majority of the FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.

Surface Transportation Program (STP)

The Surface Transportation Program 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 current matching ratio is 88.53% federal to 11.47% local. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contains \$88,530 in STP revenues.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality funds are allocated by the Commission for transportation projects which reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. The matching ratio is generally 88.53% federal to 11.47%. VCTC's budget contains \$443,000 in CMAQ revenues.

Transportation Enhancements (TE)

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

Federal Railroad Administration (FRA)

Federal Railroad Administration Section 1103(f) funds are provided to improve safety or eliminate hazards at highway-railroad grade crossings, including private grade crossings. Eligible projects may include planning, design and construction of grade crossing safety improvements such as passive or active warning devices, signal upgrades, crossing closures and grade separations. VCTC's budget contains \$0 in FRA 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 revenues.

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 sales tax collected within the County. These funds are received monthly from the State and are held in trust by the County of Ventura. Disbursement of LTF funds requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated to be \$25,600,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$28,320,000 to local agencies in the upcoming year. Of this amount, \$15,000 is for County Administration and \$534,772 will be apportioned and allocated through a competitive process for Article 3, Bicycle and Pedestrian, funds and \$25,803,828 will be apportioned too 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 \$566,400, \$1,000,000 and \$400,000 respectively. Also, it is anticipated that \$47,100 of LTF will be carried-over from Fiscal Year 2010/2011 in match for projects not completed.

State Transit Assistance (STA)

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

In Fiscal Year 2008/2009, the 37-year run of this state funding for transit operations was halted with the State passing a budget to eliminate future STA revenues through 2013. Then in March 2010 the legislators allocated \$4,680,000 in STA to VCTC for Fiscal Years 2009/2010 and 2010/2011. In November 2010, propositions 22 and 26 passed causing the fate of STA funds to remain tenuous and unknown. At this time VCTC is estimating \$1,740,000 in STA revenue. The STA funded expenditures of \$1,919,646 will be transferred from the STA fund balance to the General Fund and thus, are not shown as "revenue," but as an "other financing source/transfer in."



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

The Service Authority for Freeway Emergencies Vehicle Registration Fees was created under Chapter 14 (commencing with Section 2550) of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991 the Commission began to manage the operation and expansion of the cellular call box system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. VCTC's budget contains \$750,000 in SAFE/VRF revenues.

State Transportation Improvement Program (STIP)

The State Transportation Improvement Program is primarily supported by Proposition 42 (State Sales Tax on Gasoline) and the Public Transportation Account (PTA) and consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and also available for capacity projects on the State regional road system and for Intercity Rail projects. 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). At this time there are \$0 STIP funds in the Fiscal Year 2011/2012 budget.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring funds are also derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC's budget contains \$466,345 in PPM revenues.

Proposition 1B Program

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs to be funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. At this time the VCTC budget contains \$0 in Proposition 1B revenues.

California Public Utilities Commission (CPUC) Signal Funds

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. This annual program is administered by the California Public Utilities Commission. Each year funds are approved by the Legislature and allocated by the CPUC railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. VCTC's budget contains \$10,000 in Signal revenues.



LOCAL AND OTHER FUNDING SOURCES

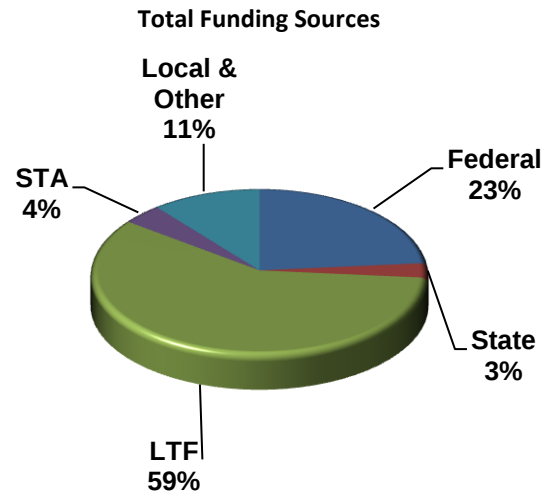
Local Contributions and Fees

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), the Department of Airports, Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, California State University, Channel Islands (CSUCI), etc. to support VCTC programs. Local funds also include fares paid on the VISTA buses, lease payments paid through the Santa Paula Branch Line and ticket sales for the County fair trains. VCTC's budget contains \$2,541,746 in local contribution revenues and \$2,040,873 in local fee revenues.

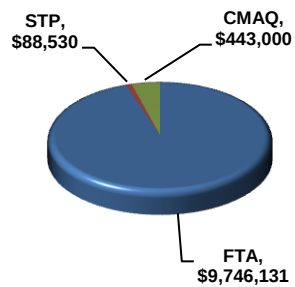
Investment Income and Other Revenues

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. VCTC's budget contains \$141,000 in investment income and other revenues.

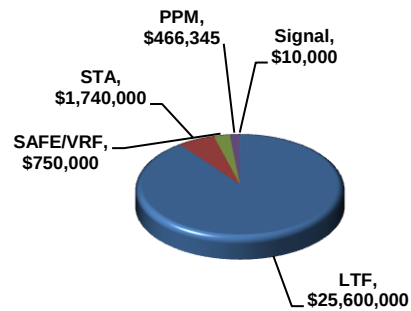
Chart 2
Funding Sources of the Ventura County Transportation Commission



Federal Funding Sources



State Funding Sources



Local and Other Funding Sources

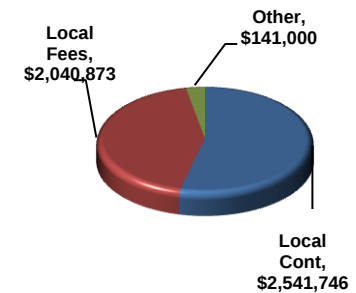
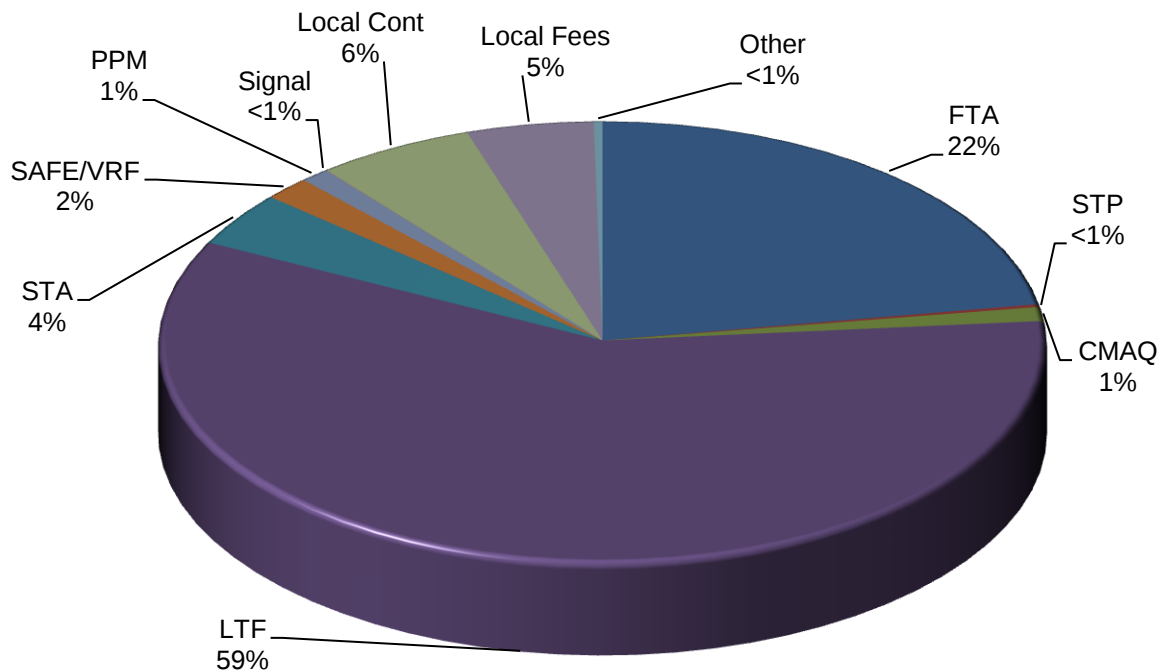


Table 1
Detailed Funding Sources of the Ventura County Transportation Commission

Funding Source	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Federal Transit Administration (FTA)	\$ 7,115,899	\$13,222,011	\$9,746,131
Surface Transportation Program (STP)	7,190,930	1,120,000	88,530
Congestion Mitigation and Air Quality (CMAQ)	3,160,024	875,500	443,000
Transportation Enhancements (TE)	1,020,893	0	0
Federal Railroad Administration (FRA)	3,433	602,000	0
Local Transportation Fund (LTF)	24,802,338	22,900,000	25,600,000
State Transit Assistance (STA)	2,427,794	2,340,000	1,740,000
SAFE - Vehicle Registration Fees (VRF)	723,873	700,000	750,000
State Transportation Improvement Program (STIP)	5,509,057	23,045,473	0
Planning, Programming and Monitoring (PPM)	241,880	554,900	466,345
Proposition 1B	167,101	7,905,153	0
California Public Utilities Commission Signal	29,062	29,062	10,000
Local Contributions	2,724,323	2,554,291	2,541,746
Local Fees	1,869,385	1,899,508	2,040,873
Investment Income and Other Revenues	138,404	210,000	141,000
Total Funding Sources	\$57,124,396	\$77,957,898	\$43,567,625

Chart 3
Funding Source Details of the Ventura County Transportation Commission

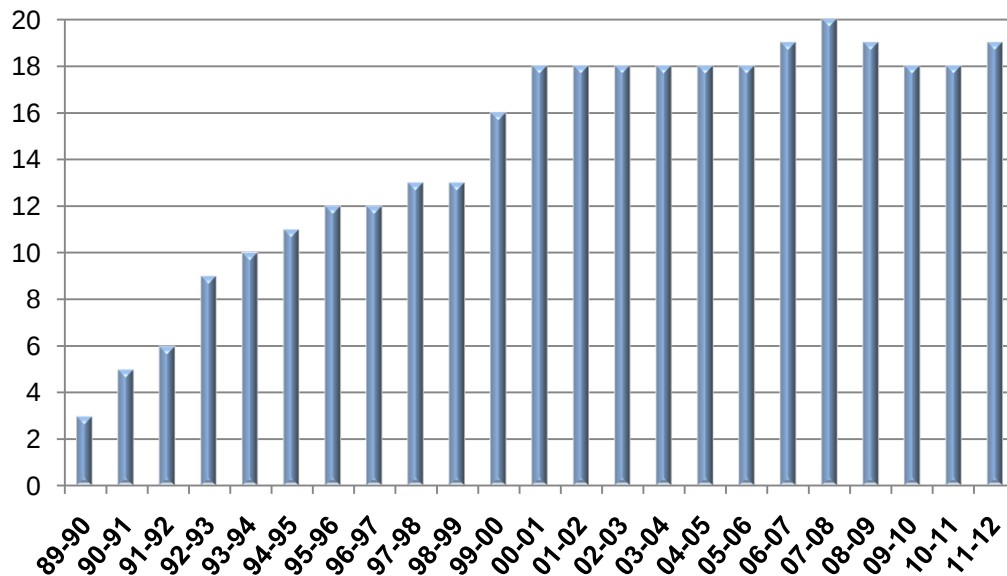


PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission's greatest asset is its employees. VCTC's staff serves the community through a variety of regional programs, nationally recognized expertise and the completion of many projects discussed throughout the body of this document. Growing from three employees in 1989 to its current roster of sixteen regular, one intern, and two annuitant employees, staffing includes eleven professional positions, five support positions, one part-time intern position and two part-time annuitant for special projects (see Chart 4, *Employee Growth*, Chart 5, *Organizational Chart*, and Chart 6, *Functional Chart*).

