

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2013/2014 BUDGET

Presented by:

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EXECUTIVE SUMMARY

To be added at final budget.

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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Oficio member to the Commission, usually the Caltrans District #7 Director. Below are the current members of the Commission:

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

THE COMMUNITY WE SERVE

To be added at final budget.

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THE LOCAL ECONOMY

To be added at final.

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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, description, work elements, product, funding sources and expenditure comparisons. The Finance Director then compiles the task budgets and prepares and reviews the main budget. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

The 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, help to maintain financial stability, and provide accountability. The budget, revenue and cash management, investment, auditing and fund balance policies are summarized below.

Budget Policies

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

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.



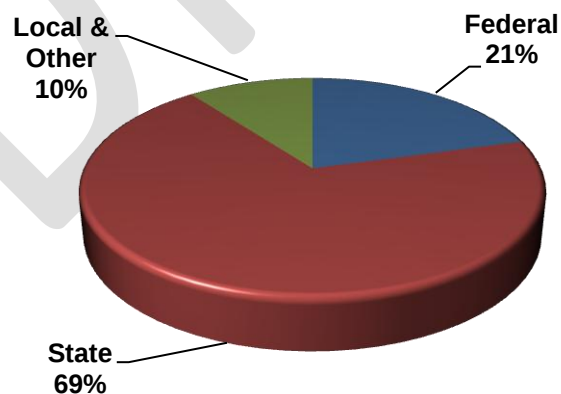
REVENUES AND FUNDING SOURCES

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

The revenues budgeted for VCTC in Fiscal Year 2013/2014 are estimated to be \$52,905,128 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 \$11,120,001. State revenues (including LTF, STA and SAFE) total \$36,308,627. The Local and Other revenues total \$5,476,500. 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 internship program. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5310 “Elderly and Disabled” funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 80% federal to 20% local match.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316 “Jobs Access and Reverse Commute (JARC)” funds are for projects that improve access to employment for low-income individuals. Operating costs can generally be reimbursed up to 50%, and capital costs up to 80%.
- Section 5317 “New Freedom (NF)” funds are for new transit services for disabled individuals, which go beyond the ADA minimum requirements. Operating cost reimbursement is up to 50%, and capital cost up to 80%.
- Section 5337 “State of Good Repair” funds are provided under a new program established by the Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization.

VCTC’s budget contains \$10,477,001 in FTA revenues. It is expected that the FTA pass-through funding will increase when the final budget numbers are known.

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 programmed 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 match. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contained STP funding for Lewis Road in previous budgets, but at this time does not contain any STP revenues.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality funds are allocated by the Commission for transportation projects which reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. The matching ratio is generally 88.53% federal to 11.47% local match. 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.

Defense Community Planning Assistance Funds

Department of Defense (DoD) Office of Economic Adjustment (OEA) Defense Community Planning Assistance Funds are provided to assist State and local governments in preparing and adopting a planning study to mitigate and/or prevent incompatible civilian land use/activity that is likely to impair the continued operational utility of a DoD military installation – specifically the Joint Land Use Study within the Airport Land Use Commission budget. VCTC's budget contains \$200,000 in Defense Community Planning Assistance Fund revenues.



State Revenues

Transportation Development Act (TDA)

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

Local Transportation Fund (LTF)

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax. These funds are received monthly from the State and are held in trust by the County of Ventura. Disbursement of LTF 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 by the Ventura County Auditor-Controller to be \$30,200,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$33,600,000 to local agencies in the upcoming year (\$30,200,000 in new revenues and \$3,400,000 from the fund balance). Of this amount, \$14,000 is for County Administration and \$638,280 will be apportioned and allocated through a competitive process for Article 3, Bicycle and Pedestrian, funds and \$29,843,420 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 \$672,000, \$1,000,000 (place holder until the final budget) and \$1,432,300 respectively. Also, it is anticipated that \$344,619 of LTF will be carried-over from Fiscal Year 2012/2013.

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 (but only received \$4,838,080 in 2011/2012) and \$5,123,202 in Fiscal Year 2012/2013. It appears the STA funds are stabilizing and at this time the State is estimating \$4,778,577 in STA revenue for VCTC in Fiscal Year 2013/2014. The STA funded expenditures of \$3,703,104 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 \$750,000 in SAFE revenues.

State Transportation Improvement Program (STIP)

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are automatically adjusted to equal the funding formerly provided by Proposition 42 (sales tax on gasoline). The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but at this time the budget contains \$0.

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 \$548,050 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. In the past VCTC has received Proposition 1B funding for various projects including Metrolink but 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 \$32,000 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), 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 and film revenue paid through the Santa Paula Branch Line and ticket sales for the County Fair trains. VCTC's budget contains \$3,532,800 in local contribution revenues and \$1,838,700 in local fee revenues.

Investment Income and Other Revenues

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



Chart 2 - Funding Sources

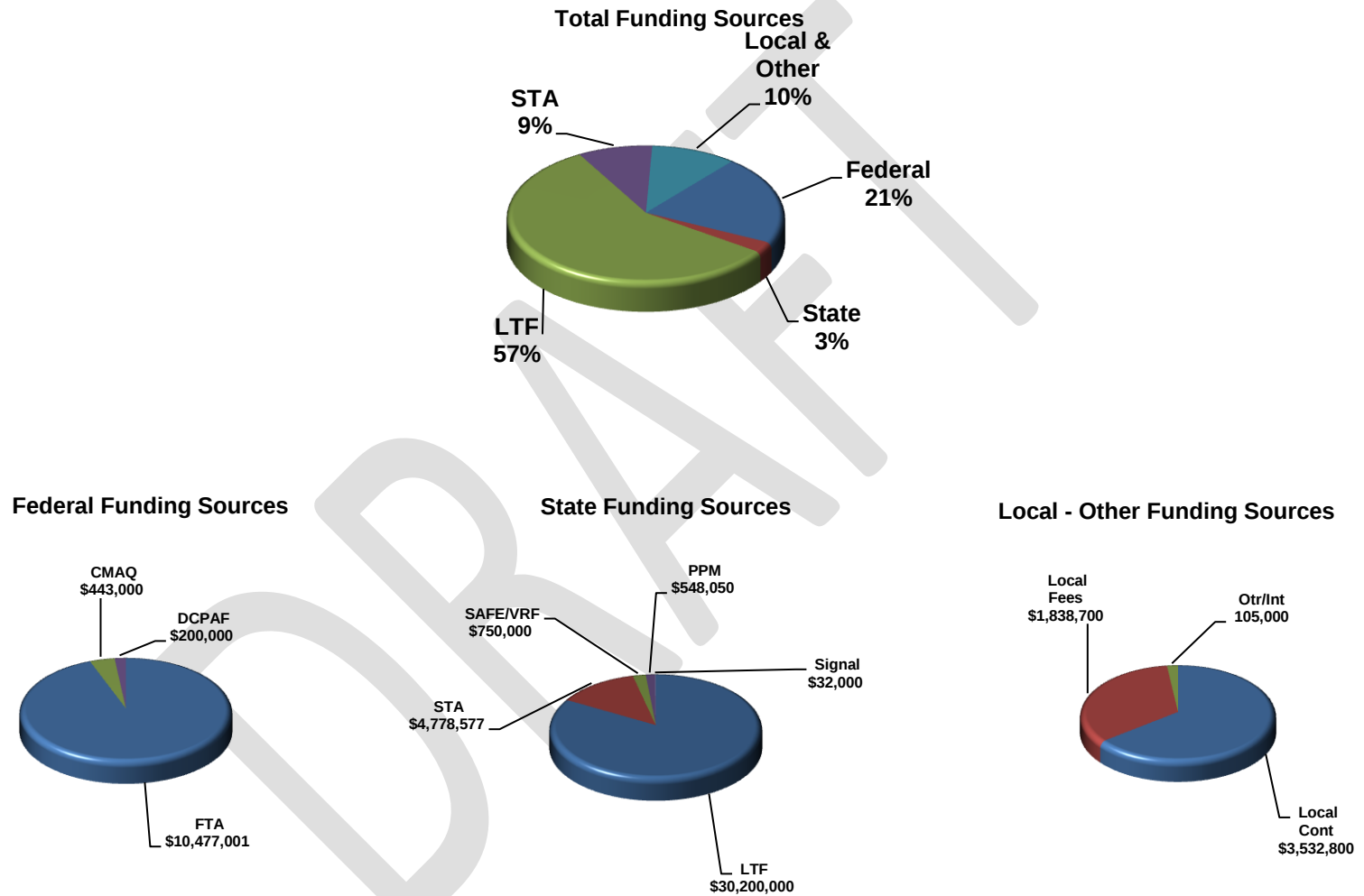
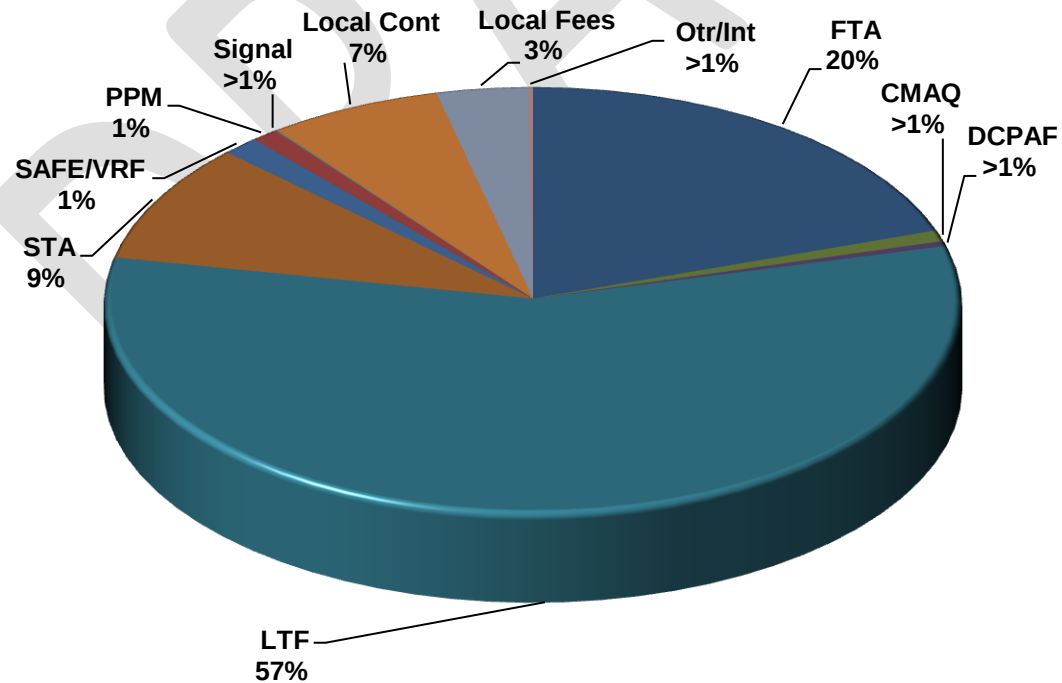


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Federal Transit Administration (FTA)	\$ 6,987,564	\$13,276,244	\$10,477,001
Surface Transportation Program (STP)	211,672	844,800	0
Congestion Mitigation and Air Quality (CMAQ)	425,283	635,600	443,000
Federal Railroad Administration (FRA)	2,252	0	0
Defense Community Planning Assistance Funds	0	225,000	200,000
Local Transportation Fund (LTF)	27,679,989	27,100,000	30,200,000
State Transit Assistance (STA)	4,838,080	5,123,202	4,778,577
Service Authority for Freeway Emergencies (SAFE)	769,635	710,000	750,000
State Transportation Improvement Program (STIP)	62,973	212,600	0
Planning, Programming and Monitoring (PPM)	423,955	330,395	548,050
Proposition 1B	0	709,972	0
California Public Utilities Commission Signal	23,159	10,000	32,000
Local Contributions	2,791,974	2,843,036	3,532,800
Local Fees	1,907,613	1,809,966	1,838,700
Investment Income and Other Revenues	127,741	141,600	105,000
Total Funding Sources	\$46,251,890	\$53,972,415	\$52,905,128

