

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2014/2015 BUDGET

Presented by:

**Darren Kettle, Executive Director
Sally DeGeorge, Finance Director**



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EXECUTIVE SUMMARY

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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

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

Ralph Fernandez	City of Santa Paula, Chair
Steve Bennett	County of Ventura
Claudia Bill-de la Peña	City of Thousand Oaks
Betsy Clapp	City of Ojai
Peter Foy	County of Ventura, Vice-Chair
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
Steven Sojka	City of Simi Valley, Past Chair
Jim White	Citizen Representative (County)
John Zaragoza	County of Ventura
Carrie Bowen	Caltrans (Ex-Oficio)

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



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

- Airport Land Use Commission (ALUC)
- Congestion Management Agency (CMA)
- Consolidated Transportation Service Authority (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Transportation Planning Agency (TPA)
- 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

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THE LOCAL ECONOMY

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FINANCIAL SECTION

BUDGET PROCESS

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

The Ventura County Transportation Commission is responsible for transportation planning and the majority of transportation funding for the County of Ventura as well as providing some direct services to the general public. The Commission uses the modified accrual basis of accounting for its governmental funds. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collected within the current period or soon enough thereafter to be available to pay liabilities of the current period. VCTC revenues are considered to be within the current period if they are collected within 180 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred.

The Commission's budget contains four funds: one General Fund and three Special Revenue funds consisting of the Local Transportation Fund, the State Transit Assistance Fund, and the Service Authority for Freeway Emergencies Fund. These funds account for the Commission's budgeted resources. The General Fund is used to account for all activities not legally required or designated to be accounted separately.

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

The budget process is an on-going process but begins in January with the Executive Director and management staff reviewing actual progress in the current year's budget to adjust budgetary timelines for current projects and planning for future projects. After projects are identified, the project managers develop detailed line item budgets which include objectives, accomplishments, description, work elements, product, funding sources and expenditure comparisons. The Finance Director then compiles the task budgets and prepares and reviews the main budget. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

The Draft Budget is reviewed in late March by the Finance Committee consisting of the Chair, Vice-Chair and past Chair. After receiving recommendations from the Finance Committee, the Draft Budget is presented to the full Commission in April with a hearing for



public comment. After receiving guidance from the Commission, staff prepares the Final Budget. The Finance Committee reviews the proposed Final Budget in May. The proposed Final Budget is presented to the Commission in June where an additional hearing is held for public comment. The Commission may then adopt the budget or request additional information and/or changes to the budget. The budget must be adopted before the beginning of the upcoming fiscal year.

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

The budget is a living document and at times requires budget amendments due to changing needs influenced by the economy, legislation, updated project costs, estimates and other special circumstances. Budget amendments allow for a more useful and meaningful document against which to evaluate the accomplishments and challenges faced by the agency. When it becomes necessary to modify the adopted budget, the amendment procedure depends on the type of change that is needed. Administrative changes that do not result in an increase in the overall budget, but require line item transfers within tasks or programs require approval of the Executive Director. Similarly, the Executive Director's approval is only required for the reallocation of salary costs and revenues from one program to another or when substituting one approved funding source for another. Amendments that result in an increase to total expenditures and/or additional revenues require Commission approval through an agenda item.

The budget process for the development of the Fiscal Year 2014/2015 budget and monitoring of the Fiscal Year 2013/2014 budget is illustrated below in Chart 1, *Budget Process*.

Chart 1 – Budget Process

Budget Task	2014 Jul	2014 Aug	2014 Sep	2014 Oct	2014 Nov	2014 Dec	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												

FINANCIAL POLICIES

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

Budget Policies

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

Revenue and Cash Management Policies

VCTC 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 Commission's monthly budget item.

Auditing Policies

VCTC will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). An independent audit of the financial reports will be performed annually by qualified auditors from a recognized Certified Public Accounting firm. VCTC will also strive to maintain strong internal controls. A single audit of federal funds and a TDA audit of TDA funds and TDA recipients will be performed annually by qualified auditors from a recognized Certified Public Accounting firm.

Fund Balance Policies

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



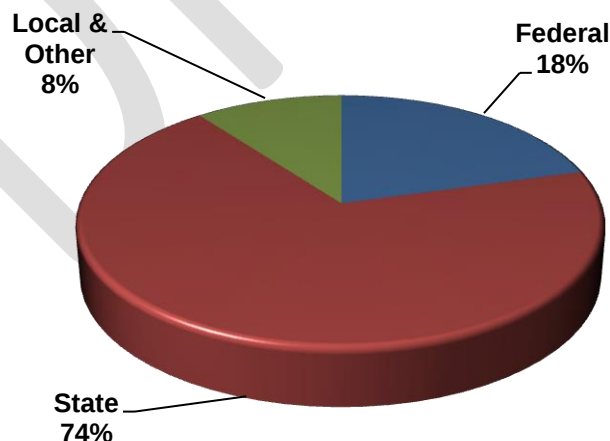
REVENUES AND FUNDING SOURCES

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 2014/2015 are estimated to be \$59,413,008 and include both new revenues and funds carried-over from the previous fiscal year. Chart 2, *Funding Source Summary*, shows the revenue split by federal, state and local and other sources. The Federal revenues total \$10,770,680. State revenues (including LTF, STA and SAFE) total \$43,671,395. The Local and Other revenues total \$4,970,933. More detailed information can be found following the discussion of revenues and funding sources on Chart 3, *Funding Sources*, Table 1, *Detailed Funding Sources* and Chart 4, *Funding Source Detail* which provide further information about the budgeted revenues.

Chart 2 - Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

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

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as internship program. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5310 “Elderly and Disabled” funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 80% federal to 20% local match.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316 “Jobs Access and Reverse Commute (JARC)” funds are for projects that improve access to employment for low-income individuals. Operating costs can generally be reimbursed up to 50%, and capital costs up to 80%. MAP-21 combined this program with Section 5307.
- Section 5317 “New Freedom (NF)” funds are for new transit services for disabled individuals, which go beyond the ADA minimum requirements. Operating cost reimbursement is up to 50%, and capital cost up to 80%. MAP-21 combined this program with Section 5307.
- Section 5337 “State of Good Repair” funds are provided under a new program established by the Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation. This program replaced the Section 5309 Fixed Guideway Modernization program.
- Section 5339 “Bus and Bus Facilities Program” funds replace Section 5309 “Bus and Bus Facilities discretionary program funds. The primary difference being that funds are apportioned to urban areas by formula rather than to specific projects selected by the federal government. The funds can be used for bus-related capital projects.

VCTC’s budget contains \$10,227,680 in FTA revenues.



Federal Highway Administration (FHWA)

The Federal Highway Administration funds guarantee funding for highways, highway safety, and local roads. These funds are allocated to states and then to Regional Transportation Planning Agencies (RTPA) including the VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Program (STP) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Alternatives Program (TAP) 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.

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 \$100,000 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 revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$29,600,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$30,899,960 to local agencies in the upcoming year (\$29,600,000 in new revenues and \$1,299,960 from the LTF fund balance). Of this amount, \$14,000 is for County Administration and \$684,251 will be apportioned and allocated through a competitive process for Article 3, Bicycle and Pedestrian, funds and \$27,397,783 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 \$616,000, \$955,426 and \$1,232,500 respectively. Also, it is anticipated that \$279,600 of LTF general fund balance will be carried-over from Fiscal Year 2013/2014.

State Transit Assistance (STA)

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (99313) and revenue miles (99314) 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. At this time the State is estimating \$4,584,480 in STA revenues. The STA funded expenditures of \$7,536,007 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 \$700,000 in SAFE revenues.

State Transportation Improvement Program (STIP)

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are automatically adjusted to equal the funding formerly provided by Proposition 42 (sales tax on gasoline). The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but this budget contains no STIP funds.

Planning, Programming and Monitoring (PPM)

The Planning, Programming and Monitoring funds are also derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC's budget contains \$364,143 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, Trapeze and VISTA. At this time the VCTC budget contains \$8,404,972 in Proposition 1B revenues.



California Public Utilities Commission (CPUC) Signal Funds

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. Each year funds are approved by the Legislature and allocated and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. VCTC's budget contains \$17,800 in Signal revenues.

Local and Other Funding Sources

Local Contributions and Fees

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VISTA buses and lease payments paid through the Santa Paula Branch Line. VCTC's budget contains \$2,782,133 in local contribution revenues and \$2,083,800 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 3 - Funding Sources

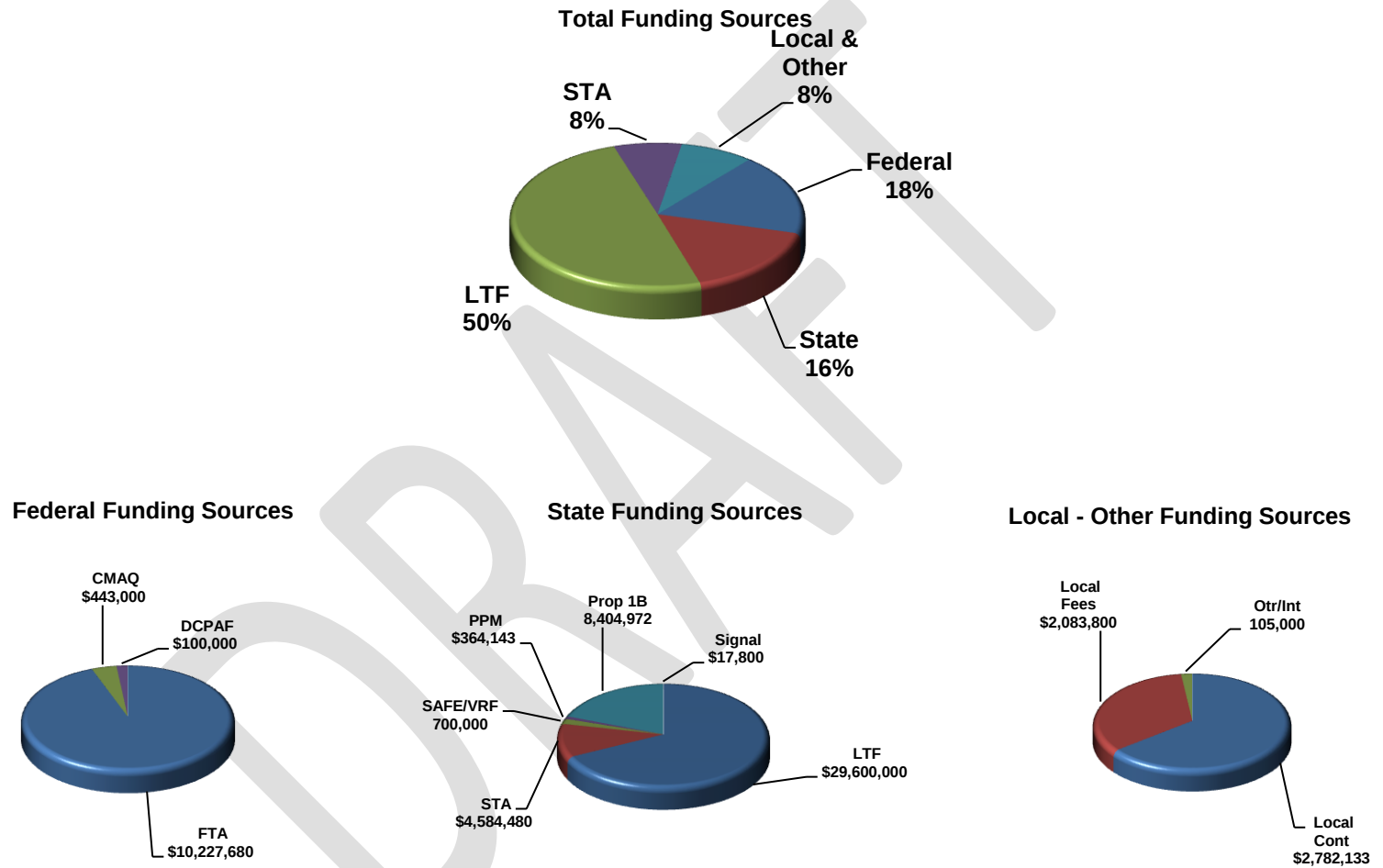
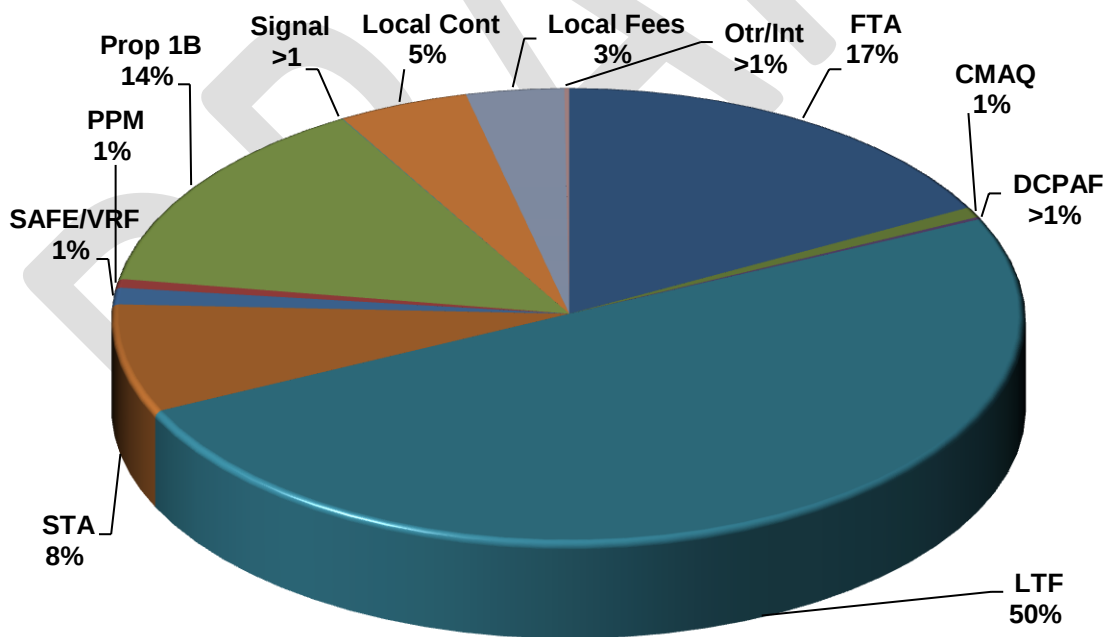