**Chart 4
Employee Growth**

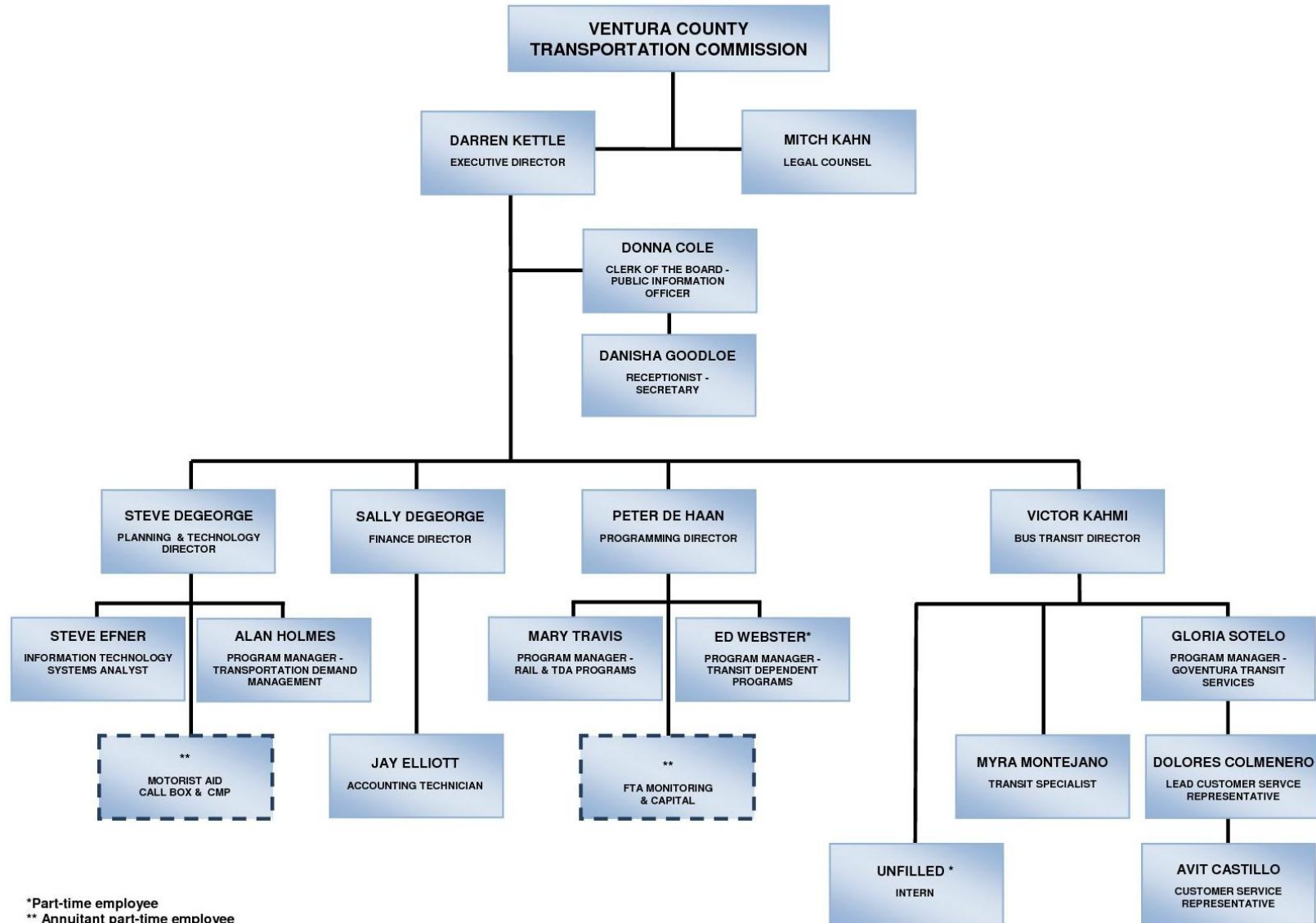


The staffing of fifteen full-time employees and four part-time employees is the equivalent of 16.9 full-time positions (see Table 2, *Personnel Full Time Equivalent (FTE) by Program*).

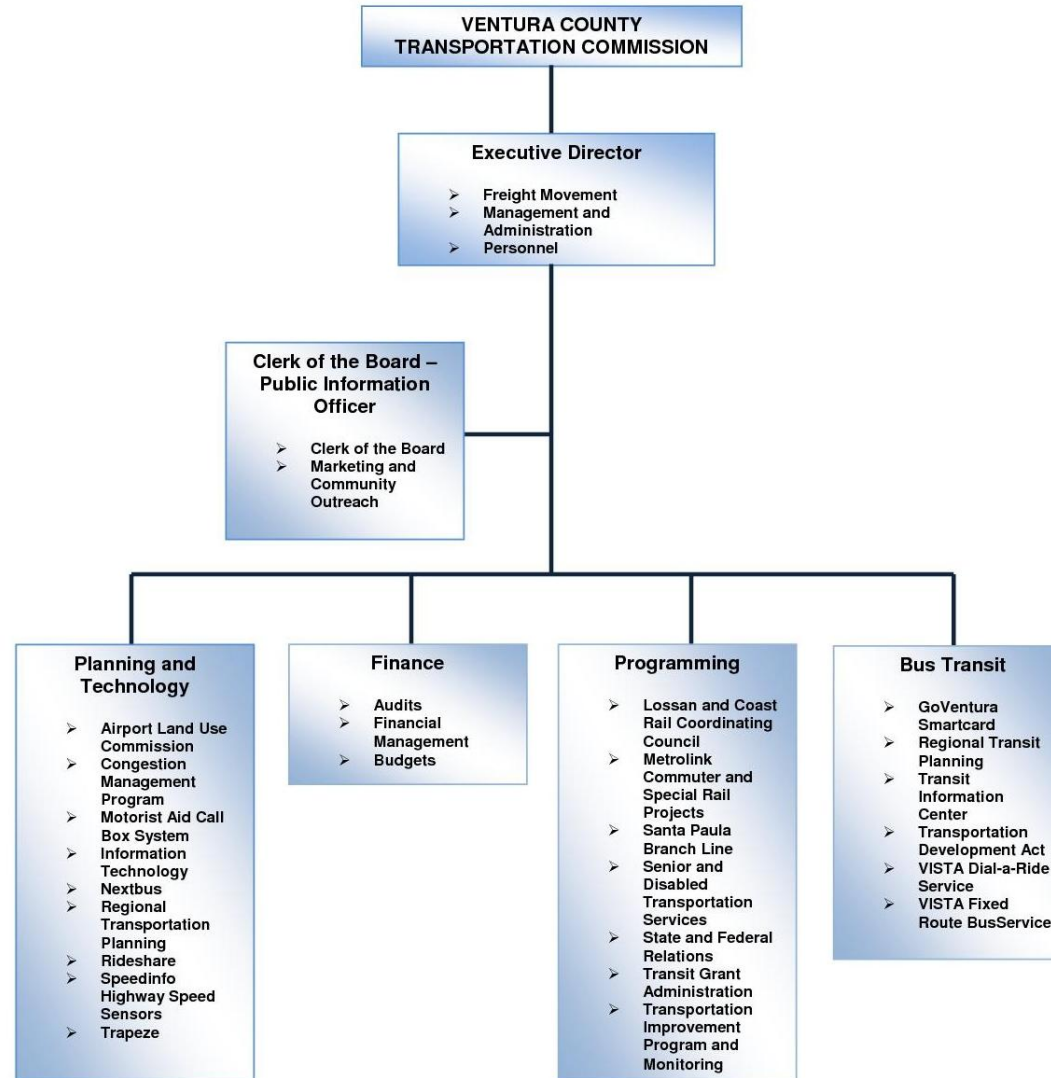
**Table 2
Personnel Full Time Equivalents (FTE) by Program**

Program	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Transit and Transportation	3.8	3.8	4.3
Highway	0.8	1.0	0.2
Rail	0.9	0.9	0.8
Commuter Assistance	2.4	2.8	2.8
Planning and Programming	2.7	3.1	3.4
General Government	5.5	5.3	5.4
TOTAL	16.1	16.9	16.9

**Chart 5
Staff Organization Chart**



**Chart 6
Functional Organization Chart**



The Ventura County Transportation Commission was established as a planning and funding organization but over time has evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core Services, Regional Services and Pass Through Services. Core services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and/or cost efficiency to the County. Pass through services provide a mechanism to receive and distribute "pass through" funds to other agencies. Below in Chart 7, *Pass Through, Regional and Core Service Expenditures*, is a breakdown of VCTC's expenditures by service type and Table 3, *Pass Through, Regional and Core Services and Associated Hours*, is a listing of projects and a breakdown of staff hours spent on projects within the service types.

Chart 7
Pass Through, Regional and Core Service Expenditures

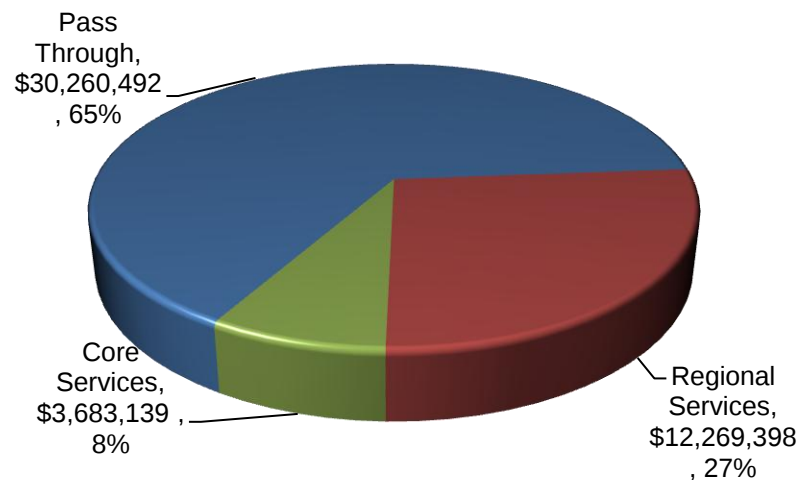


Table 3
Pass Through, Regional and Core Services and Associated Hours

Core Services		Regional Services		Pass Through Services	
Airport Land Use Commission Congestion Management Program Freight Movement Management & Administration Marketing & Community Outreach Regional Transit Planning Regional Transportation Planning State & Federal Relations TDA Administration Transit Grant Administration Transportation Improvement Program		Go Ventura Smartcard LOSSAN & Coast Rail Council Metrolink & Special Rail Projects Motorist Aid Call Box System Nextbus Rideshare Programs Santa Paula Branch Line Senior & Disabled Transp. Services SpeedInfo Highway Speed Sensors Transit Information Center Trapeze VISTA Fixed Route Bus Service VISTA Dial-A-Ride Service		Senior & Disabled Transp. Services TDA Administration Transit Grant Administration	
Staff Hours	18,309	Staff Hours	15,168	Staff Hours	1,475

Total Staff Hours = 34,952

The Commission's salary and fringe benefits total \$2,423,600 or 5.2% of the Fiscal Year 2011/2012 budget. This represents a decrease of \$47,024 or -1.9% from the Fiscal Year 2010/2011 budget of \$2,470,624. The Salaries total of \$1,601,000 includes approximately \$15,000 for merit increases for eligible employees not at the top of their range. For a third consecutive year, the budget contains no cost of living adjustment (COLA) or vacation buy-outs at this time. Below in Table 4, *Salary Ranges*, the Fiscal Year 2011/2012 salary ranges are detailed by classification.

Table 4
Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1		\$199,875
Director	4	\$ 87,963	\$121,246
Manager I	5	\$ 77,265	\$101,038
Manager II	1	\$ 70,132	\$ 86,774
Support Staff I	3	\$ 43,827	\$ 58,436
Support Staff II	3	No established range	\$26,998 - \$33,717
Annuitants	2	No established range	\$58/hr - \$69/hr

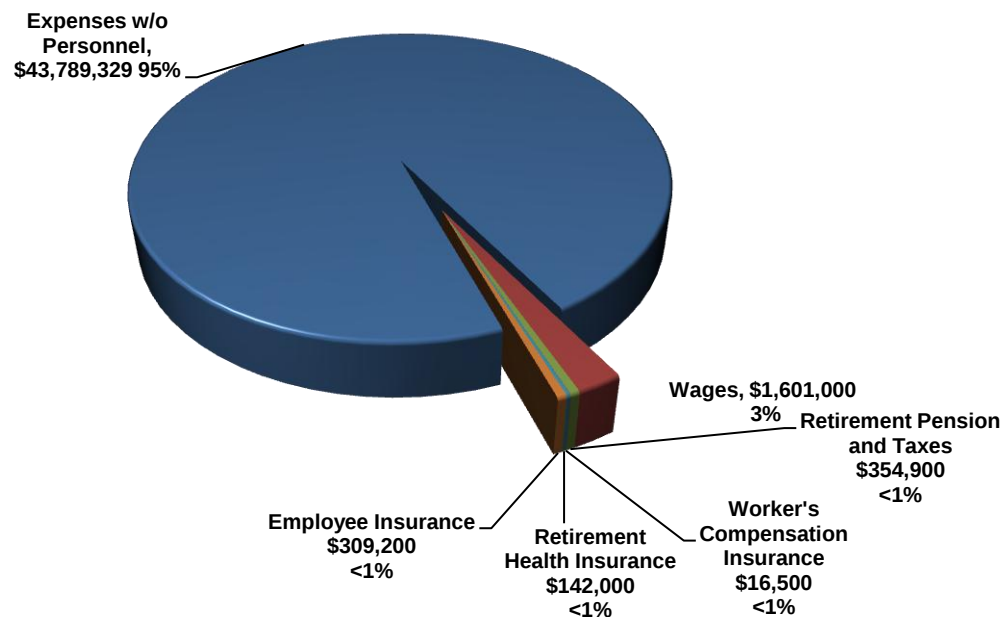
As the County's Transportation Commission, responsible, in part, for delivering transportation improvements to our residents, it is disappointing to have to present a budget that calls for the elimination of the VCTC's full-time Capital Projects Director as there are no capital projects to be managed in the 2011/2012 fiscal or in the foreseeable future. Over the past several years, the Capital Projects Director served in a review role of the Lewis Road project, the restoration of the Santa Paula Mill, the Santa Paula Branch line track improvements, a review role for the Coast Mainline Rural grade crossing projects, represented VCTC interests on Caltrans projects including the widening of the 118 and the project development of the 101 widening between Mussel Shoals and Carpinteria, and managed the comprehensive revision of the Congestion Management Program in 2009 and subsequent update in Spring 2011. In 2008, the Capital Projects Director became responsible for managing VCTC's Call Box contractor. In the coming year and over the next several years, VCTC will have minimal activity and involvement in capital projects. Sadly, given the precipitous reduction in workload and level of expertise required to manage VCTC's Call Box contractor and support the efforts of Thousand Oaks staff and consultant team on the 101/23 interchange design, a full-time Director level position is simply not justified. VCTC will need to continue to manage the Call Box program contractor and occasionally comment on highway related activities so this budget does provide funding for professional services on an hourly basis for either a retired annuitant or contract services.

