

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2012/2013 BUDGET

Presented by:

Darren Kettle, Executive Director
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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:

John Zaragoza	County of Ventura, Chair
Steven Sojka	City of Simi Valley, Vice-Chair
Steve Bennett	County of Ventura
Jamey Brooks	City of Fillmore
Ralph Fernandez	City of Santa Paula
Peter Foy	County of Ventura
Thomas Glancy	City of Thousand Oaks
Brian Humphrey	Citizen Representative (Cities)
Kathy Long	County of Ventura
Keith Millhouse	City of Moorpark
Carl Morehouse	City of Ventura
Jan McDonald	City of Camarillo
Linda Parks	County of Ventura
Irene Pinkard	City of Oxnard
Jon Sharkey	City of Port Hueneme
Betsy Clapp	City of Ojai
Keith Turner	Citizen Representative (County)
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 and reviews the main budget. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

The 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 and/or additional revenues require Commission approval through an 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, auditing and fund balance policies are summarized below.

Budget Policies

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

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.

Fund Balance Policies

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



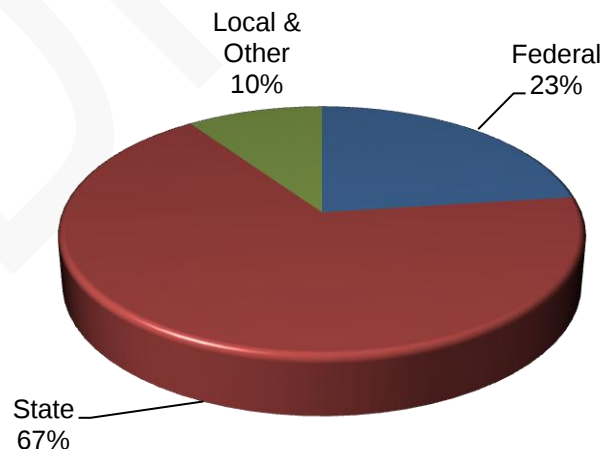
REVENUES AND FUNDING SOURCES

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

The revenues budgeted for VCTC in Fiscal Year 2012/2013 are estimated to be \$49,367,230 and include both new revenues and funds carried-over from the previous fiscal year. Chart 1, Funding Source Summary, shows the revenue split by federal, state and local and other sources. The Federal revenues total \$11,328,131. State revenues (including LTF, STA and SAFE) total \$33,243,597. The Local and Other revenues total \$4,795,502. More detailed information can be found following the discussion of revenues and funding sources on Chart 2 Funding Sources, Table 1, Detailed Funding Sources and Chart 3, Funding Source Detail which provide further information about the budgeted revenues.

Chart 1 - Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

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

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as 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 80% federal to 20% local match.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316 “Jobs Access and Reverse Commute (JARC)” funds are for projects that improve access to employment for low-income individuals. Operating costs can generally be reimbursed up to 50%, and capital costs up to 80%.
- 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%.

VCTC's budget contains \$10,885,131 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 matching ratio is generally 88.53% federal to 11.47% local. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contains \$0 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.

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 this fiscal year but utilized this funding in Fiscal Year 2010/2011.



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 funds.

Local Transportation Fund (LTF)

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax. These funds are received monthly from the State and are held in trust by the County of Ventura. Disbursement of LTF 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 \$27,100,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$29,230,000 to local agencies in the upcoming year (\$27,100,000 in new revenues and \$2,130,000 from the fund balance). Of this amount, \$15,000 is for County Administration and \$559,277 will be apportioned and allocated through a competitive process for Article 3, Bicycle and Pedestrian, funds and \$27,004,592 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$584,600, \$666,531 and \$400,000 respectively. Also, it is anticipated that \$150,000 of LTF will be carried-over from Fiscal Year 2011/2012 for projects not completed.

State Transit Assistance (STA)

Historically the Transportation Development Act has 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 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 and \$5,072,286 for 2011/2012. At this time VCTC is estimating \$5,123,202 in STA revenue. The STA funded expenditures of \$2,892,418 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)

The Service Authority for Freeway Emergencies Vehicle Registration Fees (VRF) was created under Chapter 14 (commencing with Section 2550) of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991 the Commission began to manage the operation and expansion of the cellular call box system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. VCTC's budget contains \$710,000 in SAFE revenues.

State Transportation Improvement Program (STIP)

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are automatically adjusted to equal the funding formerly provided by Proposition 42 (sales tax on gasoline). The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and 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). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. Although VCTC is not currently claiming STIP funds for projects under STIP, VCTC is claiming PPM funds as discussed below under PPM.

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 \$300,395 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. The availability of these funds is contingent upon the State's ability to sell bonds. 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. Each year funds are approved by the Legislature and allocated and administered by the California Public Utilities Commission



(CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. VCTC's budget contains \$10,000 in Signal revenues.

Local and Other Funding Sources

Local Contributions and Fees

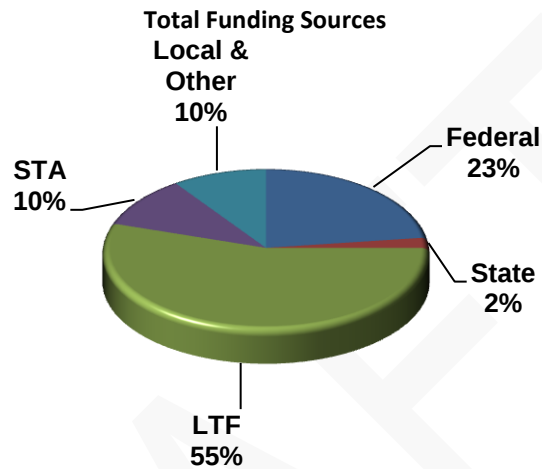
VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), the Department of Airports, Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, California State University, Channel Islands (CSUCI), 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 \$2,810,536 in local contribution revenues and \$1,844,966 in local fee revenues.

Investment Income and Other Revenues

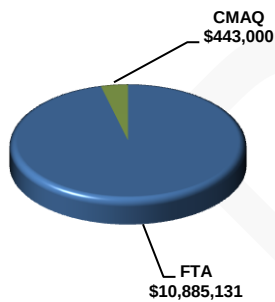
Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. VCTC's budget contains \$140,000 in investment income and other revenues.



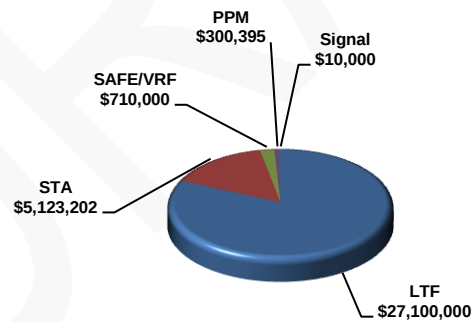
Chart 2 - Funding Sources



Federal Funding Sources



State Funding Sources



Local - Other Funding Sources

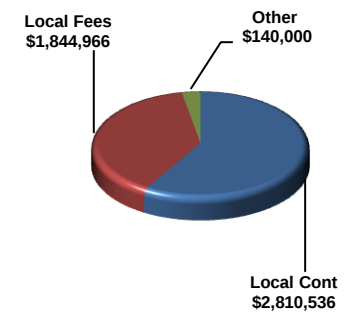
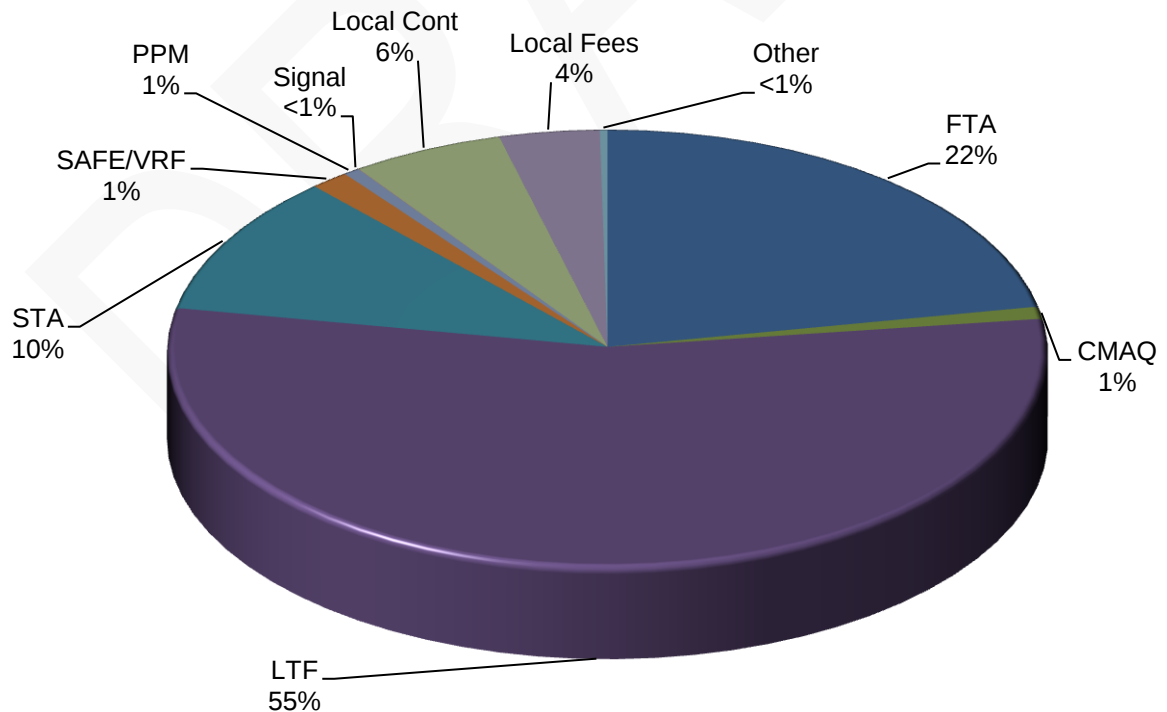


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Federal Transit Administration (FTA)	\$ 9,018,579	\$11,892,728	\$10,885,131
Surface Transportation Program (STP)	1,346,727	863,474	0
Congestion Mitigation and Air Quality (CMAQ)	1,040,406	829,544	443,000
Federal Railroad Administration (FRA)	445,605	0	0
Local Transportation Fund (LTF)	26,289,532	25,600,000	27,100,000
State Transit Assistance (STA)	2,427,793	5,072,286	5,123,202
Service Authority for Freeway Emergencies (SAFE)	703,393	750,000	710,000
State Transportation Improvement Program (STIP)	21,740,928	1,304,532	0
Planning, Programming and Monitoring (PPM)	397,537	484,545	300,395
Proposition 1B	9,182,007	0	0
California Public Utilities Commission Signal	22,999	10,000	10,000
Local Contributions	2,601,732	2,521,746	2,810,536
Local Fees	1,831,540	2,052,073	1,844,966
Investment Income and Other Revenues	194,872	141,000	140,000
Total Funding Sources	\$77,243,650	\$51,521,928	\$49,367,230