Chart 3 - Funding Source Detail



PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and/or cost efficiency to the County. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 4, *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 2, *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

Chart 4 - Pass-Through, Regional and Core-Countywide Service Expenditures

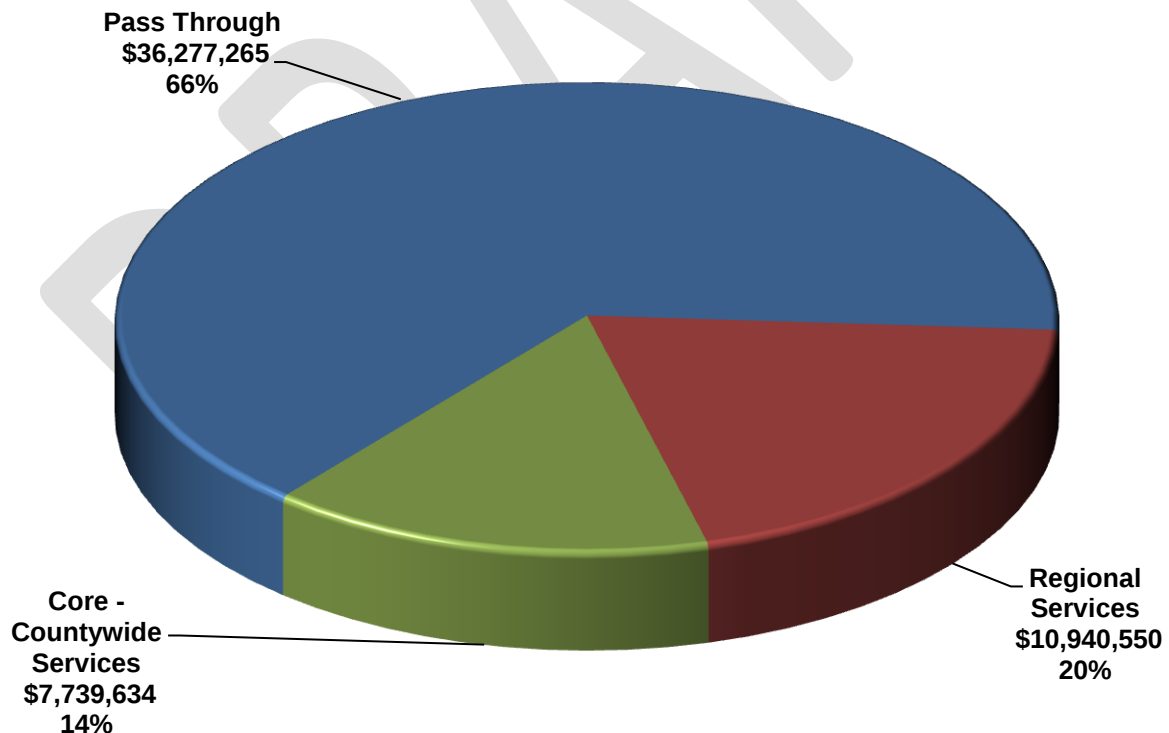


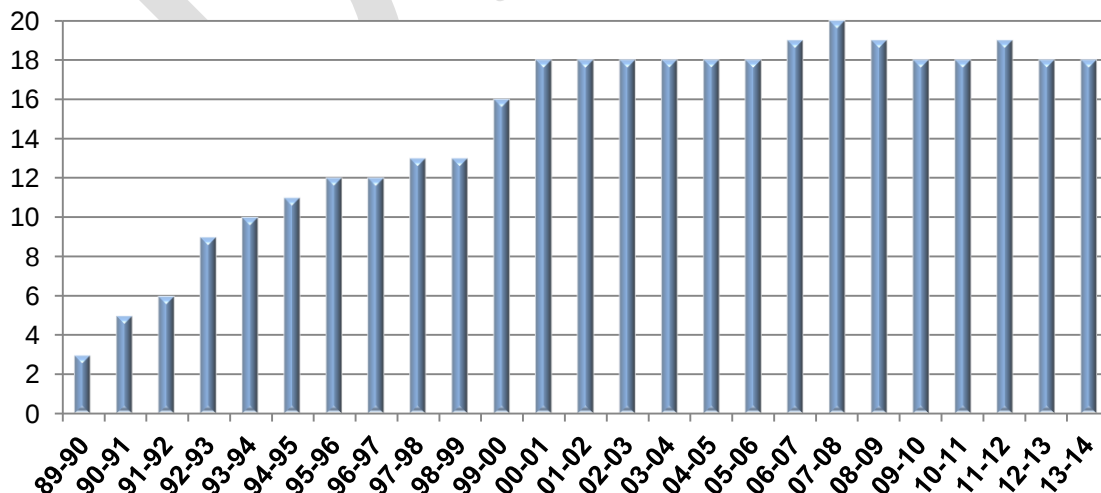
Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission Call Box System Congestion Management Program Community Outreach & Marketing Freight Movement LOSSAN & Coast Rail Council Management & Administration Metrolink & Special Rail Projects Regional Transit Planning Regional Transportation Planning Rideshare Programs Santa Paula Branch Line State & Federal Relations TDA Administration Transit Grant Administration Transportation Programming & Monitoring	Go Ventura Smartcard 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
24,674	10,992	1,484

Total Staff Hours = 37,150

Growing from three employees in 1989 to its current roster of seventeen regular and one part-time intern, staffing includes twelve professional positions and six support positions (see Chart 5, *Number of Employees*, Chart 7, *Staff Organization*, and Chart 8 *Functional Organization*). The development of the draft 2013/2014 budget began in January 2013 in advance of the decision by the Commission to continue in its role as the operator of the VISTA intercity/regional fixed route service and to resource that effort accordingly. The final budget will reflect that decision and will include the addition of three staff to support the continuation and improvement of the VCTC's very successful intercity public transit operations.

Chart 5 - 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 17.8 full-time positions (see Table 3, *Full Time Equivalent by Program*).

Table 3 - Full Time Equivalents by Program

Program	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Transit and Transportation	3.5	4.9	4.2
Highway	0.2	0.2	0.1
Rail	0.9	0.8	1.4
Commuter Assistance	2.5	2.8	2.8
Planning and Programming	4.1	3.8	4.0
General Government	5.2	5.3	5.3
TOTAL	16.4	17.8	17.8

The Commission’s salary and fringe benefits total \$2,620,100 or 4.8% of the Fiscal Year 2013/2014 budget (see Table 4 – *Personnel Budget* and Chart 6, *Personnel Costs*). This represents an increase of \$172,980 or 7.1% from the Fiscal Year 2012/2013 budget of \$2,447,120. The reason for the increase is that at the time when the draft 2013/2014 budget was being developed staff was reviewing the current employee compensation and benefit package and considering if any adjustment or modifications might be warranted in the coming fiscal year. At the time, staff conservatively estimated a “placeholder” compensation adjustment of \$175,000 that could be applied to salary and/or benefit adjustments with that figure being considered the “high-end” of what might be proposed to the Commission as part of employee negotiations. After conducting surveys with comparable agencies and Ventura County local agencies, staff will present a proposal substantially below the “placeholder” figure.

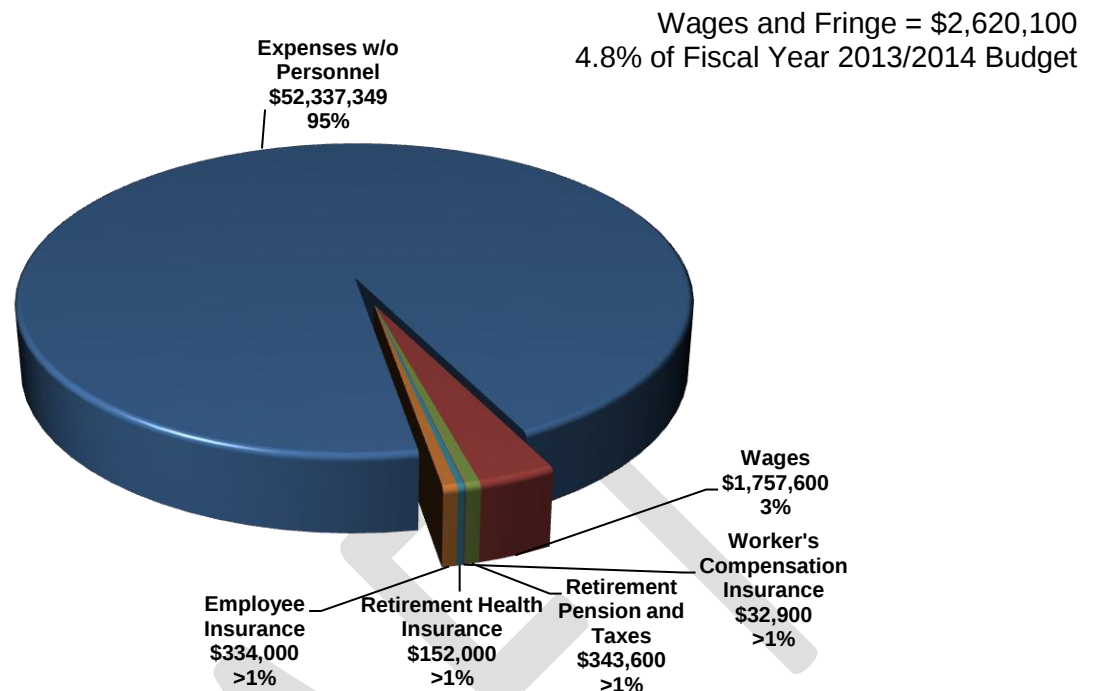
Table 4 - Personnel Budget

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Wages	\$1,533,077	\$1,613,800	\$1,757,600
Retirement Pensions and Taxes	290,577	311,420	343,600
Worker’s Compensation Insurance	26,316	26,300	32,900
Retirement Health Insurance/OPEB	142,000	147,000	152,000
Employee Insurance	302,191	348,600	334,000
Total Expenditure	\$2,294,161	\$2,447,120	\$2,620,100

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



Chart 6 - Personnel Costs



Included in the benefit cost is \$152,000 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. As of December 2012, the Commission's trust has earned approximately \$111,000 in net earnings.

In 2012, legislators passed the California Public Employees' Pension Reform Act that was intended to implement comprehensive pension reform. The reform was effective January 1, 2013. This requires changes to the way CalPERS and VCTC administer VCTC's pension plan.

One major change is that VCTC will now have two pension formulas: 2% @ 60 for "classic" members and 2% @ 62 "new" members. These plans will have different employer rates and employee rates. CalPERS will continue to set VCTC's employer rates 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 remains set by legislation and is 7% for the 2% @ 60 formula and 6.25% for the 2% @ 62 formula. VCTC pays both the employer and employee portion of the pension costs for the 2% @ 60 formula and pays only the employer portion of the 2% @ 62 formula.

VCTC's employer pension rate for Fiscal year 2013/2014 will be 8.486% of payroll for the classic members and 6.25% for the new members. VCTC's Fiscal Year 2014/2015 rate is expected to increase to 9.1% in Fiscal Year 2014/2015 for 2% @ 60 due to the previous downturn in the economy and VCTC's payrolls not increasing as actuarially projected and

expected to remain at 6.25% for 2% @ 62. CalPERS is looking at modifying some of their assumptions which if changed would likely increase the percentage as early as Fiscal Year 2015/2016. It is unknown at this time what the estimated rate will be for the 2% @ 62 except that it will be half of the normal cost and should be close to 6.25% since it is a new pool and the economy is holding. 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.