Additional staffing changes include the addition of a part-time intern funded by a one-time grant to assist the transit department over the next two years, the Program Manager of the Transportation Demand Management being moved under the Planning and Technology Director and the Program Manager of Rail and TDA Programs being moved under the Programming Director. The budget also contains two annuitants to perform needed work such as FTA and SAFE monitoring tasks that do not necessitate two full-time positions until such time as the Ventura County Regional Transit Study, Comprehensive Transportation Plan and the VCTC/VCOG issues are resolved.

While wages have decreased approximately \$46,600, the tax and benefit costs have decreased approximately \$400. Benefits account for approximately 1.8% of the budget (see Chart 8, *Personnel Costs*). Included in the benefit costs is \$142,000 for retiree healthcare of which the majority will be used to prefund the Other Postemployment Benefits (OPEB) Trust with CalPERS CERBT that the Commission established in Fiscal Year 2008/2009. This amount is the full annual required contribution as calculated by the OPEB actuary. Prefunding the trust allows the Commission to offset OPEB costs through compounded investment earnings.

**Chart 8
Personnel Costs**

Wages and Fringe = \$2,423,600
5.2% of Fiscal Year 2011/2012 Budget
1.9% Decrease from Fiscal Year 2010/2011



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

When the economy was thriving and investment returns were high, CalPERS lowered the employer rates for many years. In fact, there was a period in the 1990's when VCTC was not paying any pension costs because the fund was considered "over-funded." In Fiscal Year 2011/2012, VCTC's employer pension rate will be 11.297% of payroll (a 1.29% increase from Fiscal Year 2010/2011).

VCTC's future rates are expected to increase due to the previous downturn in the economy and payrolls being lower than actuarially projected. Fiscal Year 2012/2013's rate is projected to be 11.7% (a 0.403% increase over Fiscal Year 2011/2012). CalPERS is projecting Fiscal Year 2013/2014's rate to increase by 1.5 – 2.2% with Fiscal Year 2014/2015's rate increasing 0.3-0.4%. VCTC is among the agencies receiving the lowest increases. The increase remains relatively small because VCTC made a conservative decision to keep the benefit factor at 2% @ 60 when other agencies throughout the County and State were increasing their benefit factors to 2% @ 55, 2.5% @ 55, 2.7% @ 55 and 3% @ 60.

INDIRECT COST ALLOCATION PLAN

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

The indirect cost allocation rate is based on an estimate. Because the rate is an estimate, the actual indirect expenditures are compared to the estimate and then adjusted (for over/under charges) against a future year. The adjustment for either over or under collection is adjusted against the current fiscal year’s indirect estimate. The adjustment expense is paid out of the unreserved general fund balance and is shown under the Management and Administration budget task.

A new budget method was implemented in Fiscal Year 2008/2009 and in Fiscal Year 2010/2011 appropriate staff time was included in the indirect cost allocation plan instead of paid for directly with local funds. Included in these costs are all or partial hours from the following positions: Receptionist/Secretary, Clerk of the Board/Public Information Officer (office manager hours only), Information Technology Systems Analyst, Finance Director and Accounting Technician. The inclusion of staff hours in the indirect cost allocation plan has caused the rate to more than double from previous year; however, this will spread the costs among all funding sources instead of the costs being funded with LTF revenues.

In Table 5, *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 5 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.

Table 5
Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	\$ Change	% of Change
Salaries and Benefits	\$ 0	\$441,091	\$446,316	5,225	1.2%
Books and Publications	778	2,000	2,000	0	0.0%
Business Meals	978	2,500	2,500	0	0.0%
Communications	15,445	20,000	25,000	5,000	25.0%
Insurance	92,696	104,500	105,000	500	0.5%
Maintenance	11,821	15,000	12,000	-3,000	-20.0%
Membership and Dues	21,719	8,000	8,000	0	0.0%
Mileage	585	3,000	2,000	-1,000	-33.3%
Miscellaneous	6,149	9,000	9,000	0	0.0%
Notices	0	1,000	1,000	0	0.0%
Office	19,299	20,000	20,000	0	0.0%
Postage	7,795	16,000	10,000	-6,000	-37.5%
Printing	5,404	10,000	12,000	2,000	20.0%
Rent	127,306	131,300	131,300	0	0.0%
Temporary Help	0	10,500	0	-10,500	-100.0%
Training	1,709	2,000	2,000	0	0.0%
Travel & Conferences	1,105	15,000	10,000	-5,000	-33.3%
Audit & Actuary Services	53,235	60,000	58,000	-2,000	-3.3%
Legal Services	18,455	35,000	35,000	0	0.0%
Professional and Human Resources	113,799	50,000	50,000	0	0.0%
Depreciation	22,570	20,000	19,000	-1,000	-5.0%
Subtotal	\$520,848	\$975,891	\$960,116		
Adjusted Overhead Rate	22.46%	40.57%	45.08%		

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PROGRAM SECTION

PROGRAM OVERVIEW

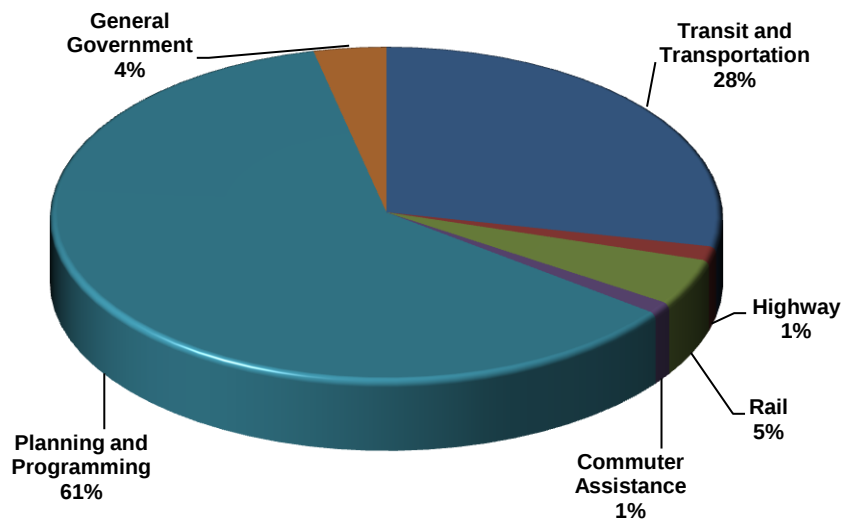
The Fiscal Year 2011/2012 budget is a comprehensive budget and contains the General, LTF, STA and SAFE funds and is divided into six programs. Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section. Beginning in Fiscal Year 2009/2010, the personnel and operating expenditures were included within the individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2011/2012 are \$46,213,029. The total budget expenditures decreased by 44.8% and are briefly explained in the individual program summaries.

Below are a table and chart which summarize these six programs: Table 6, *Budgeted Expenditures by Program*, and Chart 9, *Budgeted Program Expenditures*.

Table 6
Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	% of Change
Transit and Transportation	\$10,334,189	\$22,723,113	\$13,079,870	-42.4%
Highway	577,947	732,000	627,300	-14.3%
Rail	8,941,015	5,985,695	2,078,850	-65.3%
Commuter Assistance	405,297	510,717	520,400	1.9%
Planning and Programming	35,281,136	27,524,903	28,266,260	2.7%
General Government	3,214,743	26,240,376	1,640,349	-93.7%
Total Program Budget	\$58,754,327	\$83,716,804	\$46,213,029	-44.8%

Chart 9
Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role as the County Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. The Transit and Transportation Program, at \$13,079,870 is 28% of the budget and includes seven project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Other changes to this fiscal year include a decrease in the Go Ventura Smartcard budget due to the completion of the sales network upgrade. The VISTA Dial-A-Ride Services increased due to restoration of cut services and costs increases. The Nextbus budget decreased due to the completion of the five year service contract purchase. The Transit Grant Administration budget decreased due to the completion of pass-through projects. It is also expected that additional pass-through projects will be added to this budget with the final budget.

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

Table 7
Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	% of Change
Senior & Disabled Transportation Services	46	\$ 329,522	\$ 354,100	\$ 349,900	-1.2%
Go Ventura Smartcard	48	434,063	1,078,578	631,700	-41.4%
VISTA Fixed Route Bus Service	50	5,305,024	5,417,160	5,458,818	0.8%
VISTA Dial-A-Ride Service	52	2,231,599	2,392,200	2,513,085	5.1%
Nextbus	54	32,268	883,050	215,545	-75.6%
Trapeze	56	197,162	33,600	31,900	-5.1%
Transit Grant Administration	58	1,804,551	12,564,425	3,878,922	-69.1%
Total Transit and Transportation Budget		\$10,334,189	\$22,723,113	\$13,079,870	-42.4%
Program Costs:					
Personnel		\$ 472,503	\$ 577,248	\$ 563,500	
Indirect		104,140	210,976	253,900	
Project		9,757,546	21,934,889	12,262,470	
Total Transit and Transportation Budget		\$10,334,189	\$22,723,113	\$13,079,870	



HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County. These tasks include capital and planning projects that VCTC implements, co-partners and/or oversees. The Highway Program, at \$627,300, is 1% of the budget and includes three project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Other changes this fiscal year include the decrease to the Congestion Management Program for the completion of the CMP biennial update. The Highway Management item is now combined with the Transportation Improvement Program and Monitoring under Planning and Programming program.

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

Table 8
Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	% of Change
Congestion Management Program	62	\$ 1,113	\$ 61,200	\$8,100	-86.8%
Motorist Aid Call Box System	64	422,596	523,200	473,300	-9.5%
SpeedInfo Highway Speed Sensors	66	144,826	147,600	145,900	-1.2%
Traffic Management Center	---	9,412	0	0	End
Highway Management	---	0	0	0	Comb
Total Highway Budget		\$577,947	\$732,000	\$627,300	-14.3%
Program Costs:					
Personnel		\$ 25,419	\$ 48,700	\$ 33,400	
Indirect		5,630	28,800	15,000	
Project		546,925	654,500	578,900	
Total Highway Budget		\$577,974	\$732,000	\$627,300	

RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs including commuter rail assistance. The Rail Program, at \$2,078,850, is 5% of the budget and includes three project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The Metrolink budget decreased due to the one-time positive train control and equipment purchases funded by Proposition 1B in last year's budget and federal funds passing through directly to Metrolink. The LOSSAN budget decreased due to the completion of the strategic plan implementation. The Santa Paula Branch Line budget decreased due to renegotiated contract costs. The Santa Paula Branch Line costs in Fiscal Year 2009/2010 contained the Trackwork project.

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

Table 9
Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	% of Change
Metrolink Commuter & Special Rail Projects	70	\$3,299,542	\$5,221,427	\$1,431,750	-72.6%
LOSSAN & Coast Rail Coordinating Council	72	39,755	66,983	49,050	-26.8%
Santa Paula Branch Line	74	5,601,718	697,285	598,050	-14.2%
Total Rail Budget		\$8,941,015	\$5,985,695	\$2,078,850	-65.3%
Program Costs:					
Personnel		\$ 187,305	\$ 148,600	\$ 126,300	
Indirect		38,835	59,400	56,900	
Project		8,714,875	5,777,695	1,895,650	
Total Rail Budget		\$8,941,015	\$5,985,695	\$2,078,850	

COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and promote ridesharing and public transportation. The Commuter Assistance Program, at \$520,400, is 1% of the budget and includes two project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. The marketing element for Rideshare is found within the Marketing and Community Outreach budget under the General Government program.

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

Table 10
Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget	% of Change
Transit Information Center	78	\$172,140	\$254,000	\$245,700	-3.3%
Rideshare Programs	80	233,157	256,717	274,700	7.0%
Total Commuter Assistance Budget		\$405,297	\$510,717	\$520,400	1.9%
Program Costs:					
Personnel		\$260,840	\$307,000	\$306,900	
Indirect		57,489	124,500	138,500	
Project		86,968	79,217	75,000	
Total Commuter Assistance Budget		\$405,297	\$510,717	\$520,400	

PLANNING AND PROGRAMMING PROGRAM

Many of the agency's responsibilities are of a planning and programming nature. Projects within this program focus on comprehensive, countywide transportation planning, congestion management, modeling and forecasting, as well as studies to improve specific needs within the county. This program also contains LTF revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads projects. The Planning and Programming programs totals \$28,266,260, or 61% of the budget and includes six project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. LTF funds found within the Transportation Development Act budget are estimated to increase providing more funding for local agencies. The Transportation Improvement Program and Monitoring budget was combined with the previous Highway Monitoring budget. The Regional Transportation Planning budget has largely increased due to consulting services for the potential Diesel Multiple Unit study. The budget contains a new budget task, Airport Land Use Commission that was previously included within Regional Transportation Planning. The Regional Transit Planning budget decreased for the partial completion of the Ventura County Regional Transit and Heritage Valley Studies. The Freight Movement budget decreased with the completion of the Rural Grade Crossing Safety project.

