

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2015/2016 BUDGET

Presented by:

Darren Kettle, Executive Director
Sally DeGeorge, Finance Director



This page is intentionally left blank.

DRAFT

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	1
VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE.....	3
THE ORGANIZATION AND ITS RESPONSIBILITIES	3
THE COMMUNITY WE SERVE.....	5
THE LOCAL ECONOMY	6
FINANCIAL SECTION	7
BUDGET PROCESS.....	7
FINANCIAL POLICIES	9
REVENUES AND FUNDING SOURCES.....	11
Federal Revenues.....	12
State Revenues	14
Local and Other Funding Sources	16
PERSONNEL AND OPERATIONS.....	19
PERSONNEL AND BENEFITS.....	19
INDIRECT COST ALLOCATION PLAN	27
PROGRAM SECTION.....	29
PROGRAM OVERVIEW	29
TRANSIT AND TRANSPORTATION PROGRAM	30
HIGHWAY PROGRAM.....	31
RAIL PROGRAM.....	32
COMMUTER ASSISTANCE PROGRAM.....	33
PLANNING AND PROGRAMMING PROGRAM	34
GENERAL GOVERNMENT PROGRAM.....	35
PROGRAM TASK BUDGETS	41
INDEX OF TASK BUDGETS BY PROGRAM.....	42
INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER.....	43
TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS	45
HIGHWAY PROGRAM TASK BUDGETS.....	59
RAIL PROGRAM TASK BUDGETS.....	65
COMMUTER ASSISTANCE PROGRAM TASK BUDGETS.....	73
PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS	79
GENERAL GOVERNMENT PROGRAM TASK BUDGETS.....	93
SUPPLEMENTAL INFORMATION.....	103
ACRONYMS.....	104
GLOSSARY OF TERMS	110
INDEX OF CHARTS AND TABLES	116



This page is intentionally left blank.

DRAFT

EXECUTIVE SUMMARY

To be added with the final budget

DRAFT

This page is intentionally left blank.

DRAFT

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:

Peter Foy	County of Ventura, Chair
Steve Bennett	County of Ventura
Claudia Bill-de la Peña	City of Thousand Oaks
Douglas Breeze	City of Port Hueneme
Betsy Clapp	City of Ojai
Ginger Gherardi	City of Santa Paula
Brian Humphrey	Citizen Representative (Cities)
Bill Little	City of Camarillo
Kathy Long	County of Ventura
Bryan MacDonald	City of Oxnard
Keith Millhouse	City of Moorpark, Vice-Chair
Manuel Minjares	City of Fillmore
Carl Morehouse	City of Ventura
Linda Parks	County of Ventura
Steven Sojka	City of Simi Valley
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)

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)
- Heritage Valley Policy Advisory Committee
- 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
- VCTC Intercity Service



THE COMMUNITY WE SERVE

To be added with the final budget

DRAFT



THE LOCAL ECONOMY

To be added with the final budget.

DRAFT

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 task budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 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 2015/2016 budget and monitoring of the Fiscal Year 2014/2015 budget is illustrated below in Chart 1, *Budget Process*.

Chart 1 – Budget Process

Budget Task	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan	2016 Feb	2016 Mar	2016 Apr	2016 May	2016 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 seeks new funding from federal, state and local agencies in order to address the transportation and transit needs of the residents within Ventura County. Revenues will be deposited electronically when possible or when received directly, in a timely manner. Cash disbursements to local jurisdictions, consultants and vendors will be made in an efficient and timely manner.

Investment Policies

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

Auditing Policies

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



This page is intentionally left blank.

DRAFT

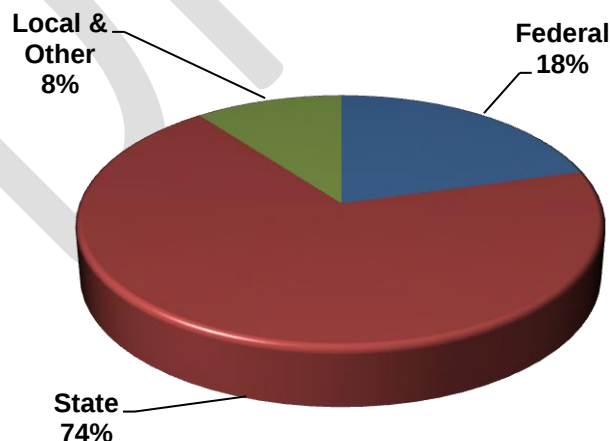
REVENUES AND FUNDING SOURCES

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

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

The revenues budgeted for VCTC in Fiscal Year 2015/2016 are estimated to be \$57,126,576 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 \$10,495,786. State revenues (including LTF, STA and SAFE) total \$42,076,691. The Local and Other revenues total \$4,554,099. 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 3, *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 in future grants.
- 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 in future grants.
- 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 \$9,407,786 in FTA revenues.



Federal Highway Administration (FHWA)

The Federal Highway Administration funds guarantee funding for highways, highway safety, and local roads. These funds are allocated to states and then to Regional Transportation Planning Agencies (RTPA) including VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Program (STP) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Alternatives Program (TAP) funds. VCTC has historically programmed the majority of FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.

Surface Transportation Program (STP)

The Surface Transportation Program funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. STP funds are allocated by the Commission and administered through Caltrans. VCTC's budget contained STP funding for Lewis Road in previous budgets. VCTC's budget contains \$562,200 in STP revenues.

Congestion Mitigation and Air Quality (CMAQ)

The Congestion Mitigation and Air Quality funds are allocated by the Commission for transportation projects which reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. VCTC's budget contains \$495,000 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 \$30,800 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 \$34,400,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$34,600,000 to local agencies in the upcoming year (\$34,400,000 in new revenues and \$200,000 from the LTF fund balance). Of this amount, \$14,000 is for County Administration, \$657,880 will be apportioned and allocated through a competitive project process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$29,405,220 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. An additional \$121,520 of carry-over fund balance from Fiscal Year 2014/2015 is budgeted for a total Article 3 allocation of \$779,400. 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 \$692,000, \$1,000,000 and \$2,830,900 respectively. An additional \$1,598,400 of carry-over fund balance from Fiscal Year 2014/2015 is budgeted for a total Article 3 Rail allocation of \$4,429,300. Also, it is anticipated that \$257,480 of LTF general fund balance will be carried-over from Fiscal Year 2014/2015.

State Transit Assistance (STA)

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and revenue miles (PUC 99314 allocation) of each eligible transit operator, currently (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 \$4,761,919 in STA revenues. The STA funded expenditures of \$7,252,369 will be transferred from the STA fund balance to the General Fund and thus, are shown 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 \$735,000 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 \$1,032,300 in new and carry-over PPM revenues.

Proposition 1B

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs 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, Valley Express and VCTC Intercity Service (formerly VISTA). At this time the VCTC budget contains \$1,129,672 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, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity buses and lease payments paid through the Santa Paula Branch Line. VCTC's budget contains \$2,695,199 in local contribution revenues and \$1,776,900 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 \$82,000 in investment income and other revenues.



Chart 3 - Funding Sources

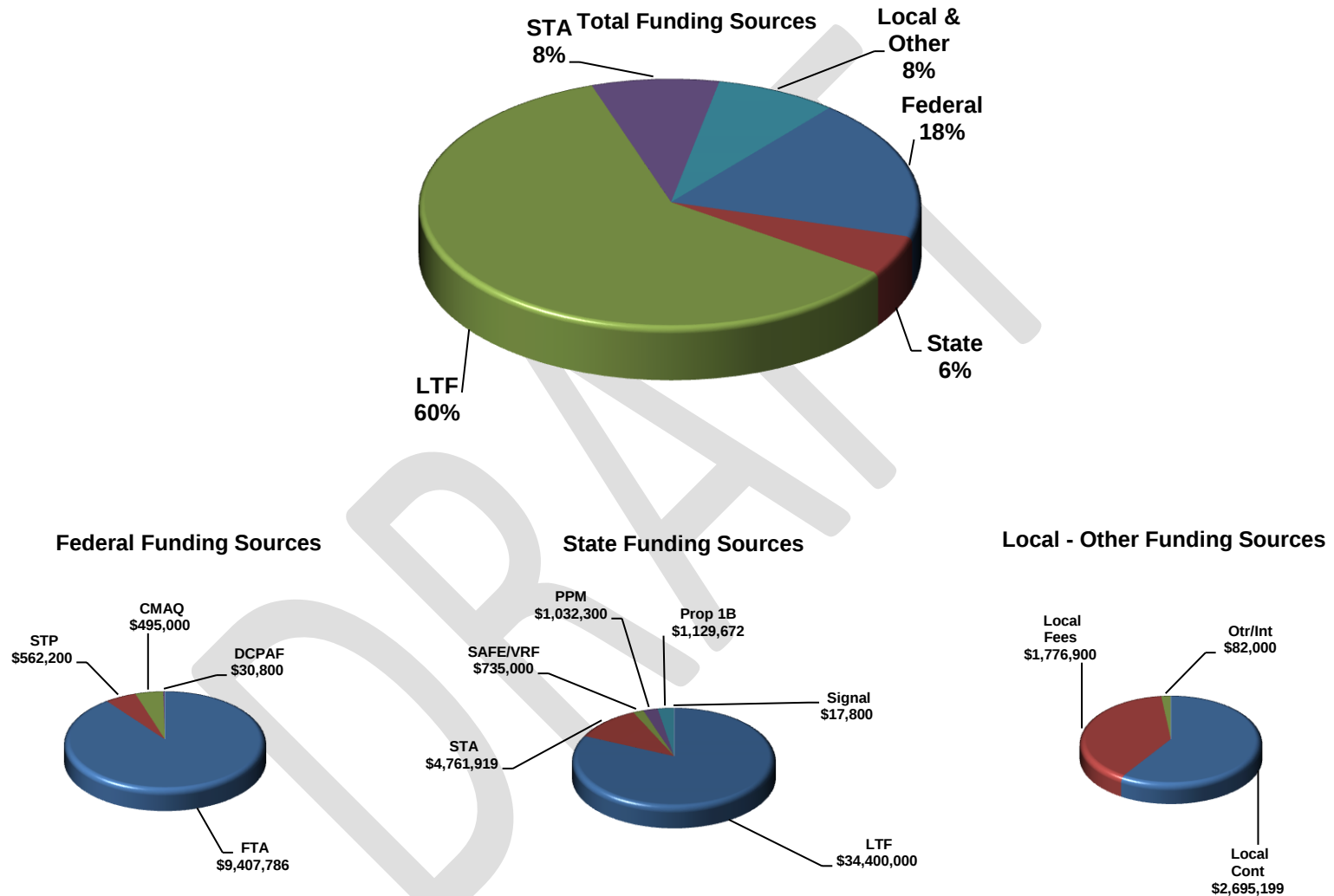
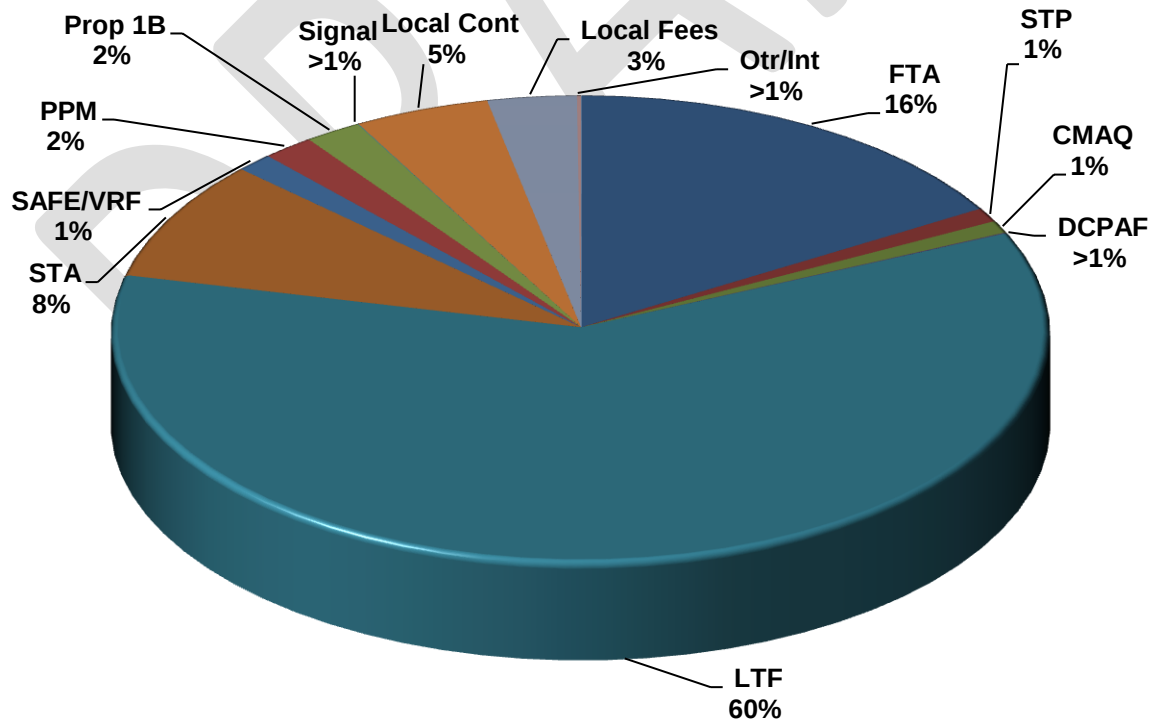


Table 1 - Detailed Funding Sources

Funding Source	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Federal Transit Administration (FTA)	\$ 7,150,280	\$12,377,099	\$9,407,786
Surface Transportation Program (STP)	19,737	0	562,200
Congestion Mitigation and Air Quality (CMAQ)	407,399	547,500	495,000
Defense Community Planning Assistance Funds	91,333	108,867	30,800
Local Transportation Fund (LTF)	37,506,271	34,080,080	34,400,000
State Transit Assistance (STA)	5,122,999	4,584,480	4,761,919
Service Authority for Freeway Emergencies (SAFE)	761,140	745,000	735,000
State Transportation Improvement Program (STIP)	2	0	0
Planning, Programming and Monitoring (PPM)	484,390	660,220	1,032,300
Proposition 1B	7,284,689	9,222,053	1,129,672
California Public Utilities Commission Signal	23,202	17,800	17,800
Local Contributions	2,183,570	3,084,384	2,695,199
Local Fees	1,702,173	1,752,600	1,776,900
Investment Income and Other Revenues	310,494	105,000	82,000
Total Funding Sources	\$63,047,679	\$67,285,083	\$57,126,576