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Chart 7 - Staff Organization

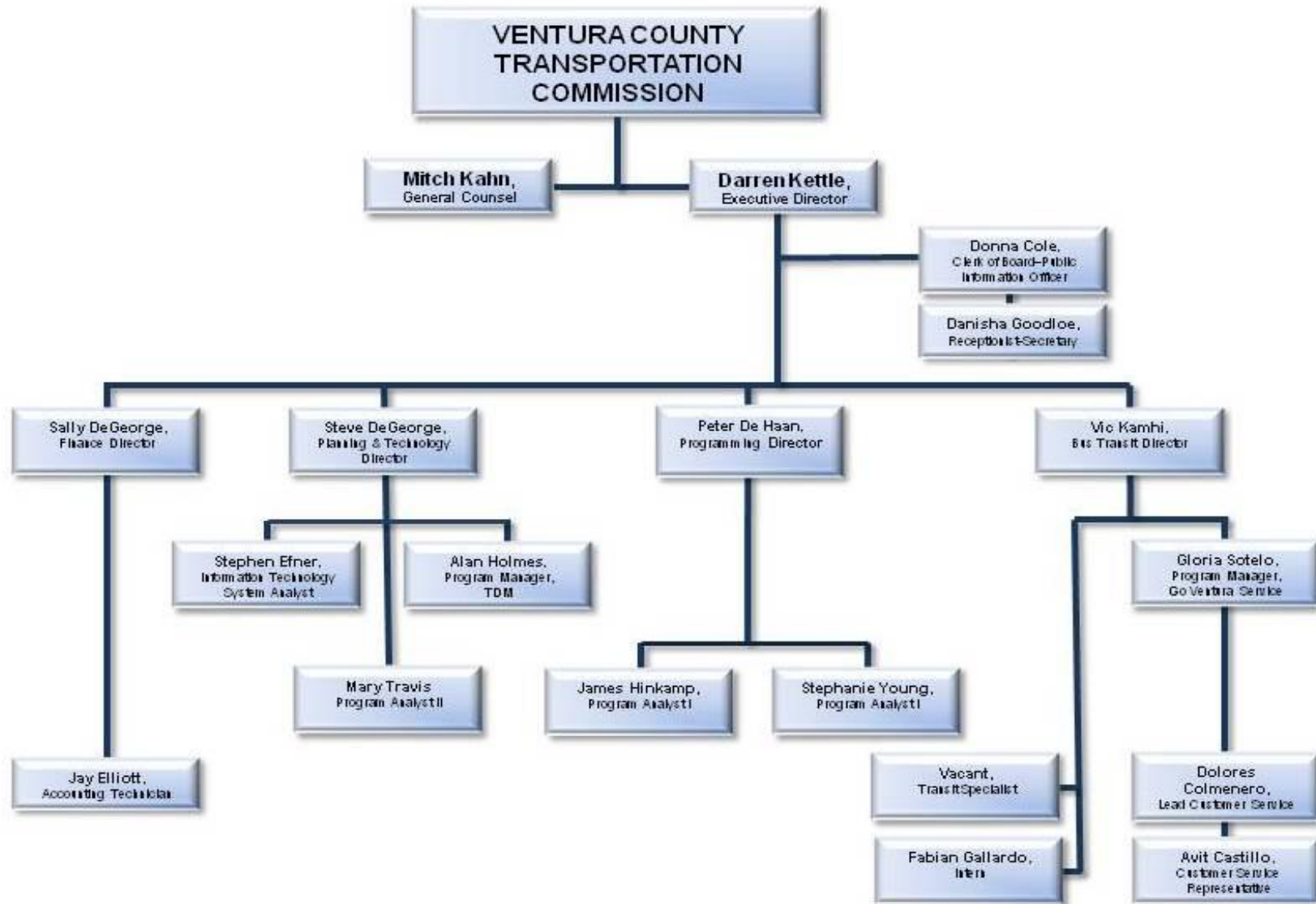
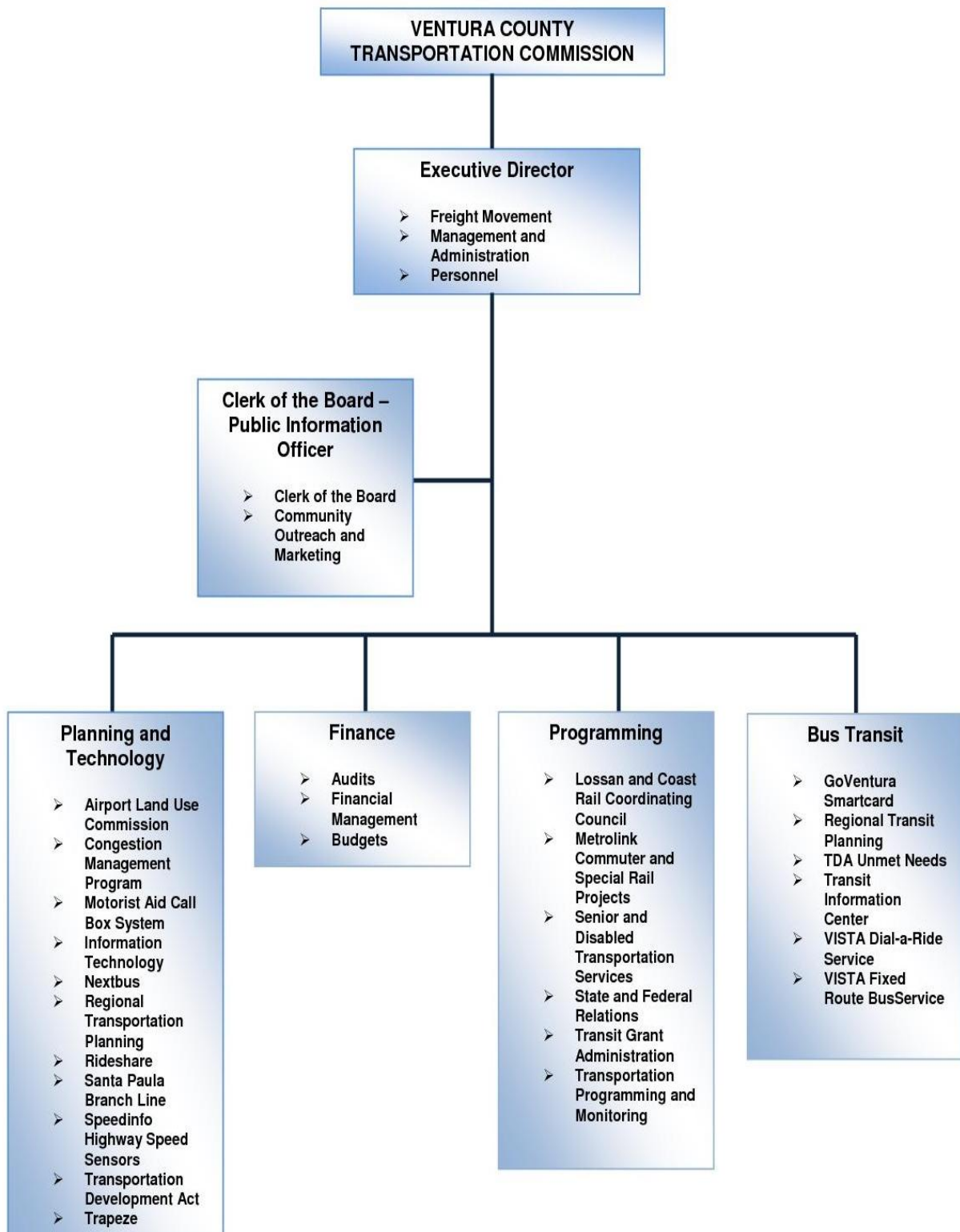


Chart 8 - Functional Organization



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INDIRECT COST ALLOCATION PLAN

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

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.

There are a few items that have changed significantly from previous years. The salaries and benefits line item has increased to account for proposed staffing adjustments including increases for merits and cost of living adjustments (COLA), and proposed benefit adjustments. The audits and actuary line item has increased this year due to the required bi-annual OPEB valuation.

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



Table 5 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget	\$ Change	% of Change
Salaries and Benefits	\$441,729	\$463,087	\$529,800	\$66,713	14.4%
Books and Publications	923	2,000	1,500	-500	-25.0%
Business Meals	13	2,500	1,500	-1,000	-40.0%
Communications	14,686	18,000	18,000	0	0.0%
Insurance	123,583	187,725	190,000	2,275	1.2%
Maintenance	9,062	12,000	12,000	0	0.0%
Membership and Dues	4,066	8,000	6,000	-2,000	-25.0%
Mileage	1,256	1,500	1,500	0	0.0%
Miscellaneous	5,487	9,000	9,000	0	0.0%
Notices	0	1,000	0	-1,000	-100%
Office	20,686	20,000	20,000	0	0.0%
Postage	6,098	9,000	9,000	0	0.0%
Printing	11,443	12,000	12,000	0	0.0%
Rent	128,602	137,865	130,000	-7,865	-5.7%
Training	1,081	2,000	2,000	0	0.0%
Travel & Conferences	4,058	10,000	6,000	-4,000	-40.0%
Audit & Actuary Services	43,012	48,200	65,300	17,100	35.5%
Legal Services	18,399	35,000	30,000	-5,000	-14.3%
Professional and Human Resources	44,053	50,000	50,000	0	0.0%
Depreciation	12,626	10,000	5,000	-5,000	-50.0%
Subtotal	\$890,863	\$1,038,877	\$1,098,600		
Adjusted Overhead Rate	46.32%	46.62%	52.76%		

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PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2013/2014 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. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2013/2014 are \$54,957,449. The total budget expenditures increased by 1.8% and are briefly explained in the individual program summaries.

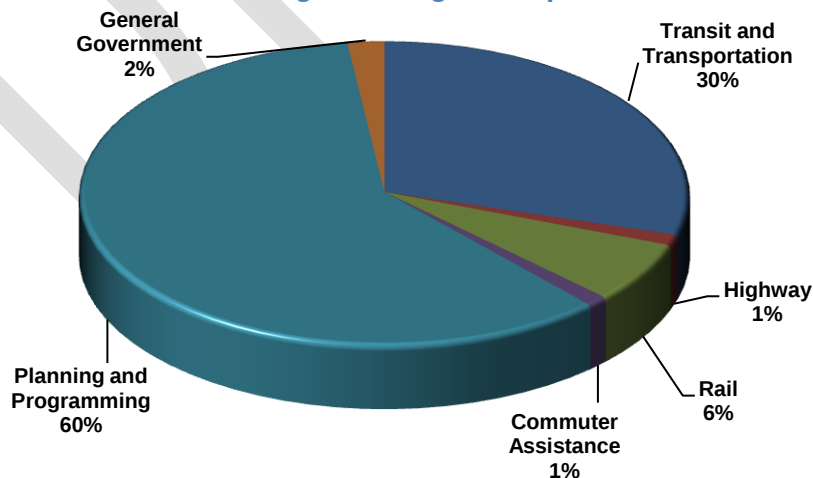
Below are a table and chart which summarize these six programs: Table 7, *Budgeted Expenditures by Program*, and Chart 9, *Budgeted Program Expenditures*.

Table 6 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Transit and Transportation	\$10,764,129	\$16,928,215	\$16,232,514	-4.1%
Highway	557,916	664,500	627,600	-5.6%
Rail	2,116,479	3,558,572	3,541,600	-0.5%
Commuter Assistance	451,551	537,000	615,300	14.6%
Planning and Programming	28,491,533	30,757,222	32,851,854	6.8%
General Government	1,401,630	1,544,387	1,088,581	-29.5%
Total Program Budget	\$43,783,238	\$53,989,896	\$54,957,449	1.8%

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$16,232,514, is 30% of the budget and includes seven project tasks.