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

Table 11
Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual*	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget*	% of Change
Transportation Development Act	84	\$21,461,507	\$21,679,223	\$26,598,385	22.7%
Transportation Improvement Program/Monitoring	86	13,358,410	4,354,400	406,925	-90.7%
Regional Transportation Planning	88	193,188	413,900	854,300	106.4%
Airport Land Use Commission	90	0	0	10,000	New
Regional Transit Planning	92	221,049	461,200	379,450	-17.7%
Freight Movement	94	46,982	616,180	17,200	-97.2%
Total Planning & Programming Budget		\$35,281,136	\$27,524,903	\$28,266,260	2.7%
Program Costs:					
Personnel*		\$621,861	\$ 568,300	\$620,200	
Indirect*		137,058	231,000	279,700	
Project*		34,522,217	26,725,603	27,366,360	
Total Planning & Programming Budget		\$35,281,136	\$27,524,903	\$28,266,260	

*These items have been restated to reflect the combining of the Transportation Improvement Program and Highway Monitoring Program.

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 \$1,640,349, is 4% of the budget and includes three project tasks.

Beginning with Fiscal Year 2009/2010 the personnel and operating expenditures were shown within the programs and individual budget tasks. In Fiscal Year 2010/2011, support staff costs were allocated to all budget tasks via the indirect cost allocation plan. Previous changes to this program include combining the Clerk of the Board, Office Services Management, Information Technology and Transportation Funding Research budgets into the Management and Administration budget and the elimination of the Santa Paula Mill and Depot Rehabilitation project as the project was completed. The Marketing and Community Outreach budget increased for the public outreach education program. The Debt Service budget was eliminated as the Lewis Road Bond has been paid off. The Management and Administration budget decreased largely due to the adjustment for the indirect reconciliation.

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

Table 12
General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2009/2010 Actual*	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget*	% of Change
Marketing and Community Outreach	98	\$ 292,449	\$ 700,832	\$790,349	12.8%
Clerk of the Board	---	44,968	0	0	End
Office Services Management	---	142,722	0	0	End
Information Technology	---	144,255	0	0	End
State and Federal Relations	100	89,592	150,855	162,220	7.5%
Debt Service/Financial Management	---	1,198,009	24,586,253	0	End
Santa Paula Mill and Depot	---	1,063,704	0	0	End
Management and Administration*	102	239,044	802,436	687,780	-14.3%
Total General Government Budget		\$3,214,743	\$26,240,376	\$1,640,349	-93.7%
Program Costs:					
Personnel		\$770,245	\$ 303,000	\$321,800	
Indirect		169,762	122,900	145,100	
Project		2,274,736	25,814,476	1,173,449	
Total General Government Budget		\$3,214,743	\$26,240,376	\$1,640,349	

*Several items are now in indirect costs or have been combined into other tasks and budgets may be restated. See individual budget tasks for details.

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**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2011/2012**

	General Fund	LTF	STA	SAFE	Total
REVENUES					
Federal Grants	10,277,661				10,277,661
State Grants	476,345				476,345
Local Transportation Fund		25,600,000			25,600,000
State Transit Assistance			1,740,000		1,740,000
Vehicle Registration Fees				750,000	750,000
Local, Investment Income, and Other Revenues	4,583,619	50,000	75,000	15,000	4,723,619
Total Revenues	15,337,625	25,650,000	1,815,000	765,000	43,567,625
EXPENDITURES					
Transit and Transportation Program					
Senior and Disabled Transportation Services	349,900				349,900
Go Ventura Smartcard	631,700				631,700
VISTA Fixed Route Bus Service	5,458,818				5,458,818
VISTA Dial-A-Ride Service	2,513,085				2,513,085
Nextbus	215,545				215,545
Trapeze	31,900				31,900
Transit Grant Administration	3,878,922				3,878,922
Total Transit and Transportation Program	13,079,870	0	0	0	13,079,870
Highway Program					
Congestion Management Program	8,100				8,100
Motorist Aid Call Box System	473,300				523,200
SpeedInfo Highway Speed Sensors	145,900				147,600
Total Highway Program	627,300	0	0	0	627,300



**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2011/2012**

	General Fund	LTF	STA	SAFE	Total
Rail Program					
Metrolink Commuter and Special Rail Projects	1,431,750				1,431,750
LOSSAN and Coast Rail Coordinating Council	49,050				49,050
Santa Paula Branch Line	598,050				598,050
Total Rail Program	2,078,850	0	0	0	2,078,850
Commuter Assistance Program					
Transit Information Center	245,700				245,700
Rideshare Programs	274,700				274,700
Total Commuter Assistance Program	520,400	0	0	0	520,400
Planning and Programming Program					
Transportation Development Act	244,785	26,353,600			26,598,385
Transportation Improvement Program and Monitoring	406,925				406,925
Regional Transportation Planning	854,300				854,300
Airport Land Use Commission	10,000				10,000
Regional Transit Planning	379,450				379,450
Freight Movement	17,200				17,200
Total Planning and Programming Program	1,912,660	26,353,600	0	0	28,266,260
General Government Program					
Marketing and Community Outreach	790,349				790,349
State and Federal Relations	162,220				162,220
Management and Administration	687,780				687,780
Total General Government Program	1,640,349	0	0	0	1,640,349



**Ventura County Transportation Commission
Budget Summary
Fiscal Year 2011/2012**

	General Fund	LTF	STA	SAFE	Total
Total Expenditures	19,859,429	26,353,600	-	-	46,213,029
Revenues over (under) Expenditures	(4,521,804)	(703,600)	1,815,000	765,000	(2,645,404)
Other Financing Source					
Transfers in (out)	4,270,169	(1,706,323)	(1,919,646)	(644,200)	0
Contingency/Reserve	(50,000)	(2,590,000)	0	(1,515,000)	(4,155,000)
Fund balance beginning of year	317,258	5,300,000	6,100,000	2,900,000	14,617,258
Fund balance end of year	<u>15,623</u>	<u>300,077</u>	<u>5,995,354</u>	<u>1,505,800</u>	<u>7,816,854</u>

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



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VENTURA COUNTY TRANSPORTATION COMMISSION



**Fiscal Year
2011/2012
Draft Budget**

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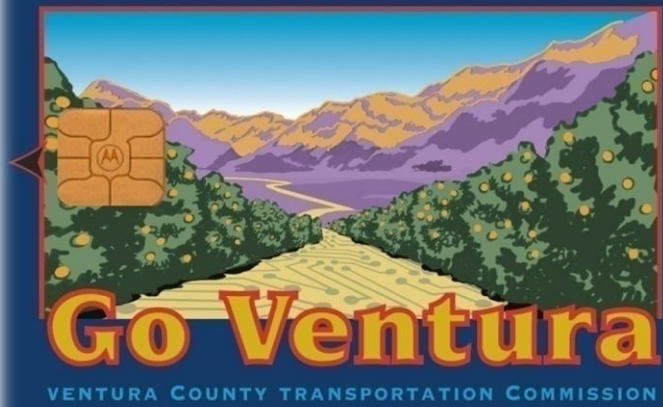
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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES
MANAGER: Ed Webster

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

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

Certification activities:	Jan-Jun 2010	July-Dec 2010
ADA Information/Application Requests	3,211	2,837
Personal Interviews Conducted	125	280
ADA Determinations Issued	275	359

Processed ADA documentation for visitors to Ventura County and those certified by VCTC going elsewhere. Distributed Federal Transit Administration (FTA) funds for East County ADA Intercity Service. Convened the East/Central County Paratransit Task Force to review ADA paratransit issues and funding pass-through allocations. Programmed FTA Section 5310 Elderly and Disabled Transportation Service funds. Working with the ADA Task Force, developed revised ADA Certification Guidelines (approved by Transportation Commission July 2010). Worked with sub-recipients to implement recommendations from the FTA triennial review.

DESCRIPTION: Working with the new ADA certification contractor, staff will continue to streamline the ADA certification process and assure accountability and proper documentation. Staff will also continue working with the East/Central County Paratransit Task Force to review and update as necessary procedures for intercity paratransit service and to review the distribution formula for the East County ADA pass-through funds in view of changing ridership trends.

Staff is also taking a greater role in reviewing ADA, Jobs Access/Reverse Commute and New Freedoms compliance issues with VCTC sub-recipients and conducting on-site reviews with sub-recipients' staffs, as called for by the FTA triennial review.

VCTC will continue to program Section 5310 funds as specified by law and to pass through the FTA funds for East County ADA service.

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

WORK ELEMENTS:

1. Work with all paratransit providers to coordinate transportation and compliance issues for ADA certified riders.
2. Manage contract to certify ADA applicants.

TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)
MANAGER: Ed Webster

WORK ELEMENTS: (continued)

3. Manage appeal process for ADA Certifications.
4. Coordinate with community senior centers and other appropriate locations to obtain centralized interview sites for ADA applicants.
5. Provide information and assistance to inquiries regarding the elderly and disabled transportation programs including ADA certification.
6. Update ADA certification applications, and informational brochures and internet information as appropriate.
7. Work with the ADA service providers to review East County Intercity service funding distribution, and serve as conduit for the FTA funds for this service.
8. Work with agencies to solicit and prioritize Section 5310 Elderly and Disabled projects and forward nominated projects to the California Transportation Commission (CTC).
9. Provide community outreach concerning senior/disabled issues through such groups as Ventura County Together.

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

FUNDING:

Funding Dollars	Funding Source:
\$309,920	FTA 5307
39,980	LTF fund transfer
\$349,900	Total Funding

EXPENDITURE COMPARISONS:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 70,288	\$ 40,800	\$ 35,000
Fringe and Tax Allocation	27,647	31,300	29,200
Indirect Cost Allocation	21,585	29,200	28,900
Mileage	1,014	1,300	1,000
Office Supplies	3,479	500	0
Notices	745	0	0
Postage	16	0	0
Printing	1,078	1,100	1,600
Travel and Conferences	1,324	1,600	1,400
Certification Contractor	51,971	97,200	101,700
Legal Services	375	600	600
Professional Services	0	500	500
East County ADA Pass Through	150,000	150,000	150,000
Total Expenditures	\$329,522	\$354,100	\$349,900

*This budget task was amended after the Commission approved the budget in June 2010.

TASK: GO VENTURA SMARTCARD
MANAGER: Gloria Sotelo

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

ACCOMPLISHMENTS: The Go Ventura Smartcard system, implemented by VCTC, operational since 2002 provides electronic fare collection and APCs on the Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, and VISTA. Go Ventura Smartcard usage increased from 201,655 bus tags in 2002 to 449,415 in 2010.

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

Service	FY 2009/2010	July - January, FY 2010/2011
Smartcard Transactions (sales)	13,170	7,876
Smartcard usage (Tags)	449,415	257,033

DESCRIPTION: The Go Ventura Smartcard system is comprised of a complex network of thirty (30) computers and 135 buses linked together to enable sales and use of the Go Ventura card, and collection of daily boarding and alighting data for each bus stop in the County. Sixteen (16) POS outlets operate countywide for patrons to purchase/recharge the affordable and convenient bus pass. The VCTC Transit Information Center serves as the main sales/support office to all sales outlets and transit patrons; also assist private and public agencies in providing bus passes to employees through transit pre-tax benefit programs. The professional services budget can vary greatly annually due to items such as hardware and software replacements, timing of fleet turnover, actual vehicle deliveries and funding of federal grant cycles which can delay equipment purchases and installations that may carry over into the next fiscal year. This year \$204,500 is carry-over from Fiscal Year 2010/2011. System is separated in three distinct work efforts; development of new Go Ventura capital projects, operations and maintenance.

WORK ELEMENTS:

Capital Projects Work Elements:

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

Operations Work Elements:

1. Perform daily system health checks and generate statistical data as requested.

TASK: GO VENTURA SMARTCARD (continued)
MANAGER: Gloria Sotelo

WORK ELEMENTS (continued):

2. Provide customer service and sales assistance to sales outlets, Job Career Centers, patrons, remote load customers and agencies including those with transit pre-tax programs.
3. Clearing house for sales outlets, reconcile sales revenues on a monthly basis.
4. Provide training to POS and Transit Operators, Public marketing of Go Ventura bus pass, Update Go Ventura materials and marketing information as needed.

Maintenance Work Elements:

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

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

FUNDING:

Funding Dollars	Funding Source:
\$334,160	FTA 5307
158,400	FTA fund transfer carry-over
93,040	LTF fund
46,100	LTF fund transfer carry-over
\$631,700	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$115,422	\$ 124,900	131,900
Fringe and Tax Allocation	55,550	59,600	68,300
Indirect Cost Allocation	37,682	74,900	90,300
Communications	1,430	5,000	3,000
Mileage	601	1,500	1,000
Miscellaneous	1,058	0	0
Office Supplies	1,355	7,400	2,000
Postage	1,230	2,500	1,500
Printing	678	5,000	4,000
Training	0	500	500
Bank Credit Card Processing Fees	4,191	7,500	6,000
Legal Services	0	2,000	2,000
Professional Services	170,955	265,100	227,200
Equipment	0	0	4,000
Bus Equipment Installs	42,822	222,678	90,000
Upgrade of Sales Network	1,089	300,000	0
Total Expenditures	\$434,063	\$1,078,578	\$631,700

TASK: VISTA FIXED ROUTE BUS SERVICE
MANAGER: Victor Kamhi

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

ACCOMPLISHMENTS: During Fiscal Year 2009/2010, VCTC provided approximately 780,000 passenger trips throughout Ventura County and surrounding areas. VCTC raised fares on the intercounty service in October and made major modifications as well as some additions to the Coastal Express route and modifications to the VISTA East route to service employment centers in Simi Valley and Thousand Oaks.

VCTC staff worked with the contractor (Coach America) to ensure that courteous, comfortable, on-time service was provided on all routes. VISTA will also be completing a biennial on-board survey in fall of 2011.