Chart 3 - Funding Source Detail

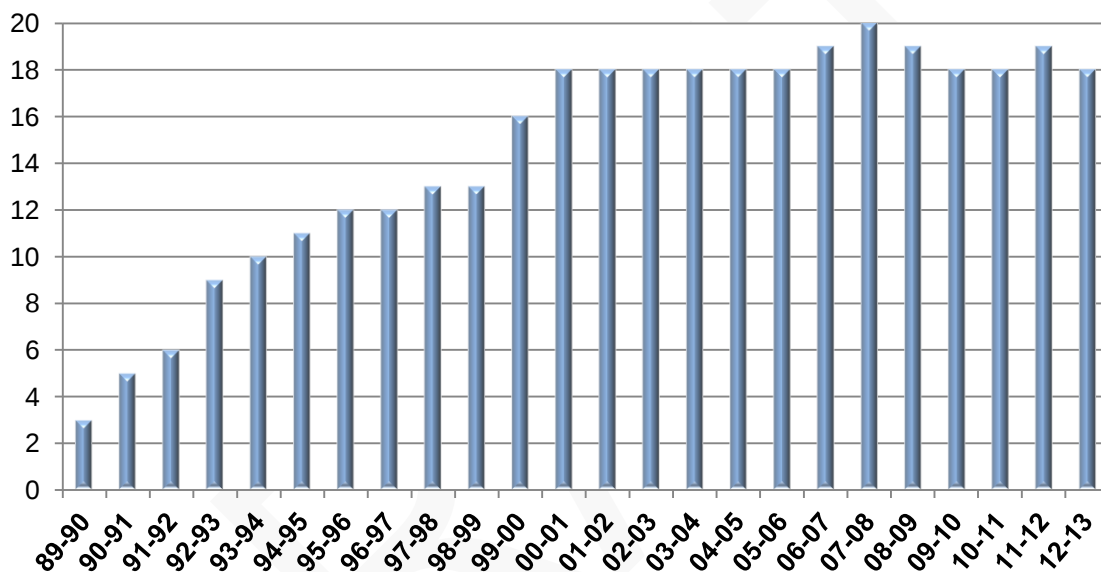


PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission's greatest asset is its employees. VCTC's staff serves the community through a variety of regional programs, nationally recognized expertise and the completion of many projects discussed throughout the body of this document. Growing from three employees in 1989 to its current roster of seventeen regular and one part-time intern, staffing includes twelve professional positions, six support positions (see Chart 4, Number of Employees, Chart 5, Staff Organization, and Chart 6 Functional Organization).

Chart 4 – Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had nineteen employees but four were part-time, thus a lower "full-time" equivalent factor. This year, the staffing of seventeen full-time employees and one part-time intern is the equivalent of 17.4 full-time positions (see Table 2, Full Time Equivalent by Program).

Table 2 - Full Time Equivalents by Program

Program	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Transit and Transportation	3.3	4.3	4.5
Highway	1.0	0.2	0.2
Rail	0.8	0.8	0.8
Commuter Assistance	2.5	2.8	2.8
Planning and Programming	3.1	3.4	3.8
General Government	5.2	5.4	5.3
TOTAL	15.9	16.9	17.4



Chart 5 - Staff Organization

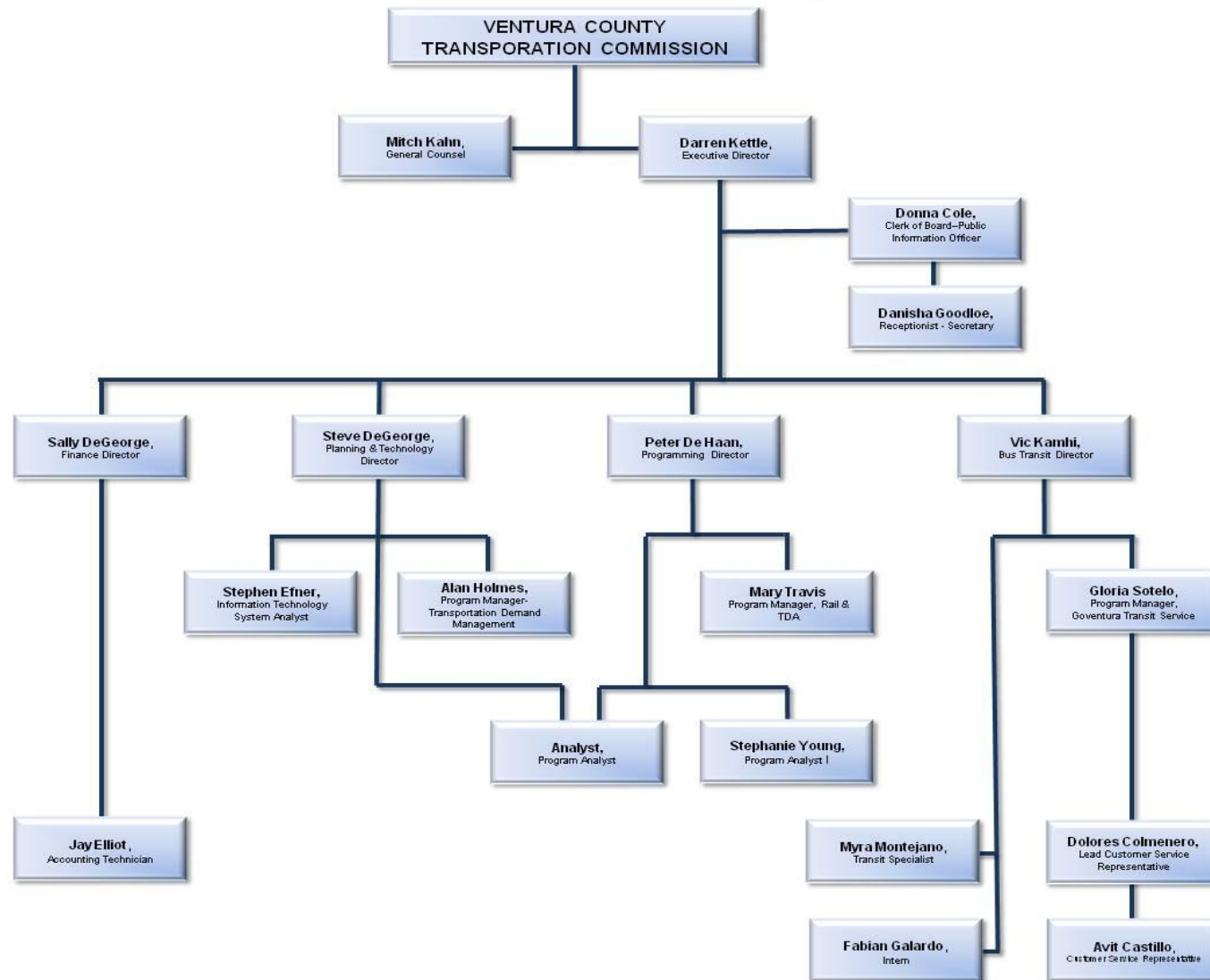
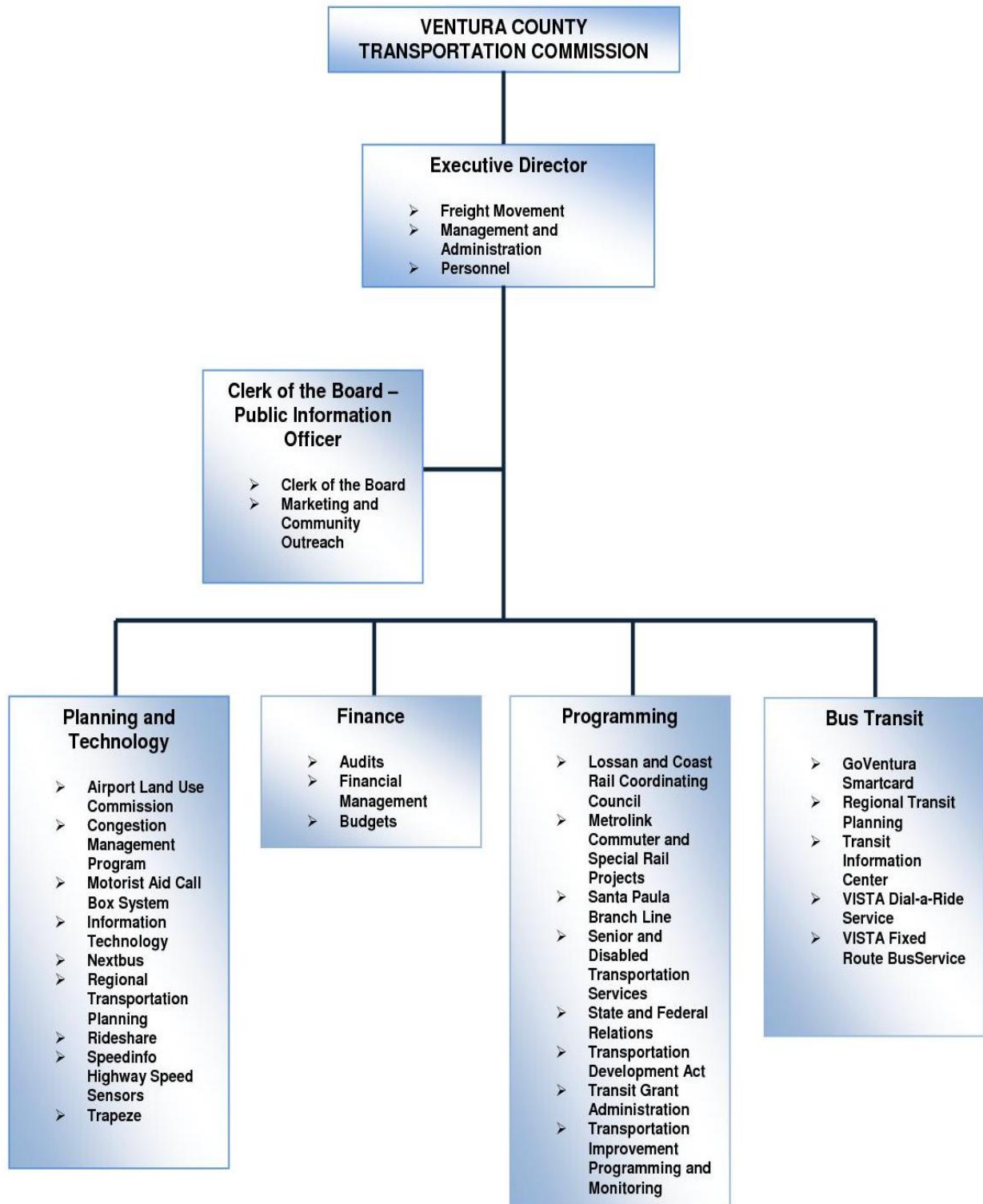


Chart 6 - Functional Organization



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 budgeted staff hours spent on projects within the service types.