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

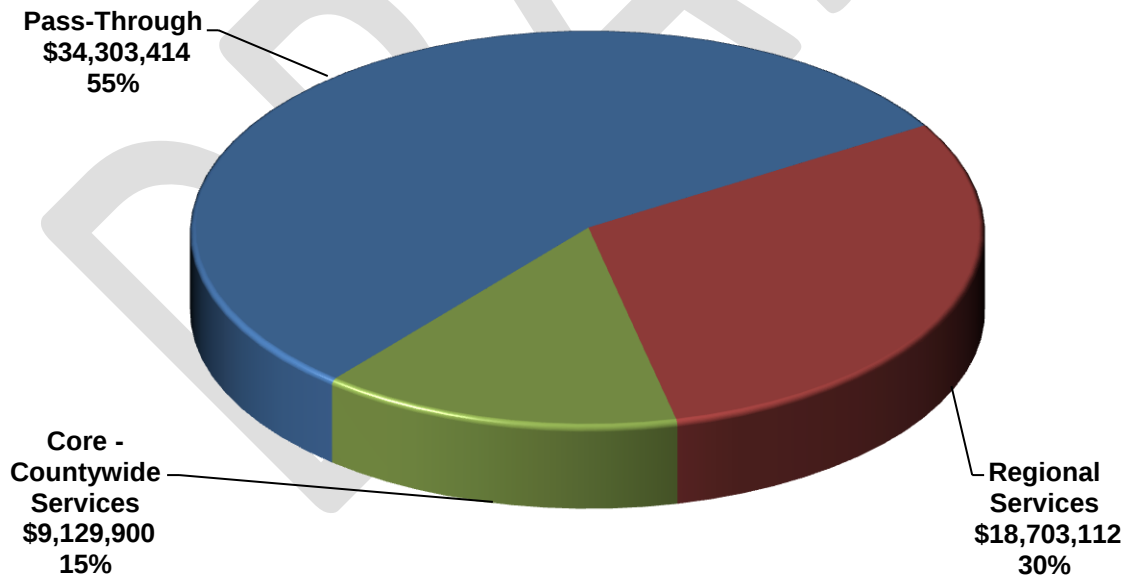


Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services		Regional Services		Pass-Through Services
Airport Land Use Commission Call Box System Community Outreach & Marketing Freight Movement Management & Administration Regional Transit Planning Regional Transportation Planning Rideshare Programs State & Federal Governmental Relations TDA Administration Transit Grant Administration Transportation Programming & Monitoring VCTC Office Building		Fare Collection and APC Systems LOSSAN & Coast Rail Council Metrolink Commuter Rail Nextbus Santa Paula Branch Line Senior & Disabled Transp. Services SpeedInfo Highway Speed Sensors Transit Information Center Valley Express VCTC Intercity Services		TDA Administration Transit Grant Administration
Staff Hours	28,769	Staff Hours	15,801	Staff Hours 1,542
Total Staff Hours = 41,760				

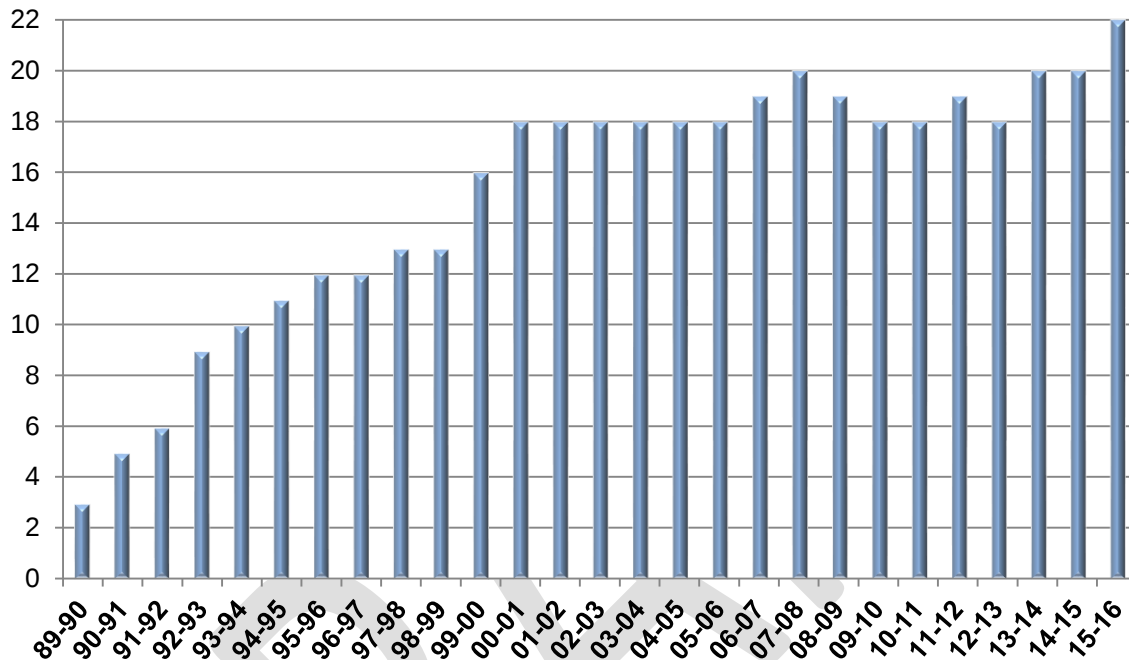
The Fiscal Year 2015/2016 Draft Budget contains the addition of two proposed positions: a Senior Accountant/Analyst and a Program Manager – Capital Projects.

With the reorganization of the Program Manager-Rail position, the TDA claims administration and financial audits and compliance portion of the TDA management was transferred to the Finance Department. In addition to these new tasks, the Finance Department must also meet the increasing reporting and compliance requirements from GASB and State and Federal governments. The addition of a Senior Accountant/Analyst will provide the Finance Department with the much needed support for the additional work and new regulations. Although VCTC staff has implemented strong internal controls to safeguard the Commissions assets, the addition of another accounting position would also allow for additional segregation of duties to allow for additional internal controls.

VCTC staff will be presenting for Commission approval a recommendation for expediting the preliminary work for the 118 and 101 freeway improvement projects. For both projects, the state has programmed STIP funds to start design and environmental analysis in Fiscal Year 2017/2018. Contingent on the decision of the Commission to expedite these projects, an additional staff position, a Program Manager-Capital Projects, will be required to provide project management.

Growing from three employees in 1989 to its current proposed roster of twenty-two regular full-time employees, staffing includes sixteen professional positions and six support/customer service positions (see Chart 6, *Number of Employees*, Chart 10, *Staff Organization*, and Chart 11, *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 includes two additional/proposed full-time positions bringing the FTE to twenty-two full-time employees (see Table 3, *Full Time Equivalents by Program*).

Table 3 - Full Time Equivalents by Program

Program	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Transit and Transportation	5.1	6.4	6.1
Highway	0.1	0.1	0.1
Rail	1.1	1.8	1.5
Commuter Assistance	2.8	2.0	2.1
Planning and Programming	4.8	4.5	6.4
General Government	5.2	5.2	5.8
TOTAL	19.1	20.0	22.0

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2015/2016 salary ranges are detailed by classification. The salary ranges below include a 5% adjustment to the director level to complete the two step process started last year to bring the director range in-line with the salary survey performed in 2013.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$205,871
Director	4	\$101,157	\$136,395
Manager	6	\$70,132	\$104,069
Planner/Analyst	5	\$50,100	\$83,945
Support Staff II	5	\$43,827	\$60,189
Support Staff I	1	\$24,960	\$38,201

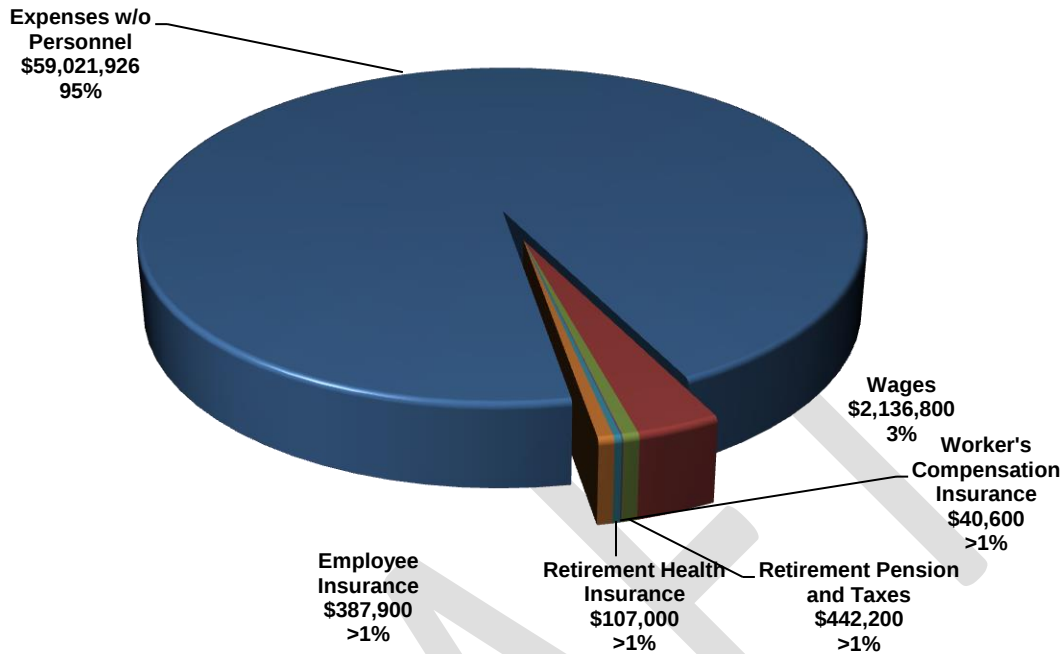
The Commission's salary and fringe benefits total \$3,114,500 or 5% of the Fiscal Year 2015/2016 budget (see Table 5, *Personnel Budget* and Chart 7, *Personnel Costs*). This represents an increase of \$451,000 or 16.9% from the Fiscal Year 2014/2015 budget of \$2,663,500 largely due to costs for the two new positions and two vacant positions which are budgeted at the highest range until actual salaries and benefit costs are known. It is likely the actual costs will come in lower than budgeted. The Wages total of \$2,136,800 includes a pool of \$57,100 in merit increases for eligible employees not at the top of their range and a possible 3% PEPRA adjustment of \$59,300. Benefits account for 1.6% of the budget.

Table 5 - Personnel Budget

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Wages	\$1,644,273	\$1,846,300	\$2,136,800
Retirement Pensions and Taxes	316,509	357,500	442,200
Worker's Compensation Insurance	23,541	34,500	40,600
Retirement Health Insurance/OPEB	152,000	107,000	107,000
Employee Insurance	296,947	318,200	387,900
Total Expenditure	\$2,433,270	\$2,663,500	\$3,114,500

Chart 7 - Personnel Costs

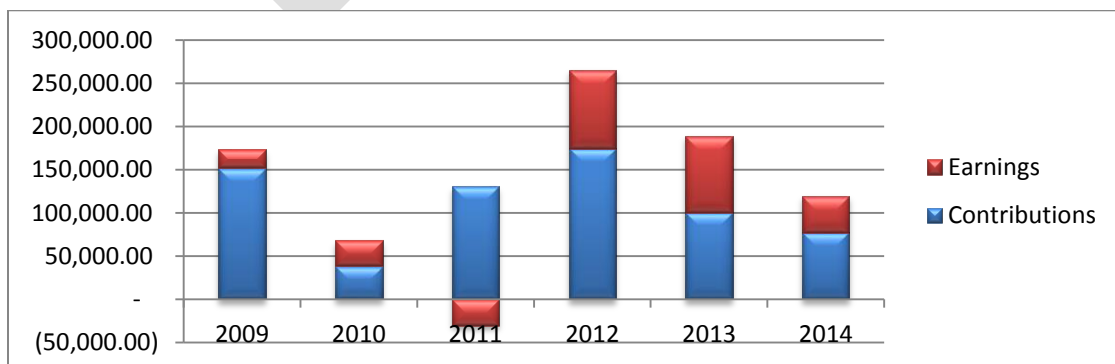
Wages and Fringe = \$3,114,500
5% of Fiscal Year 2015/2016 Budget



Retiree healthcare cost of \$107,000 will be used to pay for retiree healthcare costs and prefund the Other Postemployment Benefits (OPEB) Trust. The amount is lower than previous fiscal years due to CalPERS lowering their premium structure to increase health membership. The next OPEB valuation will adjust for any assumption changes including premium rates and will be performed in Fiscal Year 2015/2016 with information for Fiscal Year 2016/2017 forward.

Prefunding the trust allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2014, the Commission's trust has earned approximately \$243,000 in net earnings (see Chart 8, *OPEB Trust Earnings and Contributions*) with an average annual internal rate of return since inception of 10.08%. The OPEB Trust fund's balance at December 2014 was \$911,923.

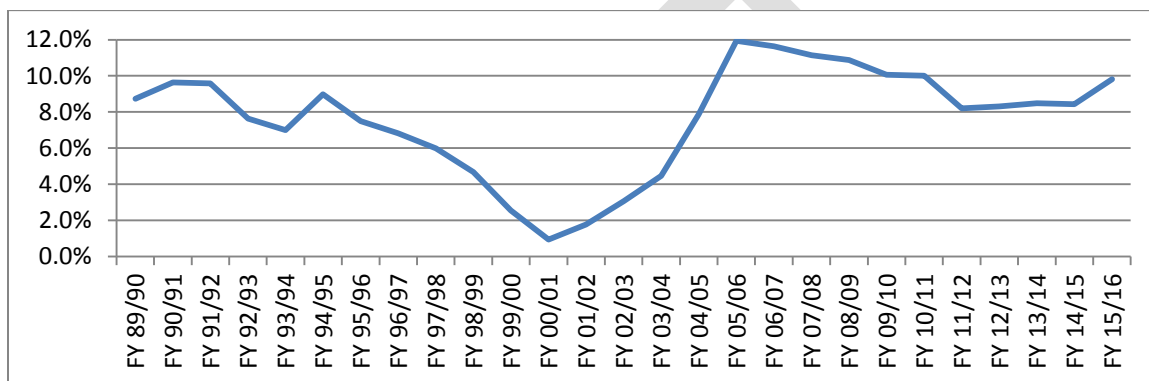
Chart 8 – OPEB Trust Earnings and Contributions



Starting with Fiscal Year 2015/2016, CalPERS changed its method for calculating employer contributions. Members are now required to pay for their unfunded accrued liability (UAL) in a set dollar amount (\$41,693 for Fiscal Year 2015/2016) and the plan's employer contribution as a percentage of payroll (7.163% for Fiscal Year 2015/2016) which when combined is an effective rate of 9.811% based on CalPERS calculations. The employee contribution remains at seven percent as set by legislation.

VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60. Although the rates have fluctuated over the years (see Chart 9, *Historical Pension Rates for Classic 2% @ 60.*), the average rate since 1989 is 7.635%.

Chart 9 – Historical Pension Rates for Classic 2% @ 60



It should be noted that CalPERS recently modified some of their assumptions and methods which will increase VCTC's employer rate over the next few years. The projected pension rate for Fiscal Year 2016/2017 is 7.6% plus \$54,684 (see Table 6, *CalPERS Employer Rate-Classic*). This rate is impacted by the implementation of longer life expectancies (increased cost), the new side fund created by PEPPA effectively closing the existing pension funds (increased cost) and the 18.0% investment return for Fiscal Year 2013/2014 (decreased costs). The rate will continue to be adjusted each year by market gains and losses. In addition to the assumption changes, CalPERS is evaluating any adjustments that might be needed with the implementation of GASB 68.