Changes to this fiscal year include a decrease in the Senior and Disabled Transportation Services budget as less staff time is required for contract management. The VISTA fixed and Dial-A-Ride services increased due to approved contract increases. The Transit Grant Administration budget decreased due to the anticipated completion of many subrecipient projects. This budget will increase with the final budget when agency pass-through projects are submitted. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 7 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Senior & Disabled Transportation Services	44	\$ 310,989	\$ 360,355	\$ 300,750	-16.5%
Go Ventura Smartcard	46	495,532	562,600	582,000	3.4%
VISTA Fixed Route Bus Service	48	5,403,788	5,925,105	6,818,400	15.1%
VISTA Dial-A-Ride Service	50	2,500,857	2,591,300	2,721,700	5.0%
Nextbus	52	171,716	176,100	178,000	1.1%
Trapeze	54	247,506	34,600	33,000	-4.6%
Transit Grant Administration	56	1,633,741	7,278,155	5,598,664	-23.1%
Total Transit and Transportation Budget		\$10,764,129	\$16,928,215	\$16,232,514	-4.1%
Program Costs:					
Personnel		\$ 435,850	\$ 577,120	\$ 544,900	
Indirect		196,873	263,755	283,900	
Project		10,131,406	16,087,340	15,403,714	
Total Transit and Transportation Budget		\$10,764,129	\$16,928,215	\$16,232,514	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$627,600, is 1% of the budget and includes three project tasks.

Changes this fiscal year include the decrease to the Congestion Management Program for the reduction of staffing hours associated with this task. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 8 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Congestion Management Program	60	\$ 20,453	\$ 54,700	\$ 30,500	-44.2%
Call Box System	62	395,975	463,900	451,000	-2.8%
SpeedInfo Highway Speed Sensors	64	141,488	145,900	146,100	0.1%
Total Highway Budget		\$557,916	\$664,500	\$627,600	-5.6%
Program Costs:					
Personnel		\$ 38,065	\$ 38,500	\$ 12,200	
Indirect		17,194	18,000	6,400	
Project		502,657	608,000	609,000	
Total Highway Budget		\$557,916	\$664,500	\$627,600	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$3,541,600, is 6% of the budget and includes three project tasks.

The Santa Paula Branch Line budget increased due to more staff time dedicated to the management of the branch line. The Metrolink Commuter and Special Rail Projects budget is a placeholder until the draft budget is presented by Metrolink. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 9 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Metrolink Commuter & Special Rail Projects	68	\$1,354,372	\$2,863,572	\$2,739,400	-4.3%
LOSSAN & Coast Rail Coordinating Council	70	73,795	69,400	68,900	-0.7%
Santa Paula Branch Line	72	688,312	625,600	733,300	17.2%
Total Rail Budget		\$2,116,479	\$3,558,572	\$3,541,600	-0.5%
Program Costs:					
Personnel		\$ 142,870	\$ 125,400	\$ 210,700	
Indirect		64,534	58,400	109,800	
Project		1,909,075	3,374,772	3,221,100	
Total Rail Budget		\$2,116,479	\$3,558,572	\$3,541,600	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$615,300, is 1% of the budget and includes two project tasks.

The majority of the costs for the Transit Information Center and Rideshare budgets are staff costs which have increased due to proposed salary and benefit changes discussed in the personnel section and likewise the indirect costs have increased as they are distributed as a percentage of salaries. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Transit Information Center	76	\$212,501	\$263,000	\$310,600	18.1%
Rideshare Programs	78	239,050	274,000	304,700	11.2%
Total Commuter Assistance Budget		\$451,551	\$537,000	\$615,300	14.6%
Program Costs:					
Personnel		\$277,474	\$303,400	\$344,200	
Indirect		125,335	141,500	178,400	
Project		48,742	92,100	92,700	
Total Commuter Assistance Budget		\$451,551	\$537,000	\$615,300	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$32,851,854, 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 Programming and Monitoring budget decreased due to the completion of the Lewis Road project. The Regional Transportation Planning budget decreased as staff time was shifted to the Joint Land Use Study within the Airport Land Use Commission budget task. The Regional Transit Planning budget increased for the staffing adjustments needed to implement the Commission's actions with the Regional Transit Study and Heritage Valley Study. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Transportation Development Act	82	\$26,803,962	\$27,923,197	\$31,011,604	11.1%
Transportation Program/Monitoring	84	738,508	1,566,475	583,250	-62.8%
Regional Transportation Planning	86	381,663	632,600	579,700	-8.4%
Airport Land Use Commission	88	12,264	265,800	270,400	1.7%
Regional Transit Planning	90	492,701	343,750	380,700	10.7%
Freight Movement	92	62,435	25,400	26,200	3.1%
Total Planning & Programming Budget		\$28,491,533	\$30,757,222	\$32,851,854	6.8%
Program Costs:					
Personnel		\$ 681,594	\$ 634,400	\$ 673,200	
Indirect		307,876	295,700	350,700	
Project		27,502,063	29,827,122	31,827,954	
Total Planning & Programming Budget		\$28,491,533	\$30,757,222	\$32,851,854	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (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 \$1,088,581, is 2% of the budget and includes three project tasks.

The Community Outreach and Marketing task budget decreased as the design and reprinting of the brochures was completed and rideshare marketing funds were reallocated to rideshare staffing. The Management and Administration budget decreased due to the removal of the financial software line item until the Commission has implemented the changes suggested in the transit studies as well as not extending the management of the VCOG agency. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget	% of Change
Community Outreach and Marketing	96	\$ 472,862	\$ 730,400	\$ 640,800	-12.3%
State and Federal Relations	98	120,860	167,670	171,425	2.2%
Management and Administration	100	807,908	646,317	276,356	-57.2%
Total General Government Budget		\$1,401,630	\$1,544,387	\$1,088,581	-29.5%
Program Costs:					
Personnel		\$ 276,579	\$ 305,600	\$ 306,600	
Indirect		124,931	142,400	159,700	
Project		1,000,120	1,096,387	622,281	
Total General Government Budget		\$1,401,630	\$1,544,387	\$1,088,581	

*Some budget tasks were amended after the Commission approved the budget in June 2012 (see budget task section for details).

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VENTURA COUNTY TRANSPORTATION COMMISSION

BUDGET SUMMARY FISCAL YEAR 2013/2014

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	11,120,001	-	-	-	11,120,001
State Grants	580,050	-	-	-	580,050
Local Transportation Fund	-	30,200,000	-	-	30,200,000
State Transit Assistance	-	-	4,778,577	-	4,778,577
Vehicle Registration Fees	-	-	-	750,000	750,000
Local, Investment Income, and Other Revenues	5,371,500	40,000	50,000	15,000	5,476,500
Total Revenues	17,071,551	30,240,000	4,828,577	765,000	52,905,128
EXPENDITURES					
Transit and Transportation					
Senior and Disabled Transportation Services	300,750	-	-	-	300,750
Go Ventura Smartcard	582,000	-	-	-	582,000
VISTA Fixed Route Bus Service	6,818,400	-	-	-	6,818,400
VISTA Dial-A-Ride Service	2,721,700	-	-	-	2,721,700
Nextbus	178,000	-	-	-	178,000
Trapeze	33,000	-	-	-	33,000
Transit Grant Administration	5,598,664	-	-	-	5,598,664
Total Transit and Transportation Budget	16,232,514	-	-	-	16,232,514
Highway					
Congestion Management Program	30,500	-	-	-	30,500
Call Box System	11,000	-	-	440,000	451,000
SpeedInfo Highway Speed Sensors	2,100	-	-	144,000	146,100
Total Highway Budget	43,600	-	-	584,000	627,600



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2013/2014**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
Metrolink Commuter and Special Rail Projects	2,739,400	-	-	-	2,739,400
LOSSAN and Coast Rail Coordinating Council	68,900	-	-	-	68,900
Santa Paula Branch Line	733,300	-	-	-	733,300
Total Rail Budget	3,541,600	-	-	-	3,541,600
Commuter Assistance					
Transit Information Center	310,600	-	-	-	310,600
Rideshare Programs	304,700	-	-	-	304,700
Total Commuter Assistance Budget	615,300	-	-	-	615,300
Planning and Programming					
Transportation Development Act	515,904	30,495,700	-	-	31,011,604
Transportation Programming & Monitoring	583,250	-	-	-	583,250
Regional Transportation Planning	579,700	-	-	-	579,700
Airport Land Use Commission	270,400	-	-	-	270,400
Regional Transit Planning	380,700	-	-	-	380,700
Freight Movement	26,200	-	-	-	26,200
Total Planning and Programming Budget	2,356,154	30,495,700	-	-	32,851,854
General Government					
Community Outreach and Marketing	640,800	-	-	-	640,800
State and Federal Relations	171,425	-	-	-	171,425
Management and Administration	276,356	-	-	-	276,356
Total General Government Budget	1,088,581	-	-	-	1,088,581



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2013/2014**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	23,877,749	30,495,700	-	584,000	54,957,449
Revenues over (under) Expenditures	(6,806,198)	(255,700)	4,828,577	181,000	(2,052,321)
Other Financing Sources					
Transfers in (out)	6,452,423	(2,706,219)	(3,703,104)	(43,100)	-
Contingency/Reserve	(50,000)	(3,000,000)	-	(1,515,000)	(4,565,000)
Fund balance beginning of year	414,000	6,400,000	13,300,000	3,200,000	23,314,000
Fund balance end of year	10,225	438,081	14,425,473	1,822,900	16,696,679

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 2013/2014 Budget



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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

OBJECTIVES: 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.

Certification activities:	Fiscal Year 2010/2011	Fiscal Year 2011/2012	Jul-Dec 2012
ADA Information/Application Requests	5,911	5,015	2,423
Personal Interviews Conducted	573	604	304
ADA Determinations Issued	773	763	379

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: Over the past three years as the VCTC transitioned from in-house certification to a contracted-out ADA certification process, it has become apparent that significantly less staff contract management time and driving is required than was needed in the past. Therefore, the proposed 2013/2014 budget significantly reduces VCTC staff time for this task. Although the current certification contract terminates June 30, 2013, there are two optional one-year extensions.

The social service transportation funding recommendations contained in the January, 2013 Commission agenda recommended that staff work with the transit operators to consider the proposal submitted during the call for projects, for a countywide Mobility Management Call-In Center. Accordingly, staff will work with TRANSCOM to consider this proposal, and will also continue working with the East/Central County Paratransit Task Force to review and update as necessary procedures for intercity paratransit service.

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 transportation funds.

The budget increases Professional Services based on the price of optional the one-year certification contract extension.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**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.
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 Source	Funding Dollars
FTA 5307	\$270,600
LTF fund transfer	30,150
Total Funding	\$300,750

EXPENDITURE COMPARISONS:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 23,175	\$ 43,400	\$ 16,300
Fringe and Tax Allocation	18,961	24,500	8,500
Indirect Cost Allocation	19,033	31,600	12,900
Mileage	551	1,150	600
Printing	1,303	1,500	1,500
Travel and Conferences	1,496	1,550	1,550
Consultant Services	96,470	106,055	108,800
Legal Services	0	600	600
East County ADA Pass-Through	150,000	150,000	150,000
Total Expenditure	\$310,989	\$360,355	\$300,750



BUDGET TASK: GO VENTURA SMARTCARD**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Gloria Sotelo

OBJECTIVES: To administer and provide project management to the Ventura County Transportation Commissions (VCTC) 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. The Go Ventura Smartcard annual usage has increased substantially from the program inception in 2002 of 201,655 bus tags. Improvements to the system have included minor replacements to system hardware, and bus equipment. A "dedicated" support line at transit center provides direct support to the sales outlets. Due to the Coach America bankruptcy VCTC had to remove all Smartcard equipment from the VISTA Intercity fleet. VCTC developed a low cost solution to reinstall the Smartcard system on the VISTA buses (with the new contracted operator) and completed the new re-installation. The SmartCardComments@goventura.org email address is on the VCTC web site for public questions/comments to staff. VCTC staff oversees all aspects of project management, operations, and maintenance of the Go Ventura system.