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Federal Transit Administration (FTA)	\$ 8,059,532	\$11,712,069	\$10,227,680
Surface Transportation Program (STP)	300,947	64,988	0
Congestion Mitigation and Air Quality (CMAQ)	399,136	443,000	443,000
Defense Community Planning Assistance Funds	51,120	200,000	100,000
Local Transportation Fund (LTF)	29,334,910	34,200,000	29,600,000
State Transit Assistance (STA)	5,026,974	4,778,577	4,584,480
Service Authority for Freeway Emergencies (SAFE)	744,145	750,000	700,000
State Transportation Improvement Program (STIP)	117,659	2	0
Planning, Programming and Monitoring (PPM)	326,627	537,650	364,143
Proposition 1B	20,134	5,850,810	8,404,972
California Public Utilities Commission Signal	29,036	35,600	17,800
Local Contributions	3,024,495	2,332,335	2,782,133
Local Fees	1,790,830	1,780,600	2,083,800
Investment Income and Other Revenues	326,122	108,751	105,000
Total Funding Sources	\$49,551,667	\$62,794,382	\$59,413,008

Chart 4 - Funding Source Detail



PERSONNEL AND OPERATIONS

PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. 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 5, *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 2, *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

Chart 5 - Pass-Through, Regional and Core-Countywide Service Expenditures

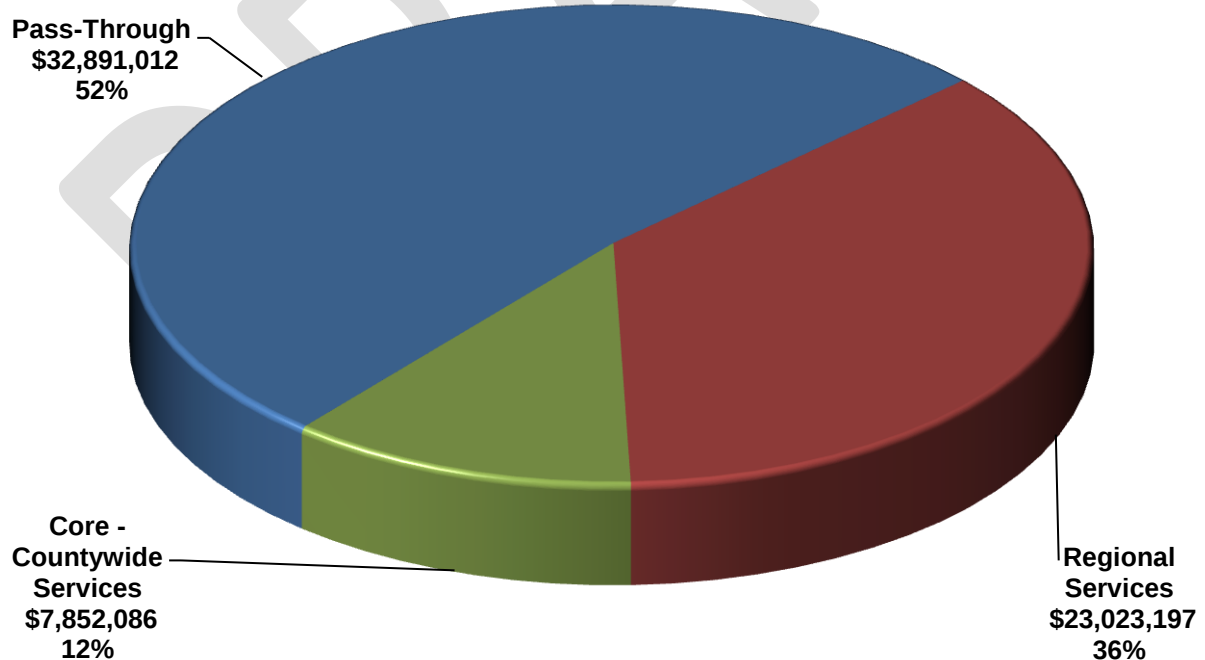


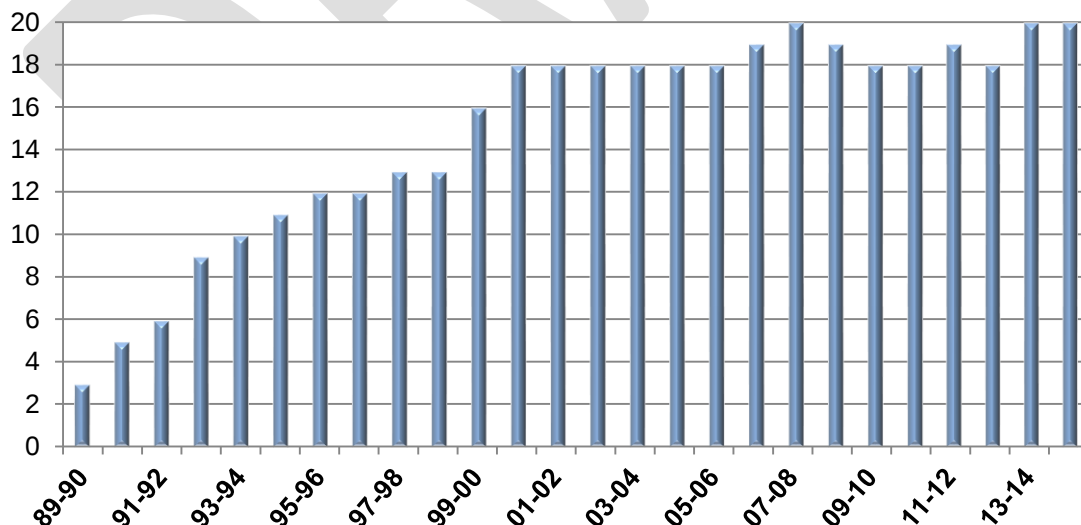
Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

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 Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Monitoring	Fare Collection and APC Systems Go Ventura Smartcard Heritage Valley Transit Nextbus Senior & Disabled Transp. Services SpeedInfo Highway Speed Sensors Transit Information Center VISTA Intercity Services	TDA Administration Transit Grant Administration
Staff Hours 26,652	Staff Hours 13,103	Staff Hours 2,005

Total Staff Hours = 41,760

Growing from three employees in 1989 to its current roster of twenty regular full-time employees, staffing includes fourteen professional positions and six support/customer service positions (see Chart 6, *Number of Employees*, Chart 8, *Staff Organization*, and Chart 9, *Functional Organization*).

Chart 6 - Number of Employees



Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty full-time employees budgeted. This year staffing remains the same at twenty full-time employees (see Table 3, *Full Time Equivalent by Program*).

Table 3 - Full Time Equivalents by Program

Program	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Transit and Transportation	4.0	5.8	6.5
Highway	0.1	0.1	0.1
Rail	1.0	1.5	1.6
Commuter Assistance	2.8	2.8	2.0
Planning and Programming	4.4	4.6	4.6
General Government	5.2	5.2	5.2
TOTAL	17.5	20.0	20.0

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2014/2015 salary ranges are detailed by classification. The salary ranges below include a proposed 3% cost of living adjustment (COLA) to the top end of the salary ranges except for the director range which was adjusted approximately 7% to begin bringing the range in-line with the salary survey performed in 2013. The schedule also includes a combining of the Manager I/II levels and combining of the Planner/Analyst I/II levels. Finally, the accounting technician and customer service representative positions, that previously were without ranges, have been placed in the appropriate support level per the recent salary survey.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$205,871
Director	4	\$101,157	\$129,900
Manager	5	\$70,132	\$104,069
Planner/Analyst	4	\$50,100	\$83,945
Support Staff II	5	\$43,827	\$60,189
Support Staff I	1	\$24,960	\$38,201

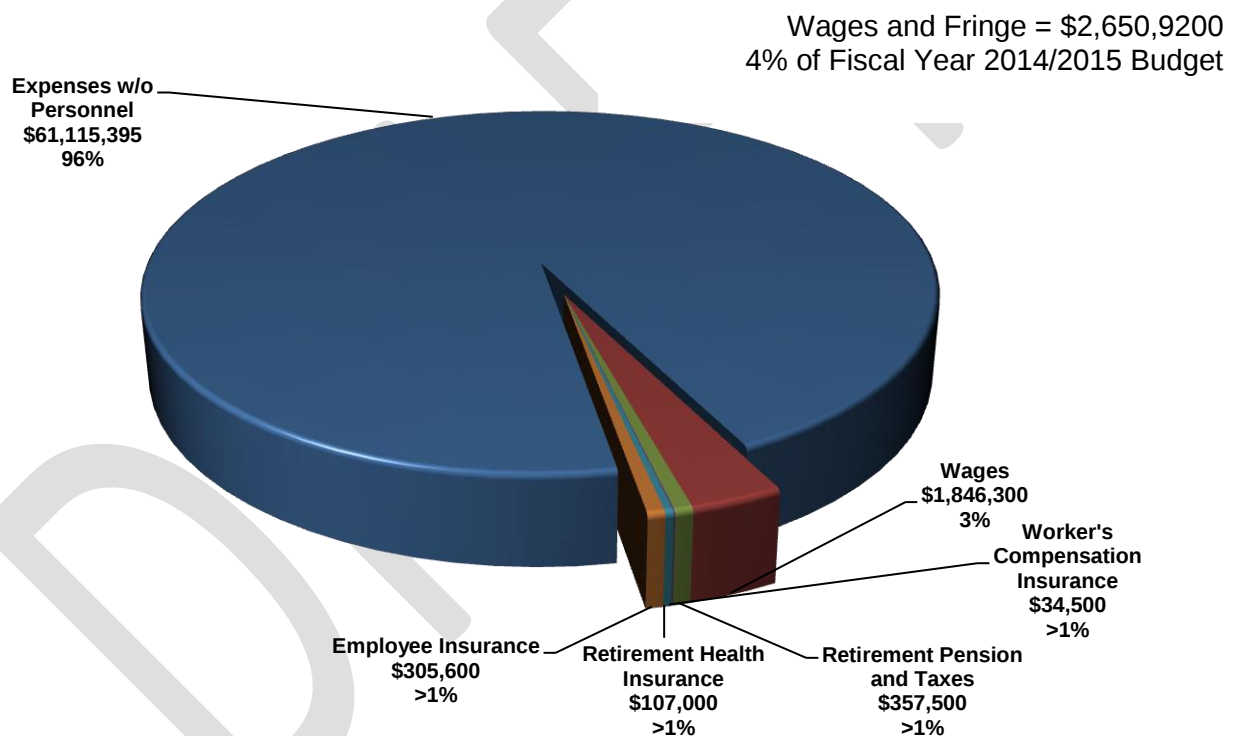
The Commission's salary and fringe benefits total \$2,650,900 or 4% of the Fiscal Year 2014/2015 budget (see Table 5– *Personnel Budget* and Chart 7, *Personnel Costs*). This represents a decrease of \$131,300 or -4.7% from the Fiscal Year 2013/2014 budget of \$2,782,200 largely due lower actual costs associated with the three new positions. The Wages total of \$1,846,300 includes a pool of \$51,000 in merit increases for eligible employees not at the top of their range. Since 2008, there have been no cost of living adjustments (COLA) for employees, but this year a modest 3% COLA is proposed for the twenty employees and would cost approximately \$50,000. Benefits only account for 1.3% of the budget.

Table 5 - Personnel Budget

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Wages	\$1,516,305	\$1,793,100	\$1,846,300
Retirement Pensions and Taxes	317,171	354,400	357,500
Worker's Compensation Insurance	20,555	33,600	34,500
Retirement Health Insurance/OPEB	147,000	152,000	107,000
Employee Insurance	304,330	449,100	305,600
Total Expenditure	\$2,305,361	\$2,782,200	\$2,650,900

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

Chart 7 - Personnel Costs



Included in the benefit cost is \$107,000 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. The amount is lower than previous fiscal years due to CalPERS lowering their premium structure to increase health membership. This number could return to previous levels if CalPERS increases plan premiums. 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 2013, the Commission's trust has earned approximately \$200,000 in net earnings with an average annual internal rate of return since inception of 12%.

In 2012, legislators passed the California Public Employees' Pension Reform Act (PEPRA) implementing comprehensive pension reform effective January 1, 2013. This required changes to the way CalPERS and VCTC administered VCTC's pension plan.

However, under Assembly Bill (AB) 1222 which was signed by Governor Brown on October 4, 2013, eligible transit agencies were exempted from all of the provisions of PEPRA until January 1, 2015 or until a court determines that the provisions of PEPRA do not violate specified federal transit labor laws, whichever is sooner. VCTC receives federal transit funding and is subject to Section 13 (c) of the Federal Transit Act; AB 1222 exempts from PEPRA those public employees whose interests are protected by Section 13 (c). Currently, VCTC employees have their portion of retirement (7% of wages) contributed in full by VCTC. Under PEPRA employees hired after 1/2013 who are new to the PERS retirement system have been paying their own PERS retirement contributions (6.25% of wages). A legal opinion from VCTC's General Counsel law firm, Meyers Nave, confirms that VCTC is subject to the exemption from PEPRA under AB 1222 and therefore, all employees are being treated as "classic" employees until the courts make a decision.