Chart 7 – Pass-Through, Regional and Core Service Expenditures

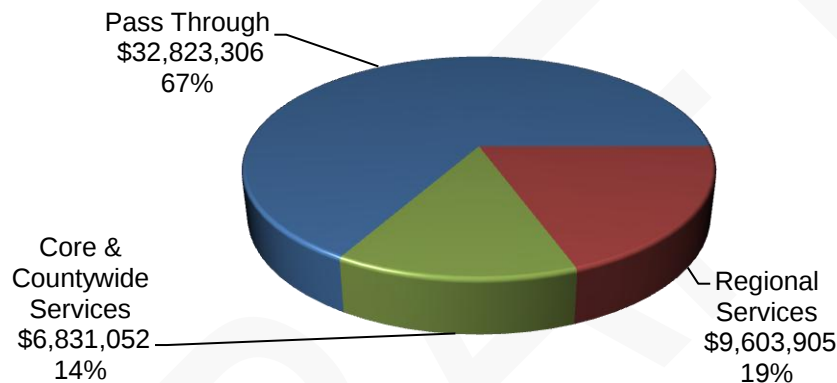


Table 3 – Pass-Through, Regional and Core Services and Associated Hours

Core & Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission Congestion Management Program Community Outreach & Marketing Freight Movement LOSSAN & Coast Rail Council Management & Administration Metrolink & Special Rail Projects Call Box System Regional Transit Planning Regional Transportation Planning Rideshare Programs Santa Paula Branch Line State & Federal Relations TDA Administration Transit Grant Administration Transportation Improvement Program	Go Ventura Smartcard Management & Admin - VCOG Nextbus 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	Staff Hours	Staff Hours
23,192	11,409	1,659

Total Staff Hours = 36,260



Over the past several years the Commission has made several staffing changes to address the changing needs of the Commission that include managing through these challenging financial times, a recognition of a changing workload and a need to develop human resources depth. As part of the Fiscal Year 2011/2012 budget, recognizing a significant reduction in Capital Projects workload, the Commission eliminated the full-time Capital Projects Director position. There remains some work in monitoring capital projects and call box management work but not to a level that justified a full-time senior staff level position. Then in August 2011, the Program Manager – Transit Dependent Programs announced his retirement, effective December 1, 2011. In reviewing the Transit Dependent Program Manager duties it was concluded that with some shifting of duties there would be no need for a manager-level position allowing for that position to be eliminated in favor of creating an entry/mid-level professional analyst classification. The Commission approved the new classification at the October 2011 meeting and a new Analyst I started employment with the Commission in January 2012. As referenced above, work does remain in the capital projects area as well as managing VCTC's Call Box program. In the Fiscal Year 2011/2012 budget it was anticipated that work might be performed by a retired annuitant but that has not come to pass leaving a staff resource need in that area. The Commission has been utilizing the services of another part-time retired annuitant for the past several years, first on an assortment of miscellaneous activities and more recently performing the federally mandated monitoring role of VCTC subrecipients of Federal Transportation Administration (FTA) funds. This budget proposes the elimination of the two retired annuitants and in place provides for an additional entry-level analyst position. The new analyst will be shared between the Director of Programming and the Director of Planning and Technology with responsibilities that include Call Box program monitoring, transportation planning, and FTA grant monitoring. This series of changes has several positive outcomes including saving the Commission nearly \$50,000 in budgeted personnel costs over the last two years, developing professional level depth in the agency, matching work responsibilities more accurately with position level, providing flexibility in Commission staffing, and allowing for career mobility and staff development.

Below in Table 4, Salary Ranges, the Fiscal Year 2012/2013 salary ranges are detailed by classification. The new position discussed above is not included in the Table below as it is not known whether a Program Analyst I or II will be approved/hired by the Commission.

Table 4 - Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$199,875
Director	4	\$87,963	\$121,246
Manager I	4	\$77,265	\$101,038
Manager II	1	\$70,132	\$ 86,774
Program Analyst II	-	\$62,900	\$81,500
Program Analyst I	1	\$50,100	\$62,900
Support Staff I	3	\$43,827	\$58,436
Support Staff II	3	No established range	\$37,088



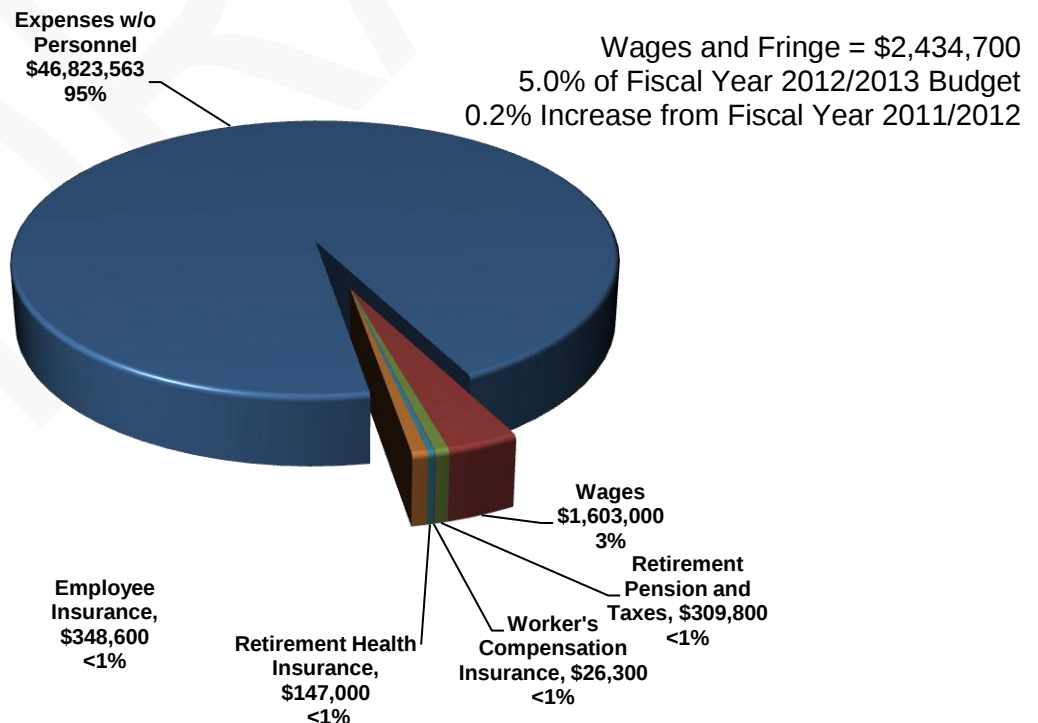
The Commission's salary and fringe benefits total \$2,434,700 or 5.0% of the Fiscal Year 2012/2013 budget (see Table 5 – Personnel Budget and Chart 8, Personnel Costs). This represents an increase of \$5,689 or 0.2% from the Fiscal Year 2011/2012 budget of \$2,429,011. The Salaries total of \$1,603,000 includes approximately \$19,700 for merit increases for eligible employees not at the top of their range. For a fourth consecutive year, the budget contains no cost-of-living adjustment (COLA). Benefits account for only 1.7% of the budget. Wages, taxes and pension costs decreased approximately \$38,000 from the previous fiscal year, but this savings was offset by the \$39,000 increase in employee insurance. There were some premium increases, but the increase is largely due to insurance costs for the new staff position added this year and a full year's worth of benefits for the position added mid-year in Fiscal Year 2011/2012.

Table 5 - Personnel Budget

	Fiscal Year 2010/2011 Budget*	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Wages	\$1,647,657	\$1,613,287	\$1,603,000
Retirement Pensions and Taxes	346,267	338,024	309,800
Worker's Compensation Insurance	16,500	26,500	26,300
Retirement Health Insurance/OPEB	138,000	142,000	147,000
Employee Insurance	334,200	309,200	348,600
Total Expenditure	\$2,482,624	\$2,429,011	\$2,434,700

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

Chart 8 - Personnel Costs



Included in the benefit cost is \$147,000 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 retiree healthcare/OPEB costs through compounded investment earnings.

VCTC's employer pension rate is adjusted each year by CalPERS based on an actuarial report which takes into account such factors as pension funding status, return on investments, pension benefit factor, agency employee and retiree population, etc. The employee rate is currently 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 2003 CalPERS "pooled" small agencies to equalize the agencies' pension funding levels. When VCTC was "pooled" a "side fund" was established to account for the difference between VCTC's pension funded status and the pool. Striving to keep costs down, in 2011 the Commission took action to reduce the CalPERS pension costs by paying off the "side fund." This allowed for an immediate savings of \$46,000 in pension costs in Fiscal Year 2011/2012 as well as a reduction of future pension costs for many years to come.

VCTC's employer pension rate for Fiscal year 2012/2013 will be 8.311% of payroll. Currently, VCTC's future rates are expected to increase to 8.5% in Fiscal Year 2013/2014 and 8.9% in Fiscal Year 2014/2015 due to the previous downturn in the economy and VCTC's payrolls not increasing as actuarially projected. However, in March the CalPERS board considered changes to the actuarial economic assumptions used. The adopted changes will impact employer rates beginning Fiscal Year 2013/2014 and could increase the employer rate an additional 1% to 2.0% (VCTC's exact increase will not be known until the next actuarial valuation is completed). It should be noted that VCTC remains among the agencies receiving the lowest increases. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60.



INDIRECT COST ALLOCATION PLAN

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

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

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 6 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.



Table 6 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget	\$ Change	% of Change
Salaries and Benefits	\$443,699	\$450,030	\$465,225	15,195	3.4%
Books and Publications	920	2,000	2,000	0	0.0%
Business Meals	548	2,500	2,500	0	0.0%
Communications	19,510	25,000	18,000	-7,000	-28.0%
Insurance	96,183	123,583	130,000	6,417	5.2%
Maintenance	8,369	12,000	12,000	0	0.0%
Membership and Dues	3,639	8,000	8,000	0	0.0%
Mileage	683	2,000	1,500	-500	-25.0%
Miscellaneous	5,252	9,000	9,000	0	0.0%
Notices	0	1,000	1,000	0	0.0%
Office	31,137	20,000	20,000	0	0.0%
Postage	5,186	10,000	9,000	-1,000	-10.0%
Printing	12,440	12,000	12,000	0	0.0%
Rent	130,954	131,300	137,865	6,565	5.0%
Temporary Help	9,833	0	0	0	0.0%
Training	1,710	2,000	2,000	0	0.0%
Travel & Conferences	1,867	10,000	10,000	0	0.0%
Audit & Actuary Services	60,963	58,000	45,000	-13,000	-22.4%
Legal Services	19,773	35,000	35,000	0	0.0%
Professional and Human Resources	37,690	31,417	50,000	18,583	59.1%
Depreciation	19,644	19,000	10,000	-9,000	-47.4%
Subtotal	\$910,000	\$963,830	\$980,090		
Adjusted Overhead Rate	40.09%	45.17%	46.62%		

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PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2012/2013 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. Support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2012/2013 are \$49,258,263. The total budget expenditures decreased by 4.6% and are briefly explained in the individual program summaries.

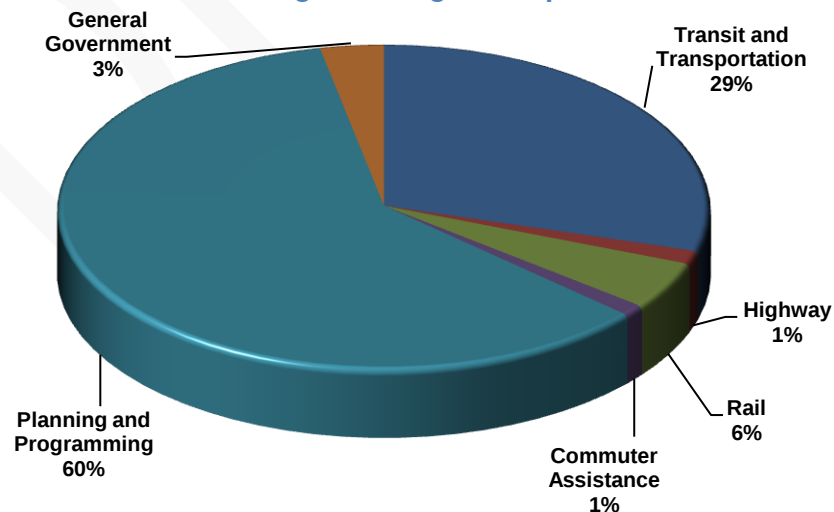
Below are a table and chart which summarize these six programs: Table 7, Budgeted Expenditures by Program, and Chart 9, Budgeted Program Expenditures.

Table 7 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Transit and Transportation	\$17,868,354	\$14,975,008	\$14,371,854	-4.0%
Highway	616,657	647,300	634,500	-2.0%
Rail	6,255,809	2,127,850	2,844,300	33.7%
Commuter Assistance	453,452	515,200	539,500	4.7%
Planning and Programming	26,355,520	31,296,484	29,305,422	-6.4%
General Government	25,361,116	2,172,207	1,562,687	-25.1%
Total Program Budget	\$76,910,908	\$51,734,049	\$49,258,263	-4.6%

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).