The table below is the current ridership from the last six months compared to the previous year.

VISTA Routes	July-December 2009 Ridership	July-December 2010 Ridership
HWY 101	54,089	54,831
HWY 126	104,311	109,426
East County	38,894	37,463
Conejo Connection	18,985	22,170
Coastal Express	138,730	133,790
CSUCI	44,778	31,701

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

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

WORK ELEMENTS:

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

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

6. Complete a biennial on-board survey to obtain rider feedback.
7. Develop rules for passenger conduct.

PRODUCT: Revise and implement transit service based on August 2010 schedule changes. Prepare and provide service indicator reports and ridership reports to VCTC, TRANSCOM and VISTA Committees. Approve service changes and annual operating/capital budget.

FUNDING:

Funding Dollars	Funding Source:
\$2,642,369	FTA 5307
11,921	FTA 5304 carry-over
28,240	LTF fund transfer
1,979	STA fund transfer carry-over
1,238,313	Local contribution*
35,000	Local fee – CSUCI
1,500,996	Local fee - farebox
\$5,458,818	Total Funding

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

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 94,412	\$ 74,200	\$ 70,800
Fringe and Tax Allocation	37,441	51,300	44,900
Indirect Cost Allocation	29,060	51,000	52,100
Communications Wi-Fi	0	0	16,000
Mileage	820	1,500	1,100
Miscellaneous	2,031	0	0
Postage	47	1,600	1,600
Printing	10,076	10,000	600
Travel and Conferences	0	0	2,000
Legal Services	1,925	1,000	1,000
Temporary Help	60	0	0
Maintenance and Repair	0	3,000	0
Particulate traps	245,345	90,000	0
Contract Services	4,883,807	5,133,560	5,268,718
Total Expenditures	\$5,305,024	\$5,417,160	\$5,458,818

*This budget task was amended after the Commission approved the budget in June 2010.

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

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

ACCOMPLISHMENTS: During Fiscal Year 2009/2010, VCTC provided approximately 217,000 passenger trips, implemented a passenger comment card program, produced quarterly transit service indicators, held a VISTA 126 and Dial-A-Ride (DAR) Committee meeting, and implemented the Committee recommendations. During Fiscal Year 2010/2011 we will be completing a biennial on-board survey.

Fillmore/ Piru Dial-A-Ride service will be fully restored to original service level and this will greatly benefit riders. VCTC also worked with the contractor, Fillmore Area Transit Company (FATCO), to ensure courteous, comfortable, on-time service and to improve service efficiency (passengers carried per hour) and call wait times.

The table below shows the current ridership from the last six months compared to the previous year.

VISTA Dial-A-Ride	July-December 2009 Ridership	July-December 2010 Ridership
Fillmore/Piru DAR	54,990	54,219
Santa Paula DAR	49,086	49,837

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

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

The cost of Dial-a-Ride services for Fiscal Year 2011/2012 is expected to increase, based on the standard year-over-year inflation built into our multi-year agreement (3.75%). There are no plans to increase service, and this budget may be adjusted to reflect pending VCTC actions regarding fare, service levels, and the distribution of FTA transit funds.

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

WORK ELEMENTS:

1. Work with VISTA Committees and VCTC to create a more rational organizational structure and develop goals and guidelines for VISTA service.

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

2. Provide the VISTA DAR transit service through a contract operator and oversee the implementation of the service. Implement support activities such as providing rider notices about service changes and prepare amendments to contractor contracts as needed to implement service modification.
3. Prepare VISTA service statistics quarterly and provide the information to TRANSCOM, the American Public Transit Association (APTA) and Federal Transit Administration's National Transit Database.
4. Prepare a VISTA DAR budget and proposed local match distribution.
5. Seek community input and passenger comments to guide service changes and oversee service quality, including through the Heritage Valley Transit study.
6. Complete a biennial on-board survey to obtain rider feedback.
7. Develop rules for passenger conduct.

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

FUNDING:

Funding Dollars	Funding Source:
\$1,168,275	FTA 5307
5,917	FTA 5304 carry-over
14,900	LTF fund transfer
983	STA fund transfer carry-over
1,165,933	Local contribution*
157,077	Local fee – farebox
\$2,513,085	Total Funding

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

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 14,148	\$ 22,400	\$ 33,500
Fringe and Tax Allocation	3,950	15,300	21,200
Indirect Cost Allocation	3,989	15,300	24,600
Mileage	105	200	400
Miscellaneous	426	0	0
Postage	0	0	400
Printing	657	1,500	300
Legal Services	0	1,000	1,000
Contract Services	2,208,324	2,336,500	2,431,685
Total Expenditures	\$2,231,599	\$2,392,200	\$2,513,085



TASK: NEXTBUS
MANAGER: Steve DeGeorge

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

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

VCTC originally contracted with Nextbus Inc. in 2001 for five (5) years to provide vehicle tracking data on all fixed routes buses for the following transit operators: Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit and VISTA. The project proved valuable to both bus riders and transit operators and resulted in a second five (5) year contract in 2006.

The Commission recognized the countywide value of Nextbus and at its April 2010 meeting approved the use of VISTA carry over FTA funds matched by STA to extend the project for a third five (5) year contract. The Commission approved that contract in June and allowed service to continue without a disruption as well as enabling VCTC to realize a nine percent cost savings over contracting yearly. The significant reduction in this year's Nextbus budget reflects the expenditure of the funds set aside for the contract renewal.

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

Staff's primary responsibility is to oversee the purchase and installation of new or replacement Nextbus equipment. Each year the countywide bus fleet expands or replaces buses going out of service. These changes in the countywide bus fleet require additional Nextbus hardware purchases and installations or the removal and replacement of hardware aboard the buses. Cities may also request additional signs at bus stops as support infrastructure becomes available. Staff attempts to anticipate those changes by coordinating expansion and replacement activities with the transit operators but has experienced unexpected additions and change outs due to contract operations or unanticipated procurement issues. The balance in this fiscal year's budget reflects the needed additions and replacements in the countywide fleet.

WORK ELEMENTS:

1. Coordinate contract activities with transit operators and Nextbus.
2. Coordinate installation of new or replacement bus equipment and/or bus stop signs throughout the County.

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



TASK: NEXTBUS (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$ 99,078	FTA 5307 carry-over
73,358	FTA 5307
18,341	LTF fund transfer
24,768	STA fund transfer carry-over
\$215,545	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 4,092	\$ 1,700	\$ 1,500
Fringe and Tax Allocation	1,476	700	600
Indirect Cost Allocation	1,227	1,000	900
Consultant Services	25,473	879,150	212,045
Legal Services	0	500	500
Total Expenditures	\$32,268	\$883,050	\$215,545

TASK: TRAPEZE
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: Based upon the findings contained in the 2007 Commission adopted Human Service Transportation and Transit Service Coordination Study staff undertook the countywide implementation of a standardized paratransit scheduling and dispatch system.

The Commission contracted with Trapeze Software Group in 2008 to provide all software, hardware and training for nine participating agencies. Though out Fiscal Year 2008/2009, staff oversaw the completion of installations and training for participating agencies concluding with Thousand Oaks Transit in 2010.

The initial Trapeze contract included five years of support costs for hosting of a common database, software upgrades, periodic training and repairs to equipment installed on agency vehicles. The Commission further supported the effort by funding the cost of vehicle communications for a period of five years. Staff continues to have a small role in providing administrative oversight of the ongoing contract and approving communication invoices.

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

WORK ELEMENTS:

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

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

TASK: **TRAPEZE (continued)**
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$31,900	LTF fund transfer
\$31,900	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 2,936	\$ 1,700	\$ 900
Fringe and Tax Allocation	1,059	700	400
Indirect Cost Allocation	881	1,000	600
Mileage	23	200	0
Communications	23,971	30,000	30,000
Trapeze Contract Services	168,292	0	0
Total Expenditures	\$197,162	\$33,600	\$31,900

TASK: TRANSIT GRANT ADMINISTRATION
MANAGER: Peter De Haan

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

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

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

The Fiscal Year 2011/2012 budget has decreased due to the completion of several large projects including the remainder of the American Recovery and Reinvestment Act (ARRA) Economic Stimulus projects. In addition, the Fiscal Year 2010/2011 budget was amended at the February 2010 Commission meeting to include newly-available Proposition 1B Transit Capital funds, but no such funds are included for Fiscal Year 2011/2012 due to the State's uncertain financial situation. The final budget will incorporate new grant funds included in the Fiscal Year 2011/2012 POP. The budget includes FTA Section 5307 Urban Formula funds, Jobs Access/Reverse Commute (JARC) and New Freedom (NF) funds to cover the maximum share of eligible expenses for staffing of grant administration activities. The budget includes 960 retired annuitant hours, funded with FTA and STA carry-over funds, to continue the increased subrecipient monitoring as required by FTA in the most recent Triennial Review and approved by the Commission. The required match for pass-through funds are provided by subrecipients as a condition of funding, and are not shown in the VCTC budget.

WORK ELEMENTS:

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

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

TASK: TRANSIT GRANT ADMINISTRATION (continued)

MANAGER: Peter De Haan

FUNDING:

Funding Dollars	Funding Source:
\$3,480,707	FTA 5307, 5316 JARC, 5317 NF, & CMAQ transfer carry-over
353,400	FTA 5307, 5316 JARC, 5317 NF, & CMAQ transfer
20,215	LTF fund transfer
24,600	STA fund transfer
\$3,878,922	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 29,705	\$ 72,226	\$ 94,100
Fringe and Tax Allocation	14,379	22,798	31,200
Indirect Cost Allocation	9,716	38,576	56,500
Business Meals	0	0	40
Mileage	175	325	750
Notices	402	2,200	450
Travel and Conferences	19	175	25
Legal Services	1,100	1,150	1,150
Grant Y253	19,331	247,662	247,662
Grant Y365	7,112	40,301	21,840
Grant Y399	41,740	5,895	393,294
Grant 4-0016	48,289	50,000	0
Grant Y522	57,391	24,000	21,420
Grant Y611	31,277	0	0
Grant X007	6,327	0	179,000
Grant X016	0	143,301	143,301
Grant Y737	384,059	454,701	356,217
Grant X094	53,821	48,678	0
Grant X028	0	59,619	47,660
Grant X020 ARRA/Stimulus	248,537	1,685,000	0
Grant X036	37,955	50,396	0
Grant X108	0	77,768	6,543
Grant Y803	615,412	974,011	549,011
Grant X122	0	311,079	207,776
STA Pass-through	197,804	0	0
Grant X046	0	533,799	208,868
FY 2010/2011 Proposition 1B	0	5,908,750	0
Grant Y858	0	1,505,115	925,115
New 2010/11 5316 & 5317 Grant	0	306,900	173,000
Grant X158	0	0	214,000
Total Expenditures	\$1,804,551	\$12,564,425	\$3,878,922

*This budget task was amended after the Commission approved the budget in June 2010.

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HIGHWAY PROGRAM TASK BUDGETS



TASK: CONGESTION MANAGEMENT PROGRAM (CMP)
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: Completed the CMP update.

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

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

WORK ELEMENTS:

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

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

TASK: CONGESTION MANAGEMENT PROGRAM (CMP) (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$8,100	PPM
\$8,100	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 368	\$17,500	\$4,100
Fringe and Tax Allocation	133	8,300	1,500
Indirect Cost Allocation	111	10,400	2,500
Miscellaneous	501	0	0
Printing	0	15,000	0
Consultant Services	0	10,000	0
Total Expenditures	\$1,113	\$61,200	\$8,100

TASK: MOTORIST AID CALL BOX SYSTEM
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: In 1985 the California Legislature passed Senate Bill 1190 to enable counties to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system. The Ventura County Transportation Commission (VCTC) serves as the SAFE and operates a system of 552 Motorist Aid Call Boxes on state highways within the County of Ventura. The revenue consists of \$1 fee per vehicle registered as part of the vehicle registration process.

During Fiscal Year 2010/2011 VCTC pursued and received compensation from insurance companies for damages to call boxes as a result of motorist accidents along the freeway and continued to maintain and repair damaged call boxes. After completing the selection process an agreement was entered into with a consultant for the maintenance of the call boxes. The new agreement has a monthly lump sum cost that includes all maintenance, repair and knock down costs. Therefore, the maintenance and repair item has been zeroed out.

A detailed reporting system was established to track any malfunctions to the system and reduce communications costs.

DESCRIPTION: Maintain existing network of approximately 552 call boxes on the county's highways. Maintain positive working relationships with program partners Caltrans and the California Highway Patrol. Manage contractor roles in the implementation of the program. Interact with adjacent county call box programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. The primary expenditure for this task is related to contractor costs associated with the call boxes.

WORK ELEMENTS:

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

TASK: MOTORIST AID CALL BOX SYSTEM (continued)
MANAGER: Steve DeGeorge

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

FUNDING:

Funding Dollars	Funding Source:
\$473,300	SAFE/VRF fund transfer
\$473,300	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 14,837	\$ 29,500	\$ 19,800
Fringe and Tax Allocation	6,664	13,400	6,700
Indirect Cost Allocation	4,739	17,400	11,900
Mileage	0	500	500
Miscellaneous	3	0	0
Office Supplies	0	1,000	0
Training	0	2,000	2,000
Consultant Services	225,762	274,000	277,000
Legal Services	1,550	1,000	1,000
CHP	82,217	99,400	104,400
Communications	44,123	50,000	50,000
Maintenance and Repair	42,701	35,000	0
Total Expenditures	\$422,596	\$523,200	\$473,300

*This budget task was amended after the Commission approved the budget in June 2010.