Table 6 – CalPERS Employer Rate - Classic

	New Rate	Projected Future Employer Contribution Rates				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Normal Cost %	7.163%	7.6%	7.6%	7.6%	7.6%	7.6%
UAL \$	\$41,693	\$54,684	\$68,416	\$82,416	\$98,241	\$99,676

Chart 10 - Staff Organization

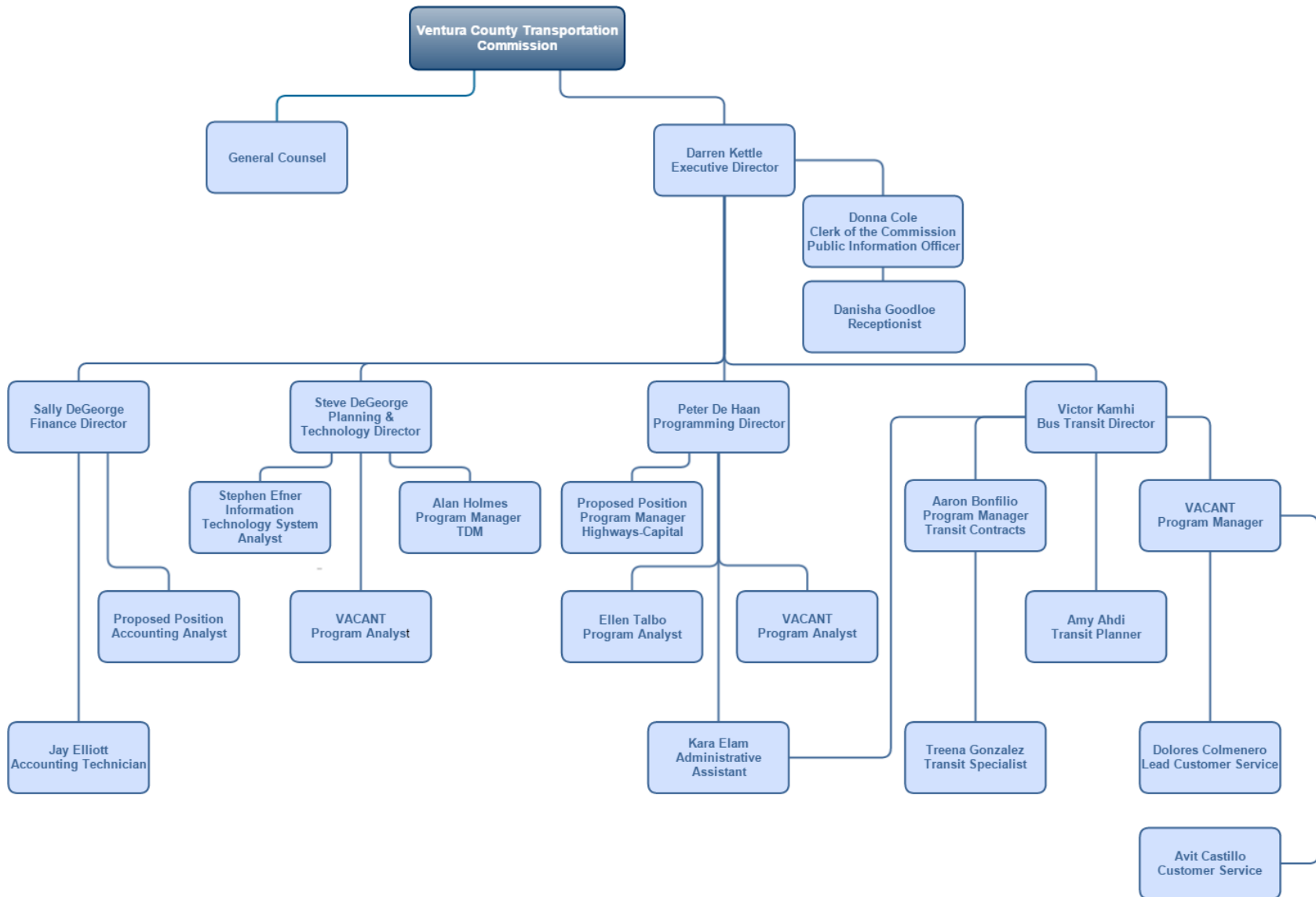
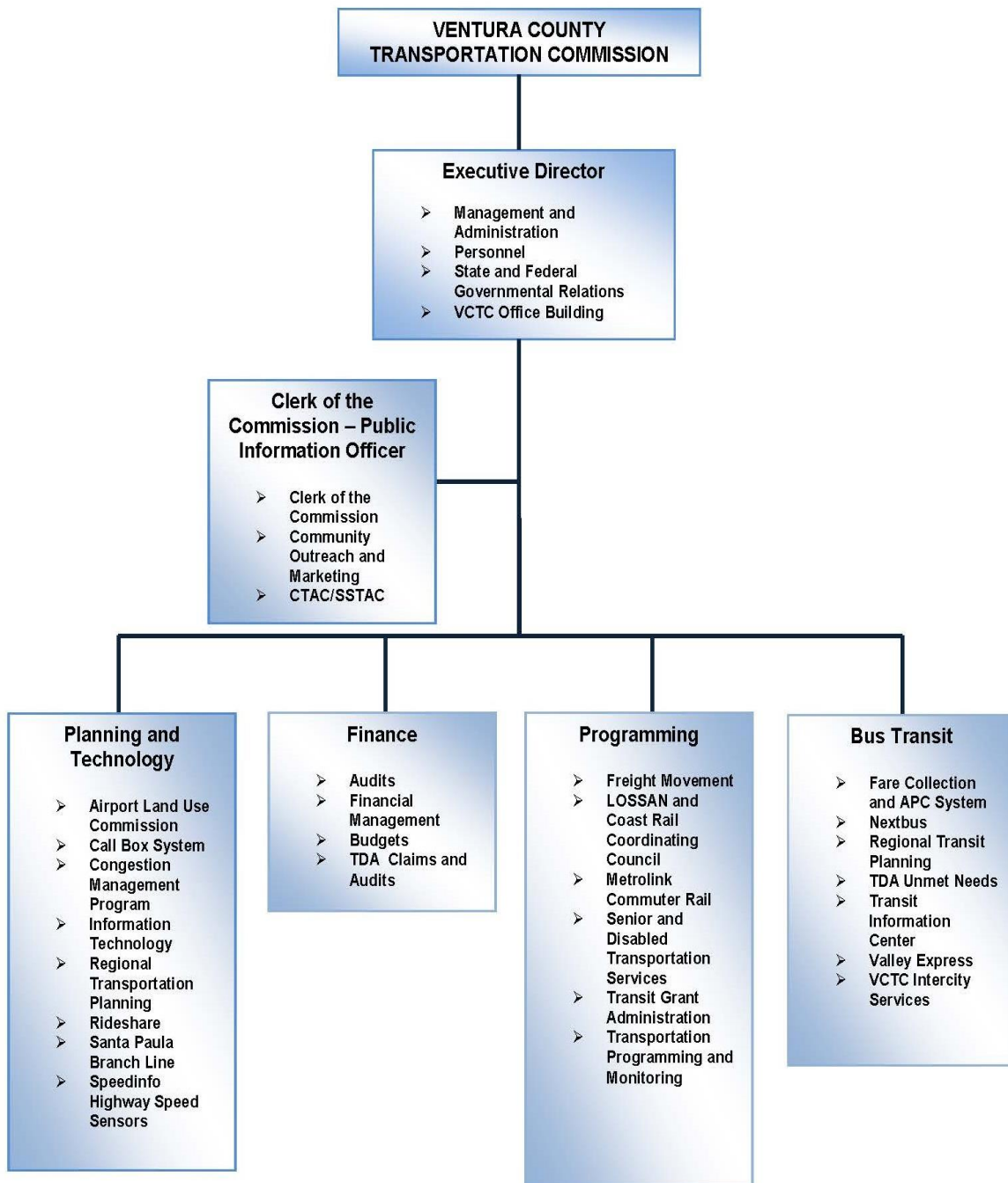


Chart 11 - Functional Organization



INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenditures that are attributable to the general operation of the organization but are not directly tied to a particular grant, contract, project function or activity. Indirect cost allocation plans (ICAP) are designed to promote fair and equitable sharing of indirect costs and allow the “full” costs of services to be recognized. An indirect cost allocation plan is prepared so that the Ventura County Transportation Commission (VCTC) can charge indirect costs to the various projects. 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.

VCTC’s indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined after the audit is complete, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan. 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.

The Federal Transit Administration (FTA) is VCTC’s cognizant agency for its Indirect Cost Allocation Plan (ICAP) and complies with the FTA’s ICAP requirements which include following the new “Super Circular” or 2 Code of Federal Regulations (CFR) 200 and 225 as applicable. VCTC also requests a second approval from the California Department of Transportation (DOT).

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 (non fare collection hours), Finance Director (non TDA hours) and Accounting Technician (non fare collection hours) and Senior Accountant/Analyst (non TDA and fare collection hours).

There are a few indirect costs that have changed from previous years that should be noted. The insurance line item increased by 5%. The Audits line item increased by 40% as the OPEB actuary valuation is required this year along with the estimate for the GASB 68 pension reporting fee. The miscellaneous line item decreased by \$5,000 as a temporary office help is not anticipated for the receptionist. The communications and rent items increased slightly while the postage and legal line items decreased slightly.

Table 7, *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 7 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliation.



Table 7 - Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	\$ Change	% of Change
Salaries and Benefits	\$449,598	\$ 451,260	\$ 594,710	143,504	31.8%
Bank Fees	3,959	4,000	4,000	0	0.0%
Books and Publications	1,050	1,000	1,000	0	0.0%
Business Meals	753	1,000	1,000	0	0.0%
Communications	19,687	18,000	20,000	2,000	11.1%
Insurance	195,135	210,300	220,800	10,500	5.0%
Maintenance	9,203	15,000	15,000	0	0.0%
Membership and Dues	4,757	5,000	5,000	0	0.0%
Mileage	969	1,500	1,500	0	0.0%
Miscellaneous	3,445	15,000	10,000	-5,000	-33.3%
Office	33,789	27,000	27,000	0	0.0%
Postage	5,531	9,000	7,000	-2,000	-22.2%
Printing	5,180	10,000	10,000	0	0.0%
Rent	142,047	149,200	152,200	3,000	2.0%
Training	1,702	2,000	2,000	0	0.0%
Travel and Conferences	1,306	6,000	6,000	0	0.0%
Audit and Actuary Services	53,882	50,600	71,000	20,400	40.3%
Legal Services	25,438	25,900	25,000	-900	-3.5%
Professional and Human Resources	55,522	53,000	53,000	0	0.0%
Subtotal	\$1,012,953	\$1,054,760	\$1,226,210		
Adjusted Overhead Rate	45.61%	50.83%	53.48%		

PROGRAM SECTION

PROGRAM OVERVIEW

The Fiscal Year 2015/2016 budget is a comprehensive budget. It 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 2015/2016 are \$62,136,426. The total budget expenditures decreased by 14.7% and are briefly explained in the individual program summaries.

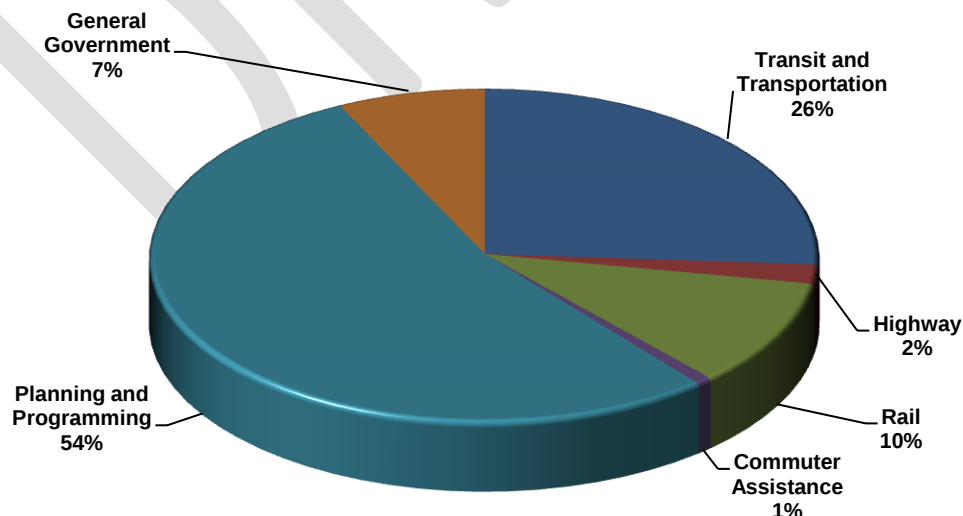
Below are a table and chart which summarize these six programs: Table 8, *Budgeted Expenditures by Program*, and Chart 12, *Budgeted Program Expenditures*.

Table 8 - Budgeted Expenditures by Program

Program Budget Categories	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Transit and Transportation	\$20,102,758	\$29,943,017	\$16,149,312	-46.1%
Highway	458,702	597,100	1,159,000	94.1%
Rail	3,777,482	4,725,978	6,467,900	36.9%
Commuter Assistance	497,749	477,100	468,700	-1.8%
Planning and Programming	35,865,016	34,970,652	33,398,414	-4.4%
General Government	1,028,873	2,194,101	4,493,100	104.8%
Total Program Budget	\$61,730,580	\$72,907,948	\$62,136,426	-14.7%

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

Chart 12 - Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role as the County Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. The Transit and Transportation Program, at \$16,149,312, is 26% of the budget and includes six project tasks.

Changes to this fiscal year include a decrease in the Fare Collection and APC System budget decreased as equipment needs were purchased in the previous fiscal year. The Go Ventura Smartcard budget has been deleted as the system is no longer in service and was replaced with the Fare Collection and APC System. The Nextbus budget decreased as the upgrade for wireless technology was completed. The Senior and Disabled Transportation Services budget increased for additional consultant costs. The Transit Grant Administration budget decreased for the completion of pass-through projects. It is expected that the final budget will be higher as new projects are included. The Valley Express and VCTC Intercity Services budgets decreased as the bus purchases were completed in the previous fiscal year. 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, *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 9 - Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Fare Collection and APC System	46	\$ 0	\$ 824,053	\$ 710,200	-13.8%
Go Ventura Smartcard	--	502,363	420,500	--	--
Nextbus	48	295,063	524,806	373,600	-28.8%
Senior and Disabled Transp Services	50	350,633	175,525	250,800	42.9%
Transit Grant Administration	52	9,836,780	6,371,931	4,257,900	-33.2%
Valley Express	54	2,659,724	4,284,630	2,392,740	-44.2%
VCTC Intercity Services	56	6,458,195	17,341,572	8,164,072	-52.9%
Total Transit and Transportation Budget		\$20,102,758	\$29,943,017	\$16,149,312	-46.1%
Program Costs:					
Personnel		\$ 600,350	\$ 770,900	\$ 741,900	
Indirect		273,820	391,900	396,900	
Project		19,228,588	28,780,217	15,010,512	
Total Transit and Transportation Budget		\$20,102,758	\$29,943,017	\$16,149,312	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (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 \$1,159,000 is 2% of the budget and includes two project tasks.

The Call Box System budget increased due to the need to upgrade the system to the 3G network. The Congestion Management Program budget has been combined with the Regional Transportation Planning budget found within the Planning and Programming Program. 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, *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 10 - Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	% of Change
Call Box System	60	\$312,796	\$451,100	\$1,011,500	124.2%
Congestion Management Program	--	--	--	--	--
SpeedInfo Highway Speed Sensors	62	145,906	146,000	147,500	1.0%
Total Highway Budget		\$458,702	\$597,100	\$1,159,000	94.1%
Program Costs:					
Personnel		\$ 9,906	\$ 8,300	\$ 14,400	
Indirect		4,518	4,300	7,600	
Project		444,278	584,500	1,137,000	
Total Highway Budget		\$458,702	\$597,100	\$1,159,000	

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 \$6,467,900, is 10% of the budget and includes three project tasks.