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 \$14,371,854 is 29% of the budget and includes seven project tasks.

Changes to this fiscal year include a decrease in the Go Ventura Smartcard budget due to the completion of the new card purchase and fewer bus installations expected in this fiscal year. The VISTA services increased slightly due to the annual adjustments. The Nextbus budget decreased due to the completion of the Ojai Trolley installations. The Transit Grant Administration budget decreased due to the completion of pass-through projects. It is expected that additional projects will be added to the Transit Grant Administration budget with the Final budget. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 8 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Senior & Disabled Transportation Services	50	\$ 350,142	\$ 348,800	\$ 360,355	3.3%
Go Ventura Smartcard	52	431,606	721,450	562,600	-22.0%
VISTA Fixed Route Bus Service	54	5,310,695	5,456,665	5,571,150	2.1%
VISTA Dial-A-Ride Service	56	2,274,668	2,511,651	2,590,200	3.1%
Nextbus	58	151,424	215,545	176,100	-18.3%
Trapeze	60	236,442	31,900	34,600	8.5%
Transit Grant Administration	62	9,113,377	5,688,997	5,076,849	-10.8%
Total Transit and Transportation Budget		\$17,868,354	\$14,975,008	\$14,371,854	-4.0%
Program Costs:					
Personnel		\$ 451,631	\$ 555,317	\$ 562,700	
Indirect		181,177	250,796	262,200	
Project		17,235,546	14,168,895	13,546,954	
Total Transit and Transportation Budget		\$17,868,354	\$14,975,008	\$14,371,854	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).



HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County. These tasks include capital and planning projects that VCTC implements, co-partners and/or oversees. The Highway Program, at \$634,500, is 1% of the budget and includes three project tasks.

Changes this fiscal year include the decrease to the Congestion Management Program as the CMP update was completed last year. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 9 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Congestion Management Program	66	\$ 34,185	\$ 28,000	\$ 24,700	-11.8%
Call Box System	68	444,725	473,400	463,900	-2.0%
SpeedInfo Highway Speed Sensors	70	137,747	145,900	145,900	0.0%
Total Highway Budget		\$616,657	\$647,300	\$634,500	-2.0%
Program Costs:					
Personnel		\$ 75,182	\$ 33,400	\$ 38,500	
Indirect		30,140	15,100	18,000	
Project		511,335	598,800	578,000	
Total Highway Budget		\$616,657	\$647,300	\$634,500	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).

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 \$2,844,300, is 6% of the budget and includes three project tasks.

The Metrolink budget increased due to increased capital and operation costs. The LOSSAN budget increased due to additional staff time needed for the new self-governance, management and administration of the new Lossan JPA. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Metrolink Commuter & Special Rail Projects	74	\$5,471,913	\$1,466,650	\$2,152,000	46.7%
LOSSAN & Coast Rail Coordinating Council	76	61,007	48,550	66,700	37.4%
Santa Paula Branch Line	78	722,889	612,650	625,600	2.1%
Total Rail Budget		\$6,255,809	\$2,127,850	\$2,844,300	33.7%
Program Costs:					
Personnel		\$ 137,192	\$ 124,900	\$ 125,400	
Indirect		55,000	56,300	58,400	
Project		6,063,617	1,946,650	2,660,500	
Total Rail Budget		\$6,255,809	\$2,127,850	\$2,844,300	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).

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 \$539,500, is 1% of the budget and includes two project tasks.

The Transit Information Center's budget increased for additional temporary staff. The marketing element for Rideshare is found within the Community Outreach and Marketing budget under the General Government program. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Transit Information Center	82	\$213,040	\$243,100	\$263,000	8.2%
Rideshare Programs	84	240,412	272,100	276,500	1.6%
Total Commuter Assistance Budget		\$453,452	\$515,200	\$539,500	4.7%
Program Costs:					
Personnel		\$283,255	\$302,900	\$303,400	
Indirect		113,557	136,800	141,500	
Project		56,640	75,500	94,600	
Total Commuter Assistance Budget		\$453,452	\$515,200	\$539,500	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).

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 \$29,305,422, or 60% of the budget and includes six project tasks.

LTF funds found within the Transportation Development Act budget are estimated to increase providing more funding for local agencies. The Transportation Improvement Programming and Monitoring budget decreased due to the expected completion of the Lewis Road project. The Regional Transportation Planning budget has decreased due to the completion of the Comprehensive Transportation Plan. The Regional Transit Planning budget decreased for the 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. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Transportation Development Act	88	\$21,641,779	\$27,021,572	\$27,953,197	3.4%
Transportation Improvement Program/Monitoring	90	3,631,198	2,936,425	316,475	-89.2%
Regional Transportation Planning	92	290,484	710,950	664,100	-6.6%
Airport Land Use Commission	94	0	11,100	9,300	-16.2%
Regional Transit Planning	96	329,247	453,237	336,950	-25.7%
Freight Movement	98	462,812	163,200	25,400	-84.4%
Total Planning & Programming Budget		\$26,355,520	\$31,296,484	\$29,305,422	-6.4%
Program Costs:					
Personnel		\$ 685,771	\$ 648,083	\$ 634,200	
Indirect		274,926	292,504	295,600	
Project		25,394,823	30,355,897	28,375,622	
Total Planning & Programming Budget		\$26,355,520	\$31,296,484	\$29,305,422	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).



GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and various programs contained throughout the budget. These tasks include financial management, legislative activities, intergovernmental relations and public information. The General Government Program, at \$1,562,687, is 3% of the budget and includes three project tasks.

The Community Outreach and Marketing task budget decreased due to the completion of the printing for the rebranding. The State and Federal Relations budget increased slightly for increased legislative representation. The Lewis Road Bond was extinguished in Fiscal Year 2010/2011 and there is no new debt service. The Management and Administration budget decreased due to the one-time payment to pay-off the pension side fund and a decrease in legal costs. Support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget	% of Change
Community Outreach and Marketing	102	\$ 463,689	\$ 792,949	\$ 730,400	-7.9%
State and Federal Relations	104	142,938	162,320	167,670	3.3%
Debt Service	---	24,506,027	0	0	0.0%
Management and Administration	106	248,462	1,216,938	664,617	-45.4%
Total General Government Budget		\$25,361,116	\$2,172,207	\$1,562,687	-25.1%
Program Costs:					
Personnel		\$ 305,090	\$ 321,600	\$ 305,600	
Indirect		122,311	145,400	142,400	
Project		24,933,715	1,705,207	1,114,687	
Total General Government Budget		\$25,361,116	\$2,172,207	\$1,562,687	

*Some budget tasks were amended after the Commission approved the budget in June 2011 (see budget task section for details).

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VENTURA COUNTY TRANSPORTATION COMMISSION

BUDGET SUMMARY FISCAL YEAR 2012/2013

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	11,328,131	-	-	-	11,328,131
State Grants	310,395	-	-	-	310,395
Local Transportation Fund	-	27,100,000	-	-	27,100,000
State Transit Assistance	-	-	5,123,202	-	5,123,202
Vehicle Registration Fees	-	-	-	710,000	710,000
Local, Investment Income, and Other Revenues	4,655,502	60,000	60,000	20,000	4,795,502
Total Revenues	16,294,028	27,160,000	5,183,202	730,000	49,367,230
EXPENDITURES					
Transit and Transportation					
Senior and Disabled Transportation Services	360,355	-	-	-	360,355
Go Ventura Smartcard	562,600	-	-	-	562,600
VISTA Fixed Route Bus Service	5,571,150	-	-	-	5,571,150
VISTA Dial-A-Ride Service	2,590,200	-	-	-	2,590,200
Nextbus	176,100	-	-	-	176,100
Trapeze	34,600	-	-	-	34,600
Transit Grant Administration	5,076,849	-	-	-	5,076,849
Total Transit and Transportation Budget	14,371,854	-	-	-	14,371,854
Highway					
Congestion Management Program	24,700	-	-	-	24,700
Call Box System	29,900	-	-	434,000	463,900
SpeedInfo Highway Speed Sensors	1,900	-	-	144,000	145,900
Total Highway Budget	56,500	-	-	578,000	634,500



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2012/2013**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
Metrolink Commuter and Special Rail Projects	2,152,000	-	-	-	2,152,000
LOSSAN and Coast Rail Coordinating Council	66,700	-	-	-	66,700
Santa Paula Branch Line	625,600	-	-	-	625,600
Total Rail Budget	2,844,300	-	-	-	2,844,300
Commuter Assistance					
Transit Information Center	263,000	-	-	-	263,000
Rideshare Programs	276,500	-	-	-	276,500
Total Commuter Assistance Budget	539,500	-	-	-	539,500
Planning and Programming					
Transportation Development Act	374,328	27,578,869	-	-	27,953,197
Transportation Improvement Programming & Monitoring	316,475	-	-	-	316,475
Regional Transportation Planning	664,100	-	-	-	664,100
Airport Land Use Commission	9,300	-	-	-	9,300
Regional Transit Planning	336,950	-	-	-	336,950
Freight Movement	25,400	-	-	-	25,400
Total Planning and Programming Budget	1,726,553	27,578,869	-	-	29,305,422
General Government					
Community Outreach and Marketing	730,400	-	-	-	730,400
State and Federal Relations	167,670	-	-	-	167,670
Management and Administration	664,617	-	-	-	664,617
Total General Government Budget	1,562,687	-	-	-	1,562,687



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2012/2013**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	21,101,394	27,578,869	-	578,000	49,258,263
Revenues over (under) Expenditures	(4,807,366)	(418,869)	5,183,202	152,000	108,967
Other Financing Sources					
Transfers in (out)	4,605,349	(1,651,131)	(2,892,418)	(61,800)	-
Contingency/Reserve	(50,000)	(2,670,000)	-	(1,515,000)	(4,235,000)
Fund balance beginning of year	262,017	4,824,477	10,676,672	3,127,516	18,890,682
Fund balance end of year	<u>10,000</u>	<u>84,477</u>	<u>12,967,456</u>	<u>1,702,716</u>	<u>14,764,649</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

PROGRAM TASK BUDGETS Fiscal Year 2012/2013 Budget



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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES
MANAGER: Peter De Haan

OBJECTIVES: The major activity under this task is to certify disabled residents of Ventura County who are unable to use a fixed route bus 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. (The full Fiscal Year 2009/2010 data is not available since the contract did not begin work until November 30, 2009)

Certification activities:	Jan-Jun 2010	Fiscal Year 2010/2011	Jul-Dec 2011
ADA Information/Application Requests	3,211	5,911	2,808
Personal Interviews Conducted	125	573	321
ADA Determinations Issued	275	773	403

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

DESCRIPTION: At the July, 2009 meeting, the Commission directed staff to contract out the ADA certification process which VCTC previously performed in house. The base contract period terminates June 30, 2013, with the option of two one-year extensions, so staff will work with the transit operators to evaluate whether to approve the first extension, or if not will proceed with a new contract procurement process.

Staff will also continue working with the East/Central County Paratransit Task Force to review and update as necessary procedures for intercity paratransit service. In response to transit operator interest, staff will be developing better coordination between the transit operators and the Section 5317-funded Travel Training programs in the county which train persons with disabilities to use fixed-route transit, saving funds that would otherwise be needed for ADA transportation.

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 FTA Section 5307 funds and matched with local transit operator funds.

The budget increases Professional Services based on the approved certification contract. It also increases VCTC staff cost to allow evaluation of the existing contract extension option and possible initiation of a new contract procurement.