TASK: SPEEDINFO HIGHWAY SPEED SENSORS
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: During Fiscal Year 2008/2009 the installation of SpeedInfo speed sensors was completed throughout Ventura and along Highway 101 as far north as Winchester Canyon in Santa Barbara County. SpeedInfo, an Application Service Provider (ASP), provides speed data through the use of solar powered, wireless speed sensors along Ventura County's highways where Caltrans loop detectors are not available. Sensors are placed at one mile intervals and report aggregated lane speeds twice per minute. The data is sent to Caltrans District 7 Traffic Management Center (TMC) where it is converted into travel time and published on the County's Changeable Message Signs (CMS) and provides input to a number of real-time traffic maps presented on websites for Caltrans, L.A. Metro, southern California 511 as well as Go Ventura Website.

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

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

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

WORK ELEMENTS:

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

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

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

FUNDING:

Funding Dollars	Funding Source:
\$135,900	SAFE/VRF fund transfer
10,000	Local contribution – SBCAG
\$145,900	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 1,942	\$ 1,700	\$ 900
Fringe and Tax Allocation	701	700	400
Indirect Cost Allocation	583	1,000	600
Mileage	0	200	0
Consultant Services	141,600	144,000	144,000
Total Expenditures	\$144,826	\$147,600	\$145,900

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RAIL PROGRAM TASK BUDGETS



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

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

ACCOMPLISHMENTS: During the past fiscal year, each week about 3,800 passengers boarded Metrolink commuter trains at Ventura stations. VCTC worked with contractors to maintain and rehabilitate our portion of the Coast Main Line. In Fiscal Year 2010/2011, VCTC contributed State Proposition 1B funds of \$2,463,580 to Metrolink for the Positive Train Control (PTC) project, for new equipment and for the sealed corridor project to keep vehicles from the rail right-of-way. VCTC also coordinated special services such as the County Fair, Holiday, and Rail Fest trains with the cities/County. VCTC shares Ventura line costs with LA Metro. The Ventura line performances follow:

Service	Fiscal Year 2009/2010	July-December 2010
Revenue Return	45.7%	41.4%
Farebox Return	32.0%	27.8%
Average Daily AM Boardings (Ventura Line)	1,321	1,316
Average Daily AM Boardings (Ventura County Portion)	744	756

DESCRIPTION: Because operating funds are limited, VCTC coordinates working with Metrolink and Los Angeles METRO to “trade” VCTC Federal Transit Administration (FTA) capital funds of \$2,333,000; FTA Rail Modernization money of \$2,667,000; and, State SB 45 regional STIP funds of \$1,500,000 for operating and maintenance money through the Metrolink budget. Since these allocations of \$6,500,000 are made directly to Metrolink, they do not pass through VCTC’s budget but they are part of VCTC’s contribution to Metrolink. Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) money will also be used next fiscal year to pay VCTC’s share of operating, maintenance and capital costs.

The Fiscal Year 2011/2012 budget includes funds for Metrolink operations and capital work, and money has also been included for local rail and rail-related transit costs including maintenance of the right-of-way, potential legal and litigation expenses, and operation of special trains. Note that the Metrolink Operations/Maintenance line item for the upcoming fiscal year shows a decrease in new funding that is needed as a result of unanticipated federal fund carry-over at Metrolink from past years that will be used to defray current costs.

WORK ELEMENTS:

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

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

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

FUNDING:

Funding Dollars	Funding Source:
\$ 400,000	LTF fund transfer
931,750	STA fund transfer
70,000	Local contribution - County Fair
30,000	Local fee – fair tickets
\$1,431,750	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 47,168	\$ 44,000	\$ 49,200
Fringe and Tax Allocation	19,248	17,700	22,100
Indirect Cost Allocation	14,638	25,100	32,100
Mileage	1,864	2,000	2,500
Notices	0	2,000	1,500
Travel and Conferences	1,856	500	750
Legal Services	7,300	5,000	5,000
Operations/Maintenance of Way	3,055,102	1,793,375	1,182,100
Positive Train Control**	82,954	709,972	0
Equipment/Sealed Corridor**	0	2,463,580	0
Special Trains/Volunteers	69,412	101,200	111,500
Unanticipated Capital	0	57,000	25,000
Total Expenditures	\$3,299,542	\$5,221,427	\$1,431,750

Total Expense including funds paid directly to SCRRRA \$12,618,026 \$12,560,102 \$7,931,750

*This budget task was amended after the Commission approved the budget in June 2010.

**Fiscal Year 2010/2011 one-time capital expense of \$3,173,552 funded with State Prop.1B money.

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

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

ACCOMPLISHMENTS: In Fiscal Year 2010/2011, each week an average of 600 intercity rail passengers got on or disembarked at Ventura County train stations; LOSSAN agencies worked to implement the State-sponsored Long Range Plan for LOSSAN NORTH service as reflected in the Fiscal Year 2009/2010 budget; and, VCTC and SBCAG staffs worked with Caltrans Division of Rail to implement Ventura/Santa Barbara intercity rail service during "commuter friendly" hours.

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

Also, in Fiscal Year 2011/2012, VCTC will continue working with all the coastal counties to the north to make operational improvements and add new service, e.g. the Coast Daylight train, to this portion of the Coast Main Line.

WORK ELEMENTS:

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

PRODUCT: Monthly updates on rail operations and issues.



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

FUNDING:

Funding Dollars	Funding Source:
\$49,050	STA fund transfer
\$49,050	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$18,579	\$17,300	\$ 17,300
Fringe and Tax Allocation	7,800	7,100	7,700
Indirect Cost Allocation	5,814	9,900	11,300
Business Meals	205	450	450
Membership and Dues	6,000	7,200	7,500
Mileage	607	1,000	1,000
Travel and Conferences	750	6,000	2,300
Legal Services	0	2,000	1,500
Strategic Plan Implementation	0	16,033	0
Total Expenditures	\$39,755	\$66,983	\$49,050

*This budget task was amended after the Commission approved the budget in June 2010.

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

OBJECTIVES: To protect and utilize the SPBL for current and future public benefit by maintaining and operating the Branch Line rail corridor in a safe and efficient manner, while searching for additional opportunities to reduce costs and make the Line self-sustaining.

ACCOMPLISHMENTS: VCTC maintained and improved twenty-eight miles of SPBL track and railroad property between Montalvo and Rancho Camulos. Administrative changes were made to the maintenance contract to conform with agreement language and to compensate for past inequities. Also, track replacement work was completed in Montalvo.

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

In the upcoming year, two inventories will take place on the SPBL as required by the Federal Railroad Administration: an inventory of the railroad signal equipment and grade crossings, and, an inventory of the bridges and their structural capacity including development of an annual bridge maintenance plan. A Request for Proposals for the SPBL maintenance work will also be issued to see if any additional savings can be achieved in this area.

During the last year, staff continued efforts to make the SPBL self-sufficient. VCTC staff reviewed the potential for additional revenue generation from the expansion of agricultural leases, by implementing additional freight service, and/or by increasing movie revenue. Unfortunately, while all these activities have potential, none of them can generate any significant additional revenue. The biggest income boost in the foreseeable future comes in 2015 when the gas line revenues will no longer be split with Union Pacific Railroad (UP) and an additional \$102,000 per year (in 2010 dollars) will accrue to the Branch Line.

Therefore, in order to keep the SPBL functioning in the upcoming year, as has happened in the past, the difference between the revenue generated on the SPBL and the annual expenditures will be made up through the use of State Transit Assistance (STA) funding. However, future funding is problematic. Without STA, LTF is the only other state funding program available for support of the SPBL, and LTF funding is needed to pay for local public transit systems.

If other funds are not secured, future SPBL operations are financially problematic and the decision to continue operation of the SPBL will have to be made on a year-to-year basis.

WORK ELEMENTS:

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



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

WORK ELEMENTS (continued):

4. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; and, trim and/or remove brush and tree to eliminate incursion of homeless on the rail ROW; and, conduct regular monthly operations and maintenance activities.
5. Continue working with appropriate agencies to reduce costs and increase revenues to make the SPBL self-sustaining.
6. Complete FRA-required signal and grade crossing inventory, and, bridge inventory and bridge maintenance plan.

PRODUCT: Continued safe and efficient management of the 28 mile-long SPBL.

FUNDING:

Funding Dollars	Funding Source:
\$191,495	STA fund transfer
10,000	CPUC signal
253,800	Local fee - lease
10,000	Local fee - film revenue
4,000	Local fee - permits
128,755	SPBL fund balance
\$598,050	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 72,823	\$ 47,400	\$ 20,800
Fringe and Tax Allocation	21,687	15,100	9,200
Indirect Cost Allocation	18,383	24,400	13,500
Business Meals	0	75	0
Mileage	804	750	750
Miscellaneous	424	0	0
Legal Services	7,318	12,500	5,000
Bridge Inventory/Maintenance Plan	0	0	65,000
Flood Channel Preventive Maintenance	5,428	25,000	15,000
Maintenance Contract	312,000	284,062	263,800
Mountain View Improvements	260,000	0	0
Right-of-Way Maintenance	71,515	89,925	50,000
Signal/Grade Crossing Inventory	0	0	25,000
Signal Repair and Replacement	28,064	50,000	25,000
Track Work Improvements	4,702,684	45,473	0
Union Pacific Lease payments	100,588	102,600	105,000
Total Expenditures	\$5,601,718	\$697,285	\$598,050

*This budget task was amended after the Commission approved the budget in June 2010.

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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



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

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

ACCOMPLISHMENTS: Provided a toll free public information number for VISTA, all local buses, Metrolink, Park-and-Ride Lots, Ride Match, Go Ventura Smartcard, and Guaranteed Ride Home (GRH). Staffed a main sales and support office where patrons can purchase or recharge monthly bus passes and e-purse products by phone, mail, email, or front counter, and supported Point-of Sales outlets (POS) countywide with a dedicated phone line. The Customer Service Representatives have also provided transit operators support (phone/counter) with bus promotions to promote public transit service to the community and inform them of the transportation programs available, use, savings and benefits to the environment.

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

Service	Fiscal Year 2009/2010	July – January Fiscal Year 2010/2011
On-line/phone	42,407	23,690
Counter (walk-in) Patrons	3,081	1,636
Total Customers Served	45,488	25,326

DESCRIPTION: The Transit Information Center is the “front line” for the transit users and primary sales and countywide support outlet for the Go Ventura Smartcard bus pass. The Center is staffed by two full-time customer service representatives that provide eleven hours of daily office coverage, Monday-Friday, 7am-6pm. We are continuing the same service hours of 7am-6pm to sales outlets and countywide agencies served with transit support and bus pass sales, recognizing that without backup staff support there will be a reduction in service hours in the event one staff person is out due to illness or vacation. In the rare occurrence that both customer service representatives are out due to illness or an emergency, the Transit center may be closed for transit support and sales on that day with every effort being made to notify the public as well as all Sales Outlets countywide.

The Transit Information Center provides transit assistance to the public in the areas of Ridesharing, Guaranteed-Ride-Home, Service Authority for Freeway Emergencies, Go Ventura Smartcard Sales/Support and public transit information. Callers provide the origin and destination and then are provided the most appropriate schedules for time of travel. Fare and transfer information are provided and callers may also receive a personal itinerary and map in the mail. Patrons may call or walk in any time during normal business hours to acquire transit assistance or purchase/recharge their Go Ventura Smartcard with monthly passes and e-purse product. As the “main” sales and support office the Customer Service Representatives provide bus pass sales support to sixteen (16) Point-of-Sale Outlets and patrons throughout the county. Printed schedules for VISTA, local buses, Metrolink and Amtrak are also available at the center.

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

WORK ELEMENTS:

1. Answer incoming calls on the 800 number to provide transit service information.
2. If requested print and mail itinerary and map to caller.
3. Keep inventory of current schedules available for patrons.
4. Assist with Ridematch calls for Rideshare Program.
5. Provide assistance with GRH, Park and Ride Lots and Metrolink calls.
6. Process sales transactions for monthly and e-purse bus pass sales in person, mail, email and phone. Work with agencies county-wide that provide transit pre-tax benefit programs.
7. Report and cancel lost, stolen or damaged pass/e-purse cards and card replacements.
8. Provide Go Ventura Smartcard bus pass support county-wide to all Point of Sale Outlets, patrons, Job Career Centers, schools, social services, private and public agencies who assist employees with passes through the transit pre-tax benefit programs.
9. Address and coordinate VISTA comment and complaint program to assure prompt response and problem resolutions.
10. Provide real-time Nextbus information to patrons regarding estimated time of arrivals and delays of buses.
11. Assist transit operators with support on countywide bus promotions.