The LOSSAN budget task decreased as membership dues are no longer necessary with LOSSAN assuming operational responsibility and management costs that will be funded from the state budget. The Metrolink Commuter Rail budget increased primarily due to a reduction in the Metrolink revenue forecast and additional Proposition 1B funded projects. The Santa Paula Branch Line budget increased due to additional consultant assistance needed with the bridge inspection and load capacity calculations requirements. 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, *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 11 - Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
LOSSAN & Coast Rail Coordinating Council	66	\$ 46,487	\$ 70,800	\$ 42,400	-40.1%
Metrolink Commuter Rail	68	2,555,809	3,615,922	5,245,800	45.1%
Santa Paula Branch Line	70	1,175,186	1,039,256	1,179,700	13.5%
Total Rail Budget		\$3,777,482	\$4,725,978	\$6,467,900	36.9%
Program Costs:					
Personnel		\$ 159,315	\$ 254,100	\$ 218,900	
Indirect		72,663	129,300	117,000	
Project		3,545,504	4,342,578	6,132,000	
Total Rail Budget		\$3,777,482	\$4,725,978	\$6,467,900	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (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 \$468,700, is 1% of the budget and includes two project tasks.

The Rideshare Programs budget went down due to lower database costs. The Transit Information Center budget increased as staffing resources were reallocated back from the Fare Collection and APC Systems budget as implementation is completed. 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, *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 12 - Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget	% of Change
Rideshare Programs	74	\$241,377	\$296,500	\$272,400	-8.1%
Transit Information Center	76	256,372	180,600	196,300	8.7%
Total Commuter Assistance Budget		\$497,749	\$477,100	\$468,700	-1.8%
Program Costs:					
Personnel		\$297,050	\$239,500	\$255,600	
Indirect		135,484	121,700	136,600	
Project		65,215	115,900	76,500	
Total Commuter Assistance Budget		\$497,749	\$477,100	\$468,700	

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 \$33,398,414, or 54% of the budget and includes six project tasks.

The Airport Land Use Commission budget was reduced as the JLUS study is near completion. The Regional Transit Planning budget increased for additional staffing needs in the upcoming year. The Regional Transportation Planning budget increased largely due to the comprehensive update of the comprehensive management program (CMP) and the traffic model. Also, this budget was combined with the Congestion Management Program budget that was previously shown within the Highways Program. The Transportation Development Act budget has decreased as pass-through funding is lower than the previous year because of an one-time increases. The Transportation Programming and Monitoring budget increased for additional staff and consultant time for the advancement of the Route 101 and Route 118 freeway improvement projects. 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, *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 13 - Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Airport Land Use Commission	80	\$ 131,033	\$ 160,867	\$ 71,700	-55.4%
Freight Movement	82	13,662	25,800	27,100	5.0%
Regional Transit Planning	84	343,660	559,148	654,100	17.0%
Regional Transportation Planning	86	241,701	721,000	1,049,500	54.1%
Transportation Development Act	88	34,491,327	32,950,517	30,503,714	-7.4%
Transportation Program/Monitoring	90	643,633	553,320	1,092,300	97.4%
Total Planning & Programming Budget		\$35,865,016	\$34,970,652	\$33,398,414	-4.4%
Program Costs:					
Personnel		\$ 521,520	\$ 664,200	\$ 1,000,300	
Indirect		410,328	337,700	534,900	
Project		34,933,168	33,968,752	31,863,214	
Total Planning & Programming Budget		\$35,865,016	\$34,970,652	\$33,398,414	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (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 \$4,493,100, is 7% of the budget and includes four project tasks.

The Community Outreach and Marketing budget decreased as the new fleets have successfully been launched. The VCTC Office Building budget was added mid-year in Fiscal Year 2014/2015 and the reconstruction is expected to be delayed to Fiscal Year 2016/2017. 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 14, *General Government Program Budget Tasks*, is a listing of the individual tasks within this program.

Table 14 - General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget	% of Change
Community Outreach and Marketing	94	\$ 569,354	\$1,029,800	\$ 727,600	-29.3%
Management and Administration	96	333,203	255,200	274,700	7.6%
State and Federal Governmental Relations	98	126,316	180,300	187,000	3.7%
VCTC Office Building	100	0	728,801	3,303,800	353.3%
Total General Government Budget		\$1,028,873	\$2,194,101	\$4,493,100	104.8%
Program Costs:					
Personnel		\$ 250,077	\$ 271,800	\$ 289,200	
Indirect		114,060	138,100	154,600	
Project		664,736	1,784,201	4,049,300	
Total General Government Budget		\$1,028,873	\$2,194,101	\$4,493,100	

*Some budget tasks were amended after the Commission approved the budget in June 2014 (see budget task section for details).

This page is intentionally left blank.

DRAFT

**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
REVENUES					
Federal Grants	10,495,786	-	-	-	10,495,786
State Grants	2,179,772	-	-	-	2,179,772
Local Transportation Fund	-	34,400,000	-	-	34,400,000
State Transit Assistance	-	-	4,761,919	-	4,761,919
Vehicle Registration Fees	-	-	-	735,000	735,000
Local, Investment Income, and Other revenues	4,472,099	38,000	35,000	9,000	4,554,099
Total Revenues	17,147,657	34,438,000	4,796,919	744,000	57,126,576
EXPENDITURES					
Transit and Transportation					
Fare Collection and APC Systems	710,200	-	-	-	710,200
Nextbus	373,600	-	-	-	373,600
Senior and Disabled Transportation Services	250,800	-	-	-	250,800
Transit Grant Administration	4,257,900	-	-	-	4,257,900
Valley Express	2,392,740	-	-	-	2,392,740
VCTC Intercity Services	8,164,072	-	-	-	8,164,072
Total Transit and Transportation Budget	16,149,312	-	-	-	16,149,312
Highway					
Call Box System	18,500	-	-	993,000	1,011,500
SpeedInfo Highway Speed Sensors	3,500	-	-	144,000	147,500
Total Highway Budget	22,000	-	-	1,137,000	1,159,000



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Rail					
LOSSAN and Coast Rail Coordinating Council	42,400	-	-	-	42,400
Metrolink Commuter Rail	5,245,800	-	-	-	5,245,800
Santa Paula Branch Line	1,179,700	-	-	-	1,179,700
Total Rail Budget	6,467,900	-	-	-	6,467,900
Commuter Assistance					
Rideshare Programs	272,400	-	-	-	272,400
Transit Information Center	196,300	-	-	-	196,300
Total Commuter Assistance Budget	468,700	-	-	-	468,700
Planning and Programming					
Airport Land Use Commission	71,700	-	-	-	71,700
Freight Movement	27,100	-	-	-	27,100
Regional Transit Planning	654,100	-	-	-	654,100
Regional Transportation Planning	1,049,500	-	-	-	1,049,500
Transportation Development Act	305,094	30,198,620	-	-	30,503,714
Transportation Programming and Monitoring	1,092,300	-	-	-	1,092,300
Total Planning and Programming Budget	3,199,794	30,198,620	-	-	33,398,414
General Government					
Community Outreach and Marketing	727,600	-	-	-	727,600
Management and Administration	274,700	-	-	-	274,700
State and Federal Relations	187,000	-	-	-	187,000
VCTC Office Building	3,303,800	-	-	-	3,303,800
Total General Government Budget	4,493,100	-	-	-	4,493,100



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2015/2016**

	GENERAL FUND	LTF	STA	SAFE	TOTAL
Total Expenditures	30,800,806	30,198,620	-	1,137,000	62,136,426
Revenues over (under) Expenditures	(13,653,149)	4,239,380	4,796,919	(393,000)	(5,009,850)
Other Financing Sources					
Transfers In (Out)	11,797,269	(4,522,900)	(7,252,369)	(22,000)	-
Contingency/Reserve	(50,000)	(3,000,000)	-	(1,515,000)	(4,565,000)
Fund Balance Beginning of Year	2,398,400	4,900,000	9,600,000	3,900,000	20,798,400
Fund Balance End of Year	492,520	1,616,480	7,144,550	1,970,000	11,223,550

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



This page is intentionally left blank.

DRAFT

VENTURA COUNTY TRANSPORTATION COMMISSION

PROGRAM TASK BUDGETS Fiscal Year 2015/2016 Budget



INDEX OF TASK BUDGETS BY PROGRAM

Transit and Transportation Program

Fare Collection and APC Systems	46-47
Nextbus	48-49
Senior and Disabled Transportation Services	50-51
Transit Grant Administration	52-53
Valley Express	54-55
VCTC Intercity Services	56-57

Highway Program

Call Box System	60-61
SpeedInfo Highway Speed Sensors	62-63

Rail Program

LOSSAN and Coast Rail Coordinating Council	66-67
Metrolink Commuter Rail	68-69
Santa Paula Branch Line	70-71

Commuter Assistance Program

Transit Information Center	74-75
Rideshare Programs	76-77

Planning and Programming Program

Airport Land Use Commission	80-81
Freight Movement	82-83
Regional Transit Planning	84-85
Regional Transportation Planning	86-87
Transportation Development Act	88-89
Transportation Programming and Monitoring	90-91

General Government Program

Community Outreach and Marketing	94-95
Management and Administration	96-97
State and Federal Governmental Relations	98-99
VCTC Office Building	100-101

INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER

Darren Kettle - Executive Director

Management and Administration	96-97
State and Federal Governmental Relations	98-99
VCTC Office Building	100-101

Donna Cole – Clerk of the Commission-Public Information Officer

Community Outreach and Marketing	94-95
----------------------------------	-------

Steve DeGeorge - Planning and Technology Director

Airport Land Use Commission	80-81
Call Box System	60-61
Regional Transportation Planning	86-87
Santa Paula Branch Line	70-71
SpeedInfo Highway Speed Sensors	62-63

Alan Holmes - Program Manager - TDM

Rideshare Programs	76-77
--------------------	-------

Sally DeGeorge – Finance Director

Transportation Development Act	88-89
--------------------------------	-------

Victor Kamhi - Bus Transit Director

Regional Transit Planning	84-85
---------------------------	-------

Aaron Bonfilio - Program Manager - Transit Contracts

Valley Express	54-55
VCTC Intercity Services	56-57

Vacant - Program Manager - Go Ventura Services

Fare Collection and APC Systems	46-47
Nextbus	48-49
Transit Information Center	74-75

Peter De Haan - Programming Director

Freight Movement	82-83
LOSSAN and Coast Rail Coordinating Council	66-67
Metrolink Commuter Rail	68-69
Senior and Disabled Transportation Services	50-51
Transit Grant Administration	52-53
Transportation Programming and Monitoring	90-91



This page is intentionally left blank.

DRAFT

TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Vacant

OBJECTIVES: Continued oversight and management of VCTC fare revenues systems and implement Automatic Passenger Counter (APC's) system. Work cooperatively with VCTC regional transit planning program to examine and explore opportunities for institutional arrangement to facilitate regional fare media acceptance.

ACCOMPLISHMENTS: VCTC took delivery of new Farebox equipment for its Intercity fleet in Fiscal Year 2013/2014. During this fiscal year, Fiscal Year 2014/2015, VCTC implemented the new fare collection system which included installation of new electronic validating fareboxes on the entire VCTC Intercity fleet. In addition facility improvements were made to the Intercity contractor operator's base of operations. VCTC instituted a magnetic-stripe fare media for passenger use, to accommodate passengers following the termination of the legacy GoVentura Smartcard system. In conjunction with the planning efforts of VCTC Regional Transit planners, VCTC revenues systems staff responsible for systems management, continue to participate in the working group of the county-wide operators established to explore solutions for regionalized fare media.

DESCRIPTION: The budget includes continued funding for the first full year of operations for the new fare collections system, as well as funding for the purchase and implementation of updated APC systems, and implementation of online fare media sales. The Transit Information Center will continue to serve as the main ticket sales and support office. This program assists the public, transit riders, and private/public agencies in the provision of fare media and support and manages oversight of systems' data collection and inventory/revenue reconciliation.

WORK ELEMENTS:

1. Perform daily system health checks and oversee generation of statistical reporting on a regular, annual and ad-hoc basis for proper accounting of passenger revenues and transit ridership.
2. Provide passenger customer service duties at VCTC's central point-of-sale office for pass retail customers and facilitate bulk fare media purchase orders for social service agencies.
3. Implement online sales of VCTC fare media and upgrade point-of-sale equipment for regional sales outlet locations.
4. Control fare media inventory and oversee pass sales conducted by network of point-of-sales outlets throughout the region; liaison to fare media point-of-sale outlets.
5. Conduct reconciliation of monthly, quarterly and annual fare media sales revenue generated by point-of-sale locations.
6. Manage implementation of equipment upgrades and oversee warranty control process.
7. Administer procurement for Automatic Passenger Counter systems and implement system rollout.
8. Receive updates and facilitate system changes in databases related to fare, route and schedule information for VCTC Intercity operations.
9. Facilitate regional acceptance of CSU-Channel Islands fare media and oversee reconciliation and reporting process.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Vacant

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$508,800
LTF Fund Transfer	201,400
Total Funding	\$710,200

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$0	\$110,000	\$157,000
Fringe and Tax	0	57,300	85,700
Indirect Cost Allocation	0	85,000	129,800
Communications	0	2,000	4,000
Mileage	0	1,800	2,000
Postage	0	1,200	1,200
Printing	0	34,000	40,000
Supplies	0	3,000	3,000
Training	0	2,000	1,000
Travel and Conference	0	2,000	1,500
Bank Credit Card Processing Fees	0	4,000	25,000
Legal Services	0	1,000	5,000
Professional Services	0	161,900	60,000
Equipment Maintenance	0	82,300	0
Equipment	0	276,553	195,000
Total Expenditures	\$0	\$824,053	\$710,200

* This budget task was amended after the Commission approved the budget in June 2014.

BUDGET TASK: NEXTBUS**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Vacant

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 VCTC Intercity Services.

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 VCTC Intercity Service as the fleet evolved over the course of the year. Due to the nature of the VCTC Intercity 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.

In April, VCTC was notified that AT&T would be discontinuing the 2G network that Nextbus operates on by July 12, 2014, two and one half years ahead of schedule. To keep the Nextbus system operational, all Nextbus modems must be upgraded by the July deadline. In May, VCTC amended the Fiscal Year 2013/2014 Nextbus Task Budget to include \$347,406 to accomplish this work and accounting for the year over year increase in the budget.

As the Countywide fleet expands or changes VCTC oversees the purchase and installation of new or replacement Nextbus equipment. 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



BUDGET TASK: NEXTBUS (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Vacant**DESCRIPTION (continued)**

countywide fleet and, specifically, the VCTC Intercity fleet as permanent rolling stock is acquired in conjunction with the long term VCTC Intercity contract.