The employee rate remains set by legislation and is 7% of payroll for the 2% @ 60 formula. For Fiscal Year 2014/2015 VCTC's employer rate is 8.435% of payroll based on CalPERS actuary valuation. VCTC's pension employer rate is estimated to increase to 9.1% in Fiscal Year 2015/2016 due to the previous downturn in the economy and VCTC's payrolls not increasing as fast as actuarially projected. It should be noted that CalPERS recently modified some of their assumptions (ie. increased mortality rate) which may increase VCTC's employer rate an additional 0.4% to 1% beginning in Fiscal Year 2016/2017. In addition to the assumption changes, CalPERS is evaluating the adjustments needed that were caused by the PEPRA implementation and the shortening of the amortization period which will likely increase rates. 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.



Chart 8 - Staff Organization

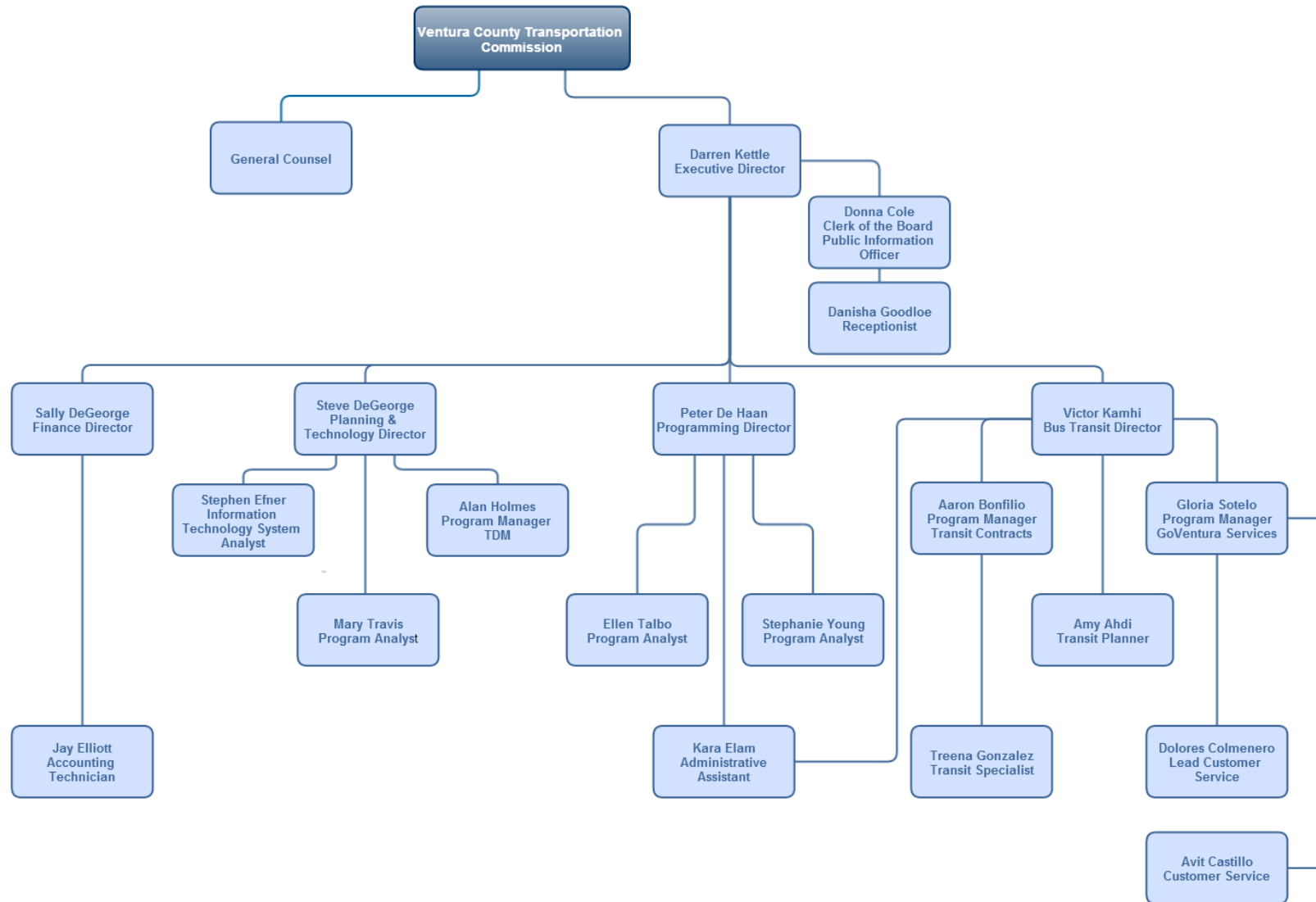
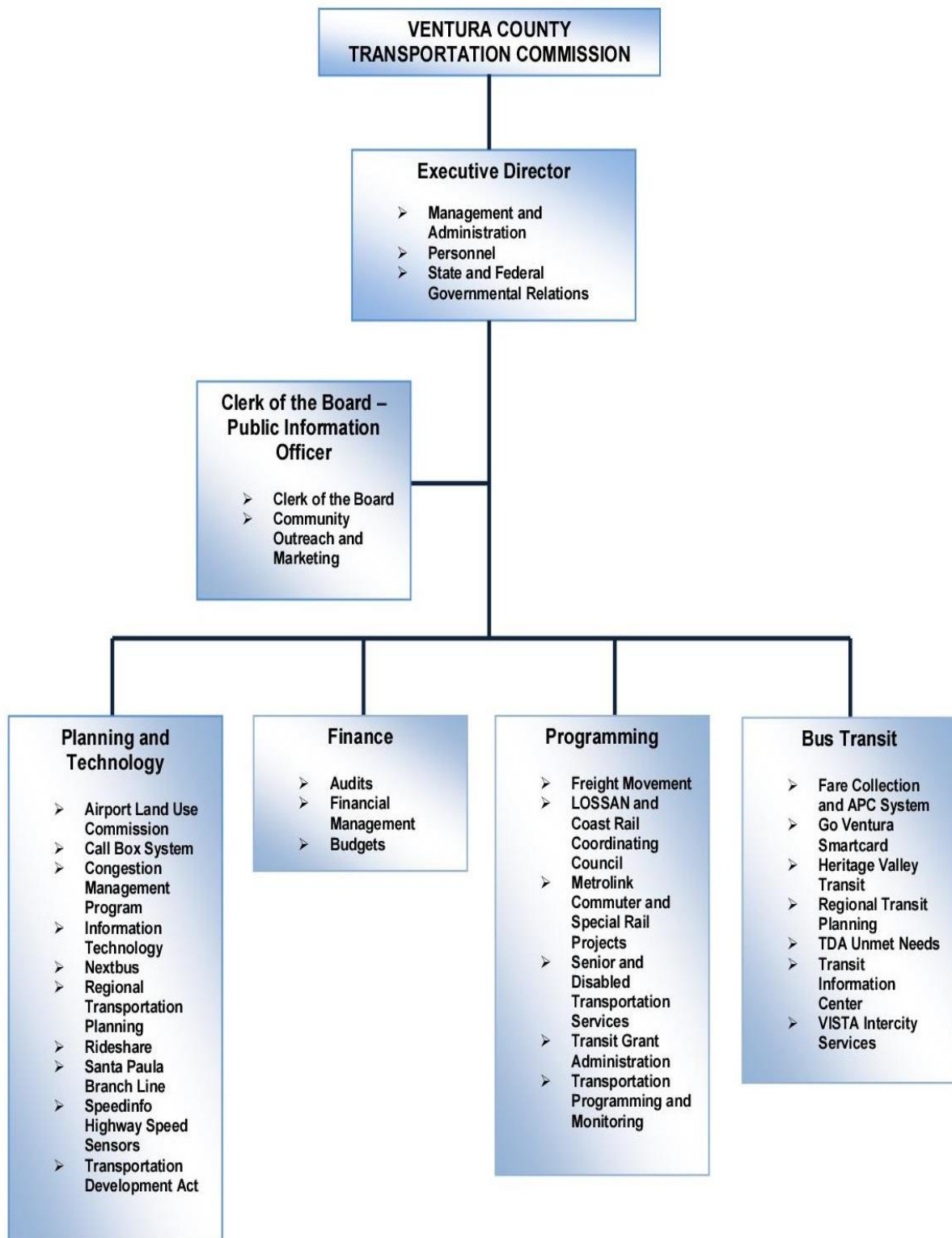


Chart 9 - Functional Organization



INDIRECT COST ALLOCATION PLAN

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

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 when over collected and added to the current rate when under collected.

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 indirect costs that have changed from previous years. The insurance line item increased by 5% as a placeholder. The Audits line item decreased by 22% since the OPEB actuary valuation is required every other year. The miscellaneous line item was returned to \$5,000 and the depreciation line item was removed as there is no anticipated office depreciation at this time. The office supplies and maintenance line items increased slightly due to the addition of the three new employees.

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 6 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	\$ Change	% of Change
Salaries and Benefits	\$462,599	\$ 473,235	\$ 477,425	4,190	0.9%
Bank Fees	4,375	4,000	4,000	0	0.0%
Books and Publications	603	1,000	1,000	0	0.0%
Business Meals	625	1,000	1,000	0	0.0%
Communications	11,392	18,000	18,000	0	0.0%
Insurance	187,246	196,360	206,200	9,840	5.0%
Maintenance	11,939	13,400	15,000	1,600	11.9%
Membership and Dues	4,014	5,000	5,000	0	0.0%
Mileage	1,073	1,500	1,500	0	0.0%
Miscellaneous	10,345	2,640	5,000	2,360	89.4%
Office	25,276	25,000	27,000	2,000	8.0%
Postage	5,110	9,000	9,000	0	0.0%
Printing	5,083	10,000	10,000	0	0.0%
Rent	116,370	144,000	149,200	5,200	3.6%
Training	2,109	2,000	2,000	0	0.0%
Travel and Conferences	3,501	6,000	6,000	0	0.0%
Audit and Actuary Services	46,183	65,300	50,600	-14,700	-22.5%
Legal Services	15,350	30,000	30,000	0	0.0%
Professional and Human Resources	48,948	50,000	53,000	3,000	6.0%
Depreciation	11,896	5,000	0	-5,000	100.0%
Subtotal	\$974,037	\$1,062,435	\$1,070,925		
Adjusted Overhead Rate	46.62%	45.61%	52.49%		

PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2014/2015 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 2014/2015 are \$63,766,295. The total budget expenditures decreased by 10.4% and are briefly explained in the individual program summaries.

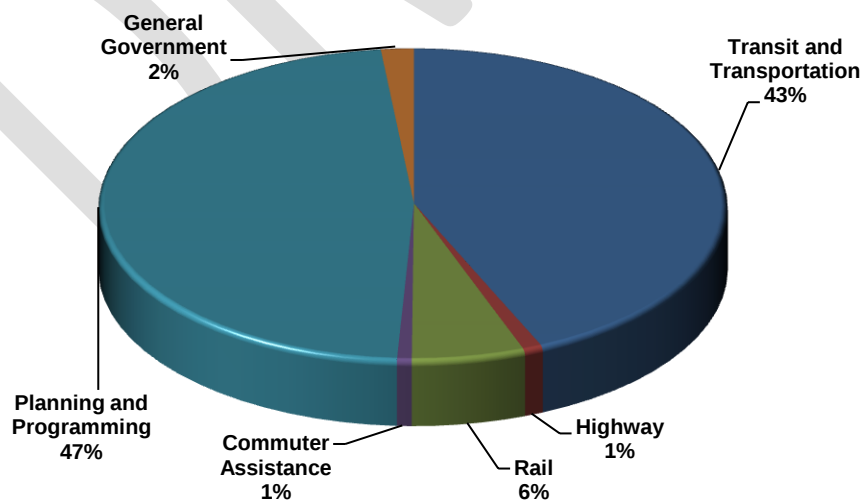
Below are a table and chart which summarize these six programs: Table 7, *Budgeted Expenditures by Program*, and Chart 10, *Budgeted Program Expenditures*.

Table 7 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Transit and Transportation	\$12,307,307	\$27,738,494	\$27,615,381	-0.4%
Highway	467,455	625,700	622,400	-0.5%
Rail	3,203,611	4,500,730	3,714,341	-17.5%
Commuter Assistance	490,355	553,800	481,100	-13.1%
Planning and Programming	29,462,968	36,618,464	30,243,848	-17.4%
General Government	801,403	1,155,681	1,089,225	-5.8%
Total Program Budget	\$46,733,099	\$71,192,869	\$63,766,295	-10.4%

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).

Chart 10 - 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 \$27,615,381, is 43% 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 the ADA pass-through funds are no longer distributed through this budget. The Go Ventura Smartcard budget decreased as the program is scheduled to shut down mid-fiscal year and be replaced with the new Fare Collection and APC System budget task. The VISTA Intercity Services budget increased due to the anticipated bus purchase, an increase in contract services, security camera and scheduling software as well as a name change. The VISTA DAR service also had a name change to Heritage Valley Transit and the increase is largely due to the anticipated bus purchase. The Trapeze project has been removed from the budget as the individual operators are now responsible for their individual programs. The Transit Grant Administration budget decreased for the completion of pass-through projects and is expected to increase with the final budget when new pass-through projects are added. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 8 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Senior & Disabled Transportation Services	44	\$ 114,331	\$ 365,770	\$ 175,825	-51.9%
Go Ventura Smartcard	46	501,499	541,800	349,400	-35.5%
Fare Collection and APC Systems	48	0	0	806,700	new
VISTA Intercity Services	50	6,259,283	14,682,508	17,445,872	18.8%
Heritage Valley Transit	52	2,535,024	2,821,900	3,739,900	32.5%
Nextbus	54	207,253	177,500	177,400	-0.1%
Trapeze	--	203,023	32,800	0	-
Transit Grant Administration	56	2,486,894	9,116,216	4,920,284	-46.0%
Total Transit and Transportation Budget		\$12,307,307	\$27,738,494	\$27,615,381	0.4%
Program Costs:					
Personnel		\$ 441,448	\$ 785,300	\$ 770,900	
Indirect		205,803	358,300	404,500	
Project		11,660,056	26,594,894	26,439,981	
Total Transit and Transportation Budget		\$12,307,307	\$27,738,494	\$27,615,381	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).



HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County. These tasks include capital and planning projects that VCTC implements, co-partners and/or oversees. The Highways Program also contains on-going projects to provide highway assistance including the county-wide call box system and the SpeedInfo Speed Sensors. The Highway Program, at \$622,400, is 1% of the budget and includes three project tasks.

There were minor changes to the highway budgets this fiscal year. The largest change was to the Congestion Management Program budget which had a reduction in printing costs associated with these tasks. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 9 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	% of Change
Call Box System	60	\$306,395	\$450,000	\$451,200	0.3%
Congestion Management Program	62	18,600	29,800	25,200	-15.4%
SpeedInfo Highway Speed Sensors	64	142,460	145,900	146,000	0.1%
Total Highway Budget		\$467,455	\$625,700	\$622,400	-0.5%
Program Costs:					
Personnel		\$ 11,385	\$ 11,500	\$ 11,700	
Indirect		5,307	5,200	6,200	
Project		450,763	609,000	604,500	
Total Highway Budget		\$467,455	\$625,700	\$622,400	

RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs including Metrolink which is part of a regional commuter rail network that provides a safe and reliable transit alternative to driving alone. The Rail Program, at \$3,714,341, is 6% of the budget and includes three project tasks.

The Metrolink Commuter and Special Rail Projects budget decreased since the proposition 1B funded projects are expected to be completed. The Santa Paula Branch Line budget decreased due to the completion of the flood control improvements project as well as implementing the initial steps to making this task self-supporting as directed by the Commission. Although the LOSSAN budget task did not change significantly in a financial sense, the structure has changed. As part of this change, the LOSSAN participating agencies are preparing to take over direct management of the AMTRAK Pacific Surfliner from Caltrans. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Metrolink Commuter & Special Rail Projects	68	\$1,841,099	\$3,323,330	\$2,805,541	-15.6%
LOSSAN & Coast Rail Coordinating Council	70	56,473	76,700	72,400	-5.6%
Santa Paula Branch Line	72	1,306,039	1,100,700	836,400	-24.0%
Total Rail Budget		\$3,203,611	\$4,500,730	\$3,714,341	-17.5%
Program Costs:					
Personnel		\$ 148,888	\$ 189,200	\$ 208,000	
Indirect		69,412	86,400	109,100	
Project		2,985,311	4,225,130	3,397,241	
Total Rail Budget		\$3,203,611	\$4,500,730	\$3,714,341	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).

COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and use alternative modes of transportation including ridesharing and public transportation. The Commuter Assistance Program, at \$481,100, is 1% of the budget and includes two project tasks.

The Transit Information Center budget decreased as staffing resources were reallocated to the Fare Collection and APC Systems budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget	% of Change
Transit Information Center	76	\$246,705	\$280,500	\$182,100	-35.1%
Rideshare Programs	78	243,650	273,300	299,000	9.4%
Total Commuter Assistance Budget		\$490,355	\$553,800	\$481,100	-13.1%
Program Costs:					
Personnel		\$297,417	\$305,000	\$239,500	
Indirect		138,656	139,100	125,700	
Project		54,282	109,700	115,900	
Total Commuter Assistance Budget		\$490,355	\$553,800	\$481,100	

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 \$30,243,848, or 47% of the budget and includes six project tasks.

Although the LTF funds found within the Transportation Development Act budget are estimated to increase providing more funding for local agencies, the funding is less than the previous fiscal year due to the one-time funds received in Fiscal Year 2013/2014. The Transportation Programming and Monitoring budget decreased due to the completion of the Lewis Road project and Phase I of the Hot Lanes Study. The Regional Transportation Planning budget increased to accommodate the two active transportation projects. The Airport Land Use Commission budget decreased due to the partial completion of the JLUS 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 12 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Transportation Development Act	82	\$27,900,219	\$34,639,014	\$28,500,428	-17.7%
Transportation Program/Monitoring	84	916,863	920,450	551,620	-40.1%
Regional Transportation Planning	86	258,529	294,700	522,300	77.2%
Airport Land Use Commission	88	100,257	262,900	152,700	-41.9%
Regional Transit Planning	90	271,643	476,100	490,700	3.1%
Freight Movement	92	15,457	25,300	26,100	3.2%
Total Planning & Programming Budget		\$29,462,968	\$36,618,464	\$30,243,848	-17.5%
Program Costs:					
Personnel		\$ 669,863	\$ 723,100	\$ 671,800	
Indirect		302,744	329,800	352,600	
Project		28,490,361	35,565,564	29,219,448	
Total Planning & Programming Budget		\$29,462,968	\$36,618,464	\$30,243,848	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (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 \$1,089,225, is 2% of the budget and includes three project tasks.

The Management and Administration budget decreased due to a reduction in estimated consultant costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget	% of Change
Community Outreach and Marketing	96	\$420,704	\$ 672,200	\$ 649,000	-3.5%
State and Federal Governmental Relations	98	128,320	171,825	181,225	5.2%
Management and Administration	100	252,379	311,656	259,000	-16.9%
Total General Government Budget		\$801,403	\$1,155,681	\$1,089,225	-5.8%
Program Costs:					
Personnel		\$273,762	\$ 295,000	\$ 271,800	
Indirect		127,628	134,600	142,600	
Project		400,013	726,081	674,825	
Total General Government Budget		\$801,403	\$1,155,681	\$1,089,225	

*Some budget tasks were amended after the Commission approved the budget in June 2013 (see budget task section for details).

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VENTURA COUNTY TRANSPORTATION COMMISSION

BUDGET SUMMARY FISCAL YEAR 2014/2015

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	10,770,680	-	-	-	10,770,680
State Grants	8,786,915	-	-	-	8,786,915
Local Transportation Fund	-	29,600,000	-	-	29,600,000
State Transit Assistance	-	-	4,584,480	-	4,584,480
Vehicle Registration Fees	-	-	-	700,000	700,000
Local, Investment Income, and Other Revenues	4,865,933	40,000	50,000	15,000	4,970,933
Total Revenues	24,423,528	29,640,000	4,634,480	715,000	59,413,008
EXPENDITURES					
Transit and Transportation					
Senior and Disabled Transportation Services	175,825	-	-	-	175,825
Go Ventura Smartcard	349,400	-	-	-	349,400
Fare Collection and APC Systems	806,700	-	-	-	806,700
VISTA Intercity Services	17,445,872	-	-	-	17,445,872
Heritage Valley Transit	3,739,900	-	-	-	3,739,900
Nextbus	177,400	-	-	-	177,400
Transit Grant Administration	4,920,284	-	-	-	4,920,284
Total Transit and Transportation Budget	27,615,381	-	-	-	27,615,381
Highway					
Call Box System	10,700	-	-	440,500	451,200
Congestion Management Program	25,200	-	-	-	25,200
SpeedInfo Highway Speed Sensors	2,000	-	-	144,000	146,000
Total Highway Budget	37,900	-	-	584,500	622,400



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2014/2015**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
Metrolink Commuter and Special Rail Projects	2,805,541	-	-	-	2,805,541
LOSSAN and Coast Rail Coordinating Council	72,400	-	-	-	72,400
Santa Paula Branch Line	836,400	-	-	-	836,400
Total Rail Budget	3,714,341	-	-	-	3,714,341
Commuter Assistance					
Transit Information Center	182,100	-	-	-	182,100
Rideshare Programs	299,000	-	-	-	299,000
Total Commuter Assistance Budget	481,100	-	-	-	481,100
Planning and Programming					
Transportation Development Act	404,394	28,096,034	-	-	28,500,428
Transportation Programming & Monitoring	551,620	-	-	-	551,620
Regional Transportation Planning	522,300	-	-	-	522,300
Airport Land Use Commission	152,700	-	-	-	152,700
Regional Transit Planning	490,700	-	-	-	490,700
Freight Movement	26,100	-	-	-	26,100
Total Planning and Programming Budget	2,147,814	28,096,034	-	-	30,243,848
General Government					
Community Outreach and Marketing	649,000	-	-	-	649,000
State and Federal Governmental Relations	181,225	-	-	-	181,225
Management and Administration	259,000	-	-	-	259,000
Total General Government Budget	1,089,225	-	-	-	1,089,225



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2014/2015**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	35,085,761	28,096,034	-	584,500	63,766,295
Revenues over (under) Expenditures	(10,662,233)	1,543,966	4,634,480	130,500	(4,353,287)
Other Financing Sources					
Transfers In (Out)	10,382,633	(2,803,926)	(7,536,007)	(42,700)	-
Contingency/Reserve	(50,000)	(3,000,000)	-	(1,515,000)	(4,565,000)
Fund Balance Beginning of Year	350,000	4,200,000	12,700,000	3,500,000	20,750,000
Fund Balance End of Year	20,400	(59,960)	9,798,473	2,072,800	11,831,713

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 2014/2015 Budget



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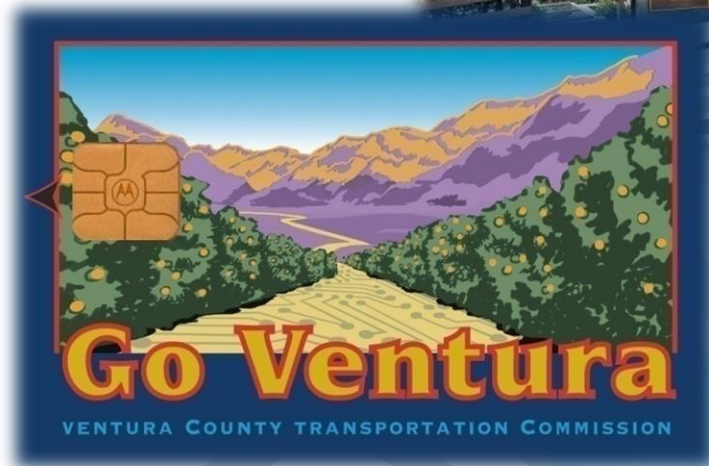
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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



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

OBJECTIVES: Certify residents of Ventura County who are unable to use a fixed route bus due to a disability, on a countywide basis to ensure standardized certification policies and economy of scale.

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

Certification activities:	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
ADA Information/Application Requests	5,015	4,295	7,680
ADA Applications Received	1,158	1,114	526
Personal Interviews Conducted	604	645	305
ADA Determinations Issued	763	803	368

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: Since November, 2010, ADA certification services have been provided through a private firm under contract with VCTC. The final one-year extension option for this contract expires June 30, 2015, so this year staff will manage the competitive procurement of a new contract. Since the County's local transit operators are ultimately responsible for the certification process, these operators through the Transit Operators Committee will have opportunity to review the draft Request for Proposals, and one or more local transit operator representatives will be included on the consultant selection committee.

For many years VCTC has maintained a separate account of FTA funds for the coordinated East County ADA Intercity Service, but beginning in Fiscal Year 2014/2015 the participating operators, who are members of the East County Transit Alliance, have agreed to a simplified funding structure that will no longer take FTA funds "off the top" for this purpose. Instead, each operator will have flexibility to fund intercity ADA service as with any other service, with VCTC making FTA funds available to projects identified by the operators through the Program of Projects (POP). Therefore, those funds have been removed from this item, but will be included with the rest of the subrecipient funds in the final Grant Administration budget, after projects have been identified through the POP.

Similarly, this budget item previously included two small functions, namely the Section 5310 program and the ADA compliance review, but the Section 5310 program has been moved to Transportation Improvement Program, which contains all of the other funding programs, and ADA compliance has been absorbed into Grants Administration, which contains the other FTA compliance requirements.

It should be noted that the certification contractor recently deployed a new phone system with automated tracking, resulting in more accurate counting of information calls, and providing a much higher number than previously recorded.



BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**DESCRIPTION (continued):**

The budget includes an increase in Consultant Services based on the cost of the certification contract extension.

WORK ELEMENTS:

1. Manage contract to certify ADA applicants.
2. Manage appeal process for ADA Certifications.
3. Provide information and assistance to inquiries regarding the ADA certification program.
4. Update ADA certification applications, informational brochures and internet information as appropriate.
5. Issue new Request for Proposals and select new contractor to start July, 2015.

PRODUCT: Processing of over 1,100 ADA certification requests per year; development of new certification contract; provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$140,660
LTF Fund Transfer	35,165
Total Funding	\$175,825

EXPENDITURE COMPARISONS:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 4,358	\$ 14,400	\$ 15,800
Fringe and Tax Allocation	3,261	8,000	7,100
Indirect Cost Allocation	3,552	10,300	12,000
Mileage	267	600	300
Printing	1,413	1,500	1,600
Travel and Conferences	0	1,550	1,550
Consultant Services	101,305	128,820	137,000
Legal Services	175	600	475
East County ADA Pass-Through	0	200,000	0
Total Expenditure	\$114,331	\$365,770	\$175,825

*This budget task was amended after the Commission approved the budget in June 2013.



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

OBJECTIVES: Administer and provide project management to the Ventura County Transportation Commission (VCTC) Electronic Fare Collection system and “integrated” Automatic Passenger Counters (APC’s) for Ventura County transit operators including the current VISTA services.