Service	Fiscal Year 2010/2011	Fiscal Year 2011/2012	Jul-Dec 2012
Smartcard Transactions (sales)	13,333	13,550	5,116
Smartcard usage (Tags)	438,857	434,819	162,003

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 (15) sales outlets operate countywide for sales of bus card products. The Transit Information Center serves as the countywide main sales and support office to all sales outlets, operators and transit patrons. The program assists private and public agencies in the provision of bus passes for employees through transit pre-tax benefit programs. The Smartcard sales transaction and usage tag counts indicated in the chart above are less for current fiscal year (July-December 2012) in comparison to the same six month period last fiscal year due to the Coach America bankruptcy and removal of Smartcard equipment from VISTA fleet. 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 hardware to support fleet changes.



BUDGET TASK: GO VENTURA SMARTCARD (continued)**DIRECTOR:** Victor Kamhi**BUDGET 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/re-training to POS and transit operators, perform updates, and work on marketing of the Go Ventura bus pass and materials of the 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, provides support countywide for the Go Ventura bus pass card, and produces pertinent data and reports for management and operators.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$454,000
LTF fund transfer	128,000
Total Funding	\$582,000

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$100,469	\$136,400	\$145,000
Fringe and Tax Allocation	49,485	66,100	68,900
Indirect Cost Allocation	67,734	94,400	111,500
Communications	1,382	2,500	2,100
Mileage	1,296	1,500	1,800
Office Supplies	88,111	5,000	4,000
Postage	1,001	1,400	1,200
Printing	585	4,000	3,000
Training	21	1,000	600
Travel and Conference	0	600	1,000
Bank Credit Card Processing Fees	6,044	6,000	5,500
Legal Services	200	1,500	1,000
Professional Services	155,008	210,200	216,400
Bus Equipment Installs	24,196	25,000	15,000
Equipment	0	7,000	5,000
Total Expenditures	\$495,532	\$562,600	\$582,000



BUDGET TASK: VISTA FIXED ROUTE BUS SERVICE**DIRECTOR:** Victor Kamhi**BUDGET 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 2011/2012, VCTC provided approximately 869,354 fixed-route passenger trips throughout Ventura County and surrounding areas. VCTC made additions to the Coastal Express route and the VISTA 126 service.

In June 2012 VCTC staff worked with the contractor (Coach America) to transition services to a new contractor (Roadrunner) after Coach America went bankrupt. The smooth transition ensured that the same quality of service was maintained on all routes. VISTA completed a biennial on-board survey in summer of 2012, and implemented a transfer fee for riders from SBMTD. After the budget was adopted, the Commission approved three significant increases in the number of VISTA service hours. These were the addition of Coastal Express service hours funded with a Jobs Access Reverse Commute grant, the addition of locally funded service hours on VISTA 126, and the addition of hours of revenue service due to the slower speeds of the “interim” VISTA bus fleet. VISTA added more than 4,000 additional hours of service for fiscal year 2012/2013.

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

VISTA Routes	Fiscal Year 2010/2011 Ridership	Fiscal Year 2011/2012 Ridership	Jul-Dec 2012 Ridership
HWY 101	112,252	120,670	60,040
HWY 126	222,723	234,145	115,337
East County	74,889	81,711	42,641
Conejo Connection	43,583	39,633	21,126
Coastal Express	285,314	311,827	139,877
CSUCI	63,743	81,368	48,487
Service Hours	53,023	53,255	28,684

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.



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

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.
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 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 Source	Funding Dollars
FTA 5307, 5316, 5339	\$1,846,300
LTF fund transfer	56,100
STA fund transfer	1,554,200
Local contribution**	2,013,200
Local fee - CSUCI	35,000
Local fee – farebox	1,313,600
Total Funding	\$6,818,400

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

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$ 59,226	\$ 83,200	\$ 93,500
Fringe and Tax Allocation	37,865	47,920	53,700
Indirect Cost Allocation	43,856	56,055	76,700
Communications Wi-Fi	0	18,300	18,300
Mileage	549	1,100	1,100
Postage	17	1,600	1,600
Printing	3,113	600	600
Travel and Conferences	454	2,000	2,000
Bank Fees	2,302	1,800	1,800
Consultant Services	0	0	65,000
Legal Services	6,792	36,000	1,000
Bike Racks	0	100,000	0
Contract Services	5,249,614	5,576,530	6,503,100
Total Expenditures	\$5,403,788	\$5,925,105	\$6,818,400

*This budget task was amended after the Commission approved the budget in June 2012.



BUDGET TASK: VISTA DIAL-A-RIDE SERVICE**DIRECTOR:** Victor Kamhi**BUDGET 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 2011/2012, VCTC provided approximately 204,581 trips, implemented a passenger comment card program, produced quarterly transit service indicators, 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.

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 two years.

	Fiscal Year 2010/2011 Ridership	Fiscal Year 2011/2012 Ridership	Jul-Dec 2012 Ridership
VISTA Dial-A-Ride			
Fillmore/Piru DAR	105,780	105,965	53,784
Santa Paula DAR	99,912	98,616	49,764

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 2013/2014 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.



BUDGET TASK: VISTA DIAL-A-RIDE SERVICE (continued)**DIRECTOR:** Victor Kamhi**BUDGET 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 Source	Funding Dollars
FTA 5307, 5339	\$1,120,300
LTF fund transfer	20,800
Local contribution**	1,407,100
Local fee – farebox	173,500
Total Funding	\$2,721,700

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

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$ 22,138	\$ 35,000	\$ 42,100
Fringe and Tax Allocation	14,153	22,400	24,500
Indirect Cost Allocation	16,393	26,600	34,700
Mileage	0	400	400
Postage	0	400	400
Printing	0	300	300
Bank Fees	767	600	600
Legal Services	0	1,000	1,000
Contract Services	2,447,406	2,504,600	2,617,700
Total Expenditures	\$2,500,857	\$2,591,300	\$2,721,700



BUDGET TASK: NEXTBUS**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

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

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

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

Staff also responded to the change of bus operators for VISTA fixed route services due to the Coach America CC, LLC bankruptcy. As Roadrunner Management Service took over operations from Coach America, staff recovered all Nextbus equipment from the VISTA fleet being removed from service and reinstalled it in Roadrunner's replacement fleet. The equipment removal and replacement occurred in a span of three weeks to minimize impacts to VISTA's riders.

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 2013/2014 budget reflects needed additions and replacements in the countywide fleet.



BUDGET TASK: NEXTBUS (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

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

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$142,400
LTF fund transfer	19,800
STA fund transfer	15,800
Total Funding	\$178,000

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 897	\$ 1,800	\$ 2,000
Fringe and Tax Allocation	367	700	800
Indirect Cost Allocation	571	1,200	1,400
Consultant Services	33,028	171,900	173,300
Legal Services	150	500	500
Professional Services	136,703	0	0
Total Expenditures	\$171,716	\$176,100	\$178,000



BUDGET TASK: TRAPEZE**DIRECTOR:** Steve DeGeorge**BUDGET 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. Throughout 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 2013/2014.

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.

BUDGET TASK: TRAPEZE (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**FUNDING:**

Funding Source	Funding Dollars
LTF fund transfer	\$33,000
Total Funding	\$33,000

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 1,528	\$ 1,800	\$ 1,000
Fringe and Tax Allocation	686	700	400
Indirect Cost Allocation	1,000	1,200	700
Mileage	0	400	400
Legal	0	500	500
Communications	244,292	30,000	30,000
Total Expenditures	\$247,506	\$34,600	\$33,000

BUDGET TASK: TRANSIT GRANT ADMINISTRATION**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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

ACCOMPLISHMENTS: VCTC administers annual grants provided by FTA 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, Ventura Transit System, Inc., and Mobility Management Partners. The California Emergency Management Agency also requires VCTC to monitor Proposition 1B Security projects programmed by VCTC, even though these funds do not pass-through VCTC.

The draft Fiscal Year 2013/2014 budget contains a significantly reduced amount for transit grant pass-through, due to the anticipated completion of many subrecipient projects. However, the final version of the pass through item will be adjusted upward in the final budget to include Fiscal Year 2013/2014 projects to be approved by the Commission as part of the Program of Projects (POP). 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, the Oxnard bus stop improvements, the Thousand Oaks transit center parking expansion, and vehicle purchases for Thousand Oaks, Camarillo, Moorpark, and the Arc of Ventura County. The budget includes FTA Section 5307 Urban Formula funds, Section 5316 Jobs Access/Reverse Commute (JARC) and Section 5317 New Freedom (NF) funds to cover the maximum share of eligible expenses for staffing of grant administration activities. It should be noted that the new federal transportation authorization, Moving Ahead for Progress in the 21st Century, or MAP-21, has changed the JARC and New Freedom funding categories, but VCTC is anticipated to only use prior JARC and New Freedom carryover funds in 2013/2014. The staff level of effort is expected to slightly lessen due to the completion of the FTA Triennial Review.

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.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**WORK ELEMENTS (continued):**

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. Complete FTA Triennial Review and submit any required follow-up documentation

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5316, 5317, CMAQ transfer	\$ 459,500
FTA 5307, 5316, 5317, CMAQ transfer carry-over	5,103,161
LTF fund transfer	36,003
Total Funding	\$5,598,664

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 80,175	\$ 67,900	\$ 59,000
Fringe and Tax Allocation	26,725	45,300	29,200
Indirect Cost Allocation	48,287	52,700	46,000
Business Meals	0	40	40
Mileage	299	225	400
Notices	86	75	75
Travel and Conferences	0	50	38
Legal Services	125	1,150	750
Pass-Through Grants	1,478,044	7,110,715	5,463,161
Total Expenditures	\$1,633,741	\$7,278,155	\$5,598,664



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HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: CONGESTION MANAGEMENT PROGRAM**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

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

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

There will be an update of the CMP during Fiscal Year 2013/2014.

WORK ELEMENTS:

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

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



BUDGET TASK: CONGESTION MANAGEMENT PROGRAM (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**FUNDING:**

Funding Source	Funding Dollars
LTF fund transfer	\$ 5,500
PPM carry-over	25,000
Total Funding	\$30,500

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$7,683	\$10,200	\$ 2,600
Fringe and Tax Allocation	2,842	6,600	1,000
Indirect Cost Allocation	4,753	7,900	1,900
Printing	0	15,000	15,000
Consultant Services	5,175	15,000	10,000
Total Expenditures	\$20,453	\$54,700	\$30,500

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

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

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

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 (CHP). Manage contractor roles in the implementation of the program. Interact with adjacent county call box programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public. The primary expenditure for this task is related to contractor costs associated with the call boxes.

The Fiscal Year 2013/2014 budget shows an overall decrease in funding for this activity reflecting both a decrease in the cost of CHP services and a decrease in staff hours required. There is an increase in the Consultant Services line item reflecting an anticipated increase in cost as a result of the Department of Industrial Relations classification of workers associated with the repair of callboxes.

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. Obtain necessary annual permits for operation and maintenance of the call box system.