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 Carry-over	\$298,880
LTF Fund Transfer	16,420
LTF Fund Transfer Carry-over	58,300
Total Funding	\$373,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 1,688	\$ 1,900	\$ 1,900
Fringe and Tax	703	700	900
Indirect Cost Allocation	1,091	1,300	1,500
Consultant Services	139,196	520,406	368,800
Legal Services	0	500	500
Professional Services	152,385	0	0
Total Expenditures	\$295,063	\$524,806	\$373,600



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 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
ADA Information/Application Requests	4,295	12,631	7,033
ADA Applications Received	1,114	1,254	738
Personal Interviews Conducted	645	661	366
ADA Determinations Issued	803	794	505

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

DESCRIPTION: Since November, 2010, ADA certification services have been provided through a private firm under contract with VCTC. The final optional extension of that contract expires June 30, 2015, and the procurement is underway for a new contract to start at the beginning of Fiscal Year 2014/2015. It is anticipated that over the first few months of the Fiscal Year there will be a significant work effort on the part of VCTC and the selected contractor to address any remaining transitional issues.

Over the past year the number of applications has increased significantly, with the work load increasing from slightly over 800 determinations per year to a forecast of over 1,000 for Fiscal Year 2014/2015. Based on an analysis of the program application data, it appears that this surge in application volume is not a one-time anomaly, but is primarily due to the aging of the county's population. The Consultant line item has therefore been increased to account for the increased volume in applications as well as the possible increased contract cost for the new certification consultant.



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

1. Manage contract to certify ADA applicants.
2. Manage appeal process for ADA Certifications.
3. Provide information and assistance to inquiries regarding the ADA certification program.
4. Update ADA certification applications, informational brochures and internet information as appropriate.

PRODUCT: Processing of over 1,000 ADA certification requests per year; provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$200,600
LTF Fund Transfer	50,200
Total Funding	\$250,800

EXPENDITURE COMPARISONS:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 6,229	\$ 15,800	\$ 14,300
Fringe and Tax	3,210	7,100	6,400
Indirect Cost Allocation	4,305	11,700	11,100
Mileage	218	300	300
Printing	0	1,600	1,600
Travel and Conferences	489	1,550	1,600
Consultant Services	127,710	137,000	215,000
Legal Services	0	475	500
East County ADA Pass-Through	208,472	0	0
Total Expenditure	\$350,633	\$175,525	\$250,800



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

OBJECTIVES: Provide funds made available by the Federal Transit Administration (FTA) and the State to Ventura County transit operators and local agencies and 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 approve payment of invoices and obtain FTA reimbursement; ensure compliance with all FTA requirements; and collect and submit transit data. VCTC subrecipients currently include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Ojai Trolley, Area Agency on Aging, County Human Services Agency, City of Ventura, City of Oxnard, Arc of Ventura County, HELP of Ojai, Ventura Transit System, Inc., and Mobility Management Partners. It is also anticipated that VCTC will begin administering cap-and-trade funds from the State.

In recent years the amount of grant money administered by VCTC has been reduced due to the winding-down of Proposition 1B, the statewide transportation bond measure approved by the voters in 2006. VCTC does not anticipate receipt of any Proposition 1B funds for Fiscal Year 2015/2016 Transit Grant Administration. However, there will be new FTA funds approved by the Commission in June as part of the Program of Projects, so these funds will be included in the final version of the budget. The draft budget carries over \$3,935,400 in prior year pass-through FTA grant funds that are not anticipated to be expended by June 2015.

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 Camarillo, HELP of Ojai, Ventura Transit System taxi company (for accessible cabs), and the Arc of Ventura County. The budget includes FTA Section 5307 Urban Formula funds, Section 5310 Senior and Disabled 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 the old Section 5316 program into Section 5307, as well as the Section 5317 program into Section 5310. As a result, the Fiscal Year 2015/2016 budget carries over old 5316 and 5317 funds, but has no new 5316 or 5317 funds. The budget carries over from the prior year the \$85,000 for consultant costs due to the need to address new MAP-21 requirements to develop asset management and safety plans, as the issuance of federal guidance is now anticipated in summer, 2015. However, for ease of project administration it is recommended these funds come from LTF rather than use federal funds as previously budgeted.



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

The Federal Transit Administration Triennial Review is scheduled for Fiscal Year 2015/2016 so there is a slight increase in staff and administrative costs to provide for this effort.

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. Participate in the Triennial Review as required by FTA.

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310, 5316, 5317 Transfer	\$ 177,400
FTA 5307, 5310, 5316, 5317, CMAQ Transfer Carry-over	3,935,500
LTF Fund Transfer	145,000
Total Funding	\$4,257,900

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 71,212	\$ 98,200	\$ 104,700
Fringe and Tax	35,640	43,800	46,200
Indirect Cost Allocation	48,735	72,200	80,700
Business Meals	47	100	100
Mileage	582	950	1,000
Notices	108	150	200
Travel and Conferences	735	3,100	4,000
Consultant Services	0	85,000	85,000
Legal Services	325	750	600
Pass-Through Grants	9,679,396	6,067,681	3,935,400
Total Expenditures	\$9,836,780	\$6,371,931	\$4,257,900

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: VALLEY EXPRESS**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 County areas through the Valley Express transit service, operated by VCTC through a cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: During Fiscal Year 2014/2015, VCTC oversaw the planning and implementation of a new transit service, Valley Express, for the Cities of Fillmore, Santa Paula and the County of Ventura. This entailed regular committee meetings, public outreach, procurement of a contract operator through competitive solicitation, and service planning, including development of service levels, routes, fares and marketing collateral. Additionally VCTC procured a fleet of vehicles for the Valley Express using Proposition 1B funds. VCTC continued to work with the incumbent contractor to ensure courteous, on-time service and improved service efficiency, for the pre-existing Dial-a-ride service. A new contractor was selected and VCTC oversaw the implementation of their startup and rollout of the new service model. The table below shows the current ridership of the Dial-a-ride service from the last six months compared to the previous two years.

	Fiscal Year 2012/2013 Ridership	Fiscal Year 2013/2014 Ridership	Jul-Dec 2014 Ridership
Heritage Valley Transit			
Fillmore/Piru DAR	108,236	100,212	45,186
Santa Paula DAR	101,063	89,433	38,430

DESCRIPTION: The Valley Express service provides Fixed Route, ADA Paratransit and Dial-a-ride services. The scale of services grew dramatically before the close of Fiscal Year 2014/2015. The cost of the service includes two one-time capital expenditures that are funded through Proposition 1B grant sources. The cost of the transit service under the new contract model will remain relative steady, and fluctuate as service planning changes take effect. Recurring costs include administrative staffing, contractor operator expense, and professional services associated with dispatch and reservations software, and vehicle inspection services.

WORK ELEMENTS:

1. Provide the Valley Express service through a contract operator and oversee the planning and development of schedule adjustments of the service. Implement support activities such as marketing the service, passenger relations, pass printing and distribution, amendments to contractor contracts, and direct service modifications.
2. Oversight of the procurement and implementation of on-board video surveillance system for fleet vehicles.
3. Oversight of the procurement and implementation of fare collection system, including pass readers for fleet vehicles.
4. Prepare and release request for proposals for scheduling and dispatching software to succeed current software platform.
5. Organize and administer regular committee meetings with representatives from the Cities and County to review system performance, service needs, planning efforts and budget preparation.



BUDGET TASK: VALLEY EXPRESS (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio

6. Prepare service statistics and provide the information to Cities and County, and Federal Transit Administration's National Transit Database.
7. Organize and staff committee meetings with representatives from the Cities and County to review system performance, service needs, planning efforts and budget.
8. Provide oversight of fleet maintenance and performance by contract operator pursuant to transit asset management best practices.

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	\$ 502,541
Prop 1B PTMISEA Carry-over	220,000
Prop 1B Security	185,000
Local Contribution*	1,355,199
Local Fee – Farebox	130,000
Total Funding	\$2,392,740

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

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 31,048	\$ 43,600	\$ 42,900
Fringe and Tax	16,042	22,900	22,200
Indirect Cost Allocation	21,478	33,800	34,900
Communications	0	3,500	3,500
Mileage	188	2,300	2,500
Postage	0	300	200
Printing	0	200	15,000
Supplies	0	0	200
Bank Fees	1,126	1,300	1,300
Legal Services	1,180	13,000	18,000
Consultant Services	63,454	0	0
Professional Services	0	0	90,000
Marketing	0	17,000	51,000
On-board Video System	0	0	185,000
Bus Purchase/ Farebox Capital Equipment	0	1,855,000	220,000
Contract Services	2,525,208	2,291,730	1,706,040
Total Expenditures	\$2,659,724	\$4,284,630	\$2,392,740

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: VCTC 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 VCTC Intercity Service transit corridors.

ACCOMPLISHMENTS: VCTC selected of a long-term transit operations contract operator as well as negotiated bridge contracts for vehicle and operations. VCTC also procured 14 over-the-road commuter coaches, to be used in addition to the operator provided vehicles and facility. During Fiscal Year 203/2014 VCTC provided approximately 843,806 fixed-route Passenger trips throughout Ventura County and surrounding area. VCTC made adjustments to several routes, including modifications to improve on-time performance, address service demand, initiated the HWY 126 service extension demonstration for the community of Piru, and added a new commuter park and ride location in the City of Oxnard.

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

VCTC Intercity Service Routes	Fiscal Year 2012/2013 Ridership	Fiscal Year 2013/2014 Ridership	Jul-Dec 2014 Ridership
HWY 101	120,739	118,630	59,850
HWY 126	228,803	220,011	111,260
East County	84,216	76,015	36,776
Conejo Connection	41,269	33,059	15,116
Coastal Express	272,913	266,507	131,574
CSUCI	95,866	108,779	50,603
Service Hours	58,366	56,771	28,716

DESCRIPTION: VCTC Intercity Service provides the link between all bus and rail services in Ventura County and into Los Angeles and Santa Barbara Counties. The VCTC Intercity Service provides vital transport for all citizens including transit-dependent, as well as for those who are not “transit-dependent,” and 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 contract compliance and performance; including assessment of service standards, and regulatory compliance.
2. Oversee contract operator capital maintenance performance including the maintenance of VCTC-owned rolling-stock and fleet hardware and implement Transit Asset Management best practices.
3. Oversee service changes and schedule refinements of unproductive routes and implement recommendations of Short-range Transit Plan service plan recommendations to reduce on-going contract operator expense.
4. Updates to NEXTBUS and ITS databases, such as Google Transit.
5. Provide 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. Analyze fare policies and explore alternative revenue sources such as advertising.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS (continued):**

8. Seek out funding for purchase of an additional two fleet vehicles to replace contractor provided vehicles, and/or improve service spare ratio.
9. Provide outreach and seek community input and passenger comments to guide service changes and oversee service quality.

PRODUCT: Oversee current fixed route operator contract performance and implement stated work tasks for the VCTC Intercity bus service.

FUNDING:

Funding Source	Funding Dollars
FTA 5307 and 5339	\$2,680,525
STA Fund Transfer	2,383,575
Prop 1B Carry-over	469,972
Local Contribution*	1,285,000
Local Fee - CSUCI	35,000
Local Fee – Farebox	1,310,000
Total Funding	\$8,164,072

*Local Contribution provided by County of Ventura, Moorpark College, CSUCI and SBCAG

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget**	Fiscal Year 2015/2016 Budget
Salaries	\$ 160,737	\$ 168,500	\$ 169,500
Fringe and Tax	83,502	87,100	90,200
Indirect Cost Allocation	111,397	129,900	138,900
Business Meals	0	0	300
Communications Wi-Fi	11,589	12,000	20,000
Mileage	712	2,500	2,500
Postage	139	500	200
Printing	11	300	800
Supplies	0	0	350
Training	0	2,400	1,750
Travel and Conferences	112	5,400	5,600
Bank Fees	3,513	3,000	4,000
Consultant Services	18,580	10,000	20,000
Legal Services	9231	10,000	10,000
Bus Purchase	0	8,897,000	0
Equipment – WiFi	1,840	113,000	0
On-board Monitoring Video System	0	469,972	469,972
RFP Support	1,286	0	0
Contract Services	6,055,546	7,430,000	7,230,000
Total Expenditures	\$6,458,195	\$17,341,572	\$8,164,072

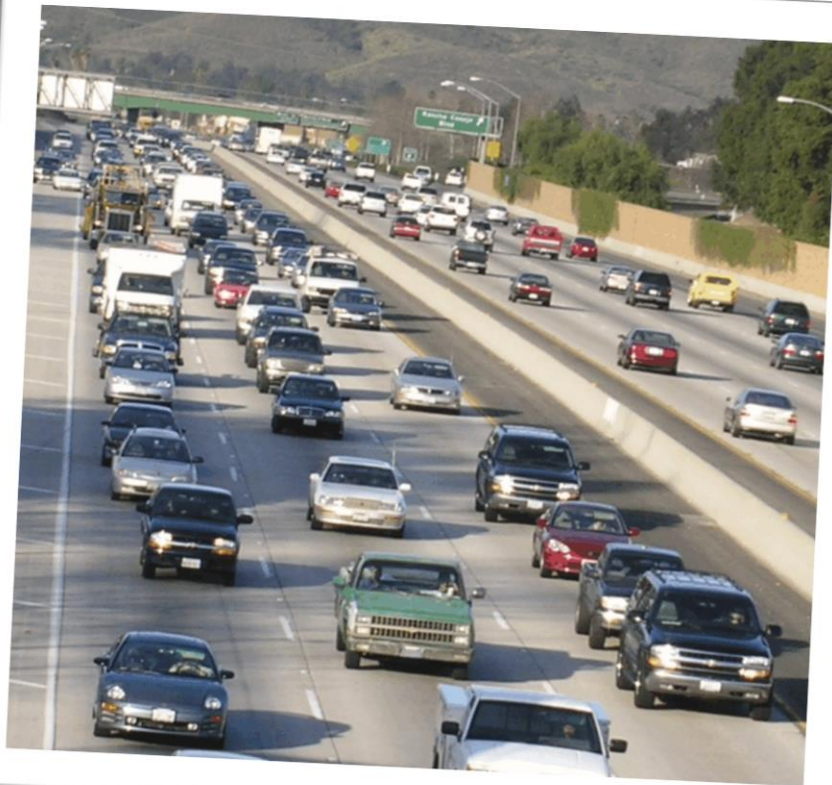
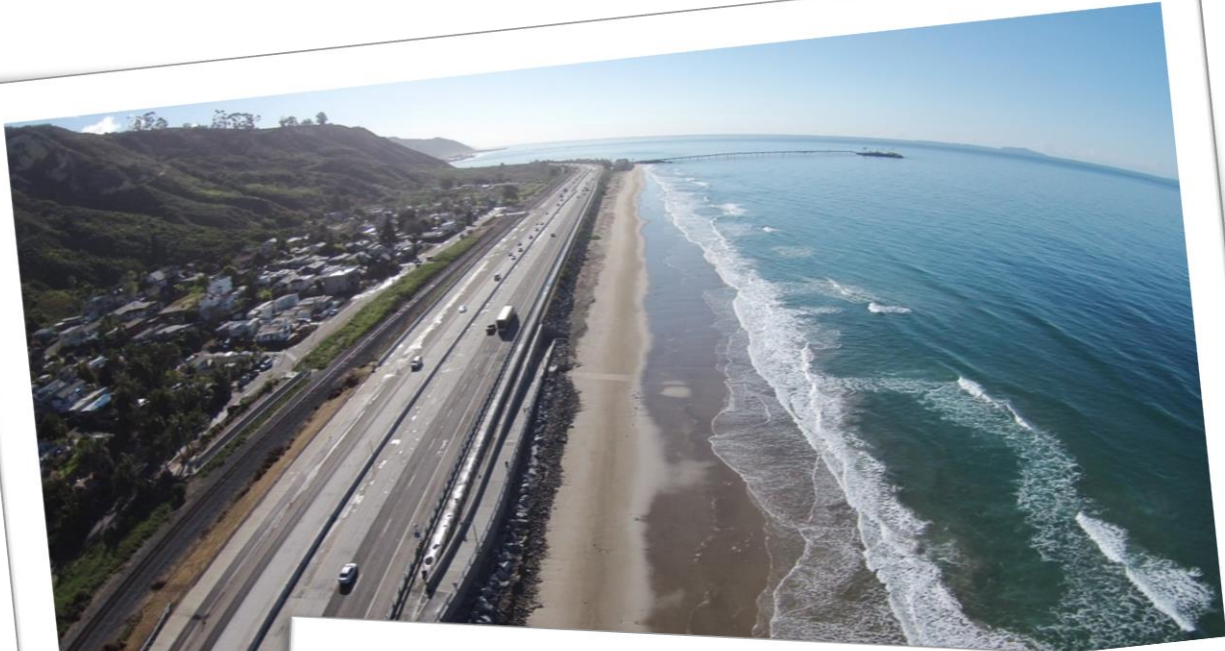
** This budget task was amended after the Commission approved the budget in June 2014.