ACCOMPLISHMENTS: The Go Ventura Smartcard system, implemented by the VCTC, and operational since 2001, provides Electronic Fare Collection and Automated Passenger Counting on Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, and VISTA. A “dedicated” support line at the transit center provides direct support to the sales outlets. The SmartCardComments@goventura.org email address is on the VCTC web site to enable the public to submit questions/comments to staff. VCTC staff oversees all aspects of project management, operations, and maintenance of the Go Ventura system.

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul–Dec 2013
Smartcard Transactions (sales)	13,550	11,311	5,950
Smartcard usage (Tags)	434,819	363,300	196,716

DESCRIPTION: The Go Ventura Smartcard system is comprised of a complex network of computers and 135 buses linked together to enable sales, use of the Go Ventura bus card, and collection of daily boarding and alighting data for each bus stop in the County. 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 transit patrons, private, and public agencies in the provision of bus passes for employees through transit pre-tax benefit programs. A temporary decline in Smartcard sales/tags occurred in Fiscal Year 12/13 while VISTA transitioned to the new VISTA operator (Roadrunner), fleet was equipped, and VISTA utilized paper passes as fare media during this period.

After 14 years in operations, the Cubic Fare Collection system is antiquated with no further hardware or software upgrades, and replacement parts no longer available. VCTC has been informed by Cubic Systems it soon will no longer be able to support the antiquated system. VCTC will maintain the Go Ventura Smartcard system and support contracts for a portion of Fiscal Year 2014/2015 (approx. 6 mths.) while VCTC transitions to a new Fare Collection and APC system, and the new system is installed, tested and fully functional. Maintaining the support contracts for the current Cubic Smartcard system will allow the time necessary to completely phase out the current system and work on creation of the new task, new GFI fare collection system and APC’s.

WORK ELEMENTS: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 patrons and agencies.



BUDGET TASK: GO VENTURA SMARTCARD (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Gloria Sotelo**WORK ELEMENTS (continued):**Operations Work Elements (continued):

3. Clearing house for sales outlets, reconciliation of sales revenues on a monthly basis.
4. Provide training/re-training to sales outlets and transit operators, perform updates as needed.

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 functional Go Ventura Smartcard network that is 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	\$274,560
LTF Fund Transfer	74,840
Total Funding	\$349,400

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$119,769	\$129,600	\$ 74,700
Fringe and Tax Allocation	55,262	64,000	39,300
Indirect Cost Allocation	81,599	88,300	59,800
Communications	1,445	2,100	2,000
Mileage	1,520	1,800	1,200
Office Supplies	4	4,000	2,000
Postage	924	1,200	1,200
Printing	396	3,000	2,000
Training	0	600	0
Travel and Conference	479	1,000	0
Bank Credit Card Processing Fees	5,282	6,500	3,200
Legal Services	250	1,000	1,000
Professional Services	186,643	206,400	160,000
Bus Equipment Installs	30,536	26,400	0
Equipment	17,390	5,900	3,000
Total Expenditures	\$501,499	\$541,800	\$349,400

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS

DIRECTOR: Victor Kamhi

BUDGET MANAGER: Gloria Sotelo

OBJECTIVES: Administer and provide project management to the Ventura County Transportation Commission's (VCTC) new Electronic Fare Collection and Automatic Passenger Counter (APC's) systems. Provide VCTC with boarding and alighting data for operations, assist in reducing cost, fraud, and improve efficiencies on VISTA transit system.

ACCOMPLISHMENTS: New task, no accomplishments to report this fiscal year. VCTC will be transitioning from the current Go Ventura Smartcard system to the new SPX/Genfare GFI fare collection and APC systems.

DESCRIPTION: In 2012 VCTC worked with Gold Coast Transit (GCT) staff on a joint farebox procurement, in cooperation with other Ventura County agencies to purchase a common fare collection system. Through an FTA approved grant, GCT awarded SPX/Genfare a contract for the purchase of GFI Fare Collection equipment, the purchase included the acquisition of fareboxes for several transit operators in the County, VISTA received thirty boxes. The grant was approved by the FTA and contract was awarded to SPX/Genfare. While not yet integrated, the use of a common base will allow VCTC and the operators to develop a coordinated fare collection system in the future, including the future option of an Automatic Passenger Counter (APC) system. Since then most of the transit operators in the county have installed or plan to install the same SPX/Genfare system and APC's. VCTC in May 2013 accepted delivery of the Genfare GFI Fare boxes. Installation on VISTA fleet was deferred until the new VISTA operations contract is awarded this year. Standard farebox installation services are included with the 30 farebox purchase. Since this budget is for a new program, there is some uncertainty in the costs, and a future budget amendment is possible. The budget includes funding for the first year of startup for the new VISTA fare collection system and APC's. The Transit Information Center will continue to serve as the main ticket sales and support office. The program assists the public, transit riders, and private/public agencies in the provision of fare media and support.

WORK ELEMENTS:

Operations Work Elements:

1. Perform daily system health checks and generate statistical data as requested.
2. Provide transit customer service. Sales assistance to the public, ticket sales outlets, VISTA operator, Job Career Centers, and private and public agencies.
3. Clearing house for VISTA sales and reconciliation of monthly sales revenue. Perform upgrades and updates as needed.

Maintenance Work Elements:

4. Identify system faults, implement repairs and inspections from self-checks or operation information for action, and have maintenance done to failed equipment.
5. Receive and format fare, route and schedule information for VISTA transit operator, have data imported, test changes prior to release, then disseminate throughout the system.



BUDGET TASK: FARE COLLECTION & APC SYSTEMS (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Gloria Sotelo

PRODUCT: A functional Fare Collection and Automatic Passenger Counting system, that is networked, maintained, monitored, provides support for the VISTA transit program fare media and produces pertinent data and reports for management and operators.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$609,360
STA Fund Transfer	197,340
Total Funding	\$806,700

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual*	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	0	0	\$110,000
Fringe and Tax Allocation	0	0	57,300
Indirect Cost Allocation	0	0	87,800
Communications	0	0	2,000
Mileage	0	0	1,800
Office Supplies	0	0	3,000
Postage	0	0	1,200
Printing	0	0	40,000
Training	0	0	2,000
Travel and Conference	0	0	2,000
Bank Credit Card Processing Fees	0	0	4,000
Legal Services	0	0	1,000
Professional Services	0	0	196,400
Bus Equipment Maintenance	0	0	82,300
Equipment	0	0	215,900
Total Expenditures	\$ 0	\$ 0	\$806,700

*This is a new budget task and therefore is no actual or budget information for prior years.



BUDGET TASK: VISTA INTERCITY SERVICES**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio

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

ACCOMPLISHMENTS: During Fiscal Year 2012/2013, VCTC provided approximately 844,000 fixed-route passenger trips throughout Ventura County and surrounding areas. VCTC made adjustments to several routes, including modifications to improve on-time performance. During FY13/14 VCTC began implementation of the Heritage Valley Transit Study by initiating a VISTA 126 Piru extension demonstration.

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 2011/2012 Ridership	Fiscal Year 2012/2013 Ridership	Jul-Dec 2013 Ridership
HWY 101	120,670	120,739	58,239
HWY 126	234,145	228,803	114,912
East County	81,711	84,216	40,495
Conejo Connection	39,633	41,269	18,288
Coastal Express	311,827	272,913	132,228
CSUCI	81,368	95,866	55,067
Service Hours	53,255	58,366	28,374

DESCRIPTION: VISTA Intercity 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, as well as for those who are not "transit-dependent." VISTA provides residents of Ventura County with an alternative to the individual automobile reducing congestion and auto emissions.

WORK ELEMENTS:

1. Provide transit service through a contract operator and oversee the implementation of the service, including, extension of the current agreement, re-issuance of Request for Proposals, contractor selection, transition and startup.
2. Implement support activities such as monitoring of contract compliance, including assessment of performance deliverables and regulatory compliance.
3. Develop Transit Asset Management program (TAM), and the purchase and implementation of transit assets and technology, including over-the-road motor coaches, onboard video surveillance system, scheduling database and update on-board Wi-Fi equipment.
4. Oversee service changes, including updates to NEXTBUS and scheduling databases and prepare amendments to contracts as needed to implement modifications.
5. Provide VISTA service statistics to TRANSCOM, the American Public Transit Association (APTA) and Federal Transit Administration's National Transit Database.
6. Prepare budgets for each route and propose local match distributions.
7. Implement recommendations of the VISTA Short-Range-Transit Plan.
8. Seek community input and passenger comments to guide service changes and oversee service quality.



BUDGET TASK: VISTA INTERCITY SERVICES (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio

PRODUCT: The extension of current fixed route operator's contract by six months. Oversee RFP issuance, contractor selection, transition and service startup with new fixed route operator. Facilitate and provide operations and contract management training to new staff. Complete purchase and take delivery of vehicle equipment, including the adoption and implementation of Transit Asset Management plan. Approve service changes and annual operating/capital budget. Finalize and implement operating rules and performance measures. Prepare and provide service indicator reports to VCTC, TRANSCOM, FTA and other agencies.

FUNDING:

Funding Source	Funding Dollars
FTA 5307 and 5339	\$ 2,624,440
STA Fund Transfer	5,141,332
Prop 1B	6,479,972
Local Contribution**	1,565,128
Local Fee - CSUCI	35,000
Local Fee – Farebox	1,600,000
Total Funding	\$17,445,872

**Local Contribution provided by Moorpark College, CSUCI and SBCAG

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 95,187	\$ 178,100	\$ 168,500
Fringe and Tax Allocation	60,087	128,400	87,100
Indirect Cost Allocation	72,389	139,800	134,200
Communications Wi-Fi	0	18,300	12,000
Mileage	605	1,100	2,500
Postage	683	600	500
Printing	37	600	300
Training	0	0	2,400
Travel and Conferences	758	1,865	5,400
Bank Fees	3,960	1,800	3,000
Consultant Services	0	21,135	10,000
Legal Services	39,179	3,000	10,000
Bike Racks	90,882	0	0
Bus Purchase	0	8,000,000	8,897,000
Equipment - WiFi	0	0	113,000
On-board Monitoring Video System	0	0	469,972
Scheduling Software	0	0	100,000
Contract Services	5,895,516	6,187,808	7,430,000
Total Expenditures	\$6,259,283	\$14,682,508	\$17,445,872

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: HERITAGE VALLEY TRANSIT**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio**OBJECTIVES:**

Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and Piru and surrounding unincorporated areas through the newly formed Heritage Valley Transit service, operated by VCTC through a cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: During Fiscal Year 2012/2013, VCTC provided approximately 209,300 trips. VCTC continued to work with contractor to ensure courteous, comfortable, on-time service and improved service efficiency, and call wait times. VCTC also approved the Heritage Valley Transit Plan, which identified transit service improvements and mobility enhancements. VCTC worked with the County and Cities to develop plans to modify the community-based Heritage Valley transit service. The table below shows the current ridership from the last six months compared to the previous two years.

	Fiscal Year 2011/2012 Ridership	Fiscal Year 2012/2013 Ridership	Jul-Dec 2013 Ridership
VISTA Dial-A-Ride			
Fillmore/Piru DAR	105,965	108,236	50,331
Santa Paula DAR	98,616	101,063	46,893

DESCRIPTION: These general public Dial-A-Ride services (DAR), in conjunction with the fixed route VISTA HWY-126, provide the only public transit service to the cities of Santa Paula and Fillmore and the nearby unincorporated communities, such as Piru, Bardsdale and the Rancho Sespe Housing Development. The service provides vital transport for all citizens including many transit-dependent individuals, as well as linking to service connecting to all of Ventura County and beyond. At the request of the Cities and the County of Ventura, VCTC will be participating in a cooperative agreement with the Cities and County, whereby VCTC provides management and administrative support, including contract oversight, for the Heritage Valley communities.

The cost of Heritage Valley Transit service for Fiscal Year 2014/2015 will change because of modification in service, the purchase of vehicles using a Prop 1B grant and a new operations and maintenance service agreement. The new agreement will implement the Heritage Valley Transit Plan service adjustments to optimize transit resources, including the addition of fixed route components operated in the cities, as well as continuation of Dial-a-Ride and expanded ADA Paratransit. The budget continues to include VCTC Federal Transit Administration (FTA) assistance to the service. The budget includes a six month extension with the current contractor to allow time to award a new service agreement and vehicle acquisition. The anticipated start date of the new service is January 1, 2015. The local agencies will provide the funding for operations and vehicle dispatch, including dispatch/scheduling software for costs exceeding the VCTC FTA funding. These costs are contained in the Contract Services costs.

WORK ELEMENTS:

1. Provide the Dial-a-Ride/Heritage Valley Transit service through a contract operator and oversee the implementation of the service. Implement support activities such as



BUDGET TASK: HERITAGE VALLEY TRANSIT (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS (continued):**

- rider notices about service changes, amendments to contractor contracts, and direct service modifications.
- 2. Prepare service statistics and provide the information to Cities and County, TRANSCOM and Federal Transit Administration's National Transit Database.
- 3. Work with Cities of Santa Paula and Fillmore, and the County to develop an organizational structure to facilitate implementation of the VCTC Heritage Valley Transit Plan and assist in the transition to a community transit operation.
- 4. Work with the local agencies and assist in the development of a Request for Proposals for local transit services beginning in Fiscal Year 2014/2015.
- 5. Acquisition of transit vehicles using Prop 1B PTIMSEA funding.