BUDGET TASK: CALL BOX SYSTEM (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

FUNDING:

Funding Source	Funding Dollars
SAFE revenues and fund transfer	\$451,000
Total Funding	\$451,000

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 19,835	\$ 12,900	\$ 5,300
Fringe and Tax Allocation	6,612	7,500	1,900
Indirect Cost Allocation	11,946	9,500	3,800
Postage	17	0	0
Training	0	2,000	2,000
Consultant Services	239,124	277,000	307,000
Legal Services	1,346	1,000	1,000
CHP	73,305	104,000	80,000
Communications	43,790	50,000	50,000
Total Expenditures	\$395,975	\$463,900	\$451,000

BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

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

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

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

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

WORK ELEMENTS:

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

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



BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**FUNDING:**

Funding Source	Funding Dollars
SAFE revenue and fund transfer	\$146,100
Total Funding	\$146,100

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 755	\$ 900	\$ 1,000
Fringe and Tax Allocation	339	400	400
Indirect Cost Allocation	494	600	700
Consultant Services	139,900	144,000	144,000
Total Expenditures	\$141,488	\$145,900	\$146,100

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RAIL PROGRAM TASK BUDGETS



BUDGET TASK: METROLINK COMMUTER AND SPECIAL RAIL PROJECTS**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

OBJECTIVES: Provide safe and reliable commuter rail transportation by maintaining active membership in the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) Joint Powers Authority (formed in 1991) to operate commuter rail in Ventura County; and maintain and improve the line segment under VCTC ownership responsibility, from the Moorpark Station to the Santa Susanna Tunnel.

ACCOMPLISHMENTS: During Fiscal Year 2011/2012, each weekday there were about 1,000 passengers boarding Metrolink commuter trains at Ventura County stations. VCTC worked with SCRRA and contractors to maintain the tracks, structures, equipment, and right-of-way where VCTC is responsible. The Ventura line performance is as follows:

Service	Fiscal Year 2010/2011	Fiscal Year 2011/2012	Jul-Dec 2012
Revenue Return	41.4%	40.9%	38.8%
Farebox Return	27.8%	39.1%	27.5%
Average Daily Boardings (Vta Line)	3,609	3,940	3,799
Average Daily Boardings (Vta Cnty Portion)	1,881	1,949	1,993

DESCRIPTION: Since the draft Metrolink budget is not yet available, the draft VCTC budget assumes a slight increase in Metrolink operating expenses, subject to change in the final budget. Because operating funds are limited, VCTC has for many years coordinated with Metrolink and Los Angeles METRO to “trade” VCTC Federal Transit Administration (FTA) capital funds apportioned to Ventura County due to the Metrolink operations. During recent years it has been increasingly difficult to identify sufficient non-federal funds to trade, so staff proposes to utilize one-third of the Transportation Development Act (TDA) Local Transportation Fund (LTF) increase, or \$1,032,300, to reduce the required trade of FTA funds. As a result, \$1,032,300 in funds generated by Metrolink but not used will become available for bus capital purposes.

During the past year the new Federal Section 5337 State of Good Repair program has significantly increased resources for rail capital in Ventura County. The VCTC Board recently voted to use part of these funds for the \$2 million per year in increased rehabilitation over five years requested by SCRRA as part of the Prop 1B call for projects, as well as the ongoing commitment of \$1.5 million for rehabilitation formerly provided with State Transportation Improvement Program funds. Thus, VCTC will provide a total of \$3.5 million of Section 5337 for rehabilitation, plus \$2,433,000 of Section 5337 and \$1,734,700 in Section 5307 for the trade to provide operating funds. Since these grants totaling \$7,667,700 are awarded directly to Metrolink, they do not pass-through VCTC’s budget but are part of VCTC’s contribution to Metrolink. The remaining contribution for VCTC’s share of operating, maintenance, and capital costs comes through the VCTC budget, which includes a continuation of the \$400,000 annual funding from LTF, \$1,032,300 representing one-third of the LTF increase, and State Transit Assistance (STA) funds to cover the remaining cost.



**BUDGET TASK: METROLINK COMMUTER AND SPECIAL RAIL PROJECTS
(continued)**

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

1. 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. Coordinate County Fair Train and possibly other special trains.
4. Work with Metrolink and VCTC marketing staff to coordinate marketing.
5. Present Metrolink annual budget to VCTC for approval.

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

FUNDING:

Funding Source	Funding Dollars
LTF fund transfer	\$1,432,300
STA fund transfer	1,220,500
Local contribution – county fair	60,000
Local fee – fair train tickets	25,000
Local fee – leases	1,600
Total Funding	\$2,739,400

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 50,953	\$ 41,300	\$ 42,000
Fringe and Tax Allocation	21,837	18,200	20,000
Indirect Cost Allocation	32,879	27,700	32,300
Business Meals	43	100	100
Mileage	2,802	2,500	2,800
Notices	0	1,500	1,500
Travel and Conferences	196	700	700
Consultant Services	2,600	1,600	0
Legal Services	3,075	5,000	5,000
Operations/Maintenance-of-Way	1,194,568	1,938,000	2,514,000
Equipment/Sealed Corridor/Crossings	0	709,972	0
Special Trains/Volunteers	45,419	92,000	96,000
Unanticipated Capital	0	25,000	25,000
Total Expenditures	\$1,354,372	\$2,863,572	\$2,739,400
Total including funds paid directly to SCRRA	\$7,854,372	\$9,563,572	\$10,923,200



BUDGET TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

OBJECTIVES: To provide safe and cost-effective intercity passenger rail service in Ventura County by working with the State Division of Rail, Amtrak and the six county (Los Angeles, Orange, San Diego, San Luis Obispo, Santa Barbara and Ventura) "LOSSAN" Rail Joint Powers Authority 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 2,100 intercity rail passengers got on or disembarked at Ventura County train stations. LOSSAN agencies obtained passage of Senate Bill (SB) 1225, to allow the Authority to directly govern operations. worked to complete the LOSSAN corridor Strategic Plan as reflected in the Fiscal Year 2010/2011 budget. LOSSAN agencies worked with Caltrans Division of Rail and Metrolink to better coordinate marketing, and released a consolidated timetable showing all trains in the corridor.

DESCRIPTION: Continue working with other counties and Metrolink on efforts to better integrate commuter and Amtrak Pacific Surfliner intercity services. As authorized by SB 1225, the Authority is currently working to finalize amendment to the joint powers agreement, to provide a transition to assume operational responsibility for the Pacific Surfliner service. The cost of the transition, presumably to be paid by member agency dues, is yet to be determined, so the draft budget assumes only a small increase from the prior year. As in the past, operational costs are to be funded through the state's intercity rail budget. VCTC staff will work closely with other member agencies to facilitate the transition of management from Caltrans to the LOSSAN authority. Increased costs for transition could be added to the budget later when more information is available.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, Coast Rail Coordinating Council and at other rail meetings as needed.
2. Continue participation in LOSSAN and work with Caltrans Division of Rail to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.
3. Work with the LOSSAN partners and consultant to implement the self-governance legislation and other recommendations in the LOSSAN Strategic Action Plan.
4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.
5. Represent Ventura County rail interests at the local, regional, State and Federal levels, and participate in the American Public Transit Association (APTA) passenger rail policy development.



BUDGET TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**PRODUCT:** Monthly updates on rail operations and issues.**FUNDING:**

Funding Source	Funding Dollars
STA fund transfer	\$68,900
Total Funding	\$68,900

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$30,441	\$25,500	\$24,700
Fringe and Tax Allocation	13,046	10,600	11,100
Indirect Cost Allocation	19,643	16,800	18,700
Business Meals	0	500	100
Membership and Dues	7,200	8,000	8,800
Mileage	1,133	1,500	1,500
Travel and Conferences	2,332	5,000	2,500
Legal Services	0	1,500	1,500
Total Expenditures	\$73,795	\$69,400	\$68,900

BUDGET TASK: SANTA PAULA BRANCH LINE**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Mary Travis

OBJECTIVES: To manage the asset that is the Santa Paula Branch Line (SPBL) corridor purchased by VCTC from Southern Pacific/Union Pacific Railroad in 1996.

ACCOMPLISHMENTS: VCTC has leased to the Fillmore & Western Railway (F&W) 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, and JL Patterson & Associates completed Phase 1 of the FRA required rail bridge inventory/maintenance plan. Consultant support was retained to provide railroad industry expertise in support of VCTC staff to review SPBL operating practices and update operating agreements.

DESCRIPTION: As owner of the SPBL, VCTC will continue: to preserve the rail corridor for the future bike trail; to provide opportunities for filming along the corridor; to be a good neighbor to those located along the Branch Line; and, through its lease, F&W will maintain the SPBL to state and federal standards for its operating purposes. The Fiscal Year 2013/2014 budget is being increased by \$107,700 over Fiscal Year 2012/2013. The budget is being increased to dedicate significantly more staff time to the SPBL management. This budget includes \$20,000 for consultant support that has railroad industry expertise to advise VCTC as it renegotiates the long-term lease agreement with F&W.

Staff will continue efforts to make the SPBL self-sufficient by evaluating the existing leases for additional revenue. In Fiscal Year 2013/2014, in order to keep the SPBL functioning, 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 policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board (STB).
2. Prepare Right-of-Entry (ROE) agreements required for encroachments into SPBL corridor right-of-ways (ROW) by other parties/agencies for construction, installation and/or maintenance of utilities, or activities requiring temporary SPBL access.
3. Prepare and administer leases for use of SPBL corridor property.
4. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees to eliminate incursion of homeless on the rail ROW; and, contract for 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. Work with consultant to update operating and administrative agreements.

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



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Mary Travis**FUNDING:**

Funding Source	Funding Dollars
STA fund transfer	\$411,300
Signal	32,000
Local fee – lease	280,000
Local fee – film	5,000
Local fee – permits	5,000
Total Funding	\$733,300

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$ 18,615	\$ 20,900	\$ 78,100
Fringe and Tax Allocation	7,978	8,900	34,800
Indirect Cost Allocation	12,012	13,900	58,800
Business Meals	0	100	100
Mileage	95	800	500
Consultant Services	0	5,000	20,000
Legal Services	11,575	20,000	20,000
Asset Management	38,781	25,000	0
Capital Improvements	0	75,000	0
Corridor Non-Rail Maintenance	200,643	75,000	100,000
F&W Lease Payments	293,346	276,000	312,000
Union Pacific Lease payments	105,267	105,000	109,000
Total Expenditures	\$688,312	\$625,600	\$733,300

*This budget task was amended after the Commission approved the budget in June 2012.

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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



BUDGET TASK: TRANSIT INFORMATION CENTER**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Gloria Sotelo

OBJECTIVES: To provide comprehensive and convenient customer service to the public by assisting in all areas of transit information and bus pass sales and support for those traveling to, from Ventura County.

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

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

Service	Fiscal Year 2010/2011	Fiscal Year 2011/2012	Jul-Dec 2012
On-line/phone	37,834	38,036	18,400
Counter (walk-in) Patrons	3,080	3,838	1,896
Total Customers Served	40,914	41,874	20,296

DESCRIPTION: The Transit Center is the “front line” for transit users, primary sales and the main 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 transit support to the public, and sales outlets, transit operators and countywide agencies who utilize bus passes for clients/employees. This budget provides funding for temporary support allowing VCTC to retain a fully trained temp person to assist in center coverage. Transit Information Centers (TIC) duties include providing public transit assistance in the areas of; bus transit information, Ridesharing, Guaranteed-Ride-Home, and Go Ventura Smartcard Sales and Support. Customers 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 the customer. 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 countywide as well as patron support. Printed schedules for VISTA, all Ventura County transit systems, Metrolink and Amtrak are available at the center.



BUDGET TASK: TRANSIT INFORMATION CENTER (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Gloria Sotelo**WORK ELEMENTS:**

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

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$248,480
LTF fund transfer	62,120
Total Funding	\$310,600

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 71,078	\$ 85,800	\$106,000
Fringe and Tax Allocation	58,155	67,200	74,400
Indirect Cost Allocation	58,375	71,400	94,000
Communications	1,886	3,000	2,500
Mileage	7	600	500
Office Supplies	0	1,000	700
Training	23	1,000	500
Temporary/Extra Help	22,977	33,000	32,000
Total Expenditures	\$212,501	\$263,000	\$310,600



BUDGET TASK: RIDESHARE PROGRAMS**DIRECTOR:** Steve DeGeorge**BUDGET 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 2010/2011	Fiscal Year 2011/2012	Jul-Dec 2012/2013
Surveys Processed	16,991	9,542	11,832
GRH Vouchers Processed	41	62	41
Site Service Presentations	40	26	44

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 as shown in the Community Outreach and Marketing budget. Rideshare marketing in the amount of \$140,800 is included in the Marketing and Community Outreach budget item. Since Fiscal Year 2010/2011, 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 (AVR) reports for Ventura County Air Pollution Control District's Rule 211 compliance and produce RideGuides and RideSmart Tips for the purpose of providing commuters rideshare opportunities.
3. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, www.CommuteSmart.info and the 511 online interface.