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:** Peter De Haan**WORK ELEMENTS (continued):**

3. Manage appeal process for ADA Certifications.
4. Provide information and assistance to inquiries regarding the elderly and disabled transportation programs including ADA certification.
5. Update ADA certification applications, and informational brochures and internet information as appropriate.
6. Work with the ADA service providers to review East County Intercity service operational issues, and serve as conduit for the FTA funds for this service.
7. Work with agencies to solicit and prioritize Section 5310 Elderly and Disabled projects and forward nominated projects to the California Transportation Commission (CTC).
8. 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
\$318,284	FTA 5307
42,071	LTF fund transfer
\$360,355	Total Funding

EXPENDITURE COMPARISONS:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 41,457	\$ 35,000	\$ 43,400
Fringe and Tax Allocation	32,324	28,400	24,500
Indirect Cost Allocation	29,697	28,600	31,600
Mileage	894	1,400	1,150
Office Supplies	500	0	0
Printing	1,002	1,200	1,500
Travel and Conferences	1,498	1,550	1,550
Consultant Services	92,770	102,050	106,055
Legal Services	0	600	600
East County ADA Pass-Through	150,000	150,000	150,000
Total Expenditure	\$350,142	\$348,800	\$360,355

*This budget task was amended after the Commission approved the budget in June 2011.



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). To provide transit operators with boarding and alighting data for their operations, assist in reducing cost, fraud, and improve efficiencies to allow transit riders the option of seamless and cashless travel countywide on Ventura County's bus transit system.

ACCOMPLISHMENTS: The Go Ventura Smartcard system, implemented by the VCTC, and operational since 2001 provides electronic fare collection and Automated Passenger Counting (APC) on Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, and VISTA. Go Ventura Smartcard annual usage increased from 201,655 bus tags in 2002 to 438,857 in 2011. Improvements to the Smartcard system have included upgrades of office system hardware, bus equipment upgrades for countywide transit operators, installation of a "dedicated" support line at VCTC Transit center for direct support to the Point-of-Sale (POS) Outlets, and revised "Go Ventura" Smartcard material. The SmartCardComments@goventura.org email address was implemented on the VCTC web site for public comments/questions to staff. VCTC staff oversees all aspects of project management, operations, and maintenance of the Go Ventura system.

Service	Fiscal Year 2009/2010	Fiscal Year 2010/2011	Jul-Dec 2011
Smartcard Transactions (sales)	13,170	13,333	6,618
Smartcard usage (Tags)	449,415	438,857	208,005

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 bus card, and collection of daily boarding and alighting data for each bus stop in the County. Fifteen sales outlets operate countywide for sales of bus card products. The Transit Center serves as the countywide main sales/support office to all sales outlets and to transit patrons. The program assists private/public agencies in the provision of bus cards for employees through transit pre-tax benefit programs. The budget can vary 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.

The decrease in the program budget for Fiscal Year 2012/2013 demonstrates this variance due to the completion of major purchases in Fiscal Year 2011/2012, and with the new budget process over the last three years, additional expenditure history is now available for staff to also improve budget estimations. The 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 upgrades.
2. Procure hardware, install software applications/firmware and perform acceptance testing and hardware installations.
3. Procure vehicle hardware to support fleet changes and new installs and removals.



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

WORK ELEMENTS (continued):

Operations Work Elements:

1. Perform daily system health checks and generate statistical data as requested.
2. Provide customer service and sales assistance to sales outlets, transit operators, Job Career Centers. Remote load of bus card products for customers and agencies.
3. Clearing house for sales outlets, reconciliation of sales revenues on a monthly basis.
4. Provide training to POS and transit operators, as needed ensure updates and marketing of Go Ventura bus pass and materials of program.

Maintenance Work Elements:

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

PRODUCT: A commercially supportable and fully functional Go Ventura Smartcard network that is well maintained, monitored, and provides staffing for countywide transit customer service support, as well as pertinent data and reports for transit operators use.

FUNDING:

Funding Dollars	Funding Source
\$435,280	FTA 5307
127,320	LTF fund
\$562,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 75,404	\$132,000	\$136,400
Fringe and Tax Allocation	47,010	65,400	66,100
Indirect Cost Allocation	49,076	89,100	94,400
Communications	1,596	3,000	2,500
Mileage	592	1,000	2,000
Office Supplies	641	95,750	5,000
Postage	574	1,500	1,400
Printing	2,120	4,000	4,000
Training	149	500	500
Travel and Conference	0	0	600
Bank Credit Card Processing Fees	5,268	6,000	6,000
Legal Services	1,300	2,000	1,500
Professional Services	161,992	227,200	210,200
Bus Equipment Installs	0	90,000	25,000
Equipment	49,813	4,000	7,000
Upgrade of Sales Network	36,071	0	0
Total Expenditures	\$431,606	\$721,450	\$562,600

*This budget task was amended after the Commission approved the budget in June 2011.



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 2010/2011, VCTC provided approximately 802,956 fixed-route passenger trips throughout Ventura County and surrounding areas. VCTC raised fares in October 2010 as well as January 2011 and made additions to the Coastal Express route and some 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 completed a biennial on-board survey in winter of 2011. With the participation of the County Operators VISTA also implemented a very successful transfer program.

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

VISTA Routes	Fiscal Year 2009/2010 Ridership	Fiscal Year 2010/2011 Ridership	Jul-Dec 2011 Ridership
HWY 101	105,588	112,252	59,089
HWY 126	199,043	222,723	120,553
East County	76,321	74,889	39,685
Conejo Connection	37,228	43,583	19,097
Coastal Express	276,449	285,314	150,788
CSUCI	84,552	63,743	41,436

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 propose local match distributions.



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

5. Seek community input and passenger comments to guide service changes and oversee service quality.
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 2011 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
\$2,695,528	FTA 5307
9,646	FTA 5304 carry-over
26,900	LTF fund transfer
1,254	STA fund transfer carry-over
1,490,927	Local contribution*
35,000	Local fee – CSUCI
1,311,895	Local fee - farebox
\$5,571,150	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 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 57,902	\$ 68,000	\$ 71,400
Fringe and Tax Allocation	42,567	44,783	46,100
Indirect Cost Allocation	40,278	51,064	54,800
Books and Publications	674	0	0
Communications Wi-Fi	0	16,000	0
Mileage	860	1,100	1,100
Postage	45	1,600	1,600
Printing	140	600	600
Travel and Conferences	1,291	2,000	2,000
Bank Fees	1,824	1,800	1,800
Legal Services	1,075	1,000	1,000
Particulate traps	132,287	0	0
Contract Services	5,031,752	5,268,718	5,390,750
Total Expenditures	\$5,310,695	\$5,456,665	\$5,571,150

*This budget task was amended after the Commission approved the budget in June 2011.



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 2010/2011, VCTC provided approximately 205,692 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, VISTA completed the biannual on-board VISTA Survey for all of its routes and implemented a very successful transfer program in partner with all of the County Operators. VISTA also implemented a twenty-five percent fare increase on the VISTA Dial-A-Ride Service in 2011.

Fillmore/ Piru Dial-A-Ride service was fully restored which has benefitted riders greatly. 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.

	Fiscal Year 2009/2010 Ridership	Fiscal Year 2010/2011 Ridership	Jul- Dec 2011 Ridership
VISTA Dial-A-Ride			
Fillmore/Piru DAR	104,267	105,780	43,432
Santa Paula DAR	112,633	99,912	39,539

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 2012/2013 is expected to increase, based on the standard year-over-year inflation built into the 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.

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. 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
\$1,205,280	FTA 5307
5,664	FTA 5304 carry-over
15,840	LTF fund transfer
736	STA fund transfer carry-over
1,194,609	Local contribution*
168,071	Local fee – farebox
\$2,590,200	Total Funding

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

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 29,069	\$ 32,100	\$ 34,400
Fringe and Tax Allocation	21,241	21,134	22,200
Indirect Cost Allocation	20,169	24,032	26,300
Mileage	199	400	400
Postage	0	400	400
Printing	76	300	300
Bank Fees	608	600	600
Legal Services	0	1,000	1,000
Contract Services	2,203,306	2,431,685	2,504,600
Total Expenditures	\$2,274,668	\$2,511,651	\$2,590,200

*This budget task was amended after the Commission approved the budget in June 2011.



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

This year staff oversaw the installation of Nextbus system on all of the City of Ojai's trolleys and now all fixed route vehicles in the County are equipped. Bus riders can now access information on-line, over the phone, through phone apps or by signs for every fixed route bus operator.

Even greater public access to Nextbus was achieved this year through the development of a free smartphone application. The app uses the phone's GPS to detect the nearest bus stop to the phone's location and provides the next predicted arrival of the bus in real time. There was no cost associated with the development of this app.

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. Due to meeting these operational issues, the budget varies from year to year dependent on need. The balance in the Consultant Services line item for Fiscal Year 2012/2013 budget reflects fewer 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.



TASK: NEXTBUS (continued)
MANAGER: Steve DeGeorge

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

FUNDING:

Funding Dollars	Funding Source
\$143,200	FTA 5307 carry-over
17,100	LTF fund transfer
15,800	STA fund transfer carry-over
\$176,100	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 1,720	\$ 1,500	\$ 1,800
Fringe and Tax Allocation	704	600	700
Indirect Cost Allocation	972	900	1,200
Consultant Services	10,860	212,045	171,900
Legal Services	225	500	500
Professional Services	136,943	0	0
Total Expenditures	\$151,424	\$215,545	\$176,100

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 current contract late in Fiscal Year 2012/2013.

Additionally staff will be investigating options to continue this important project including but not limited to transitioning all licenses and fees to the individual operators.

WORK ELEMENTS:

1. Administrative oversight of the Trapeze Contract and associated communication contract with AT&T.
2. Identify costs associated with renewing licenses and develop a migration path for the project.

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
\$34,600	LTF fund transfer
\$34,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 1,542	\$ 900	\$ 1,800
Fringe and Tax Allocation	630	400	700
Indirect Cost Allocation	870	600	1,200
Mileage	0	0	400
Legal	0	0	500
Communications	233,400	30,000	30,000
Total Expenditures	\$236,442	\$31,900	\$34,600



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; and collect and submit transit data. VCTC subrecipients include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Ojai Trolley, County of Ventura, City of Ventura, Camarillo Health Care District, Arc of Ventura County, Mobility Management Partners, and Ventura Transit System, Inc. Based on the findings of a recent review by the California Emergency Management Agency, VCTC must now also monitor Proposition 1B Security projects programmed by VCTC, even though these funds do not pass-through VCTC.

The Fiscal Year 2012/2013 budget has decreased due to the completion of some prior grant activities without the addition of the new grants to be included under the Fiscal Year 2012/2013 Program of Projects (POP) and added to the final budget. During the upcoming year, staff will monitor several significant previously-approved subrecipient projects, including the Thousand Oaks transit operations facility expansion, the Ventura Transit Center passenger shelter, the new Moorpark station entrance, and vehicle purchases for Thousand Oaks, Camarillo, and the Arc. Also, in the upcoming year a significant effort will be required for the FTA Triennial Review. The budget includes FTA Section 5307 Urban Formula funds, Section 5316 Jobs Access/Reverse Commute (JARC) and Section 5317 New Freedom (NF) funds to cover the maximum share of eligible expenses for staffing of grant administration activities. In place of the retired annuitant this activity will utilize half the time of the proposed new Analyst position.

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. Organize and submit documentation as required for FTA Triennial Review.