PRODUCT: The implementation of the VCTC Heritage Valley Transit Plan and provision of Heritage Valley Transit service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC staff will prepare, release the Request for Proposals and administer the selection process for the new service, including the negotiation and award of a contract. In addition staff will specify and procure the fleet and equipment for Heritage Valley Transit services. Staff will monitor key performance indicators, contract compliance and plan service adjustments in coordination with the Cities and County.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$ 543,895
Prop 1B PTIMSEA	1,925,000
Local contribution**	1,096,005
Local fee – farebox	175,000
Total Funding	\$3,739,900

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

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 10,409	\$ 79,600	\$ 43,600
Fringe and Tax Allocation	9,519	58,800	22,900
Indirect Cost Allocation	9,291	63,100	34,900
Mileage	12	400	2,300
Postage	0	400	300
Printing	0	300	200
Bank Fees	1,277	600	1,300
Legal Services	200	1,000	13,000
Bus Purchase	0	0	1,925,000
Communications – Airtime*	0	0	0
Contract Services	2,504,316	2,617,700	1,696,400
Scheduling Software – Trapeze*	0	0	0
Total Expenditures	\$2,535,024	\$2,821,900	\$3,739,900

*Contractor responsibility



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 VCTC completed the installation of the Nextbus system on all of the City of Ojai's trolleys and provided display signs at Ojai's completed bus stop locations at the "Y". Additionally VCTC provided and installed new signage at the City of Thousand Oaks Transportation Center. Bus riders can now access information on-line, over the phone, through phone apps or by signs for every fixed route bus operator in the County.

Staff also responded to the expansion of and the need to remove and replace Nextbus equipment on VISTA as the VISTA fleet evolved over the course of the year. Due to the nature of the VISTA fleet composition not all additions or removals and replacements were anticipated but were accommodated by the Fiscal Year 2013/2014 budget.

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

VCTC oversees the purchase and installation of new or replacement Nextbus equipment. Each year the countywide bus fleet expands or replaces buses. These changes in the countywide bus fleet require additional Nextbus hardware purchases and installations or the removal and replacement of hardware aboard the buses. Staff attempts to anticipate those changes by coordinating expansion and replacement activities with the transit operators but has experienced unexpected additions and change outs due to contract operations or unanticipated procurement issues. The balance in the Consultant Services line item for Fiscal Year 2014/2015 budget reflects needed additions and replacements in the countywide fleet and specifically the VISTA fleet as permanent rolling stock is acquired in conjunction with the long term VISTA contract.



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	\$141,920
LTF Fund Transfer	35,480
Total Funding	\$177,400

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 1,371	\$ 1,800	\$ 1,900
Fringe and Tax Allocation	968	700	700
Indirect Cost Allocation	1,090	1,200	1,300
Consultant Services	55,780	173,300	173,000
Legal Services	0	500	500
Professional Services	148,044	0	0
Total Expenditures	\$207,253	\$177,500	\$177,400

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 and the State for funding transit planning, operations, and capital improvements, and VCTC bus transit and planning, and providing pass-through funding to county transit operators except for Metrolink, Gold Coast Transit and Simi Valley Transit which are direct grant recipients of FTA funds.

DESCRIPTION: As a condition for VCTC and its subrecipients to receive FTA funds, VCTC must prepare grant 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. VCTC also administers Proposition 1B Transit Capital funds and provides quarterly reporting for ongoing projects funded in prior years. The California Emergency Management Agency requires VCTC to monitor Proposition 1B Security projects programmed by VCTC, even though these funds do not pass through VCTC.

The Draft Fiscal Year 2014/2015 budget contains a significantly reduced amount for transit grant pass-through, due to the anticipated completion of many subrecipient projects. However, the Fiscal Year 2014/2015 Program of Projects (POP) has not yet been developed, so the final version of the budget will be increased to incorporate projects approved by the Commission in the POP.

During the upcoming year, VCTC will monitor FTA funding for ongoing subrecipient operations as well as the Ventura Transit Center passenger shelter, a new Moorpark station entrance, Oxnard bus stop improvements, the Camarillo station pedestrian improvements, 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 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 consolidated 5307 and 5316 programs, as well as the 5310 and 5317 programs, with the Fiscal Year 2013/2014 budget including both carry-over funds from the old programs and new funds from the consolidated programs. The budget includes \$85,000 for consultant costs due to the need to address new MAP-21 requirements to develop asset management and safety plans, as well as to support preparation, required every three years, for a Disadvantaged Business Enterprise participation goal.



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

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and record-keeping, competitive contracting, Buy America, DBE, lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, bus chartering restriction, and ADA.
3. Review subrecipient invoices for FTA funds, and submit to FTA for reimbursement.
4. Begin development of new MAP-21 requirements for transit safety and asset management programs, once guidance is developed by FTA.
5. Prepare new DBE goal.

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	\$2,560,411
FTA 5307, 5316, 5317, CMAQ Transfer Carry-over	2,288,020
LTF Fund Transfer	71,853
Total Funding	\$4,920,284

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 50,158	\$ 73,000	\$ 98,200
Fringe and Tax Allocation	29,562	47,600	43,800
Indirect Cost Allocation	37,165	55,000	74,500
Business Meals	0	65	100
Mileage	582	575	700
Notices	635	75	150
Travel and Conferences	1,774	1,000	800
Consultant	0	0	85,000
Legal Services	375	550	750
Pass-Through Grants	2,366,643	8,938,351	4,616,284
Total Expenditures	\$2,486,894	\$9,116,216	\$4,920,284

*This budget task was amended after the Commission approved the budget in June 2013.



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HIGHWAY PROGRAM TASK BUDGETS



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

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

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

Although cellular phones have proliferated and the callbox volume has decreased over time, the call box system still handles an average of 3,000 calls annually since 2008. Beginning in Fiscal Year 2011/2012 VCTC pursued and has received compensation from insurance companies for damages to call boxes as a result of motorist accidents along the freeway.

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 2014/2015 budget is nearly identical to the previous fiscal year but it is anticipated that actual costs will be under that which is budgeted. The budget reflects the maximum costs under the current contracts, actual usage of the system will determine costs and has resulted in savings during the past two fiscal years.

Fiscal Year 2014/2015 will also be the last year of the current system contracts. VCTC will need to issue a Request for Proposal in the spring of 2015 for services related to the callbox system.

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.



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

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.
10. Publish a Request for Proposal for callbox services.

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	\$451,200
Total Funding	\$451,200

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 5,012	\$ 5,100	\$ 5,300
Fringe and Tax Allocation	2,836	1,800	1,700
Indirect Cost Allocation	3,659	3,100	3,700
Training	0	2,000	2,000
Consultant Services	244,280	307,000	307,000
Legal Services	500	1,000	1,500
CHP	5,985	80,000	80,000
Communications	44,123	50,000	50,000
Total Expenditures	\$306,395	\$450,000	\$451,200



BUDGET TASK: CONGESTION MANAGEMENT PROGRAM (CMP)**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: VCTC 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.

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	\$ 5,200
PPM	20,000
Total Funding	\$25,200

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 1,635	\$ 2,400	\$ 2,600
Fringe and Tax Allocation	1,178	900	800
Indirect Cost Allocation	1,312	1,500	1,800
Printing	0	15,000	0
Consultant Services	14,475	10,000	20,000
Total Expenditures	\$18,600	\$29,800	\$25,200



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	\$146,000
Total Funding	\$146,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 422	\$ 900	\$ 1,000
Fringe and Tax Allocation	301	400	300
Indirect Cost Allocation	337	600	700
Consultant Services	141,400	144,000	144,000
Total Expenditures	\$142,460	\$145,900	\$146,000

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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 2012/2013, 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 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
Revenue Return	41.4%	40.3%	[TBD]
Farebox Return	27.5%	29.1%	[TBD]
Average Daily Boardings (Vta Line)	3,940	3,770	3,610
Average Daily Boardings (Vta Cnty Portion)	1,949	1,781	1,789

DESCRIPTION: Since the Fiscal Year 2014/2015 Metrolink budget and member agency shares have not yet been calculated, the draft VCTC budget assumes a 5% increase. The final VCTC budget will include an adjustment based on the Metrolink budget.

As has been done since Metrolink's inception, because operating funds are limited, VCTC will coordinate with Metrolink and Los Angeles METRO to "trade" VCTC Federal Transit Administration (FTA) capital funds apportioned to Ventura County due to the Metrolink operations. There is also the need for VCTC, as a SCRRA member agency, to address an overpayment by the Orange County Transportation Authority towards the purchase of the new "Guardian" rail cars, and VCTC's share of this repayment is \$1,037,000, which is proposed for repayment over three years with this year's payment being \$350,000. Thus, VCTC will program a total of \$8,672,570 in federal funds to Metrolink, including \$2,213,161 in Section 5307 for the operating swap, \$3,402,000 in Section 5337 funds for the operating swap, \$3,182,409 in Section 5337 for rehabilitation, and an additional \$350,000 for rehabilitation in Orange County as a payment towards the rail cars. Since these grants are awarded directly to Metrolink, they do not pass-through VCTC's budget but are part of VCTC's contribution to Metrolink.

The remaining contribution for VCTC's share of operating, maintenance, and capital costs comes through the VCTC budget, which includes \$1,232,500 from LTF, which by VCTC policy is increased by one-third of the annual countywide LTF increase, and State Transit Assistance (STA) funds to cover the remaining cost. The total non-federal funds for operations is increased significantly due to the increased overall cost and, the use of half of the Metrolink LTF increase to reduce the swap of federal funds. In addition, the STA funds include \$317,591 towards rehabilitation to reimburse prior-year retention payments that cannot be federally-funded, bringing the total rehabilitation amount including Section 5337 funds to \$3.5 million, the same amount as in prior years.



BUDGET TASK: METROLINK COMMUTER & 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.
2. Monitor and provide staff support for VCTC's portion of the Main Line operation costs, maintenance-of-way and capital activities.
3. Work with Metrolink and VCTC marketing staff to coordinate marketing.
4. Present Metrolink annual funding for VCTC for approval as part of the VCTC budget.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$1,232,500
STA Fund Transfer	1,566,241
Local Fee – Leases	6,800
Total Funding	\$2,805,541

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 36,909	\$ 36,900	\$ 38,100
Fringe and Tax Allocation	24,047	18,300	15,500
Indirect Cost Allocation	28,417	25,200	28,100
Business Meals	0	100	100
Membership and Dues	0	0	475
Mileage	1,853	2,800	2,400
Notices	0	1,500	1,500
Travel and Conferences	171	700	2,500
Consultant Services	1,500	2,600	0
Legal Services	400	5,000	5,400
Equipment/Sealed Corridor/Crossings	20,134	1,209,810	0
Operations/Maintenance-of-Way	1,689,182	1,998,020	2,686,466
Special Trains/Volunteers	38,486	0	0
Unanticipated Capital	0	22,400	25,000
Total Expenditures	\$1,841,099	\$3,323,330	\$2,805,541

Total including funds paid directly to SCRRA \$11,035,103 \$12,904,330 **\$11,953,111**

*This budget task was amended after the Commission approved the budget in June 2013.



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

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

ACCOMPLISHMENTS: In Fiscal Year 2012/2013, each week an average of 2,080 intercity rail passengers boarded or disembarked at Ventura County train stations. As provided by Senate Bill (SB) 1225, passed in 2012, the LOSSAN agencies began preparing for the transition to direct management of the service, selecting the Orange County Transportation Authority as the managing entity, and approving a transition plan.

DESCRIPTION: With the newly-formed LOSSAN JPA, of which VCTC is a member, preparing to assume direct management responsibility for the Pacific Surfliner service, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with the other member agencies and LOSSAN management to assure cost-effective operations and quality service. Efforts to better integrate the Surfliner with other corridor services including Metrolink will continue. The transition from Caltrans management of the corridor is anticipated to occur sometime in the coming year.

The cost of the transition will continue to be paid through increased dues from each member agency. As in the past, operational costs are to be funded through the state's intercity rail budget. The proposed Fiscal Year 2014/2015 dues assume that the transition will continue through June 2015. Upon completion of the transition, the member dues are planned to be significantly reduced.

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 to complete the transition to direct management of the corridor.
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	\$72,400
Total Funding	\$72,400

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$23,806	\$21,600	\$17,000
Fringe and Tax Allocation	8,417	10,000	6,500
Indirect Cost Allocation	15,022	14,500	12,300
Business Meals	0	100	100
Membership and Dues	8,000	25,000	31,500
Mileage	1,073	1,500	1,500
Travel and Conferences	105	2,500	2,500
Legal Services	50	1,500	1,000
Total Expenditures	\$56,473	\$76,700	\$72,400

BUDGET TASK: SANTA PAULA BRANCH LINE**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**OBJECTIVES:** Manage the asset that is the Santa Paula Branch Line (SPBL) corridor.

ACCOMPLISHMENTS: The Ventura County Transportation Commission purchased the thirty-two mile long Santa Paula Branch Line in 1995. With the purchase of the Branch Line came a large number of leases for cultivation, utilities, crossings and pipelines which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL.

Throughout Fiscal Year 2013/2014 VCTC has been aggressively attempting to bring the SPBL in line with industry standards in terms of operating agreements, maintenance and costs. VCTC retained specialized railroad consultant support to assist in the SPBL effort. The pursuit of an industry standard agreement with VCTC's rail operator led to the termination of the operator's lease agreement as well as mediation and litigation. As of this writing these matters are still moving forward and are unresolved.

Across Fiscal Year 2013/2014 staff continued to manage the day to day business of owning the SPBL. With assistance from VCTC General Counsel, VCTC created new license agreements, right-of-entry agreements and insurance requirements used for the SPBL as well as issued those agreements. Staff also met the Federal Railroad Administration (FRA) requirements to have all bridges inspected at approximately eighteen month intervals. A second Bridge Inspection Report was completed and VCTC met with the FRA to review and modify the VCTC's Bridge Management Plan. Lastly, VCTC completed remedial drainage work on the SPBL east of Fillmore as a result of litigation related to Griffin Industries.

DESCRIPTION: During Fiscal Year 2014/2015 VCTC will continue to aggressively pursue bringing the SPBL into line with industry standards and anticipates issuing a Request for Proposal for a new maintenance agreement as well as property management agreement.