BUDGET TASK: RIDESHARE PROGRAMS (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Alan Holmes**WORK ELEMENTS (continued):**

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

PRODUCT: Assist commuters by providing information on 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 Source	Funding Dollars
CMAQ	\$304,700
Total Funding	\$304,700

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$102,286	\$105,100	\$115,500
Fringe and Tax Allocation	45,954	45,300	48,300
Indirect Cost Allocation	66,960	70,100	84,400
Membership and Dues	375	600	600
Mileage	727	1,000	1,000
Postage	207	400	400
Travel and Conferences	404	2,500	2,500
Database administration	18,870	42,500	45,000
Legal Services	100	1,500	2,000
Guaranteed Rides (taxi or rental car)	3,167	5,000	5,000
Total Expenditures	\$239,050	\$274,000	\$304,700



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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT**DIRECTOR:** Steve DeGeorge**BUDGET 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 continued to process LTF/STA claims and allocate 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 2014 transition to changes in the allocation of Local Transportation Funds.

DESCRIPTION: As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds and the timely allocation of funds to the cities and County. The Fiscal Year 2013/2014 budget is \$3 million higher than Fiscal Year 2012/2013 because TDA LTF sales tax revenues have grown substantially. This will result in the overall local allocations for transit, streets and roads being higher in the upcoming fiscal year. It also means there will be an additional \$78,600 for allocation to the cities/County under Article 3 for bicycle and pedestrian projects.

Expenses have increased in Fiscal Year 2013/2014 on the audit expense line by \$103,000 because the Triennial Performance Audit must be completed along with the annual State-required fiscal and compliance audits. This budget includes \$50,000 for consultant assistance to conduct a comprehensive review of the annual Unmet Transit Needs public hearing process and the TDA Article 3 bicycle/pedestrian allocation process.

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 available funds.
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. Assess TDA Unmet Transit Needs and Article 3 bicycle/pedestrian review processes with consultant and advisory committee assistance.
6. Develop schedule and required definitions for annual public hearing on Unmet Transit Needs, hold public meetings and a public hearing on the topic, and submit adopted findings to the State Controller.
7. 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.
8. Participate on State TDA Advisory Committee.



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Mary Travis**WORK ELEMENTS (continued):**

9. Participate as needed in VCTC evaluation of impacts from TDA apportionment adjustments resulting from SB 716.
10. Hold monthly CTAC/SSTAC meetings to ensure citizen input.
11. Complete required TDA Triennial Performance Audits for Gold Coast Transit and VCTC.

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

Funding Source	Funding Dollars
LTF revenues and fund transfer	\$30,829,200
STA fund transfer	182,404
Total Funding	\$31,011,604

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 38,615	\$ 47,100	\$ 53,500
Fringe and Tax Allocation	17,349	21,300	25,700
Indirect Cost Allocation	25,279	31,900	41,300
Business Meals	0	100	100
Mileage	155	200	200
Notices	6,638	6,000	7,500
Travel and Conferences	0	1,200	1,200
Audits (Fiscal and Performance)	42,361	45,000	148,000
Consultant Services	0	0	50,000
Legal Services	175	5,000	2,500
Bicycles and Pedestrians	537,334	558,677	638,280
County Auditor Administration	15,000	15,000	14,000
Pass-Through Gold Coast Transit	190,000	200,028	182,404
Transit, Streets and Roads	25,929,384	26,975,192	29,843,420
Unmet Needs	1,672	16,500	3,500
Total Expenditures	\$26,803,962	\$27,923,197	\$31,011,604



BUDGET TASK: TRANSPORTATION PROGRAMMING AND MONITORING**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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

ACCOMPLISHMENTS: VCTC continues to fulfill its state and federal mandate to develop the Transportation Improvement Program. This allows VCTC to obtain funding for projects through the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP), as well as other funding opportunities such as Proposition 1B. VCTC provides local agencies with information on these programs, and helps facilitate project delivery. During the past year VCTC was able to identify the required \$42 million in funding for the construction phase of the Route 101/23 interchange improvement project. This project is expected to start construction during Fiscal Year 2013/2014. Meanwhile, the two other significant ongoing state highway improvements in the County, the Route 101 carpool lane from Mussel Shoals to Carpinteria, and the Route 101/Wendy Drive interchange improvement, will be continuing construction.

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

VCTC recently approved Caltrans moving forward with Project Initiation Documents (PIDs) to allow programming of preliminary engineering and environmental document preparing for Route 101 and 118 freeway improvements in the upcoming STIP. During 2013 staff's major priority will be to work with Caltrans to complete these PIDs in time for the December, 2013 STIP submittal deadline. During this same time period staff will also prepare the STIP submittal package, as well as the 2014 FTIP submittal to SCAG. During early 2014 there is likely to be significant effort required to program transit funds to facilitate the transition to the new operations configuration.

Due to the passage of the new federal transportation authorizing legislation, entitled “Moving Ahead for the 21st Century,” or MAP-21, there have been a number of changes to federal transportation programming policies. Accordingly, staff will continue its efforts to revise the Commission's programming policies based on the federal changes, along with the policies to be established in the VCTC Long-Range Transportation Plan.

This draft budget carries-over the funds required to complete the Caltrans PIDs, which are funded by VCTC. There are no further funds included for Lewis Road, as the punch list and claims are anticipated to be completed prior to July, 2013. Staff costs are somewhat higher for the year due to the required effort to prepare the biennial FTIP and STIP submittals. There is a slight reduction in mileage and travel due to less frequently scheduled California Transportation Commission (CTC) meetings.



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

1. Identify opportunities to participate in state and federal funding programs.
2. Select projects for Prop1B, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
3. Work with local jurisdictions to prepare FTIP amendments as necessary, and prepare and submit to SCAG the 2014 FTIP.
4. Coordinate with Caltrans the construction for the Highway 101 Widening from Mussel Shoals to Carpinteria, and the start of Highway 101/23 interchange construction.
5. Work with Caltrans to complete PIDs for the Route 101 and 118 freeway improvements, and nominate both projects for inclusion in the 2014 STIP.
6. Staff the Transportation Technical Advisory Committee (TTAC).

PRODUCT: Selection of projects for funding to provide the greatest benefit based on approved criteria; updating of the 2013 FTIP as required; development of the Fiscal Year 2013/2014 Program of Projects for federal transit funds; STIP submittal to CTC and FTIP submittal to SCAG; inclusion of VCTC priorities in state programs; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310	\$107,700
LTF	21,100
PPM	234,450
PPM carry-over	220,000
Total Funding	\$583,250

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$167,327	\$108,400	\$131,400
Fringe and Tax Allocation	78,742	57,000	64,300
Indirect Cost Allocation	111,149	77,100	101,900
Business Meals	83	100	100
Mileage	1,814	3,250	2,000
Notices	3,219	5,800	3,200
Travel and Conferences	3,446	4,525	4,050
Consultant Services	41,025	559,000	275,000
Legal	1,325	1,300	1,300
Lewis Road Widening Phase II	330,378	750,000	0
Total Expenditures	\$738,508	\$1,566,475	\$583,250



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

ACCOMPLISHMENTS: This task consolidates many of the day-to-day, local, regional and State level planning activities that the VCTC is responsible for. During Fiscal Year 2012/2013 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) was adopted in April of 2012 and contains 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. Staff facilitated the exchange of data and information between local jurisdictions and SCAG ensuring Ventura County's interests were represented during the RTP/SCS process.

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, and 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 updated the Ventura County Bikeways Map and associated Bikeways smartphone application to reflect recent changes made by local jurisdictions in the bicycle lane network.

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 2013/2014 has decreased by approximately \$55,000 reflecting a shift in staff hours from this activity to other work, specifically the Joint Land Use Study with Naval Base Ventura County.

The Regional Transportation Planning task budget includes funds for a consultant assisted corridor study assessing how to maximize mobility opportunities on Ventura County's major transportation corridors. This proposed study is a direct result of the Comprehensive Transportation Plan. This proposed project will come before the Commission for approval prior to any funds being expended.



BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**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.

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

FUNDING:

Funding Source	Funding Dollars
LTF fund transfer	\$190,300
LTF fund transfer carry-over	130,000
STA carry-over	150,000
PPM	59,400
Local contribution - APCD	50,000
Total Funding	\$579,700

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$121,084	\$150,000	\$124,100
Fringe and Tax Allocation	51,893	64,200	47,300
Indirect Cost Allocation	78,134	99,900	89,300
Membership and Dues	10,000	10,500	10,500
Mileage	978	2,000	2,000
Notices	0	500	500
Office Supplies	0	1,000	1,000
Travel and Conferences	779	3,500	4,000
Consultant Services	74,672	300,000	300,000
Legal Services	75	1,000	1,000
Bicycle Map Design and Printing	44,048	0	0
Total Expenditures	\$381,663	\$632,600	\$579,700

*This budget task was amended after the Commission approved the budget in June 2012.



BUDGET TASK: AIRPORT LAND USE COMMISSION**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

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

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

In Fiscal Year 2012/2013 VCTC took on the role of Project Sponsor for a Joint Land Use Study (JLUS) with Naval Base Ventura County. Funded by a grant from the Department of Defense, Office of Economic Adjustment the JLUS will work with all of the communities and interest groups surrounding Naval Base Ventura County to study land use conflicts that pose a risk to the health and well being of the surrounding communities as well as the operational viability of Naval Base Ventura County. Staff oversaw a Request for Proposal for consultant services to conduct the JLUS that concluded in an agreement with Matrix Design Group.

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.

Staff, working with its JLUS consultant, Matrix Design Group, will facilitate data gathering and analysis as well as meetings with the Policy and Technical oversight committees and the general public to study the land use issues concerning naval Base Ventura County.

WORK ELEMENTS:

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

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



BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**FUNDING:**

Funding Source	Funding Dollars
Defense Community Planning Assistance Funds	\$200,000
LTF fund transfer	61,200
PPM	9,200
Total Funding	\$270,400

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$ 5,456	\$ 17,000	\$ 30,800
Fringe and Tax Allocation	2,451	7,400	12,200
Indirect Cost Allocation	3,571	11,300	22,400
Mileage	63	1,400	1,400
Notices	146	600	1,000
Travel and Conference	577	1,000	1,000
Consultant Services	0	225,000	200,000
Legal Services	0	600	600
Public Outreach	0	1,500	1,000
Total Expenditures	\$12,264	\$265,800	\$270,400

*This budget task was amended after the Commission approved the budget in June 2012 to include the Joint Land Use Study (JLUS) funded by the Department of Defense, Office of Economic Adjustment.

BUDGET TASK: REGIONAL TRANSIT PLANNING**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Victor Kamhi

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

ACCOMPLISHMENTS: Held and staffed meetings of the VCTC TRANSCOM, disseminated information about transit activities, regulations, and funding opportunities, and worked with local transit professionals to assist in developing the VCTC regional transportation programs and planning. Participated in the development of Ventura County emergency planning, and worked with both the Sheriff's Office of Emergency Services and the VOAD organization on continuing emergency planning. 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. Participated in local and regional transit committees and attended policy transit advisory committee meetings, including the California Transit Association Executive Committee and Operators Committee, and as an appointed member of several Transportation Research Board Committees.