This page is intentionally left blank.

DRAFT

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, Service Authority for Freeway Emergencies (SAFE). 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 has handled an average of 3,000 calls annually since 2010, with a high month this year of 449 calls in August. In recognition of the reduced call volume, staff had the callbox consultant conduct a review of all callboxes for usage and make recommendations for potential removals and long term cost savings.

Additionally the all contracts associated with the callbox system concluded on June 30th 2015 and staff has conducted a Request for Proposal (RFP)/Consultant Selection process and issued new contracts for service beginning July 1, 2015.

DESCRIPTION: Maintain the callbox network on the County's highways. Maintain positive working relationships with program partners Caltrans and the California Highway Patrol (CHP). Manage contractor roles in the implementation of the program. Interact with adjacent county call box programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public.

There are two major efforts for the SAFE in Fiscal year 2015/2016, the first is to formalize and adopt a site reduction plan. Based on the work completed in the previous fiscal year, staff will bring to the Commission a siting plan which identifies callboxes for potential removal and the cost savings associated with that reduction. Should the Commission adopt the plan, those callboxes would then be removed from the system

The second effort for SAFE is in response to AT&T's announcement that it will end 2G cellular service as of December 2016. This will require that all remaining callboxes be upgraded to 3G service by December of 2016. Given that this is the case for all callboxes throughout the State, the upgrade needs to begin at the earliest possible time and will likely carry-over into next fiscal year.

The Fiscal Year 2015/2016 Callbox task budget is \$560,000 higher than the previous fiscal year largely to accommodate the upgrade each to callbox to 3G service. This is a worst case scenario approach and assumes no callboxes will be removed from the system for budgeting purposes. Any savings realized by callbox removals will remain in the SAFE budget for future year's use.



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

1. Manage day-to-day operations/maintenance of the Call Box Program.
2. Coordinate work performed by consultants and other agencies, for the Motorist Aid Call Box System, including the following contracts and/or purchase orders.
3. Contract with California Highway Patrol for dispatching services.
4. Contract with cellular/wireless services vendor.
5. Contract with maintenance and installation contractor.
6. Oversee purchase orders and/or contracts with consultants for call box management services.
7. Ensure that knocked-down call boxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
8. Temporarily remove and/or install new call boxes in response to construction on state highways in Ventura County.
9. Develop and adopt a site reduction plan.
10. Begin callbox upgrade to 3G service.

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	\$1,011,500
Total Funding	\$1,011,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 5,789	\$ 5,300	\$ 8,900
Fringe and Tax	2,877	1,700	3,200
Indirect Cost Allocation	3,952	3,600	6,400
Training	0	2,000	1,500
Consultant Services	245,506	307,000	860,000
Legal Services	0	1,500	1,500
CHP	10,796	80,000	80,000
Communications	43,876	50,000	50,000
Total Expenditures	\$312,796	\$451,100	\$1,011,500



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 captures both the SpeedInfo data and graphical representations to use in highway performance analysis and as a basis for grant applications where there is no other infrastructure available for data generation.

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	\$147,500
Total Funding	\$147,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 876	\$ 1,000	\$ 1,700
Fringe and Tax	364	300	600
Indirect Cost Allocation	566	700	1,200
Consultant Services	144,100	144,000	144,000
Total Expenditures	\$145,906	\$146,000	\$147,500



This page is intentionally left blank.

DRAFT

RAIL PROGRAM TASK BUDGETS



BUDGET TASK: LOSSAN AND COAST RAIL COORDINATING COUNCIL

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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

ACCOMPLISHMENTS: In Fiscal Year 2013/2014, each month an average of 4,510 intercity rail passengers boarded or disembarked at Ventura County train stations. Since 2013, the Orange County Transportation Authority has acted as the managing agency for the JPA. The managing agency's efforts in Fiscal Year 2014/2015 include development of the Business Plan which is anticipated to be completed by the end of calendar year 2015. Member agencies continue to provide support for LOSSAN staff as they coordinate with the State and Amtrak to begin implementation of the Interagency Transfer Agreement (ITA) which will formalize rail service delivery by LOSSAN instead of Caltrans.

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 cost of the transition, including the managing agency staff cost, has been paid by member agency dues, with operational costs funded through the state's intercity rail budget. Starting in July, 2015, LOSSAN will assume operational responsibility and management costs will then be funded from the state budget, thus eliminating the need for LOSSAN member dues, which are therefore not included in the Fiscal Year 2015/2016 budget.

VCTC has been an active member of the CRCC, which aims to deliver coastal daytime Amtrak service between Los Angeles and San Francisco. The commission-appointed LOSSAN representative also serves as a volunteer Board Member of the CRCC. There are no membership dues associated with CRCC participation.

WORK ELEMENTS:

1. Provide staff support and represent VCTC interests at LOSSAN, CRCC and at other rail meetings as needed.
2. Continue participation in LOSSAN and work with Caltrans Division of Rail and Mass Transportation to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.
3. Work with the LOSSAN partners to address any remaining transitional issues after LOSSAN assumes direct management of the corridor on July 1, 2015.



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

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

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. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.
6. Represent Ventura County rail interests at the local, regional, State and Federal levels.

PRODUCT: Monthly updates on rail operations and issues.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$42,400
Total Funding	\$42,400

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$11,712	\$17,000	\$18,300
Fringe and Tax	5,903	6,500	7,200
Indirect Cost Allocation	8,034	12,000	13,600
Business Meals	20	100	100
Membership and Dues	20,045	31,500	0
Mileage	267	1,500	1,500
Travel and Conferences	506	1,200	1,200
Legal Services	0	1,000	500
Total Expenditures	\$46,487	\$70,800	\$42,400

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: METROLINK COMMUTER RAIL**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 2013/2014, each weekday there were about 1,800 passengers boarding Metrolink commuter trains at Ventura County stations. SCRRA made significant progress towards positive train control implementation in 2015, updating its 10-year strategic plan, and developing a capital investment plan which will help the member agencies prioritize resources for local and systemwide investments. VCTC worked with SCRRA and contractors to continue maintaining the line segment for which VCTC is responsible. The Ventura County Line performance is as follows:

Service	Fiscal Year 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
Revenue Return	40.3%	38.5%	35.4%
Farebox Return	29.1%	28.8%	25.4%
Average Daily Boardings (Vta Line)	3,672	3,570	3,652
Average Daily Boardings (Vta Cnty Portion)	1,879	1,849	1,916

DESCRIPTION: 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. Thus, VCTC will program a total of \$9,523,500 in federal funds to Metrolink, including \$2,487,000 in Section 5307 for the operating swap, \$3,186,500 in Section 5337 funds for the operating swap, \$3,500,000 in Section 5337 for rehabilitation, and an additional \$350,000 as the second of three installment payments due for rehabilitation in Orange County as a payment towards the new "Guardian" 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.

The draft budget assumes an 8.9% increase, or \$729,000, in VCTC's member agency contribution, primarily due to a reduction in the Metrolink revenue forecast to account for the prior forecast proving to be overly optimistic. Since the federal funding has remained static, virtually all of the additional member agency contribution must come from local funds through VCTC's budget. This additional funding requirement has been absorbed by increased Fiscal Year 2015/2016 Local Transportation Funds (LTF) for Metrolink, which by VCTC policy are raised by one-third of the annual countywide LTF increase.

The budget carries over \$254,700 in Proposition 1B funds from completed projects that will be reprogrammed to other safety-related work, and provides \$1,598,400 for Ticket Vending Machine (TVM) replacement, using the Fiscal Year 2014/2015 LTF increase for Metrolink. SCRRA has applied for Congestion Mitigation and Air Quality (CMAQ) funds which could reduce the LTF contribution for needed for TVMs.



BUDGET TASK: METROLINK COMMUTER RAIL (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. No major improvements within Ventura County are anticipated during the year other than completion of the three crossing improvements begun previously under the Sealed Corridor program.
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; and, continued maintenance of the VCTC portion of the Coast Main Line.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer and Fund Balance	\$4,429,300
STA Fund Transfer	555,000
Proposition 1B Carry-over	254,700
Local Fee – Leases	6,800
Total Funding	\$5,245,800

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 31,851	\$ 36,800	\$ 41,700
Fringe and Tax	15,700	14,900	16,800
Indirect Cost Allocation	21,688	26,300	31,300
Business Meals	8	100	100
Membership and Dues	0	475	500
Mileage	941	2,400	2,000
Travel and Conferences	132	400	800
Consultant Services	2,600	0	0
Legal Services	5,932	6,000	6,000
Equipment/Sealed Corridor/Crossings	542,733	817,081	1,853,100
Operations/Maintenance-of-Way	1,933,445	2,686,466	3,268,500
Unanticipated Capital	779	25,000	25,000
Total Expenditures	\$2,555,809	\$3,615,922	\$5,245,800
Total including funds paid directly to SCRRA	\$11,771,877	\$12,955,709	\$14,769,300

* This budget task was amended after the Commission approved the budget in June 2014.



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.

In 2012 VCTC began in-depth examinations of the Branch Line's operational costs and revenues and 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 2014/2015 staff continued to manage the day-to-day business of owning the SPBL, issuing rights-of-entry, license agreements, weed abatement, trash removal and interfacing with other jurisdictions on property management issues. In addition, staff met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan.

DESCRIPTION: The uncertainty brought about by the ongoing litigation makes it difficult to assess the budgetary needs of the Branch Line and consequently the budget presented is in many ways a placeholder budget. The Fiscal Year 2015/2016 Budget assumes that the SPBL will remain in service from Montalvo to Santa Paula in order to service the fifty (50) rail cars per year anticipated by the single freight customer on the line.

In addition to maintenance of the rail line and right-of-way, the Fiscal Year 2015/2016 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and starting this fiscal year, the VCTC is required to begin bridge load capacity calculations to determine if the bridges along the SPBL can safely carry the loads placed upon them by the trains operating on the line. The Budget contains \$200,000 for the load calculation effort.

Overall, there is an increase of approximately \$150,000 in the Fiscal Year 2015/2016 SPBL Task Budget including a \$200,000 increase in the Consultant Services line item for the above mentioned bridge load calculations, that increase was offset slightly by a decrease in staff costs associated with personnel changes.

WORK ELEMENTS:

1. Issue Request for Proposal for maintenance of the SPBL.
2. Investigate revenue opportunities for the SPBL.



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

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).
4. Prepare and administer leases for use of SPBL corridor property.
5. Quickly respond to neighbor complaints; conduct weed abatement activities, including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees on the rail ROW; and, contract for regular monthly operations and maintenance.
6. Complete annual FRA required rail bridge inspections and load calculations 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	\$ 207,000
STA Fund Transfer	329,800
STA Carry-over	330,000
Signal Revenue	17,800
Local Fee – Lease	293,100
Local Fee – Permits	2,000
Total Funding	\$1,179,700

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 64,053	\$ 120,800	\$ 93,900
Fringe and Tax	30,096	58,100	41,000
Indirect Cost Allocation	42,942	91,000	72,100
Business Meals	9	0	0
Mileage	227	500	500
Consultant Services	10,294	100,000	300,000
Legal Services	430,145	82,556	100,000
Capital Improvements	249,557	0	0
Non-Rail Maintenance	68,932	75,000	75,000
Track Maintenance	138,000	300,000	300,000
Signal Repair/Replacement	0	100,000	100,000
Asset Management	31,340	0	0
Union Pacific Lease Payments	109,591	111,300	97,200
Total Expenditures	\$1,175,186	\$1,039,256	\$1,179,700

* This budget task was amended after the Commission approved the budget in June 2014.



This page is intentionally left blank.

DRAFT

COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



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: A significant change in the administration of the regional ridematching database began with the start of Fiscal Year 2014/2015. The Riverside County Transportation Commission (RCTC) provided notice to the regional ridesharing partnership that it would no longer be providing database administrative services to the region, a role they have fulfilled for the last decade. This effectively split the five county database to match the deployment of 511 Traveler Information Systems in Southern California. VCTC established contractual agreements with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision and maintenance of a three county regional matching database utilizing the current software provider. With the assistance of VCTC's 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 2012/2013	Fiscal Year 2013/2014	Jul-Dec 2014
Surveys Processed	11,832	11,808	12,261
GRH Vouchers Processed	41	52	17
Site Service Presentations	34	44	25

DESCRIPTION: VCTC provides assistance to county employers and direct services to county commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. Funding for Rideshare and Employer Services is provided by Federal Congestion Mitigation and Air Quality (CMAQ) funds. VCTC has programmed \$500,000 in CMAQ for ridesharing and Guaranteed Ride Home (GRH) uses, which include staffing and marketing costs. Rideshare marketing in the amount of \$227,600 is included in the Marketing and Community Outreach budget item. A significant reduction in database administration costs is anticipated due to the continued use of the current ridematching software provider in lieu of developing a new customized software package and rebuilding the database of registered commuters.

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**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 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	\$272,400
Total Funding	\$272,400

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$104,787	\$108,200	\$111,600
Fringe and Tax	45,732	41,700	45,700
Indirect Cost Allocation	68,652	76,200	84,100
Membership and Dues	375	600	600
Mileage	1,143	1,000	1,000
Postage	266	400	400
Travel and Conferences	2,256	2,500	2,500
Database Administration	14,797	57,900	17,500
Legal Services	737	3,000	3,000
Guaranteed Rides (Taxi or Rental Car)	2,632	5,000	6,000
Total Expenditures	\$241,377	\$296,500	\$272,400



BUDGET TASK: TRANSIT INFORMATION CENTER**DIRECTOR:** Victor Kamhi**BUDGET MANAGER:** Vacant

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 VCTC Intercity Service, Metrolink, Park-and-Ride Lots, Ride Match, Go Ventura Smartcard sales and support, VCTC Intercity Complaints/Compliments, and Guaranteed Ride Home assistance. Staffing of a main sales and support office for patrons to purchase bus pass products. With a dedicated phone line sales support is provided to the Point-of-Sale Outlets countywide. Transit assistance and support provided to the public with a TTY line for the hearing impaired. The transit staff provides support to transit operators in order to assist them in promoting public transit service to the community, inform them of the transportation programs available, their use, savings and benefits to the environment.