The Fiscal Year 2014/2015 Budget assumes that the SPBL will be taken out of service east of Haun Creek Bridge reducing the overall track and signal maintenance cost. Consultant support includes the federally mandated Bridge Inspection Report and continued specialized rail industry support. In anticipation of continued litigation with Fillmore and Western Railway Company the Fiscal Year 2014/2015 budget includes \$150,000 in the legal line item. The budget also includes an increase in staff time reflecting the increased attention the SPBL will require as VCTC works to make the required changes in rail management.

WORK ELEMENTS:

1. Issue Request for Proposal for maintenance of the SPBL.
2. Investigate revenue opportunities for the SPBL.
3. Manage the day-to-day operation of the SPBL, consistent with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board (STB).



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS (continued):**

4. 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.
5. Prepare and administer leases for use of SPBL corridor property.
6. 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.
7. Complete annual FRA required rail bridge update with consultant assistance.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$199,600
STA Fund Transfer	286,000
Signal Revenue	17,800
Local Contribution	66,000
Local Fee – Lease	265,000
Local Fee – Permits	2,000
Total Funding	\$836,400

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 40,632	\$ 70,300	\$ 95,600
Fringe and Tax Allocation	15,079	32,100	35,300
Indirect Cost Allocation	25,972	46,700	68,700
Business Meals	0	100	0
Mileage	109	500	500
Consultant Services	33,845	145,000	100,000
Legal Services	801,133	201,912	150,000
Capital Improvements	47,457	250,000	0
Non-rail Maintenance	73,322	80,000	75,000
Track Maintenance	153,301	129,488	100,000
Track and Signal Repairs	0	0	100,000
F&W Signal Payments	7,185	35,600	0
Union Pacific Lease payments	108,004	109,000	111,300
Total Expenditures	\$1,306,039	\$1,100,700	\$836,400

*This budget task was amended after the Commission approved the budget in June 2013.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



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

OBJECTIVES: Provide comprehensive and convenient customer service to the public by assisting in all areas of transit information services.

ACCOMPLISHMENTS: Provided a toll free public information number for all Ventura County transit services including VISTA, Metrolink, Park-and-Ride Lots, Ride Match, Go Ventura Smartcard sales and support, VISTA Complaints/Compliments, and Guaranteed Ride Home assistance. Staffing of a main sales and support office for patrons to purchase bus pass products and with a dedicated phone line sales support is provided to the Point-of-Sale Outlets countywide. Transit assistance and support is provided to the public along with a TTY line for the hearing impaired. The transit staff provided 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 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013
On-line/phone	38,036	34,107	16,021
Counter (walk-in) Patrons	3,838	3,691	1,957
Total Customers Served	41,874	37,798	17,978

DESCRIPTION: The Transit Information Center (TIC) is the “front line” for transit users, and the main support outlet for the Go Ventura Smartcard bus pass. It will continue to be the primary sales outlet for the new Fare Collection system to be implemented in Fiscal Year 2014/2015. The Center has been staffed daily for 11 hours (M-F, 7am-6pm) by two full-time customer service representatives (CSR's) and temporary agency staff for the last 5 years. The Transit Information Center staff duties include but are not limited to providing public transit assistance in the areas of bus transit information countywide, phone/office support, Ridesharing, Guaranteed-Ride-Home, bus pass sales and support to patrons in both English and Spanish, Sales Outlets, Transit Operators, and agencies countywide who utilize bus passes for clients/employees. Transit riders are provided schedules for time of travel, fare, transfer information, and personal itinerary/maps by phone or mail based on origin and destination provided by the customer. Printed schedules for VISTA, all Ventura County transit systems, Metrolink and Amtrak are available at the Center. The public may call or visit the Transit Center during normal business hours to acquire transit assistance or purchase bus pass products. As the “main” sales and support office, support is provided to sales outlets as well as phone and in-office patrons.



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 bus pass product sales by phone, email, mail or in-office counter service. Address lost/stolen/damaged/defective card inquires and 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/compliments to appropriate countywide operators and in-house staff.
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 provide exceptional customer support and assistance to our transit riders countywide.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$145,680
LTF Fund Transfer	36,420
Total Funding	\$182,100

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 85,323	\$ 87,900	\$ 54,100
Fringe and Tax Allocation	62,202	68,200	35,500
Indirect Cost Allocation	68,776	71,200	47,000
Communications	2,435	2,500	2,500
Mileage	46	500	500
Office Supplies	8	700	2,000
Training	199	500	1,500
Temporary/Extra Help	27,716	49,000	39,000
Total Expenditures	\$246,705	\$280,500	\$182,100



BUDGET TASK: RIDESHARE PROGRAMS**DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Alan Holmes

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

ACCOMPLISHMENTS: VCTC's efforts to provide Transportation Demand Management information in Fiscal Year 2012/2013 resulted in the reduction of 2.75 million vehicle miles traveled (VMT) by commuters resulting in a decrease of 41.2 tons of carbon monoxide, 5.31 tons of volatile organic compounds (VOC) and 6.28 tons of oxides of nitrogen per estimates provided by the regional ridematching database. Countywide commuter cost savings are estimated at \$1,509,000 per the American Automobile Association Costs of Driving estimates. With the assistance of our marketing consultant employer outreach was significantly enhanced with 44 worksite events held throughout the county focusing on Rideshare Week, Bike to Work Week and employer stand-alone events. A new information management database was developed to facilitate employer and new potential client contacts.

Service	Fiscal Year 2011/2012	Fiscal Year 2012/2013	Jul-Dec 2013/2014
Surveys Processed	9,542	11,832	8,712
GRH Vouchers Processed	62	41	15
Site Service Presentations	26	44	44

DESCRIPTION: VCTC provides assistance to county employers and direct services to county commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. A significant change in the administration of the regional ridematching database will occur with the start of Fiscal Year 2014/2015. The Riverside County Transportation Commission (RCTC) has provided notice to the regional ridesharing partnership that it will no longer be providing database administrative services to the region, a role they have fulfilled for the last decade. This will effectively split the current five county database to match the deployment of 511 Traveler Information Systems in Southern California. VCTC will establish contractual agreements with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision and maintenance of a three county regional database utilizing the current software provider. Funding for Rideshare and Employer Services is provided by Federal Congestion Mitigation and Air Quality (CMAQ) funds. VCTC has programmed \$443,000 in CMAQ per year for ridesharing and Guaranteed Ride Home (GRH) uses, which include staffing and marketing costs. Rideshare marketing in the amount of \$144,000 is included in the Marketing and Community Outreach budget item.

WORK ELEMENTS:

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



BUDGET TASK: RIDESHARE PROGRAMS (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 ridesharing opportunities and the Guaranteed Ride Home program. Assist employers by providing Rule 211 survey assistance and information on Transportation Demand Management (TDM) opportunities.

FUNDING:

Funding Source	Funding Dollars
CMAQ	\$299,000
Total Funding	\$299,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$102,990	\$104,200	\$108,200
Fringe and Tax Allocation	46,902	44,700	41,700
Indirect Cost Allocation	69,879	67,900	78,700
Membership and Dues	375	600	600
Mileage	900	1,000	1,000
Postage	292	400	400
Travel and Conferences	1,845	2,500	2,500
Database administration	15,925	45,000	57,900
Legal Services	300	2,000	3,000
Guaranteed Rides (taxi or rental car)	4,242	5,000	5,000
Total Expenditures	\$243,650	\$273,300	\$299,000



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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, and also, the Triennial Performance Audits of VCTC and Gold Coast Transit (GCT), were completed and submitted as required to the State Controller's Office. Revised definitions and evaluation criteria, and a new public/stakeholder outreach process, were adopted for the annual public hearing on unmet transit needs. Necessary administrative changes resulting from State legislation were implemented for 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 2014/2015 LTF is \$5.7 million less than Fiscal Year 2013/2014 because of the one-time payment last year per the Owens Minor/City of Fillmore settlement. The original Bicycle/Pedestrian estimate has been increased by \$99,960 as additional funds became available late in the current fiscal year and are being carried over for allocation in Fiscal Year 2014/2015. Special STA funds will be available for Article 4 "Transit Operators"; GCT is currently the only Article 4 Transit Operator in the County. This will change in the future as more local operators claim this source of funding.

Expenses have decreased by \$73,000 on the audit expense line because the Triennial Performance Audits were completed and consultant expenses for the unmet transit needs project have been reduced by \$35,000. However, the budget still includes \$15,000 for continued consultant assistance to conduct the transit needs outreach program. Also, the Notices budget line item is being combined with the Unmet Needs line item in the upcoming fiscal year as the Notices are in fact for the Unmet Needs public outreach efforts.

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 audits with claimants.
5. Continue to assess TDA Unmet Transit Needs and Article 3 bicycle/pedestrian review processes to ensure cost-effective programs.
6. Implement schedule and adopt 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.
7. Develop schedule/evaluation criteria for annual allocation of Article 3 bicycle/pedestrian funds, and evaluate/rank submitted proposals for funding allocation.
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, SB 203 and SB 664.
10. Hold monthly CTAC/SSTAC meetings to ensure citizen input.

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

Funding Source	Funding Dollars
LTF Revenues and Fund Transfer	\$28,207,774
LTF Carry-over	99,960
STA Fund Transfer	192,694
Total Funding	\$28,500,428

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 52,914	\$ 47,800	\$ 40,400
Fringe and Tax Allocation	19,499	23,800	16,500
Indirect Cost Allocation	33,760	32,700	29,800
Business Meals	0	100	100
Mileage	54	200	200
Notices	0	7,500	0
Travel and Conferences	379	1,200	1,200
Audits (Fiscal and Compliance)	43,023	148,000	75,000
Consultant Services	0	50,000	15,000
Legal Services	450	2,500	2,500
Bicycles and Pedestrians	558,677	703,696	684,251
County Auditor Administration	15,000	14,000	14,000
Pass-Through Gold Coast Transit	191,613	182,404	192,694
Transit, Streets and Roads	26,975,192	33,415,114	27,397,783
Unmet Needs	9,658	10,000	31,000
Total Expenditures	\$27,900,219	\$34,639,014	\$28,500,428

*This budget task was amended after the Commission approved the budget in June 2013.



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 construction started on the last major state highway improvement expected for many years, the Route 101/23 interchange improvement project. VCTC worked with Caltrans to complete initial planning documents for Route 118 and Route 101 improvements, and nominated both projects for environmental clearance funding in 2017. Meanwhile, work began on an economic feasibility study of High-Occupancy Toll (HOT) lanes.

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.

Since the completed Comprehensive Transportation Plan identified Route 118 and Route 101 improvements as priorities for future state highway improvements, staff expects to continuing to plan for the implementation of these improvements. It is anticipated that there will be a new federal authorization act, to replace the expiring Moving Ahead for Progress in the 21st Century (MAP-21) legislation, and VCTC will need to select projects to receive these newly-authorized funds. Additionally, VCTC will be involved over the coming year in funding projects through the state’s newly enacted Active Transportation Program, which will use funds primarily from the new federal Transportation Alternatives Program.

The proposed budget is similar to the prior year except for a reduction in the Notices item due to the federal government now allowing the publishing of abbreviated notices showing a web address with details. The Consultant line item was reduced due to the completion of the Caltrans Route 101 and 118 studies and the partial completion of the HOT lanes studies.



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, CMAQ, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
3. Work with local jurisdictions to prepare FTIP amendments as necessary, and prepare and submit to SCAG the 2014 FTIP.
4. Complete work on the Route 101 HOT Lanes Economic Feasibility Study.
5. Work with the Southern California Association of Governments to develop guidelines for the 2017 FTIP.
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 2015 FTIP as required; development of the Fiscal Year 2014/2015 Program of Projects for federal transit funds; inclusion of VCTC priorities in state programs; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5316, 5317	\$ 70,174
LTF Fund Transfer	14,903
LTF Fund Transfer Carry-over	194,600
PPM	223,943
PPM Carry-over	48,000
Total Funding	\$551,620

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$129,440	\$121,500	\$119,800
Fringe and Tax Allocation	84,895	63,800	51,300
Indirect Cost Allocation	99,922	84,500	89,800
Business Meals	96	100	170
Mileage	1,162	2,000	2,000
Notices	1,646	3,200	500
Travel and Conferences	4,022	4,050	4,050
Consultant Services	83,381	575,000	282,600
Legal	900	1,300	1,400
Lewis Road Widening	511,399	65,000	0
Total Expenditures	\$916,863	\$920,450	\$551,620

*This budget task was amended after the Commission approved the budget in June 2013.



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 2013/2014 staff reviewed and commented on local development projects of significance, certified local bicycle plans, and provided input on local planning efforts. At the regional level, staff participated in planning efforts such as the Southern California Association of Governments' (SCAG) Sub-Regional Coordinator's Group, the Technical Working Group and the Sustainability Committee.

Most significantly in Fiscal Year 2013/2014, staff completed the Comprehensive Transportation Plan (CTP), VCTC's first effort at looking at Ventura County's long range transportation needs. This effort included extensive public outreach, data gathering, and voter research, the development of an economic forecast model. The Comprehensive Transportation Plan recommended specific actions to identify, prioritize and ready projects for study and/or funding. Some of the recommendations made in the CTP are already in the process of being implemented or are planned for in the upcoming year.

Through a regional collaborative effort, the 2012 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) was adopted in April of 2012 by the Southern California Association of Governments (SCAG). The RTP/SCS development was an intensive effort and representing VCTC's interests at SCAG required substantial amounts of staff time. The 2016 RTP/SCS process has begun and staff continues to participate in the regional planning process.