DESCRIPTION: This is an ongoing project which includes coordination and monitoring of transit providers in and around Ventura County. It also includes working with regional, state and federal transportation agencies, including our funding partners and participating in professional and industry organizations. This allows VCTC to participate in the formation of programs which affect our transit system and new funding programs. The task 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. It also includes working with all transit community stakeholder in implementing the Regional Transit Study and related legislation and the Heritage Valley Transit Study and providing staff support to additional activities needed to implement the Commission's actions. As part of that implementation, VCTC will undertake the first phases of a cooperative countywide short-range transit plan and continue to provide transit input to transit section of the RTP.

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. Initiate the first phase of a cooperative countywide short-range transit plan.
5. 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.
6. Work with the operators and the County Office of Emergency Services in planning for response to natural and manmade disasters and emergencies.
7. Support VCTC transit planning activities.
8. Participate in the update of the Transit element of the SCAG Regional Transportation Plan.
9. Attend regional, State, and national association and professional meetings.
10. Provide follow-up support as needed to the Heritage Valley Transit Study.



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

PRODUCT: Disseminate information to operators. Supervise completion of the first phase of the VCTC Short Range Transit Plan. Prepare TRANSCOM agendas and hold meetings. Participate in the planning and programming activities of transit operators. Collect information and prepare plans and studies to support transit in Ventura County.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$224,560
LTF fund transfer	56,140
STA fund transfer	100,000
Total Funding	\$380,700

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$125,631	\$103,500	\$119,800
Fringe and Tax Allocation	64,719	49,700	55,100
Indirect Cost Allocation	85,981	71,400	91,100
Books and Publications	0	349	350
Business Meals	287	0	100
Membership and Dues	876	1,050	1,050
Mileage	1,566	3000	3,000
Travel and Conferences	5,523	7,251	9,200
Consultant Services	207,318	106,500	100,000
Legal Services	800	1,000	1,000
Total Expenditures	\$492,701	\$343,750	\$380,700

*This budget task was amended after the Commission approved the budget in June 2012.



BUDGET TASK: FREIGHT MOVEMENT**DIRECTOR:** Darren Kettle**BUDGET 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, Hueneme Road Widening and the 101/23 Freeway Interchanges. This effort also produced recognition by San Bernardino, Riverside, Orange and Los Angeles Counties that the Port of Hueneme and Ventura County are a part of the Southern California goods movement system, and the formation of, and inclusion in, the Southern California Freight Gateway Collaboration. This committee includes representatives at the County, Regional, State and Federal levels.

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

WORK ELEMENTS:

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

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



BUDGET TASK: FREIGHT MOVEMENT (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**FUNDING:**

Funding Source	Funding Dollars
LTF fund transfer	\$26,200
Total Funding	\$26,200

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 6,080	\$ 6,600	\$ 6,700
Fringe and Tax Allocation	2,249	2,200	2,300
Indirect Cost Allocation	3,762	4,100	4,700
Mileage	0	500	500
Travel and Conferences	41	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	0	1,000	1,000
Rural Grade Crossing Safety	50,303	0	0
Total Expenditures	\$62,435	\$25,400	\$26,200

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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



BUDGET TASK: COMMUNITY OUTREACH AND MARKETING**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Cole**OBJECTIVES:** Increase public awareness of, and support for, VCTC and its programs.

ACCOMPLISHMENTS: Marketing and Outreach efforts in Fiscal Year 2012/2013 focused heavily on the unexpected transition in contractors for the VISTA Bus System. In Mid-June we prepared for a possible disruption in service and went to great efforts to keep passengers informed of developments as they happened. Fortunately, a contract with a local provider was signed to continue the service, however there were equipment changes, temporary loss of the GoVentura Smart Card system and Wi-Fi, and a host of other issues of concern to our riders.

Much of the summer was spent on communications during the transition and arrangements for temporary “fixes” until the complete restoration of the service. A 10 ride card and paper monthly pass were developed while the Smart Card system was being transferred to the new buses. Bilingual seat drops were published regularly to keep riders informed of service updates. The website was updated as news became available and in a remarkably short time all the buses had VISTA logos and GoVentura Smartcard and Wi-Fi were restored.

While working on the VISTA challenge we still managed to accomplish our other planned marketing activities. As in previous years, VCTC hosted a booth at the Ventura County Fair in August. An estimated 5000 visitors stopped by the booth. A special August newsletter was published for the fair and the timing of the event provided an additional opportunity to provide VISTA service information.

In Fiscal Year 2012/2013 the Teen Council assisted 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. The project was submitted to the American Public Transit Association (APTA) for an AdWheel Award and was awarded First Prize for its category. Members also participated in Earth Day events, the County Fair and the Metrolink Toy Train. Currently the Teen Council is working on its latest project, a video to promote public transit. VCTC’s electronic presence has been strengthened through the use of up to date website information, social media messaging, eblasts, phone apps and Quick Response (QR) codes. VCTC currently has approximately 400 facebook and twitter followers and the monthly newsletter, “On The Move” appears on our website and is distributed electronically to more than 1000 recipients.

An electronic RideGuide was created and is now available online. Other Rideshare efforts included the development of Ventura County Naval Base specific materials and the production of radio ads for Rideshare promotions, such as Rideshare Week, and KCLU sponsorships.

VCTC worked with Metrolink to offer coupons to attract new riders through direct mailing and also partnered to promote limited weekend service to the Ventura County Fair and the promotion of the annual Holiday Toy Train to Ventura County.



BUDGET TASK: COMMUNITY OUTREACH AND MARKETING (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Cole

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

WORK ELEMENTS:

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

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Source	Funding Dollars
FTA CMAQ	\$500,000
CMAQ	138,300
Local contribution - APCD	2,500
Total Funding	\$640,800

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 70,640	\$ 80,200	\$ 75,800
Fringe and Tax Allocation	34,793	39,800	36,300
Indirect Cost Allocation	47,624	55,900	58,400
Mileage	206	500	500
Printing	38,189	75,000	38,500
Consultant Services	63,240	150,000	150,000
Legal Services	0	2,500	500
Bus Schedule Printing	37,574	0	0
Community Events	48,721	60,000	55,000
Rideshare	96,658	171,500	140,800
VISTA	232	50,000	45,000
Youth Programs	34,985	45,000	40,000
Total Expenditures	\$472,862	\$730,400	\$640,800



BUDGET TASK: STATE AND FEDERAL RELATIONS**DIRECTOR:** Peter De Haan**BUDGET 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 Mobility 21, 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.

During the fiscal year VCTC will need to wrap up its efforts to amend Senate Bill (SB) 716 to address the results of VCTC's Regional Transit Study. If no amendment is made during the 2013 Legislative Session, then starting in FY 2014/2015 all Transportation Development Act funds in the county must be used for transit, not for local roads. VCTC will also need to work with the state and other regional agencies to develop a position on the new federal transportation authorization scheduled for approval by September 2014.

The proposed State Legislative Representative budget includes an increase based on the cost of the Commission's new state advocacy contract with Gonzalez, Quintana & Hunter. The Membership and Dues item includes American Public Transportation Association, California Transit Association, California Association of Councils of Governments, and Mobility 21 dues. As in past years, the Business Meals item includes VCTC's contribution to the Capitol Hill California Transportation Reception.

WORK ELEMENTS:

1. Participate in the CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.
2. Prepare annual Legislative Program.
3. Prepare monthly legislative updates and matrices.
4. Convey VCTC's positions to appropriate parties through written materials, briefings and other available means.
5. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
6. Work to pass legislation to address TDA funding in Ventura County, as called for in SB 716.
7. Work with transportation agencies in developing policies for new federal transportation authorization.



BUDGET TASK: STATE AND FEDERAL RELATIONS (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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

FUNDING:

Funding Source	Funding Dollars
LTF fund transfer	\$171,425
Total Funding	\$171,425

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget	Fiscal Year 2013/2014 Budget
Salaries	\$ 26,923	\$ 46,800	\$ 44,900
Fringe and Tax Allocation	11,538	18,600	17,500
Indirect Cost Allocation	17,373	30,500	32,500
Business Meals	2,046	1,500	2,100
Membership and Dues	10,762	12,100	13,400
Mileage	1,210	1,150	1,225
Travel and Conferences	8,955	11,820	11,000
Consultant Services	42,053	45,000	48,600
Legal Services	0	200	200
Total Expenditures	\$120,860	\$167,670	\$171,425



BUDGET TASK: MANAGEMENT AND ADMINISTRATION**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

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

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

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

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 2011/2012 is being adjusted against Fiscal Year's 2013/2014 indirect estimate. This expense adjustment will be paid out of the unassigned general fund balance.

Although the commission has previously approved funding for the procurement of new accounting software and consultant assistance to implement it, staff believes it is prudent to put this project on-hold until institutional changes that might be brought about by the Regional Transit Study can be accommodated and therefore, has removed funding for this project from the current budget. 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. This project will be brought back to the Commission when institutional changes are established and appropriate criteria and staffing can be evaluated. Staff will continue to provide accurate accounting reports through the use of manual adjustments and customized solutions as it has done for the past seventeen years and as demonstrated through VCTC's annual audits.



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

1. Manage agency personnel and general human resources activities.
2. Manage and monitor annual budget activities.
3. Manage and oversee financial activities of the Commission including revenues, expenditures 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.

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

FUNDING:

Funding Source	Funding Dollars
LTF fund transfer	\$237,200
SAFE fund transfer	30,000
Unassigned general fund balance	9,156
Total Funding	\$276,356

EXPENDITURE COMPARISON:

	Fiscal Year 2011/2012 Actual	Fiscal Year 2012/2013 Budget*	Fiscal Year 2013/2014 Budget
Salaries	\$ 92,879	\$ 85,900	\$93,400
Fringe and Tax Allocation	39,805	34,300	38,700
Indirect Cost Allocation	59,933	56,000	68,800
Business Meals	1,594	1,000	1,000
Membership and Dues	1,970	3,000	3,500
Mileage	1,412	1,000	1,000
Travel and Conferences	2,101	5,000	5,000
Consultant Services	0	10,000	10,000
Legal Services	85,050	1,000	1,000
Commissioner Expenses	19,647	25,000	25,000
Financial Software and Implementation	0	331,700	0
Hardware and Software Replacement	3,291	25,000	18,000
Indirect Reconciliation Adjustment	54,210	62,017	9,156
Offsite Storage and Back-up	1,115	1,200	1,800
Pension Side Fund Reduction	444,358	0	0
VCOG Management	543	4,200	0
Total Expenditures	\$807,908	\$646,317	\$276,356

*This budget task was amended after the Commission approved the budget in June 2012.

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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION Fiscal Year 2013/2014 Budget



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ACRONYMS

AAA	Advertise, Award and Administer
AAA	Area Agency on Aging
AB	Assembly Bill
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADT	Average Daily Traffic
AFC	Automatic Fare Collection
ALUC	Airport Land Use Commission
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
CSR	Customer Service Representatives
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DAR	Dial-A-Route
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMU	Diesel Multiple Unit
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
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVTS	Heritage Valley Transit Study
ICU	Intersection Capacity Utilization method
ICAP	Indirect Cost Allocation Plan
IFB	Invitation for Bid
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JARC	Jobs Access/Reverse Commute
JLUS	Joint Land Use Study
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LEP	Limited English Proficiency
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LTF	Local Transportation Fund
MAP 21	Moving Ahead for Progress in the 21 st Century
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRA (see SCRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MPR	Milestone/Progress Report
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAICS	North American Industry Classification System
NAS	Naval Air Station
NBVC	Naval Base Ventura County
ND	Negative Declaration
NEPA	National Environmental Policy Act

NF	New Freedom
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post Employment Benefits
PID	Project initiation Documents
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
QR	Quick Response codes
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SHOP	Safety Highway Operations Program
SHPO	State Historic Preservation Office
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
S RTP	Short Range Transit Plan

SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STAA	Surface Transportation Authorizing Act
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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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