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

Service	Fiscal Year 2012/2013	Fiscal Year 2013/2014	Jul–Sept 2014
On-line/phone	34,107	34,060	11,087
Counter (walk-in) Patrons	3,691	4,304	977
Total Customers Served	37,798	38,364	12,064

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 be the primary sales outlet for the new GFI based Fare Collection system being implemented in May 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 6 years. The TIC 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, and bus pass sales and support to patrons, 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 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. The TIC staff will support three major programs; Regional Transit Information Center (TIC), provide transitional information and support for the termination of the Go Ventura Smartcard and dissemination of new Fare media and information to the public regarding the new media. It is noted in this budget that there is a substantial decrease in funding for salaries, fringe, and indirect cost of TIC personnel. Using first quarter data, customer activity has increased by a projected 25%, and the increase is expected to be greater as the inquires for the modified transit service in the Heritage Valley and the changes in VCTC Intercity fare media both occur.



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

1. Answer incoming calls on the 800 number to provide transit service assistance.
2. Provide itinerary and maps to callers and at the public counter.
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.
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 VCTC Intercity comment and complaint program to assure a prompt response, follow-up and resolution. Forward complaints to appropriate countywide operators and in-house staff.
9. Receive and record complaints, complements, and assist in resolving bus rider issues, and work closely with the operators to facilitate responses as needed.
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	\$157,040
LTF Fund Transfer	39,260
Total Funding	\$196,300

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 85,733	\$ 54,100	\$ 57,500
Fringe and Tax	60,798	35,500	40,800
Indirect Cost Allocation	66,833	45,500	52,500
Communications	2,583	2,500	2,500
Mileage	0	500	1,000
Supplies	700	2,000	500
Training	0	1,500	1,500
Temporary/Extra Help	39,725	39,000	40,000
Total Expenditures	\$256,372	\$180,600	\$196,300



This page is intentionally left blank.

DRAFT

PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



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. During Fiscal year 2014/2015, staff working with the JLUS consultant has conducted a series of workshops and public meetings to identify compatibility issues and strategies to address those issues. All of the surrounding communities, special districts, the Navy and other interest groups with interest in Naval Base Ventura County have participated in this study that will help ensure the health and wellbeing of the surrounding communities as well as the operational viability of Naval Base Ventura County.

Presentation to each of the communities surrounding NBVC have been made and a draft JLUS has been published for public review. The final JLUS is anticipated across the summer of Fiscal Year 2015/2016 bringing this project to a close.

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 conduct final JLUS workshops and public review sessions to finalize the study and bring the project to a close.

The Airport Land Use Task budget has decreased by \$89,567 from Fiscal Year 2014/2015 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 committee and general public workshops with the JLUS consultant in support of the study.
6. Publish draft and final versions of the JLUS.

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 Carry-over	\$30,800
LTF Fund Transfer	40,900
Total Funding	\$71,700

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 20,761	\$ 23,600	\$17,300
Fringe and Tax	8,884	7,600	6,000
Indirect Cost Allocation	8,864	15,900	12,500
Mileage	112	500	500
Notices	136	1,000	1,000
Travel and Conference	0	1,000	1,000
Consultant Services	91,333	108,667	30,800
Legal Services	0	600	600
Public Outreach	943	2,000	2,000
Total Expenditures	\$131,033	\$160,867	\$71,700

* This budget task was amended after the Commission approved the budget in June 2014.



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

OBJECTIVES: Provide planning and coordination to ensure that freight movement projects in Ventura County are incorporated into the appropriate regional and state planning and programming documents in order to qualify for state and federal freight movement funding programs. This work includes both general countywide freight movement, and also the more specific effort to implement improvements to the Intermodal Port Access Corridor identified as a priority in the Comprehensive Transportation Plan.

ACCOMPLISHMENTS: VCTC participated in the development of Multi-County Goods Movement Action Plan (MCGMAP). This effort produced a priority list of goods movement projects for the five-county region of San Bernardino, Riverside, Orange, Los Angeles, and Ventura. This priority list resulted in \$30,449,000 in Prop. 1B Trade Corridor Improvement Funds (TCIF) for the Rice Avenue/101 Interchange project, Hueneme Road Widening and the 101/23 Freeway Interchanges. This effort also produced recognition by San Bernardino, Riverside, Orange and Los Angeles Counties that the Port of Hueneme and Ventura County are a part of the Southern California goods movement system, and the formation of, and inclusion in, the Southern California Freight Working Group. This committee includes representatives at the County, Regional, State and Federal levels. During the past year staff also participated in development of the California Freight Mobility Plan.

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 Working Group.
2. Work in coordination with other agencies in the region to provide input to the California Air Resources Board Sustainable Freight Initiative.
3. Coordinate with the Port of Hueneme, local agencies, and private sector freight movement entities as required to ensure that all parties are aware of programs and funding opportunities that may occur for Ventura County.

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	\$27,100
Total Funding	\$27,100

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 6,079	\$ 6,400	\$ 6,800
Fringe and Tax	3,224	2,400	2,700
Indirect Cost Allocation	4,243	4,500	5,100
Mileage	73	500	500
Travel and Conferences	14	1,000	1,000
Consultant Services	0	10,000	10,000
Legal Services	29	1,000	1,000
Total Expenditures	\$13,662	\$25,800	\$27,100

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. Completed the first phase of a countywide and VCTC Short Range Transit Plan; a 10 year Coastal Express transit plan, and developed a Title VI VCTC plan. Managed the VCTC Unmet Transit Needs Process, performed outreach, took and analyzed public comments and prepared recommendations for the Commission. Assist in development of coordinated transit schedules.

DESCRIPTION: This is an ongoing project which includes coordination and monitoring of transit providers in and around Ventura County. It includes working with regional, state and federal transportation agencies, including Commission 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 includes development of transit plans and studies which are part of the on-going VCTC planning activities, process and analysis of TDA Unmet Transit Needs (UTN) findings, and participating in the disaster planning for Ventura County and creation of an agreement between the transit providers to formalized response to emergencies. It also includes working with all transit stakeholders in implementing the Regional Transit Study and related legislation, the Heritage Valley Transit Study, continued activities developing a countywide short-range transit plan, and continuing to provide transit input to the transit section of the SCAG RTP. Other activities will also include refinement and development of implementation policies for the SRTP and providing staff support to additional activities needed to implement the Commission's transit actions. The project also includes purchase of software to enable the Commission to improve transit scheduling and coordination between transit services.

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 and implementation policies.
5. Begin work on the [expected] FTA mandated Asset Management Plan.
6. Coordinate transit fare activities and transfers between operators.
7. Support VCTC transit planning activities.
8. Develop and execute an agreement between operators formalizing emergency/disaster response per a finding in the FTA Triennial Review, and continue planning for response to natural and manmade disasters and emergencies.
9. Participate the update of the SCAG Regional Transportation Plan - transit element.
10. Attend regional, State, and national association and professional meetings.
11. Prepare background and transit activity materials for planning and programming.



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

12. Manage and complete the annual Unmet Transit Needs process. Prepare schedule, adopt required definitions for Unmet Transit Needs, hold public meetings and a public hearing on the topic, analyze comments, prepare recommendations, and submit adopted findings to the State.
13. Assist in the improvement of transit schedules to facility improved coordination of services.
14. Prepare VCTC grant applications as funding opportunities arise.

PRODUCT: Disseminate information to operators. Development recommendations to implement the VCTC Short Range Transit Plan. Prepare transit agency emergency response agreement. Support ongoing fare coordination program. Manage/deliver the 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	\$379,700
LTF Fund Balance	150,000
STA Fund Transfer	74,400
STA Fund Transfer Carry-over	50,000
Total Funding	\$654,100

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget**	Fiscal Year 2015/2016 Budget
Salaries*	\$131,192	\$199,500	\$248,900
Fringe and Tax*	63,273	83,100	109,100
Indirect Cost Allocation*	88,695	143,700	191,400
Books and Publications	36	400	400
Business Meals	8	300	300
Membership and Dues	395	500	500
Mileage	1,681	1,100	3,000
Notices - Court Reporting	0	0	10,000
Travel and Conferences	7,532	9,000	9,000
Consultant Services	50,052	89,448	80,000
Legal Services	796	1,100	1,500
Unmet Transit Needs*	0	31,000	0
Total Expenditures	\$343,660	\$559,148	\$654,100

* The cost associated with unmet needs was previously shown in the Transportation Development Act budget before Fiscal Year 2014/2015.

** This budget task was amended after the Commission approved the budget in June 2014.



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. Beginning this year, the Congestion Management Plan (CMP) and has also been combined into the Regional Transportation Planning budget.

During Fiscal Year 2014/2015 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) upcoming 2016 Regional Transportation Plan/Sustainable Communities Strategy.

Most significantly in Fiscal Year 2014/2015, staff began work on two significant active transportation projects. The first project, a study completed in March of 2015, surveyed recreational trails in agricultural areas across the nation. To guide potential development of the Santa Paula Branch Line Recreational Trail, the study attempted to ascertain what strategies work in trail design and operation. The second project, Countywide Bicycle Wayfinding, will identify cross county and inter-city bike paths as well as develop and install signage to direct bicyclists along the routes. The wayfinding project will carry-over and be completed in Fiscal Year 2015/2016.

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 related consultant assisted projects: a complete update and revamping of the Congestion Management Plan and an updated and expanded countywide traffic model. The Congestion Management Plan hasn't been updated since 2009 and is in substantial need of revision to reflect current policies and project priorities. Additionally, digital count data exists that meets the performance monitoring criteria and will allow staff and the local jurisdictions to monitor their roadways in real time rather than perform once a year traffic counts.

The countywide traffic model was last updated in 2007 and is based on land use projections prior to the recession. A full update of the model is needed to ensure validity of traffic projections and planning data. Given the rising emphasis on transit and active transportation staff will also be seeking to expand the model's capabilities to enable modeling of modal alternatives.

The Regional Transportation Planning Budget for Fiscal Year 2015/2016 has increased by approximately \$322,400 over Fiscal Year 2014/2015. The budget now includes funds for the CMP, the two projects described above, carry-over for the wayfinding project, as well as additional staff time for a planning analyst.



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. Carry out an RFP/consultant selection process for CMP development
4. Develop the CMP with consultant assistance
5. Carry out an RFP/consultant selection process for traffic model development
6. Develop the traffic model with consultant assistance

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	\$ 279,300
LTF Fund Transfer Carry-over	136,500
PPM	302,400
PPM Carry-over	281,300
Local Contribution - APCD	50,000
Total Funding	\$1,049,500

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$103,386	\$110,600	\$ 156,500
Fringe and Tax Allocation	46,437	35,300	61,600
Indirect Cost Allocation	68,333	74,100	116,600
Membership and Dues	10,000	10,500	11,000
Mileage	1,027	1,000	1,000
Notices	0	500	500
Printing	0	15,000	15,000
Supplies	0	1,000	1,000
Travel and Conferences	311	3,000	3,000
Consultant Services	1,735	466,000	681,300
Legal Services	472	4,000	2,000
Contribution to SBCAG Survey	10,000	0	0
Total Expenditures	\$241,701	\$721,000	\$1,049,500

* This budget task was amended after the Commission approved the budget in June 2014.



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT**DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge

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

ACCOMPLISHMENTS: VCTC continued to process LTF/STA claims and allocate funds in compliance with State laws and regulations. Annual fiscal and compliance audits of all claimants were completed and submitted as required to the State Controller's Office. Necessary administrative changes resulting from State legislation Senate Bill (SB) 716, SB 203 and Assembly Bill (AB) 664 were implemented for the allocation of Local Transportation Funds. The TDA request for proposals process for new TDA auditor services was completed for a term of three years with two additional one-year extensions if desired.

DESCRIPTION: As the State designated Transportation Planning Agency (TPA), VCTC is responsible for the administration of the TDA LTF and STA funds. In Fiscal Year 2015/2016 the LTF apportionment is approximately \$2.5 million less than Fiscal Year 2014/2015 due to a lower carry-in fund balance to be disbursed from the previous fiscal year. Fiscal Year 2013/2014 was higher because of the one-time payment for the Owens Minor/City of Fillmore settlement. The Bicycle/Pedestrian expenditure of \$749,400 includes the current apportionment of \$657,880 and \$121,520 in carry-over for additional funds that became available late in the Fiscal Year 2014/2015 process. Gold Coast Transit will receive STA PUC 99314 pass-through funds in the amount of \$183,394. The local agencies and new Gold Coast Transit District will receive \$29,405,220 in Articles 4 and 8 funds.

Audit expenses have decreased by \$20,000 in-line with contract costs. Staffing costs increased in-line with the expected workload. Cost associated with the unmet needs process was transferred to the Regional Transit Planning Budget in Fiscal Year 2014/2015 when the TDA duties were reallocated among VCTC staff.

WORK ELEMENTS:

1. Administer TDA/STA programs to ensure regulatory compliance with the Transportation Development Act administrative code.
2. Assist local city and County staffs 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 accounts in trust at the County.
3. Work with the County Auditor-Controller with the revenue receipt estimate.
4. Complete the annual fiscal and compliance audits of TDA LTF and Proposition 1B PTMISEA claimants, submit completed audits as required, and review audits with claimants.



BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT (continued)**DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge**PRODUCT:** A cost-efficient and effective administration of the TDA program.**FUNDING:**

Funding Source	Funding Dollars
LTF Revenues and Fund Transfer	\$30,320,320
STA Fund Transfer	183,394
Total Funding	\$30,503,714

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries*	\$ 55,438	\$ 18,700	\$ 27,500
Fringe and Tax*	26,510	7,500	14,600
Indirect Cost Allocation*	37,376	13,300	22,500
Business Meals	48	0	100
Mileage	452	600	500
Travel and Conferences	4	1,200	500
Audits	74,818	75,000	55,000
Legal Services	1,062	2,500	1,000
County Auditor Administration	14,000	14,000	14,000
Pass-Through PUC 99314	192,000	192,694	183,394
Article 3 Bicycles and Pedestrians	603,736	687,990	779,400
Article 4 Transit	10,471,475	26,340,787	24,252,617
Article 8a Streets and Roads	15,379,269	0	0
Article 8c Transit	7,564,370	5,596,246	5,152,603
Unmet Needs*	70,769	0	0
Total Expenditures	\$34,491,327	\$32,950,517	\$30,503,714

* The cost associated with unmet needs was transferred to the Regional Transit Planning in Fiscal Year 2014/2015.



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

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

ACCOMPLISHMENTS: VCTC continues to fulfill its State and Federal mandate to develop the Transportation Improvement Program. This allows VCTC to obtain funding for projects through the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP), as well as other funding opportunities such as Proposition 1B. VCTC provides local agencies with information on these programs, and helps facilitate project delivery. During the past year VCTC's consultant completed the first phase of the economic feasibility evaluation of Route 101 High-Occupancy Toll (HOT) lanes, leading to the conclusion that additional study was not warranted at this time. Staff worked with the California Transportation Commission (CTC) and the Southern California Association of Governments (SCAG) in the selection of projects for the first round of regional-share funds from the new Active Transportation Program (ATP). In addition, staff has reviewed and commented on the draft guidelines for the cap-and-trade transportation programs being developed by the state, and is developing strategies to apply for these funds.