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

The Regional Transportation Planning task budget also includes funds for two consultant assisted active transportation studies: the Santa Paula Branch Line Recreational Trail Update and the Countywide Bicycle Way Finding project. The Santa Paula Branch Line Recreational Trail Update would include an update to the environmental documentation for the trail and public outreach to resolve many of the land use compatibility issues that linger. The Countywide Bicycle Way Finding project would plot cross county bicycle routes and develop a signage program so that cyclists can navigate through the county and from city to city. Both proposed projects will come before the Commission for approval prior to any funds being expended.

The Regional Transportation Planning Budget for Fiscal Year 2014/2015 has increased by approximately \$226,000 largely to accommodate the two active transportation projects, described above. Funds have been added to both the Consultant Services and Legal line items to accommodate these two projects.



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

1. Review and comment on plans and projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. 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 VCTC.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$374,100
LTF Fund Transfer Carry-over	35,000
PPM	63,200
Local Contribution - APCD	50,000
Total Funding	\$522,300

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 94,667	\$114,300	\$108,000
Fringe and Tax Allocation	65,067	44,100	34,500
Indirect Cost Allocation	74,468	72,300	74,800
Membership and Dues	10,000	10,500	10,500
Mileage	942	2,000	1,000
Notices	0	500	500
Office Supplies	0	1,000	1,000
Travel and Conferences	420	4,000	3,000
Consultant Services	12,965	35,000	285,000
Legal Services	0	1,000	4,000
Contribution to SBCAG Survey	0	10,000	0
Total Expenditures	\$258,529	\$294,700	\$522,300

*This budget task was amended after the Commission approved the budget in June 2013.



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. During Fiscal Year 2013/2014 the JLUS consultant conducted a number of committee and public workshops developing a broad issues matrix. The issues identified were then studied individually for actual impacts on the community or Naval Base Ventura County. From those impact studies will come a series of recommended actions to be adopted.

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

VCTC, working with its JLUS consultant, will facilitate development of strategies to address identified issues and the adoption of those strategies by the Policy and Technical oversight committees to be considered by individual jurisdictions and Naval Base Ventura County.

The Airport Land Use Task budget has decreased by \$109,400 from Fiscal Year 2013/2014 largely due to the completion of tasks associated with the JLUS.



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

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

FUNDING:

Funding Source	Funding Dollars
Defense Community Planning Assistance Funds	\$100,000
LTF Fund Transfer	43,700
PPM	9,000
Total Funding	\$152,700

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 21,832	\$ 27,900	\$ 23,600
Fringe and Tax Allocation	16,555	11,200	7,600
Indirect Cost Allocation	8,350	17,800	16,400
Mileage	127	1,400	500
Notices	100	1,000	1,000
Travel and Conference	60	1,000	1,000
Consultant Services	51,120	200,000	100,000
Legal Services	825	600	600
Public Outreach	1,288	2,000	2,000
Total Expenditures	\$100,257	\$262,900	\$152,700



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

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

ACCOMPLISHMENTS: Held and staffed meetings of the VCTC TRANSCOM, disseminated information about transit activities, regulations, and funding opportunities, and worked with local transit professionals to assist in developing the VCTC regional transportation programs and planning. Participated in the development of Ventura County emergency planning, and worked with both the Sheriff's Office of Emergency Services and the VOAD organization on continuing emergency planning. Began work on a countywide Short Range Transit Plan; a 10 year transit plan for service between Ventura and Santa Barbara Counties; and, refined the Heritage Valley Transit 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. Supported major revision of VCTC Unmet Transit Needs Process.

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 stakeholders 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 continue activities developing a countywide short-range transit plan and continue to provide transit input to the transit section of the SCAG RTP. The activities will also include the FTA mandated update of the VCTC Title VI plan and creation of a agreement between the transit providers to formalized response to emergencies.

WORK ELEMENTS:

1. Provide input to State and regional agencies regarding plans, programs, regulations, and funding for transit and act as a conduit for information to the transit operators.
2. Coordinate transit planning with adjoining counties.
3. Staff TRANSCOM, including preparation of agendas and management of meeting.
4. Continue development of countywide Short Range Transit Plan, including elements to support the creation of a FTA mandated Asset Management Plan.
5. Prepare the FTA mandated Title VI plan update.
6. Coordinate transit fare activities and transfers between operators.
7. Develop and execute an agreement between operators formalizing emergency/disaster response per a finding in the FTA Triennial Review, and continue to work with the operators and the County Office of Emergency Services in planning for response to natural and manmade disasters and emergencies.



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

8. Support VCTC transit planning activities.
9. Participate in the update of the Transit element of the SCAG Regional Transportation Plan.
10. Attend regional, State, and national association and professional meetings.
11. Prepare background and transit activity materials for planning and programming, including the Unmet Transit Needs process

PRODUCT: Disseminate information to operators. Supervise completion of the VCTC Short Range Transit Plan. Prepare 2014-15 Title VI Plan. Prepare transit agency emergency response agreement. Support ongoing fare coordination program, and provide background information for TDA Unmet Transit Needs process. Prepare TRANSCOM agendas and hold meetings. Participate in the planning and programming activities of transit operators. Collect information and prepare plans and studies to support transit in Ventura County.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$328,560
LTF Fund Transfer	82,140
STA Fund Transfer	80,000
Total Funding	\$490,700

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$103,034	\$162,500	\$184,400
Fringe and Tax Allocation	71,418	97,400	76,800
Indirect Cost Allocation	81,329	118,500	137,100
Books and Publications	349	350	400
Business Meals	48	100	300
Membership and Dues	1,050	1,050	500
Mileage	1,414	1,000	1,100
Travel and Conferences	6,476	14,200	9,000
Consultant Services	6,500	80,000	80,000
Legal Services	25	1,000	1,100
Total Expenditures	\$271,643	\$476,100	\$490,700

*This budget task was amended after the Commission approved the budget in June 2013.



BUDGET TASK: FREIGHT MOVEMENT**DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

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

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:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**FUNDING:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$26,100
Total Funding	\$26,100

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 7,039	\$ 6,600	\$ 6,900
Fringe and Tax Allocation	3,504	2,200	2,000
Indirect Cost Allocation	4,914	4,000	4,700
Mileage	0	500	500
Travel and Conferences	0	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	0	1,000	1,000
Total Expenditures	\$15,457	\$25,300	\$26,100

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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 2013/2014 focused on increasing participation in VCTC's commuter service programs, in particular Rideshare week. The number of radio spots was increased in both English and Spanish and presentations were made to the various city councils in the county. A kickoff luncheon was held for representatives of employers throughout the county. The luncheon was entertaining and interactive and resulted in requests for VCTC to cosponsor similar events to be held at individual work sites.

Collateral materials for the Guaranteed Ride Home Program were redesigned and printed in English and Spanish and a comprehensive Commuter Services Manual was created as a guide for employers to use. An electronic version of the Student Rider Guide was also put into service on the website.

As in previous years, VCTC hosted a booth at the Ventura County Fair, as well as city and community earth day events, health fairs and employer events. In Fiscal Year 2013/14 VCTC received 2 AdWheel Awards from the American Public Transit Association (APTA). Carbon Footprint Seed Packets, created as giveaways for Earth Day events, won a First Prize award and the Transportation Infographic, created as a promotional item for the County Fair, took Grand Prize.

In Fiscal Year 2013/2014 the Teen Council created a video to increase awareness of the bus systems in Ventura County and to promote the Student Rider Guide produced the previous year by the inaugural Teen Council. Members also participated in Earth Day events and the County Fair and helped with recruitment efforts for the Teen Council. Currently the Teen Council is working on its latest project, a student artwork contest. Students throughout the county will be asked to submit original entries depicting what their hometown or community is known for or what they would like it to be associated with. Grand prize winners will have their artwork displayed on the side of a bus.

The Fiscal Year 2014/2015 Marketing and Community Outreach Program will focus heavily on the VCTC Intercity Bus Service. A new contract will be awarded for the service to begin in Fiscal Year 2014/2015. Efforts to promote and possibly rebrand the service began in Fiscal Year 2013/2014 and will be implemented with the arrival of the new fleet. The line item for VCTC Intercity Bus Service marketing is increased substantially to accommodate the costs of applying the graphics to the buses, as well as printing schedules and promotional materials for the service. Additionally, the current GoVentura Smartcard system is about to become obsolete. A new fare media system will be put into service in Fiscal Year 2014/2015 and costs associated with outreach and promotion are included in this task.



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 rebranding VCTC Intercity Bus Services and new fare media.
2. Continue to engage the Teen Council in the promotion of youth involvement in transportation issues and development of youth-focused collateral materials.
3. Incorporate national campaigns such as Bike to Work week in Rideshare Outreach.
4. Continue 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	\$500,000
CMAQ	144,000
Local Contribution - APCD	5,000
Total Funding	\$649,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget	Fiscal Year 2014/2015 Budget
Salaries	\$ 57,877	\$ 70,400	\$ 64,200
Fringe and Tax Allocation	32,504	34,400	22,600
Indirect Cost Allocation	42,135	47,800	45,600
Mileage	94	500	100
Printing	34,385	48,500	20,000
Consultant Services	49,270	150,000	100,000
Legal Services	0	500	500
Community Events	41,970	60,000	50,000
Rideshare	67,629	172,200	149,000
VCTC Intercity Bus Service	71,096	47,900	162,000
Youth Programs	23,744	40,000	35,000
Total Expenditures	\$420,704	\$672,200	\$649,000



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

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

ACCOMPLISHMENTS: VCTC has continued to develop cooperative working relationships to carry out the annual Legislative Program and support transportation funding in Ventura County. During the past year the VCTC sponsored Senate Bill 203, which implemented VCTC's recommendation to allow continued use of Transportation Development Act funds for streets and roads, on a limited basis.

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 Transportation Legislative Roundtable. Through its Legislative Program, VCTC advocates for Federal and State transportation funding and policies which support improved transportation for Ventura County.

In December the Commission adopted its annual Legislative Program which will be carried out under this budget. Significant items in this year's program include support for legislation to extend state environmental streamlining provisions to transportation projects; support for use of cap-and-trade revenues generated by transportation sources for appropriate transportation improvements; continued advocacy for federal action in support of rail safety; and participation in the upcoming federal transportation authorization.

The proposed State Legislative Representative budget includes an increase based on the cost of the Commission's 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 (CALCOG), and Mobility 21 dues. For many years the Commission has significantly delayed payment of Mobility 21 dues so the Fiscal Year 2014/2015 budget includes a one-time \$6,000 increase allowing VCTC to "catch up" and pay Mobility 21 dues on time. 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 with transportation agencies in developing policies for new federal transportation authorization.



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$181,225
Total Funding	\$181,225

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 25,783	\$ 46,100	\$ 46,800
Fringe and Tax Allocation	16,456	19,700	15,600
Indirect Cost Allocation	19,692	30,000	32,700
Business Meals	1,323	2,100	2,100
Membership and Dues	12,018	14,400	20,200
Mileage	724	1,225	1,225
Travel and Conferences	5,071	9,349	10,500
Consultant Services	47,103	48,751	51,900
Legal Services	150	200	200
Total Expenditures	\$128,320	\$171,825	\$181,225

*This budget task was amended after the Commission approved the budget in June 2013.

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 2012/2013 is being adjusted against Fiscal Year's 2014/2015 indirect estimate. If the indirect costs collected were higher than the estimate an adjustment is made to expenses and paid out of the unassigned general fund balance. However, if the indirect costs collected were less than the estimate, than the indirect rate for the current year will be increased to cover the previous shortage and no adjustment is needed to the Management and Administration budget as is the case in Fiscal Year 2014/2015

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	\$229,000
SAFE Fund Transfer	30,000
Total Funding	\$259,000

EXPENDITURE COMPARISON:

	Fiscal Year 2012/2013 Actual	Fiscal Year 2013/2014 Budget*	Fiscal Year 2014/2015 Budget
Salaries	\$ 91,736	\$ 87,800	\$ 92,900
Fringe and Tax Allocation	49,406	36,600	29,700
Indirect Cost Allocation	65,801	56,800	64,300
Business Meals	778	1,000	1,000
Membership and Dues	2,530	3,500	3,500
Mileage	945	1,000	1,000
Travel and Conferences	2,248	5,000	5,000
Consultant Services	1,250	60,000	10,000
Legal Services	350	1,000	1,000
Commissioner Expenses	16,805	25,000	25,000
Hardware and Software Replacement	18,511	23,000	23,800
Indirect Reconciliation Adjustment	0	9,156	0
Offsite Storage and Back-up	1,390	1,800	1,800
VCOG Management	629	0	0
Total Expenditures	\$252,379	\$311,656	\$259,000

*This budget task was amended after the Commission approved the budget in June 2013.

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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION Fiscal Year 2014/2015 Budget



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
AVL	Automatic Vehicle Location
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
Commission	Ventura County Transportation Commission
County	County of Ventura
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
DMV	Department of Motor Vehicles
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
GFOA	Government Finance Officers Association
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
	Public Transportation, Modernization, Improvement, and Service
PTMISEA	Enhancement Account
PUC	Public Utilities Commission
RCTC	Riverside County Transportation Commission
RFGS	Rail Fixed Guideway System
RFP	Request for Proposal
RFQ	Request for Qualification
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program
RME	Regional Mobility Element
ROE	Right of Entry
ROW	Right of Way
RTA	Regional Transit Authority
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
QR	Quick Response (codes)
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments



SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SHOP	Safety Highway Operations Program
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
State	State of California
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
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
VOC	Volatile Organic Compounds
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.

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Financial Resources – Resources that are or will become available for spending and include cash and resources ordinarily expected to be converted to cash ie. receivables and prepaid assets.

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

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

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

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

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

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

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

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

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

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

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

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

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

Governmental Funds – Funds generally used to account for tax-supported activities. The VCTC’s governmental funds are comprised of general and special revenue funds.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

Trustee – A fiduciary holding property on behalf of another.

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

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