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
\$3,613,409	FTA 5307, 5316 JARC, 5317 NF, & CMAQ transfer carry-over
1,419,300	FTA 5307, 5316 JARC, 5317 NF, & CMAQ transfer
44,140	LTF fund transfer
\$5,076,849	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 74,978	\$ 94,100	\$ 67,900
Fringe and Tax Allocation	25,083	31,000	45,300
Indirect Cost Allocation	40,114	56,500	52,700
Business Meals	0	40	40
Mileage	218	750	225
Notices	46	450	75
Travel and Conferences	38	25	50
Legal Services	650	1,150	1,150
Pass-Through Grants	8,972,250	5,504,982	4,909,409
Total Expenditures	\$9,113,377	\$5,688,997	\$5,076,849

*This budget task was amended after the Commission approved the budget in June 2011.

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DRAFT

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: The Commission had gone nearly six years without updating the CMP until a major revision was completed during Fiscal Year 2008/2009. In Fiscal year 2011/2012 an update to that revision of the CMP was completed.

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 Fiscal Year 2012/2013 budget reflects the completion of the CMP update work resulting in line item balances of zero for printing and consultant services. Staff time however will rise in this task as staff begins the process of building both the traffic count and land use database for the next CMP update as well as revisiting the Capital Improvement Programs and Highway priority list.

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
\$24,700	LTF fund transfer
\$24,700	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$14,046	\$ 4,100	\$10,200
Fringe and Tax Allocation	6,716	1,500	6,600
Indirect Cost Allocation	8,323	2,500	7,900
Printing	0	15,000	0
Consultant Services	5,100	4,900	0
Total Expenditures	\$34,185	\$28,000	\$24,700

*This budget task was amended after the Commission approved the budget in June 2011.

TASK: 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 2011/2012 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.

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.

The Fiscal Year 2012/2013 budget shows a decrease in funding for this activity reflecting both a decrease of required hours as well as a reassignment of hours to lower level staff.

WORK ELEMENTS:

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

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.



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

FUNDING:

Funding Dollars	Funding Source
\$463,900	SAFE/VRF revenues and fund transfer
\$463,900	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 35,500	\$ 19,800	\$ 12,900
Fringe and Tax Allocation	16,959	6,700	7,500
Indirect Cost Allocation	21,031	12,000	9,500
Mileage	327	500	0
Postage	84	0	0
Training	647	2,000	2,000
Consultant Services	231,385	277,000	277,000
Legal Services	3,625	1,000	1,000
CHP	79,905	104,400	104,000
Communications	43,795	50,000	50,000
Maintenance and Repair	11,467	0	0
Total Expenditures	\$444,725	\$473,400	\$463,900



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 revenue and fund transfer
10,000	Local contribution – SBCAG
\$145,900	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 1,392	\$ 900	\$ 900
Fringe and Tax Allocation	569	400	400
Indirect Cost Allocation	786	600	600
Consultant Services	135,000	144,000	144,000
Total Expenditures	\$137,747	\$145,900	\$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 Fiscal Year 2011/2012, each weekday there were about 967 passengers boarding Metrolink commuter trains at Ventura County stations. VCTC worked with contractors to maintain and rehabilitate our portion of the Coast Main Line. VCTC also coordinated special services such as the County Fair, Holiday, and Rail Fest trains with the cities/County. VCTC shares Ventura line costs with LA Metro. The Ventura line performances follow:

Service	Fiscal Year 2009/2010	Fiscal Year 2010/2011	Jul-Dec 2011
Revenue Return	45.7%	41.4%	40.9%
Farebox Return	32.0%	27.8%	29.1%
Average Daily Boardings (Vta Line)	3,899	3,630	3,870
Average Daily Boardings (Vta Cnty Portion)	2,145	2,066	1,934

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 \$2,433,000 and FTA Rail Modernization money of \$2,767,000 through the Metrolink budget for operating and maintenance funds. In addition, VCTC programs State SB 45 regional STIP funds of \$1,500,000 for Ventura County Line rehabilitation work. Since these grants of \$6,700,000 are awarded 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) funds will also be used next fiscal year to pay VCTC’s share of operating, maintenance and capital costs.

The Fiscal Year 2012/2013 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. The draft FY 2012/2013 Metrolink budget was not available at the time this budget was prepared, however, preliminary estimates from Metrolink staff indicate there will be a significant increase in the Metrolink Operations/Maintenance costs for the upcoming fiscal year; the line item for operations/maintenance-of-way reflects this expected increase.

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. Work with Metrolink and VCTC marketing staff to aggressively market the service.
5. 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
1,667,000	STA fund transfer
60,000	Local contribution - County Fair
25,000	Local fee – fair tickets
\$2,152,000	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 46,804	\$ 49,200	\$ 41,300
Fringe and Tax Allocation	21,017	21,300	18,200
Indirect Cost Allocation	27,189	31,800	27,700
Business Meals	0	100	100
Mileage	2,310	2,500	2,500
Notices	0	1,500	1,500
Travel and Conferences	500	650	700
Legal Services	3,250	5,000	5,000
Operations/Maintenance-of-Way	1,775,585	1,238,100	1,938,000
Positive Train Control	709,972	0	0
Equipment/Sealed Corridor	2,773,285	0	0
Special Trains/Volunteers	108,001	91,500	92,000
Unanticipated Capital	4,000	25,000	25,000
Total Expenditures	\$5,471,913	\$1,466,650	\$2,152,000
Total including funds paid directly to SCRRA	\$12,713,036	\$7,986,650	\$8,852,000

*This budget task was amended after the Commission approved the budget in June 2011.



TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL (CRCC)
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 train service, and also, work with the other coastal California counties/agencies on the CRCC to support long distance Coast Starlight train service and to add additional long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2011/2012, each week an average of 700 intercity rail passengers got on or disembarked at Ventura County train stations. LOSSAN agencies worked to complete the LOSSAN corridor Strategic Plan as reflected in the Fiscal Year 2010/2011 budget. VCTC and SBCAG staffs worked with Caltrans Division of Rail and Metrolink to plan for Ventura/Santa Barbara intercity rail during "commuter friendly" hours.

DESCRIPTION: Continue working with other counties and Metrolink on efforts to better integrate commuter and Amtrak Pacific Surfliner intercity services, and, to add commuter service to Goleta during "commuter friendly" hours.

Two major efforts will require significant staff time in the upcoming year resulting in an increase in the Personnel line items for this project. First, the LOSSAN Board is continuing to work towards approval of State legislation to create a "Pacific Surfliner" Joint Powers Authority to self-govern operations, management and administration, and second, staff will also be working to implement the LOSSAN Strategic Plan.

In addition to the LOSSAN activities, VCTC will continue working with all the coastal counties to the north to make Amtrak Coast Starlight operational improvements and add new service, the Coast Daylight train, to this portion of the Coast Main Line as proposed in the State Rail Plan

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 self-governance legislation and other 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 and Federal levels, and participate in the American Public Transit Association (APTA) passenger rail policy development.



TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL (continued)

MANAGER: Mary Travis

PRODUCT: Monthly updates on rail operations and issues.

FUNDING:

Funding Dollars	Funding Source
\$66,700	STA fund transfer
\$66,700	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$17,221	\$17,300	\$25,500
Fringe and Tax Allocation	7,600	7,400	10,600
Indirect Cost Allocation	9,951	11,100	16,800
Business Meals	169	450	500
Membership and Dues	7,200	7,500	8,000
Mileage	898	1,000	1,500
Travel and Conferences	2,161	2,300	2,300
Legal Services	0	1,500	1,500
Strategic Plan Implementation	15,807	0	0
Total Expenditures	\$61,007	\$48,550	\$66,700



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

OBJECTIVES: To protect and utilize the SPBL, which VCTC purchased from Southern Pacific/Union Pacific Railroad in 1997, 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 contracted with Fillmore & Western Railway (F&W) to maintain thirty-two miles of SPBL track and railroad property between Montalvo and Rancho Camulos. Letters were sent to all leaseholders on the SPBL announcing review of property acreage and safety practices. The Federal Railroad Administration (FRA) required inventory of rail crossings/signals was completed. Also, after competitive bid, a contract was issued to JL Patterson & Associates to complete Phase 1 of the FRA required rail bridge inventory/maintenance plan; this project will be completed in late June.

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; 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 maintenance and security efforts to be a good neighbor to those located along the Branch Line. Also, a Request for Proposals will be issued to complete of Phase 2 of the FRA required rail bridge inventory; Phase 2 involves calculating the load capacity of the rail bridges, and, implementation of the first year of the rail bridge maintenance plan.

Staff will continue efforts to make the SPBL self-sufficient, in particular, by assessing the existing leases for additional revenue, by working with F&W and Union Pacific Railroad (UP) to add more freight service, and by increasing movie revenue. However, while all these activities have potential, none of them can generate any significant additional revenue next fiscal year. The biggest income boost in the foreseeable future comes in 2015 when the gas line revenues will no longer have to be split with UP as required by the SPBL purchase agreement and an additional \$105,000 per year (in 2011 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 Line and the annual expenditures will be made up through the use of State Transit Assistance (STA) funding.

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.



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

WORK ELEMENTS (continued):

3. Prepare and administer leases for use of SPBL corridor property.
4. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; and, trim and/or remove brush and trees 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 bridge inventory and implement bridge maintenance plan.

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

FUNDING:

Funding Dollars	Funding Source
\$340,600	STA fund transfer
10,000	CPUC signal
266,000	Local fee - lease
5,000	Local fee - film revenue
4,000	Local fee - permits
\$625,600	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 32,756	\$ 20,800	\$ 20,900
Fringe and Tax Allocation	11,795	8,900	8,900
Indirect Cost Allocation	17,860	13,400	13,900
Business Meals	0	0	100
Mileage	193	750	800
Consultant Services	114,883	105,000	90,000
Legal Services	10,450	5,000	10,000
Lease Operations	283,483	263,800	276,000
Maintenance	103,397	65,000	75,000
Signal Repair and Replacement	0	25,000	25,000
Track Work Improvements	45,473	0	0
Union Pacific Lease payments	102,599	105,000	105,000
Total Expenditures	\$722,889	\$612,650	\$625,600

*This budget task was amended after the Commission approved the budget in June 2011.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



COMMUTER
SERVICES



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

OBJECTIVES: To provide exceptional, 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 all Ventura county transit services including VISTA, Metrolink, Park-and-Ride Lots, Ride Match, Go Ventura Smartcard, and Guaranteed Ride Home (GRH). Staffed a main sales and support office for patron bus card purchases of monthly passes and/or e-purse product. These can be done by phone, mail, email, or front counter. With a dedicated phone line support is provided to all countywide Point-of-Sale Outlets (POS) staff. The Customer Service Representatives provided transit operators with support (phone/counter) with bus promotions to promote public transit service to the community and inform the community of the transportation programs available, their use, savings and benefits to the environment.

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

Service	Fiscal Year 2009/2010	Fiscal Year 2010/2011	Jul-Dec 2011
On-line/phone	42,407	37,834	19,228
Counter (walk-in) Patrons	3,081	3,080	1,775
Total Customers Served	45,488	40,914	21,003

DESCRIPTION: The Transit Center is the “front line” for transit users, primary sales and countywide support outlet for the Go Ventura Smartcard bus pass. The Center is staffed daily for 11 hours (M-F, 7am-6pm) by two full-time customer service representatives (CSR's) who provide support to the public, sales outlets, transit operators and countywide agencies supported with transit and bus pass sales. Without backup staff support there is no coverage for vacations, illnesses or unplanned leave, thus creating possibility of reduction in service hours if one person is out. This budget provides funding for temporary support allowing VCTC to bring in a fully trained temp person to assist in center coverage. The temp help will not only assist in office coverage as stated, but help in the daily work load of performing necessary countywide support to the public, patrons, transit operators and bus pass sales outlets. Due to several temps utilized last fiscal year daily service counts were not accurately tabulated creating an understatement of statistics for Fiscal Year 2010/2011.