DESCRIPTION: Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, and Federal Transit Administration (FTA) funds. VCTC also prioritizes and nominates projects to the CTC for State Transportation Improvement Program (STIP) funding. The Commission prepares and submits to SCAG the Ventura County portion of the SCAG FTIP. Staff 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.

During Fiscal Year 2015/2016 VCTC will prepare the FTIP submittal to SCAG and the STIP submittal to the CTC, and the staff cost has been increased to account for the staff time required for these biennial submittals. Another round of ATP funding is also scheduled, in which VCTC will play a role in selecting projects for the regional share of this program.

In recent years VCTC utilized state Planning, Programming & Monitoring funds for various highway project studies included the Route 101 Project Study Report, Route 118 Project Study Report, and Route 101 HOT Lanes Economic Feasibility Study. The Route 101 and 118 environmental documents are programmed in the STIP for Fiscal Year 2017/2018, but there is an option to expedite the highway project environmental document using STP funds. The draft budget provides for adding a Project Manager and for initiating consultant studies, including VCTC-funded Caltrans staff work, to advance both the Route 101 and Route 118 freeway improvement projects. Staff will come to the Commission with a separate recommendation to take the actions to start preparing these environmental documents in Fiscal Year 2015/2016. It is anticipated that Caltrans will manage the Route 118 environmental document and VCTC will manage the Route 101 environmental document.



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 2017 FTIP.
4. Staff the Transportation Technical Advisory Committee (TTAC).
5. Initiate Project Analysis/Environmental Documents for Route 118 and 101 projects.

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 2015/2016 Program of Projects for federal transit funds; submittal of the Ventura County portion of the STIP submittal to the CTC; FTIP submittal to SCAG; inclusion of VCTC priorities in state programs; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5311, 5316	\$ 66,800
LTF Fund Transfer	14,700
Surface Transportation Program	562,200
PPM	259,600
PPM Carry-over	189,000
Total Funding	\$1,092,300

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$134,124	\$121,600	\$ 239,200
Fringe and Tax	67,668	51,300	110,100
Indirect Cost Allocation	92,038	87,900	186,800
Business Meals	89	170	200
Mileage	1,586	2,000	3,000
Notices	211	500	700
Travel and Conferences	3,697	4,050	4,100
Consultant Services	321,384	282,600	545,000
Legal Services	3,097	3,200	3,200
Lewis Road Widening	19,739	0	0
Total Expenditures	\$643,633	\$553,320	\$1,092,300



This page is intentionally left blank.

DRAFT

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 2014/2015 focused heavily on rebranding of the former VISTA service and launch of VCTC Intercity Bus Service. The newly branded fleet was launched and dedicated at a ribbon cutting in December 2014.

All collateral pieces including service brochures, info-posts, fare media, bus stop signs, posters, and other materials currently featuring the former VISTA brand have been updated and the Hwy 126 route brochure now combines English and Spanish into one easy to read bilingual piece. Efforts are now focused on a smooth transition to new fare media, including redesign of artwork on the cards to be used with the new fareboxes.

In addition to the transition of the VISTA to VCTC Intercity Transit Service, VCTC has also supported the new Valley Express, which replaces the former VISTA 126 service by providing pre-launch marketing support services, a community naming contest, brand development, service brochure and signage design, website design, and the application of graphics on the buses.

A VCTC Intercity and Valley Express Onboard Survey included all fixed routes and Dial-A-Ride services. The survey provided origin/destination and demographic data, measured customer satisfaction, and identified potential areas of improvement.

Rideshare Week promotional activities resulted in 12 on-site events at worksites and 1000 participant sign ups from 113 businesses countywide, an increase of 40 percent over the previous year. Campaign themes are being developed for this year's Rideshare Week and Bike to Work Week and plans are under way to redesign the content and style of the Ride Guide, which includes valuable information for individuals interested in ridesharing.

VCTC continues to increase its public visibility by participating in community and employer events. This past year an estimated 8,000 people visited the VCTC booth at the County Fair. Social Media followers increased at an average rate of 6 percent per month, and our "On The Move" newsletter is distributed to more than 1,200 monthly subscribers. VCTC has also contributed several feature articles for industry publications such as Mass Transit.

Last year's Teen Council project was a student artwork contest. Students throughout the county submitted original artwork depicting what their hometown or community is known for or what they would like it to be associated with. The artwork of 6 Grand prize winners was displayed on the side of selected busses which traveled throughout the county. The project gained recognition from the Ventura County Arts Council and was presented with a 2014 Art Stars Award. The current Teen Council is the largest group to date. This organization helps promote alternative forms of transportation to younger generations and provides education about local government and transit. This year the Teen Council will take on the task of designing and staffing an interactive booth for earth day events.



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 outreach support for 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 Rideshare outreach to new employers and increase participation in worksite events.
5. Participate in public forums, meetings, workshops and community events.
6. Continue to produce monthly "On The Move" Newsletter
7. 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	222,600
Local Contribution - APCD	5,000
Total Funding	\$727,600

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$60,161	\$ 64,200	\$ 67,300
Fringe and Tax	27,561	22,600	24,200
Indirect Cost Allocation	40,010	44,100	48,900
Mileage	56	100	100
Printing	28,623	29,000	14,000
Consultant Services	62,445	100,000	125,000
Legal Services	0	500	1,500
Community Events	78,597	50,000	84,000
Rideshare	168,522	256,000	227,600
VCTC Intercity Bus Service	71,722	358,300	100,000
Heritage Valley Transit	0	70,000	0
Youth Programs	31,657	35,000	35,000
Total Expenditures	\$569,354	\$1,029,800	\$727,600

* This budget task was amended after the Commission approved the budget in June 2014.



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.

VCTC utilizes an indirect cost allocation rate which is based on an estimate to allow a fair and equitable sharing of indirect costs to all projects. Because the rate is an estimate, the actual indirect expenditures are reconciled and adjusted (for over/under charges) against a future year. The over collection of indirect costs for Fiscal Year 2011/2012 were adjusted against Fiscal Year's 2013/2014 indirect estimate in the amount of \$9,156. If the indirect costs collected were higher than the estimate, an adjustment is made to expenses and paid out of the unassigned general fund balance. However, if the indirect costs collected were less than the estimate, the indirect rate for the current year will be increased to cover the previous shortage. The indirect was under recovered in Fiscal Year 2013/2014 due to lower staff costs than anticipated and, therefore, no adjustment is needed to the Management and Administration budget, and the indirect rate for Fiscal Year 2015/2016 will be adjusted accordingly.



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, serve as control element in accounting practices, and facilitate multiple annual audits.
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	\$274,700
Total Funding	\$274,700

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget*	Fiscal Year 2015/2016 Budget
Salaries	\$ 82,184	\$ 89,400	\$ 99,600
Fringe and Tax	40,952	28,700	32,800
Indirect Cost Allocation	56,163	60,000	70,800
Business Meals	816	1,000	1,000
Membership and Dues	2,170	3,500	3,500
Mileage	422	1,000	1,000
Travel and Conferences	1,460	5,000	5,000
Consultant Services	41,058	10,000	10,000
Legal Services	60,061	1,000	1,000
Commissioner Expenses	17,603	30,000	30,000
Hardware and Software Replacement	19,493	23,800	17,000
Indirect Reconciliation Adjustment	9,156	0	0
Offsite Storage and Hosting	1,665	1,800	3,000
Total Expenditures	\$333,203	\$255,200	\$274,700

. * This budget task was amended after the Commission approved the budget in June 2014.

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 notable legislation which passed included the first funding for transportation from the state's cap-and-trade program.

DESCRIPTION: VCTC's legislative effort includes the development of a Legislative Program; monitoring of transportation legislation and regulations under development which could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), and the Southern California Transportation Legislative Roundtable. Through its Legislative Program, VCTC advocates for Federal and State transportation funding and policies which support improved transportation for Ventura County.

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; continued advocacy for federal action in support of rail safety; and participation in the upcoming federal transportation authorization.

For many years VCTC has held a "Public Agency" membership in two transit trade organizations, CTA and the American Public Transportation Association (APTA). Since VCTC's role has evolved over the years and it has become a full-fledged transit operator, staff is proposing a \$12,300 increase in the annual memberships budget to move VCTC up to a "Transit Operator" membership classification in both organizations. The budget also increases the Mobility 21 dues from \$6,000 to \$9,000 to pay the Ventura County private sector organization membership in return for complementary chamber of commerce memberships for VCTC. It should be noted that the Fiscal Year 2014/2015 budget included a \$6,000 one-time charge which allowed VCTC to "catch up" and pay Mobility 21 dues on time.

The proposed State Legislative Consultant budget includes an increase based on the cost of the Commission's state advocacy contract with Gonzalez, Quintana & Hunter. 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. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.



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

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.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$187,000
Total Funding	\$187,000

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 25,586	\$ 46,800	\$ 42,900
Fringe and Tax	13,632	15,600	14,700
Indirect Cost Allocation	17,887	31,700	30,800
Business Meals	1,550	2,100	2,300
Membership and Dues	14,768	20,200	29,500
Mileage	357	1,300	1,200
Travel and Conferences	3,767	10,500	10,500
Consultant Services	48,769	51,900	54,900
Legal Services	0	200	200
Total Expenditures	\$126,316	\$180,300	\$187,000



BUDGET TASK: VCTC OFFICE BUILDING**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**OBJECTIVES:** Purchase and Renovate VCTC Office Building.

ACCOMPLISHMENTS: In early 2013 the Commission discussed the possibilities of relocating VCTC's office and the Commission's interest in acquiring a building. Since early 2014, the Commission has been in negotiations with the City of Camarillo related to the possible acquisition of a city owned (formerly redevelopment agency owned) building located at 2220 Ventura Boulevard. The Commission and the City have concluded negotiations and are in agreement that VCTC will purchase the building for \$1 and renovate the building for VCTC occupancy.

DESCRIPTION: The building is located in the pedestrian oriented Old Town Camarillo and is a couple of blocks from the Camarillo Metrolink/Amtrak Station where VCTC's VISTA 101 and VISTA CSUCI's route make frequent stops. It is centrally located within the county and has easy access to Highway 101. The building sits on 1.1 acres and is 12,500 square feet which is more space than the 6,800 that VCTC currently occupies. The site has 60 parking spaces which will be available to VCTC, building employees, and visitors. The building size will allow for some expansion of VCTC and also make space available for VCTC's regional transportation partners such as SCAG and other regional or countywide agencies. In its' current state the building requires renovation and with some architectural refinements and a LEED certified retrofit, the building is perfectly situated to serve as VCTC's headquarters.

Given the current condition of the building VCTC retained a consultant to prepare a due-diligence study to determine feasibility and better inform the Commission decision-making related to purchasing and renovating the subject building. In summary, the study considered two alternatives with one option being a very "bare bones" get the building up to code and habitable estimated at approximately \$2 million for the shell/structure and \$1-1.2 million for tenant improvements. The second alternative was LEED reconstruction/retrofit cost which has a cost estimate of approximately \$4.3 million. These estimates were developed taking the high-end of construction costs and with some "value-engineering", alternative project delivery strategies, and a defined budget of a \$3.5 million project cost estimate is a reasonable range.

VCTC does not have construction project management experience on staff for a project of this magnitude necessitating so this task includes budget authority to fund project management services through a cooperative agreement with the County of Ventura. The Public Works Agency, Engineering Services Division is responsible for managing building projects for all County departments. Additionally, utilizing the services of the County VCTC may realize accelerated project delivery as the County has pre-qualified list of architects which will allow for retaining an architect 3-4 months sooner than if VCTC had to conduct its own procurement. Furthermore, the Engineering Services Division has in-house staff for construction management and construction inspection services which further simplifies the project management for VCTC. VCTC will have to separately contract for architectural services and material testing services.

The professional services costs including project management and architectural services included in this budget are estimated entire project costs so funding approved in this budget will be carried-over to future year budgets as necessary.



BUDGET TASK: VCTC OFFICE BUILDING (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**WORK ELEMENTS:**

1. Acquire building located at 2220 Ventura Boulevard, Camarillo, California
2. Enter into Project Management Cooperative Agreement with the County of Ventura Public Works Agency, Engineering Services Division for the provision of Project Management Services.
3. Enter into Professional Services Agreement for hazardous materials assessment and remediation plan.
4. Enter Professional Services Agreement with Architect and manage redesign of existing building and develop construction drawings and bid package for renovation project.

PRODUCT: Purchase, renovate and remodel office building located at 2220 Ventura Boulevard, Camarillo, California to implement a Commission goal of occupying owned office space rather than continued leasing of office space.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$2,763,800
STA Fund Transfer Carry-Over	540,000
Total Funding	\$3,303,800

EXPENDITURE COMPARISON:

	Fiscal Year 2013/2014 Actual	Fiscal Year 2014/2015 Budget	Fiscal Year 2015/2016 Budget
Salaries	\$ 0	\$ 3,500	\$ 5,900
Fringe and Tax	0	1,000	1,800
Indirect Cost Allocation	0	2,300	4,100
Legal Services	0	2,000	2,000
Architectural Consultant	0	300,000	225,000
General Consultant Services	0	20,000	15,000
Project/Construction Management Service	0	400,000	300,000
Building Purchase	0	1	0
Construction Contract	0	0	2,750,000
Total Expenditures	\$ 0	\$728,801	\$3,303,800



This page is intentionally left blank.

DRAFT

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
AMTRAK	American Track (National Railroad Passenger Corporation)
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
ATP	Active Transportation Program
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
DOD	Department of Defense
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
LEED	Leadership in Energy and Environmental Design
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
OEA	Office of Economic Adjustment
OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PDS	Project Design Support
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employers Retirement System
PID	Project Initiation Documents
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
TAM	Transit Asset Management
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
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster
VOC	Volatile Organic Compounds
VRF	Vehicle Registration Fees

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.



INDEX OF CHARTS AND TABLES

Chart 1 – Budget Process	8
Chart 2 - Funding Source Summary	11
Chart 3 - Funding Sources	17
Chart 4 - Funding Source Detail	18
Chart 5 - Pass-Through, Regional and Core-Countywide Service Expenditures.....	19
Chart 6 - Number of Employees	21
Chart 7 - Personnel Costs	23
Chart 8 – OPEB Trust Earnings and Contributions.....	23
Chart 9 – Historical Pension Rates for Classic 2% @ 60.....	24
Chart 10 - Staff Organization.....	25
Chart 11 - Functional Organization.....	26
Chart 12 - Budgeted Program Expenditures.....	29

Table 1 - Detailed Funding Sources	18
Table 2 - Pass-Through, Regional and Core-Countywide Services & Associated Hours	20
Table 3 - Full Time Equivalents by Program.....	21
Table 4 – Schedule of Salary Ranges	22
Table 5 - Personnel Budget.....	22
Table 6 – CalPERS Employer Rate - Classic	24
Table 7 - Indirect Cost Allocation Plan.....	28
Table 8 - Budgeted Expenditures by Program	29
Table 9 - Transit and Transportation Program Budget Tasks	30
Table 10 - Highway Program Budget Tasks	31
Table 11 - Rail Program Budget Tasks.....	32
Table 12 - Commuter Assistance Program Budget Tasks	33
Table 13 - Planning and Programming Program Budget Tasks	34
Table 14 - General Government Program Budget Tasks.....	35