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

FUNDING:

Funding Dollars	Funding Source:
\$191,560	FTA 5307
4,000	FTA 5307 carry-over
49,140	LTF fund transfer
1,000	LTF fund transfer carry-over
\$245,700	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 78,100	\$ 80,400	\$ 84,800
Fringe and Tax Allocation	38,435	81,100	71,400
Indirect Cost Allocation	25,684	65,500	70,500
Communications	4,694	9,000	3,000
Mileage	0	100	100
Office Supplies	0	2,000	1,000
Training	0	900	900
Temporary Support	25,227	15,000	14,000
Total Expenditures	\$172,140	\$254,000	\$245,700

TASK: RIDESHARE PROGRAMS
MANAGER: Alan Holmes

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

ACCOMPLISHMENTS: Single occupant vehicle commute trips have been reduced by direct assistance to county employers and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking and biking. The Guaranteed Ride Home Program (GRH) continues to encourage ridesharing by addressing concerns that an employee may be stranded at work on a day they commute by carpool, vanpool or bus by offering a free ride home under specific conditions and limitations. Approximately 32,000 individuals are registered and eligible to use the GRH program.

Service	Fiscal Year 2009/2010	July – December Fiscal Year 2010/2011
Surveys Processed	13,600	11,600
GRH Vouchers Processed	39	21
Site Service Presentations	40	60

DESCRIPTION: Trips will be reduced through assistance to county employers and through the provision of direct services to county residents, promoting alternatives to Single Occupant Vehicle (SOV) travel. Since Fiscal Year 2003/2004, VCTC has had contractual agreements with the four Southern California County Transportation Commissions for the provision and maintenance of a regional rideshare database. Products will continue to be updated and improved in response to the ever changing commuter market and changing technology. Funding for Rideshare and Employer Services is provided by federal Congestion Mitigation and Air Quality (CMAQ) monies. VCTC, through its multi-year call for projects, has programmed \$443,000 in CMAQ per year for ridesharing and GRH uses, which include staffing and marketing costs. The Ventura County Air Pollution Control District contributes \$2,500 annually for Rideshare Week outreach activities. Rideshare marketing in the amount of \$170,800 is included in the Marketing and Community Outreach budget item.

Since Fiscal Year 2010/2011, the Rideshare marketing has been a part of the Marketing and Community Outreach budget task.

WORK ELEMENTS:

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



TASK: RIDESHARE PROGRAMS (continued)
MANAGER: Alan Holmes

WORK ELEMENTS (continued):

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

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

FUNDING:

Funding Dollars	Funding Source:
\$272,200	CMAQ
2,500	Local contribution - APCD
\$274,700	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$102,303	\$102,500	\$ 103,100
Fringe and Tax Allocation	42,002	43,000	47,600
Indirect Cost Allocation	31,805	59,000	68,000
Membership and Dues	0	550	600
Mileage	590	800	1,000
Miscellaneous	648	0	0
Postage	0	300	400
Travel and Conferences	2,498	1,567	2,000
Database administration	26,548	43,000	45,000
Legal Services	0	1,000	2,000
Marketing	24,738	0	0
Guaranteed Rides (taxi or rental car)	2,025	5,000	5,000
Total Expenditures	\$233,157	\$256,717	\$274,700

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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



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

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

ACCOMPLISHMENTS: VCTC processed LTF/STA claims and allocated funds in compliance with State laws and regulations. Annual fiscal and compliance audits were completed and submitted as required to the State Controller's Office, and the Triennial Performance Audit of VCTC and Gold Coast Transit was also completed for Fiscal Year 2007/2008 – 2009/2010.

DESCRIPTION: As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds and the timely allocation of funds to the cities and County. Because the Triennial Performance Audit is not needed next fiscal year, the audit expenditure line has been reduced, however, funding is included in the upcoming fiscal year for the completion of the annual State-required fiscal and compliance audits. Note that the overall local allocations for transit, streets and roads is substantially higher in the upcoming fiscal year as the result from higher than anticipated receipts in Fiscal Year 2010/2011 being carried over for allocation in Fiscal Year 2011/2012.

WORK ELEMENTS:

1. Administer TDA/STA programs to ensure regulatory compliance in conformance with the intent of the Transportation Development Act administrative code.
2. Assist local city/County staff in preparing TDA LTF claims for transit, bicycle/pedestrian, and local street purposes; evaluate and process claims from local agencies; submit allocation instructions to the County Auditor-Controller to disburse the money and monitor the LTF and STA account deposits at County Auditor's office.
3. Work with the County Auditor-Controller to annually estimate the funds that will be available.
4. Issue a Request for Proposals for the annual fiscal and compliance audits for TDA LTF claimants, submit completed audits as required to State Controller, and, review completed audits with local claimants.
5. Develop schedule and required definitions for annual public hearing on Unmet Transit Needs, hold public meeting and a public hearing on the topic, and submit adopted findings to the State Controller.
6. Develop schedule and evaluation criteria for annual allocation of Article 3 bicycle and pedestrian funds, evaluate and rank submitted proposals in accordance with VCTC procedures, and allocate approved funding.
7. Participate on State TDA Advisory Committee.
8. Work with consultant and local agencies to implement any recommendations from the Fiscal Year 2007/2008 – 2009/2010 Triennial Performance Audit of VCTC and Gold Coast Transit.
9. Participate as needed in VCTC evaluation of impacts from TDA apportionment adjustments resulting from SB 716.
10. Hold monthly CTAC/SSTAC meetings to ensure citizen input.

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

TASK: TRANSPORTATION DEVELOPMENT ACT (TDA) (continued)

MANAGER: Mary Travis

FUNDING:

Funding Dollars	Funding Source:
\$26,521,200	LTF revenues & fund transfer
77,185	STA fund transfer
\$26,598,385	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 44,341	\$ 49,000	\$ 46,800
Fringe and Tax Allocation	17,835	21,600	21,900
Indirect Cost Allocation	13,704	29,000	31,000
Mileage	132	200	200
Miscellaneous	5,463	0	0
Notices	1,988	3,000	5,000
Travel and Conferences	0	1,200	1,200
Audits (Fiscal and Performance)	20,950	80,000	40,000
Legal Services	0	5,000	5,000
Bicycles and Pedestrians	434,085	434,380	534,772
County Auditor Administration	14,200	14,700	15,000
Pass Through Gold Coast Transit	38,630	140,000	77,185
Transit, Streets and Roads	20,870,179	20,884,643	25,803,828
Unmet Needs	0	16,500	16,500
Total Expenditures	\$21,461,507	\$21,679,223	\$26,598,385

TASK: TRANSPORTATION IMPROVEMENT PROGRAMMING AND MONITORING
MANAGER: Peter De Haan

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

ACCOMPLISHMENTS: VCTC continues to fulfill its state and federal mandate to develop the Transportation Improvement Program. This allows VCTC to obtain funding for projects through the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP), as well as other funding opportunities such as Proposition 1B. VCTC provides local agencies with information on these programs, and helps facilitate project delivery. Recently completed projects include the Highway 118 and Lewis Road widenings. The Route 101 carpool lane project is nearly ready to begin construction, and the Route 101/23 interchange improvement design is well underway.

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

Each year VCTC adopts a Program of Projects (POP) which specifies the projects to receive funds through FTA for the upcoming year. The POP process for Fiscal Year 2012/2013, to be conducted in the spring of 2012, will likely be very challenging due to a large number of changes and potential funding reductions, including: (1) Federal funding cuts to match available Transit Trust Fund Revenues, due to the current balance running out in 2012/2013; (2) New Urban Area definitions, which will first impact 2012/2013 federal apportionments; (3) Potentially revised FTA reporting for services between Urban Areas (such as Metrolink and VISTA), causing a possible loss of formula funds associated with these services; (4) The FTA carry-over balance likely running out in 2012/2013, so that expenditures may need to be reduced from current levels to match revenues; and (5) Completion of the Regional Transit Plan in late 2011, leading to possible countywide changes in transit organizational structure and funding arrangements.

A major emphasis during the upcoming year will be preparing of financial forecasts and scenarios in support of the Comprehensive Transportation Plan. In addition, this year VCTC will need to submit its proposed program for the 2012 STIP, and work with local jurisdictions to prepare the Ventura County submittal for the SCAG 2013 FTIP. Staff will work closely with Caltrans to continue work on the Route 101 Widening between Mussel Shoals and Carpinteria, the Route 101/23 Interchange Improvements design, and the Route 118/34 Intersection Improvements design.

This item combines the Transportation Improvement Program and Highway Management programs. This year staff is proposing increased consultant assistance to help address the additional work load required to prepare the simultaneous STIP and FTIP submittals.



TASK: TRANSPORTATION IMPROVEMENT PROGRAMMING AND MONITORING
(continued)
MANAGER: Peter De Haan

WORK ELEMENTS:

1. Identify opportunities to participate in state and federal funding programs.
2. Prepare funding scenarios and projections for the Comprehensive Transportation Plan.
3. Conduct calls for projects for Prop1B, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
4. Work with local jurisdictions to prepare the 2013 FTIP, and submit to SCAG in compliance with federal and state requirements, and amend the FTIP as necessary.
5. Prepare recommendations and project nominations CTC for the 2012 STIP.
6. Coordinate with Caltrans and local agencies the design of the Highway 101/23 interchange and Highway 118/34 intersection improvements, and the start of construction for the Highway 101 Widening from Mussel Shoals to Carpinteria.
7. Monitor quarterly reports on project status to ensure timely project delivery.
8. Staff the Transportation Technical Advisory Committee (TTAC).

PRODUCT: Selection of projects for funding to provide the greatest benefit based on the approved criteria; updating of the 2010 FTIP as required; development of the Fiscal Year 2010/11 Program of Projects for federal transit funds; inclusion of VCTC priorities in state programs; effective project delivery monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Dollars	Funding Source:
\$ 65,223	FTA 5307, JARC & NF
12,257	LTF fund transfer
329,445	PPM
\$406,925	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 173,420	\$ 186,000	\$142,700
Fringe and Tax Allocation	78,126	91,100	69,100
Indirect Cost Allocation	55,440	112,500	95,500
Membership and Dues	250	500	0
Business Meals	0	0	100
Mileage	1,648	2,100	2,250
Training	25	0	0
Notices	7,253	5,000	5,800
Travel and Conferences	3,043	7,200	5,175
Consultant Services	7,013	49,000	85,000
Legal	150	1,000	1,300
Lewis Road Widening Phase II	13,032,042	3,900,000	0
Total Expenditures	\$13,358,410	\$4,354,400	\$406,925

TASK: REGIONAL TRANSPORTATION PLANNING
MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: This task consolidates many of the day to day, local, regional and State level planning activities that the VCTC is responsible for. During Fiscal Year 2010/2011 staff reviewed and commented on local development projects of significance, certified local bicycle plans, participated in the Safe Routes to School program and provided input on local planning efforts. At the regional level, staff participated in or led planning efforts such as the Compact for a Sustainable Ventura County Phase II, the Southern California Association of Governments' (SCAG) Sub-Regional Coordinator's Group, the Plans and Programs Technical Advisory Committee and the Climate and the Climate and Economic Development project.

Most significantly, staff has been engaged in two regional efforts, SB 375, the greenhouse gas reduction act, and VCTC's own Comprehensive Transportation Plan (CTP). SB 375 seeks to reduce greenhouse gas (GHG) emissions by coordinating land use, transportation and housing planning activities at the Metropolitan Planning Organization (MPO) level. The 2012 Regional Transportation Plan (RTP) must integrate a Sustainable Communities Strategy (SCS) which provides a blueprint for reducing GHGs by eight percent in the year 2020 and thirteen percent by the year 2035. Further integrating land use and transportation, the Regional Housing Needs Assessment (RHNA) is also now tied to the RTP

The Comprehensive Transportation Plan, funded by SCAG, is VCTC's first effort at looking at Ventura County's transportation needs in an organized and methodical manner. Many VCTC staff members are involved in this project which includes public outreach, data gathering and analysis and the development of a prioritized list of transportation projects that will focus VCTC's transportation investments for the next several years.

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

The Regional Transportation Planning task budget for Fiscal Year 2011/2012 has an increase of approximately \$450,000 over Fiscal Year 2010/2011. This increase is due to the addition of consultant services to perform a countywide Diesel Multiple Unit (DMU) feasibility study funded through State Transit Assistance (STA) funds. This study will look at the potential use of diesel powered railcars on Ventura County's mainline.

WORK ELEMENTS:

1. Review and comment on plans, projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Develop new planning studies to address changing needs of the County.
4. Support other planning efforts through the provision of maps and data.

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

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

FUNDING:

Funding Dollars	Funding Source:
\$425,500	LTF fund transfer
250,000	STA fund transfer
128,800	PPM
50,000	Local contribution – APCD
\$854,300	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 99,652	\$137,200	\$128,400
Fringe and Tax Allocation	37,186	50,900	51,300
Indirect Cost Allocation	30,159	76,300	81,100
Membership and Dues	0	10,500	10,500
Mileage	1,706	2,000	1,500
Miscellaneous	1,044	0	0
Notices	0	500	500
Office Supplies	0	1,500	1,000
Travel and Conferences	778	4,000	4,000
Consultant Services	0	75,000	565,000
Legal Services	0	1,000	1,000
Bicycle Map Design and Printing	0	55,000	0
Contribution to SBCAG Survey	0	0	10,000
Public Transit Services Study	22,663	0	0
Total Expenditures	\$193,188	\$413,900	\$854,300

TASK: AIRPORT LAND USE COMMISSION
MANAGER: Steve DeGeorge

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

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

The activity associated with this task has been ongoing but was previously included in the Regional Transportation Planning task.

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

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 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.