The Transit Information Centers duties include providing public transit assistance in the areas of; bus transit information, Ridesharing, Guaranteed-Ride-Home, and Go Ventura Smartcard Sales/Support. Callers are provided the best schedule for time of travel, fare, transfer information, and personal itinerary/maps by mail based on origin and destination provided by caller. The public can call or visit the Transit Center during normal business hours to acquire transit assistance or purchase/ recharge bus pass products. As the “main” Go Ventura sales and support office, support is provided to fifteen (15) sales outlets as well as patron support countywide. Printed schedules for VISTA, local buses, Metrolink and Amtrak are available at the center.



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

DESCRIPTION (continued):

WORK ELEMENTS:

1. Answer incoming calls on the 800 number to provide transit service information.
2. Provide itinerary and maps to callers.
3. Maintain inventory of current schedules for availability to transit riders.
4. Assist with Ridematch calls for Rideshare Program.
5. Provide assistance with GRH, Park and Ride Lots and Metrolink calls.
6. Process Go Ventura bus pass sales for monthly and e-purse products, via in person, mail, email or phone. Address lost/stolen/damaged/defective card replacements. Provide countywide support to Sales Outlets, patrons, Job Career Centers, schools, social services, private and public agencies/employers who assist employees with passes through the transit pre-tax benefit programs.
7. Address and coordinate the VISTA comment and complaint program to assure prompt responses and problem resolutions. Also, forward complaints to appropriate operators.
8. Provide real-time data to patrons on estimated time of arrivals/delays of buses.
9. 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
\$210,400	FTA 5307
52,600	LTF fund transfer
\$263,000	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 65,832	\$ 80,087	\$ 85,800
Fringe and Tax Allocation	70,459	67,424	67,200
Indirect Cost Allocation	54,639	66,589	71,400
Communications	1,916	3,000	3,000
Mileage	24	100	600
Office Supplies	0	1,000	1,000
Training	149	900	1,000
Temporary/Extra Help	20,021	24,000	33,000
Total Expenditures	\$213,040	\$243,100	\$263,000

*This budget task was amended after the Commission approved the budget in June 2011.



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. The Air Pollution Control District's Rule 211 requires large employers to survey on a 24 month schedule, which can result in a significant difference from year to year in the number of site presentations and surveys received for processing.

Service	Fiscal Year 2009/2010	Fiscal Year 2010/2011	Jul-Dec 2011/2012
Surveys Processed	13,600	16,991	5,225
GRH Vouchers Processed	39	41	25
Site Service Presentations	40	40	20

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 activities. Rideshare marketing in the amount of \$171,500 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 Riverside County Transportation Commission (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 generated by phone calls, direct referrals, www.CommuteSmart.info and the 511 online interface.



TASK: RIDESHARE PROGRAMS (continued)
MANAGER: Alan Holmes

WORK ELEMENTS (continued):

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

PRODUCT: Assist commuters by providing information on 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
\$274,000	CMAQ
2,500	Local contribution - APCD
\$276,500	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$102,407	\$103,100	\$105,100
Fringe and Tax Allocation	44,558	45,400	45,300
Indirect Cost Allocation	58,918	67,100	70,100
Membership and Dues	375	600	600
Mileage	769	1,000	1,000
Postage	355	400	400
Travel and Conferences	1,110	2,500	2,500
Database administration	29,189	45,000	45,000
Legal Services	725	2,000	1,500
Guaranteed Rides (taxi or rental car)	2,006	5,000	5,000
Total Expenditures	\$240,412	\$272,100	\$276,500



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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. Planning continued for the transition in 2014 to all-transit funding instead of a mix of transit and local streets.

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 are higher in the upcoming fiscal year based on the sales tax revenue estimate prepared by the County Auditor-Controller.

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. Complete 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. Participate as needed in VCTC evaluation of impacts from TDA apportionment adjustments resulting from SB 716.
9. 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
\$27,753,169	LTF revenues and fund transfer
200,028	STA fund transfer
\$27,953,197	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 47,324	\$ 46,800	\$ 47,100
Fringe and Tax Allocation	20,627	21,300	21,300
Indirect Cost Allocation	27,242	30,800	31,900
Business Meals	0	0	100
Mileage	337	200	200
Notices	0	5,000	6,000
Travel and Conferences	10	1,200	1,200
Audits (Fiscal and Performance)	65,373	40,000	45,000
Legal Services	702	5,000	5,000
Bicycles and Pedestrians	434,380	537,334	559,277
County Auditor Administration	14,700	15,000	15,000
Pass-Through Gold Coast Transit	140,000	373,054	200,028
Transit, Streets and Roads	20,884,643	25,929,384	27,004,592
Unmet Needs	6,441	16,500	16,500
Total Expenditures	\$21,641,779	\$27,021,572	\$27,953,197

*This budget task was amended after the Commission approved the budget in June 2011.



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. The Route 101 carpool lane project from Mussel Shoals to Carpinteria is now ready to begin construction, and the Route 101/23 interchange improvement design is nearly complete, although construction funding is currently not committed. This past year VCTC staff successfully negotiated a \$5.4 million program capacity loan to another county to prevent a rescission of funds.

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.

VCTC is now completing work on its first-ever Long-Range Transportation Plan, and it is anticipated that this plan will provide an over-arching framework to guide programming decisions. Staff will therefore review the existing programming policies and revise them based on the Plan’s adopted objectives and priorities. In addition, for Ventura County highway improvements to be considered in future STIP cycles, VCTC must begin to identify its highway project priorities beyond the Route 101/23 interchange improvement, and therefore staff has submitted an application in the recent Mini Call for Projects for a data-driven Caltrans planning study to identify the highest project-specific state highway improvement priorities, following the general priorities from the Long-Range Plan. Should the Commission approve funds for this study through the call for projects, they will be added to the final Fiscal Year 2012/2013 budget.

If additional funds become available through a new Federal transportation authorization or other sources, VCTC will consider programming new projects using the revised programming procedure. VCTC will also continue seeking discretionary funding sources to expedite construction of the Route 101/23 interchange improvement.

This year VCTC will be able to make a significant reduction in the staff cost for programming, due to the recent creation of an Analyst position to perform much of the technical work previously carried out by the Director. There is an overall increase in mileage and travel due to more frequently scheduled meetings of the California Transportation Commission. With regard to Lewis Road, there are still unresolved claims, so if these remain unresolved the carry-over funds will be added to the final budget.



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. Based on adoption of Long-Range Transportation Plan, work with the Transportation Technical Advisory Committee (TTAC) and the Transit Operators Committee (TRANSCOM) to review and revise programming procedures.
3. Select 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 FTIP amendments as necessary, and begin preliminary work for developing the 2015 FTIP.
5. Coordinate with Caltrans and local agencies the completion of the Highway 101/23 interchange design and construction for the Highway 101 Widening from Mussel Shoals to Carpinteria.
6. Monitor quarterly reports on project status to ensure timely project delivery.
7. Staff the Transportation Technical Advisory Committee (TTAC).

PRODUCT: Revised programming policies based on adopted Long-Range Transportation Plan; selection of projects for funding to provide the greatest benefit based on the approved criteria; updating of the 2013 FTIP as required; development of the Fiscal Year 2013/2014 Program of Projects for federal transit funds; inclusion of VCTC priorities in state programs; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Dollars	Funding Source
\$ 80,480	FTA 5307, JARC & NF
235,995	PPM
\$316,475	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 169,611	\$ 159,800	\$108,400
Fringe and Tax Allocation	89,092	72,200	57,000
Indirect Cost Allocation	103,713	104,800	77,100
Membership and Dues	150	0	0
Business Meals	0	100	100
Mileage	1,674	2,250	3,250
Notices	5,300	5,800	5,800
Travel and Conferences	2,329	5,175	4,525
Consultant Services	9,045	85,000	59,000
Legal	1,250	1,300	1,300
Lewis Road Widening Phase II	3,249,034	2,500,000	0
Total Expenditures	\$3,631,198	\$2,936,425	\$316,475

*This budget task was amended after the Commission approved the budget in June 2011.



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 2011/2012 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 planning efforts such as the Southern California Association of Governments' (SCAG) Sub-Regional Coordinator's Group, the Plans and Programs Technical Advisory Committee and the Climate and Economic Development project.

Most significantly, staff has been engaged in two regional efforts, Southern California Association of Government's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and VCTC's own Comprehensive Transportation Plan (CTP).

The 2012 Regional Transportation Plan (RTP) must integrate a Sustainable Communities Strategy (SCS) which provides a blueprint for reducing greenhouse gas emissions. Further integrating land use and transportation, the Regional Housing Needs Assessment (RHNA) is also now tied to the RTP

The Comprehensive Transportation Plan (CTP) is VCTC's first effort at looking at Ventura County's long range transportation needs. This effort has included intensive public outreach, data gathering, voter research, the development of an economic forecast model and the completion of a Comprehensive Transportation Plan that recommends actions to identify, prioritize and ready projects for funding if possible.

Lastly, staff completed and published an update of the Ventura County Bikeways Map and associated Bikeways smartphone application for iPhone and Android phones. The free app locates the nearest bicycle path to the user's location and provides a scalable map of all of the bicycle lanes in Ventura County.

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 overall budget for Fiscal Year 2012/2013 has decreased reflecting the completion of projects mentioned above specifically the consultant assisted voter research, economic modeling and bicycle map.

The Regional Transportation Planning task budget includes funds for a consultant assisted study looking at the connections between the cities and how best to serve them. This proposed study is a direct result of the Comprehensive Transportation Plan which identified intercity travel as a high priority for the County's residents. This proposed project will come before the Commission for approval prior to any funds being expended.

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. Support other planning efforts through the provision of maps and data.



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

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

FUNDING:

Funding Dollars	Funding Source
\$150,000	LTF carry-over
249,700	LTF fund transfer
150,000	STA carry-over
64,400	PPM
50,000	Local contribution – APCD
\$664,100	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$135,163	\$128,400	\$163,700
Fringe and Tax Allocation	58,361	53,400	70,300
Indirect Cost Allocation	77,584	82,100	109,100
Membership and Dues	10,000	10,500	10,500
Mileage	1,714	1,500	3,000
Notices	21	500	500
Office Supplies	0	1,000	1,000
Travel and Conferences	641	3,000	5,000
Consultant Services	6,500	365,000	300,000
Legal Services	500	1,000	1,000
Bicycle Map Design and Printing	0	54,550	0
Contribution to SBCAG Survey	0	10,000	0
Total Expenditures	\$290,484	\$710,950	\$664,100



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.

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
\$9,300	LTF fund transfer
\$9,300	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual*	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 0	\$ 4,100	\$3,300
Fringe and Tax Allocation	0	1,800	1,300
Indirect Cost Allocation	0	2,600	2,100
Mileage	0	400	400
Notices	0	600	600
Travel and Conference	0	1,000	1,000
Legal Services	0	600	600
Total Expenditures	\$ 0	\$11,100	\$9,300

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



TASK: REGIONAL TRANSIT PLANNING
MANAGER: Victor Kamhi

OBJECTIVES: To support the maintenance and improvement of transit services for Ventura County, and to support the providers of those services. This includes representing the VCTC and VISTA in the regional, State and Federal forums and serving 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 provide staff support follow up on any additional studies or implementation of the VCTC Regional Transit Study, Heritage Valley Transit study, and Title VI update, and countywide emergency and disaster planning.