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

TASK: AIRPORT LAND USE COMMISSION (continued)
MANAGER: Steve DeGeorge

FUNDING:

Funding Dollars	Funding Source:
\$ 5,000	LTF fund transfer
5,000	Local contribution – ALUC
\$10,000	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual*	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget*
Salaries	\$ 0	\$ 0	\$ 4,100
Fringe and Tax Allocation	0	0	1,700
Indirect Cost Allocation	0	0	2,600
Mileage	0	0	400
Notices	0	0	600
Legal Services	0	0	600
Total Expenditures	\$ 0	\$ 0	\$10,000

*This activity was previously included in the Regional Transportation Planning task.

TASK: REGIONAL TRANSIT PLANNING
MANAGER: Victor Kamhi

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

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

DESCRIPTION: This task is an ongoing project which includes coordination with transit operators in and around Ventura County, regional, state and federal transportation agencies, including our funding partners. It includes participation in professional and industry organizations which allow VCTC to participate in the formation of programs which affect our transit system, and new funding programs. The task also includes development of transit plans and studies which are part of the on-going VCTC planning activities, and participating in the disaster planning for Ventura County. Also manage the ongoing Regional Transit Study, as well as a new Heritage Valley transit study, and Title VI update. Much of the work for both studies will be continued in Fiscal Year 2011/2012.

WORK ELEMENTS:

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

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



TASK: REGIONAL TRANSIT PLANNING (continued)
MANAGER: Victor Kamhi

FUNDING:

Funding Dollars	Funding Source:
\$179,160	FTA 5307
49,134	FTA 5304 carry-over
88,530	STP carry-over
44,790	LTF fund transfer
17,836	STA fund transfer carry-over
\$379,450	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget
Salaries	\$ 92,644	\$ 89,900	\$ 97,800
Fringe and Tax Allocation	40,623	41,700	49,000
Indirect Cost Allocation	29,372	53,400	66,200
Business Meals	61	0	0
Membership and Dues	2,356	400	450
Mileage	1,124	3,000	3,000
Training	220	200	200
Travel and Conferences	3,129	4,800	6,300
Consultant Services	50,970	267,800	155,500
Legal Services	550	0	1,000
Total Expenditures	\$221,049	\$461,200	\$379,450

*This budget task was amended after the Commission approved the budget in June 2010.

TASK: FREIGHT MOVEMENT
MANAGER: Darren Kettle

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

ACCOMPLISHMENTS: VCTC participated in the development of Multi-County Goods Movement Action Plan (MCGMAP). This effort produced a priority list of goods movement projects for the five-county region of San Bernardino, Riverside, Orange, Los Angeles, and Ventura. This priority list resulted in \$30,449,000 in Prop. 1B Trade Corridor Improvement Funds (TCIF) for the Rice Avenue/101 Interchange project, which is on the truck port access route for the Port of Hueneme. This effort also produced recognition by San Bernardino, Riverside, Orange and Los Angeles Counties that the Port of Hueneme and Ventura County are a part of the southern California goods movement system, and the formation of, and inclusion in, the Southern California Freight Gateway Collaboration. This committee includes representatives at the County, Regional, State and Federal levels. VCTC completed managing the improvements of two private rural grade crossings in the Somis area through coordination with Union Pacific. Tiger II grant funding for the widening and improvement of Hueneme Road, a main arterial along the truck access route for the Port of Hueneme was applied for.

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

WORK ELEMENTS:

1. Participate in on-going activities of Southern California Freight Gateway Collaboration.
2. Participate as Technical Advisory Committee representative for VCTC in the development of the SCAG Goods Movement Study during Fiscal Year 2011/2012.
3. Collect local freight movement data and provide to SCAG as required for study effort.
4. Coordinate with the Port of Hueneme, local agencies, and private sector freight movement entities as required to ensure that all parties are aware of programs and funding opportunities that may occur for Ventura County.

PRODUCT:

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

TASK: FREIGHT MOVEMENT (continued)

MANAGER: Darren Kettle

FUNDING:

Funding Dollars	Funding Source:
\$17,200	LTF fund transfer
\$17,200	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$30,874	\$ 11,200	\$ 5,400
Fringe and Tax Allocation	7,160	4,500	2,000
Indirect Cost Allocation	8,383	6,400	3,300
Mileage	303	500	500
Travel and Conferences	262	1,000	1,000
Consultant Services	0	4,000	4,000
Legal Services	0	1,000	1,000
Rural Grade Crossing Safety	0	587,580	0
Total Expenditures	\$46,982	\$616,180	\$17,200

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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



TASK: MARKETING AND COMMUNITY OUTREACH
MANAGER: Donna Cole

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

ACCOMPLISHMENTS: VCTC's Marketing efforts this past year have focused on promoting itself as an umbrella agency versus simply the programs it funds. The VCTC logo has been refreshed, and a new logo has been created for the VISTA bus system to better reflect its relationship to VCTC.

All VISTA buses and Dial A Ride vehicles now carry the new logo, as well as the VCTC logo.

Route schedules have been redesigned and information guides have been updated and installed at bus stops with information posts.

The Go Ventura website has been redesigned to be more informative and user friendly. Social Networks have been used to convey timely information regarding delays in bus and train service, road closures, upcoming community events, and other information of interest to VCTC's followers.

Surveys were conducted among residents and the business community to determine public awareness of VCTC and its services. Data gathered from the surveys indicates that many are aware of the services provided, but are unaware that those services are provided by VCTC. The survey also asked the respondents to rank their priorities relative to transportation in the County. Now that baselines have been established follow up surveys will be conducted periodically to gauge the effectiveness of our marketing efforts.

In support of the education component of the Comprehensive Transportation Plan, a power point presentation has been developed for the Executive Director and planning staff to present to transportation stakeholder groups including business, environmental and social equity groups and community organizations

VCTC participated in community events and promotions throughout the County, including the Fair. A newsletter, "*On The Move*" has been created to highlight actions taken at VCTC board meetings and inform the community of upcoming events and newsworthy items of interest.

Service	Fiscal Year 2009/2010	July – December Fiscal Year 2010/2011
Facebook Followers	0	172
Twitter Followers	0	117
Stakeholder Group Presentations	0	15
Event Booths Hosted	0	12
Fair attendees to visit VCTC booth	0	6,000+
Fair attendees requesting more info	0	1,000+

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

DESCRIPTION: The plan will continue to focus on implementing strategies for enhancing awareness of, and community perception regarding, VCTC's programs and services. VCTC will participate in as many public events throughout the county as possible and efforts will include activities to involve interaction with local and industry media to promote VCTC and its programs as a valuable public resource. A major effort will focus on a public information/education initiative in support of the Comprehensive Transportation Plan and strategic investment efforts.

WORK ELEMENTS:

1. Design new logos for Rideshare, Guaranteed Ride Home and Transit Info Center.
2. Create and execute a comprehensive Rideshare Advertising Campaign
3. Create a program designed to involve youth in transportation issues.
4. Participate in public forums, meetings, workshops and community events.
5. Continue to support education and outreach for Comprehensive Transportation Plan
6. Conduct follow-up surveys with residents and business community.
7. Update printed materials and create new materials targeting specific populations.

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Dollars	Funding Source:
\$619,549	FTA CMAQ
170,800	CMAQ
\$790,349	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$ 50,563	\$ 72,800	\$ 79,400
Fringe and Tax Allocation	25,126	35,000	40,200
Indirect Cost Allocation	16,682	43,700	53,900
Mileage	0	1,000	1,000
Miscellaneous	5,944	0	0
Printing	17,294	90,000	140,000
Consultant Services	146,579	200,000	250,000
Legal Services	0	5,000	5,049
Outreach	0	28,332	0
Bus Graphic Redesign and Decals	0	65,000	0
Bus Schedule Printing	10,371	115,000	50,000
Community Events	0	0	55,000
Poster Contest	19,890	0	0
Rideshare	0	0	70,800
Youth Program	0	45,000	45,000
Total Expenditures	\$292,449	\$700,832	\$790,349

TASK: STATE AND FEDERAL RELATIONS
MANAGER: Peter De Haan

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

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

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

A significant item of legislative activity for the upcoming year will likely be the sponsoring of a bill to address Transportation Development Act (TDA) Local Transportation Funds (LTF) in Ventura County. Under SB 716, passed by the Legislature in 2009, VCTC has until the end of 2011 to prepare a proposal to the Legislature for TDA, and after Fiscal Year 2014/2015 the funds can no longer be used for local roads. The Regional Transit Study currently underway will provide the basis for VCTC's response to the Legislature. It is anticipated that a bill will be introduced for legislative adoption during the 2012 session, to address LTF distribution starting in Fiscal Year 2014/2015. Another area of activity will be the consultant selection process for a new state advocacy contract, since the current contract expires June 30, 2012.

The proposed State Legislative Representative budget includes a small increase as provided in the approved contract with the State Legislative Advocate. There is also a slight increase in salary cost due to the anticipated staff work load. The Membership and Dues item includes American Public Transportation Association, California Transit Association, California Association of Councils of Governments, and Mobility 21 dues, plus VCTC's California Transportation Reception contribution.

WORK ELEMENTS:

1. Participate in the CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.
2. Prepare annual Legislative Program.
3. Prepare monthly legislative updates and matrices.
4. Convey VCTC's positions to appropriate parties through written materials, briefings and other available means.
5. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
6. Introduce legislation to address TDA funding in Ventura County, as called for in SB 716.
7. Prepare Request for Proposals and evaluate candidates for VCTC selection of a State Legislative Advocate.



TASK: STATE AND FEDERAL RELATIONS (continued)

MANAGER: Peter De Haan

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

FUNDING:

Funding Dollars	Funding Source:
\$162,220	LTF fund transfer
\$162,220	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$24,612	\$ 45,400	\$ 46,500
Fringe and Tax Allocation	11,759	17,500	19,700
Indirect Cost Allocation	8,016	25,500	29,900
Business Meals	0	1,135	1,500
Membership and Dues	9,000	13,100	13,400
Mileage	888	900	900
Travel and Conferences	2,317	10,320	10,320
State Legislative Representative	33,000	37,000	40,000
Total Expenditures	\$89,592	\$150,855	\$162,220



TASK: MANAGEMENT AND ADMINISTRATION
MANAGER: Darren Kettle

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

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

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

The VCTC utilizes an indirect cost allocation rate which is based on an estimate to allow a fair and equitable sharing of indirect costs to all projects. Because the rate is an estimate, the actual indirect expenditures are reconciled and adjusted (for over/under charges) against a future year. The over collection of indirect costs for Fiscal Year 2009/2010 is being adjusted against Fiscal Year's 2011/2012 indirect estimate. This expense adjustment will be paid out of the unreserved general fund balance.

Although the commission has previously approved the procurement of new accounting software and consultant assistance to implement it, staff believes it is prudent to carry this item over into Fiscal year 2011/2012 so that any institutional changes that might be brought about by the Regional Transit Study can be accommodated. Replacing the current accounting software is an important and significant investment and ensuring the new software has all of the functionality that would be required of it, is critical to getting value out of that investment. Staff will continued to provide accurate accounting reports through the use of manual adjustments and customized solutions as it has done for the past sixteen years and as demonstrated through VCTC's annual audits.

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

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

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

FUNDING:

Funding Dollars	Funding Source:
\$176,000	LTF fund transfer
350,000	STA carry-over fund transfer
35,000	SAFE fund transfer
50,000	Local fee - VCOG
76,780	Unreserved general fund balance
\$687,780	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2009/2010 Actual*	Fiscal Year 2010/2011 Budget	Fiscal Year 2011/2012 Budget
Salaries	\$116,674	\$ 94,900	\$ 95,300
Fringe and Tax Allocation	54,649	37,400	40,700
Indirect Cost Allocation	37,760	53,700	61,300
Business Meals	949	1,000	1,000
Membership and Dues	0	2,500	3,000
Mileage	1,027	500	1,000
Travel and Conferences	4,386	5,000	5,000
Consultant Services	0	10,000	10,000
Commissioner Expenses	14,109	25,000	25,000
Financial Software and Implementation	0	350,000	350,000
Hardware and Software Replacement	19,986	28,500	8,000
Indirect reconciliation adjustment	54,870	185,375	76,780
Offsite Storage and Back-up	978	1,200	1,200
VCOG Management	1,503	7,361	9,500
Total Expenditures	\$306,891	\$802,436	\$687,780

*Several items are now in indirect costs or have been combined from other tasks and budgets are restated.



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ACRONYMS

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



ACRONYMS (continued)

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



ACRONYMS (continued)

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



ACRONYMS (continued)

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



ACRONYMS (continued)

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

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GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS (continued)

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

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

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

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

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

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

Debt Proceeds – The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

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

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

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

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

Financial Advisor – In the context of debt issuance, a consultant who advises the issuer on any of a variety of matters related to the issuance. The financial advisor sometimes also is referred to as the fiscal consultant.

Financial Audit – An audit designed to provide independent assurance whether the financial statements of a government entity are presented fairly in conformance with Generally Accepted Accounting Principles (GAAP).

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



GLOSSARY OF TERMS (continued)

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

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

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS (continued)

GASB 45 – Statement No. 45, *Accounting for Other Post-employment Benefits (OPEB)* issued by the Governmental Accounting Standards Board required implementation by VCTC in Fiscal Year 2008/2009. GASB 45 requires recognition of post-employment benefit costs, such as post-retirement health care costs, on an accrual basis over a period approximating the employee's years of service and to provide information about actuarial accrued liabilities associated with these benefits and whether and to what extent the plan is being funded.

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

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

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS (continued)

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

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

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

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

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

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

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

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

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

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

Trustee – A fiduciary holding property on behalf of another.



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