ACCOMPLISHMENTS: Participated in local and regional transit committees and attended policy transit advisory committee meetings, including the California Transit Association Executive Committee and Operators Committee, and as an appointed member of several TRB Committees. 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. Managed the VCTC Regional Transit Study and Heritage Valley Transit Study. Prepared an update to the VCTC Paratransit Plan and FTA required Limited English Proficiency (LEP) Plan.

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 allows 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, depending on the outcome of the Regional Transit Study and related legislation, and the Heritage Valley Transit Study (HVTS), provide staff support to additional activities needed to implement the Commission's actions. While the overall consultant support activities in the budget are reduced due to the completion of the HVTS, the update of the Federal Social Service Transportation Coordination Plan update, and the Regional Transit Study, there will be a need for consultant services to develop a transition and implementation program for the Regional Transit (SB 716) Plan.

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.



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

6. Work with the operators and the County Office of Emergency Services in planning for response to natural and manmade disasters and emergencies.
7. Provide follow-up support as needed to the Regional Transit Study recommended actions
8. Support VCTC transit planning activities.
9. Provide follow-up support as needed to 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.

FUNDING:

Funding Dollars	Funding Source
\$189,760	FTA 5307 and 5304
46,890	LTF fund transfer
100,300	STA fund transfer
\$336,950	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 96,583	\$102,000	\$103,300
Fringe and Tax Allocation	47,973	50,883	49,700
Indirect Cost Allocation	57,953	68,904	71,300
Business Meals	31	100	0
Membership and Dues	1,050	1,050	1,050
Mileage	719	3,000	3000
Training	0	200	200
Travel and Conferences	3,952	5,600	7,400
Consultant Services	120,936	220,500	100,000
Legal Services	50	1,000	1,000
Total Expenditures	\$329,247	\$453,237	\$336,950

*This budget task was amended after the Commission approved the budget in June 2011.



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. Applied for 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.

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

WORK ELEMENTS:

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

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



TASK: FREIGHT MOVEMENT (continued)

MANAGER: Darren Kettle

FUNDING:

Funding Dollars	Funding Source
\$25,400	LTF fund transfer
\$25,400	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget*	Fiscal Year 2012/2013 Budget
Salaries	\$ 14,111	\$ 5,400	\$ 6,600
Fringe and Tax Allocation	6,926	2,000	2,200
Indirect Cost Allocation	8,434	3,300	4,100
Mileage	181	500	500
Travel and Conferences	0	1,000	1,000
Consultant Services	0	4,000	10,000
Legal Services	0	1,000	1,000
Rural Grade Crossing Safety	433,160	146,000	0
Total Expenditures	\$462,812	\$163,200	\$25,400

*This budget task was amended after the Commission approved the budget in June 2011.

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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



TASK: COMMUNITY OUTREACH AND MARKETING
MANAGER: Donna Cole

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

ACCOMPLISHMENTS: Marketing and Outreach efforts in Fiscal Year 2011/2012 focused heavily on enhancing the Commission's level of engagement throughout Ventura County. VCTC's electronic presence has been strengthened through the use of up to date website information, social media messaging, eblasts, phone apps and QR codes. The monthly newsletter, "On The Move" appears on our website and is distributed electronically to more than 900 recipients.

Informational presentations were made, community events booths were staffed throughout the county, and new materials were developed to support the various VCTC programs.

In Fiscal Year 2011/2012 VCTC launched the Teen Council. The Council is assisting in the creation of a Student Rider Guide which describes how to ride a bus and includes a list of all schools and points of interest frequented by young people. Members have also been available to participate in community events.

Radio advertising helped spur a remarkable increase in Rideshare Week participation and a Commuter Services logo and a Rideshare-specific web address were created and now appear on collateral pieces distributed to employers. An electronic RideGuide is expected to be online by Fall 2012.

An English/Spanish information card was created for the new VISTA bus transfer program. Signage and information provided at VISTA bus stops was redesigned and updated. Bus service status messages were communicated to riders via Facebook and Twitter.

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, including activities that involve interaction with local and industry media to promote VCTC and its programs.

Five line items in the 2012/2013 budget have had a substantial change. Printing has been reduced to \$75,000 because most of the printing resulting from the rebranding effort has been completed. Consultant services shows a reduction of \$100,000. This change was made for easier tracking and accounting of the Rideshare CMAQ funds. In Fiscal Year 2011/2012 \$100,000 was allocated to Consultant Services, with \$73,000 for Rideshare activities. For 2012/2013 all of the CMAQ Rideshare funds will be kept in the Rideshare line. A new VISTA line has been created, which will include all VISTA activities, including schedule printing.



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

WORK ELEMENTS:

1. Continue to engage the Teen Council in promoting youth involvement in transportation issues and development of youth-focused collateral materials.
2. Promote electronic RideGuide and new RidePro features.
3. Develop Ventura County Naval Base specific outreach for Ridesharing.
4. Create VCTC Agency brochure in English and Spanish
5. Develop point-of-purchase materials for GoVentura Bus Pass. Incorporate national campaigns such as Bike to Work week in Rideshare Outreach.
6. Produce radio ads for Rideshare promotions and continue KCLU sponsorships.
7. Continue working with Metrolink to promote increased ridership.
8. Participate in public forums, meetings, workshops and community events.
9. Continue to support education and outreach for Comprehensive Transportation Plan.
10. Conduct follow-up surveys with residents and business community to gauge effectiveness of marketing efforts to date.
11. Continue to produce monthly "On The Move" Newsletter
12. Update printed materials and create new materials targeting specific populations.

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Dollars	Funding Source
\$443,900	FTA CMAQ
115,000	FTA carry-over
169,000	CMAQ
2,500	Local Contribution - APCD
\$730,400	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 63,571	\$ 79,400	\$ 80,200
Fringe and Tax Allocation	35,451	39,500	39,800
Indirect Cost Allocation	39,698	53,700	55,900
Mileage	7	1,000	500
Printing	41,583	140,000	75,000
Consultant Services	108,595	250,000	150,000
Legal Services	0	5,049	2,500
Outreach	23,542	0	0
Bus Graphic Redesign and Decals	92,997	0	0
Bus Schedule Printing	45,769	50,000	0
Community Events	0	56,200	60,000
Rideshare	0	73,100	171,500
VISTA	0	0	50,000
Youth Programs	12,476	45,000	45,000
Total Expenditures	\$463,689	\$792,949	\$730,400



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.

VCTC's Regional Transit Study is not yet complete, but it appears likely that there will soon be significant legislative involvement to address the provisions of SB 716, with this activity likely continuing into Fiscal Year 2012/2013. Under the provisions of SB 716, VCTC can make a proposal to the Legislature for use of Transportation Development Act funds in the county, 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. Another area of activity will be the consultant selection process for a new State advocacy contract, since the current contract expires at the end of calendar year 2012.

The proposed State Legislative Representative budget includes an increase due to uncertainty regarding the cost after the current contract expires. The Membership and Dues item includes American Public Transportation Association, California Transit Association, California Association of Councils of Governments, and Mobility 21 dues. The Business Meals item includes VCTC's contribution to the Capitol Hill California Transportation Reception.

WORK ELEMENTS:

1. Participate in the CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.
2. Prepare annual Legislative Program.
3. Prepare monthly legislative updates and matrices.
4. Convey VCTC's positions to appropriate parties through written materials, briefings and other available means.
5. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
6. 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
\$167,670	LTF fund transfer
\$167,670	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 38,586	\$ 46,500	\$ 46,800
Fringe and Tax Allocation	19,828	19,700	18,600
Indirect Cost Allocation	23,419	30,000	30,500
Business Meals	1,366	1,500	1,500
Membership and Dues	12,057	13,400	12,100
Mileage	954	900	1,150
Travel and Conferences	8,828	10,320	11,820
Consultant Services	37,900	40,000	45,000
Legal Services	0	0	200
Total Expenditures	\$142,938	\$162,320	\$167,670

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 accomplishes the day-to-day activities of managing all aspects of the Commission that include management oversight of all tasks included in this budget but also the less defined activities of daily operations.

DESCRIPTION: The primary purpose of this task is to manage the day-to-day operations of VCTC and 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 2010/2011 is being adjusted against Fiscal Year's 2012/2013 indirect estimate. This expense adjustment will be paid out of the unassigned 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 2012/2013 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 continue 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.

In Fiscal Year 2011/2012, the Commission approved two major mid-year budget adjustments including early payout of the VCTC's CALPERS side fund and a one-time allocation to personnel related legal activities. It is those two mid-year budget actions that explain the difference between the 2011/2012 budget and the 2012/2013 draft budget.



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
\$192,600	LTF fund transfer
350,000	STA carry-over fund transfer
30,000	SAFE fund transfer
30,000	Local fee - VCOG
62,017	Unassigned general fund balance
\$664,617	Total Funding

EXPENDITURE COMPARISON:

	Fiscal Year 2010/2011 Actual	Fiscal Year 2011/2012 Budget	Fiscal Year 2012/2013 Budget
Salaries	\$ 97,731	\$ 95,300	\$ 85,900
Fringe and Tax Allocation	49,923	41,200	34,300
Indirect Cost Allocation	59,194	61,700	56,000
Business Meals	1,331	1,000	1,000
Membership and Dues	1,760	3,000	3,000
Mileage	1,076	1,000	1,000
Travel and Conferences	2,106	5,000	5,000
Consultant Services	625	10,000	10,000
Legal Services	0	85,000	1,000
Commissioner Expenses	20,063	25,000	25,000
Financial Software and Implementation	0	350,000	350,000
Hardware and Software Replacement	12,317	8,000	25,000
Indirect Reconciliation Adjustment	0	76,780	62,017
Offsite Storage and Back-up	1,046	1,200	1,200
Pension Side Fund Reduction	0	444,358	0
VCOG Management	1,290	8,400	4,200
Total Expenditures	\$248,462	\$1,216,938	\$664,617



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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION Fiscal Year 2012/2013 Budget



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ACRONYMS

AAA	Advertise, Award and Administer
AAA	Area Agency on Aging
AB	Assembly Bill
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
CalVans	California Vanpool Authority
CAT	Camarillo Area Transit
CCA	Continuing Cooperative Agreement
CCPA	City/County Planners Association
CCTV	Closed Captioned Television
CEO	Chief Executive Officer
CEPA	California Environmental Protection Agency
CEQA	California Environmental Quality Act
CERBT	California Employer's Retiree Benefit Trust
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CIP	Capital Improvement Plan
CLUP	Comprehensive Land Use Plan (for airports)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CMS	Changeable Message Signs
CNEL	Community Noise Equivalent Level (for airport planning purposes)
COLA	Cost of Living Adjustment



CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRCC	Coast Rail Coordinating Council
CRL	California Rural Legal Assistance
CSMP	Corridor System Management Plan
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DAR	Dial-A-Route
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMU	Diesel Multiple Unit
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
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
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
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SHOP	Safety Highway Operations Program
SHPO	State Historic Preservation Office
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
S RTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STAA	Surface Transportation Authorizing Act
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 21st Century
TEAM	Transportation Electronic Awards and Management
TIC	Transit Information Center
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TMC	Traffic Management Center
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TSM	Transportation System Management
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
UAFG	Urbanized Area Formula Grant
UCSB	University of California, Santa Barbara
UP	Union Pacific
UZA	Urbanized Area
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
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.

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

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

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.

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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 receives many of its funds from State and Federal grants.

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

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

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.



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

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

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.

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

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.



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

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

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

Trustee – A fiduciary holding property on behalf of another.

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

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