

VENTURA COUNTY TRANSPORTATION COMMISSION

“Transforming Transportation in Ventura County, California”

FISCAL YEAR 2017/2018 BUDGET

Presented by:

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TABLE OF CONTENTS

EXECUTIVE BUDGET 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	7
FINANCIAL SECTION	9
BUDGET PROCESS	9
FINANCIAL POLICIES	11
REVENUES AND FUNDING SOURCES	13
Federal Revenues	14
State Revenues	16
Local and Other Funding Sources	19
PERSONNEL AND OPERATIONS	23
PERSONNEL AND BENEFITS	23
Staff Organizational Chart	30
Functional Organizational Chart	31
INDIRECT COST ALLOCATION PLAN	32
BUDGET SUMMARY BY PROGRAM	35
PROGRAM OVERVIEW	35
TRANSIT AND TRANSPORTATION PROGRAM	36
HIGHWAY PROGRAM	37
RAIL PROGRAM	38
COMMUTER ASSISTANCE PROGRAM	39
PLANNING AND PROGRAMMING PROGRAM	40
GENERAL GOVERNMENT PROGRAM	41
BUDGET SUMMARY BY FUND	43



PROGRAM TASK BUDGETS	47
INDEX OF TASK BUDGETS BY PROGRAM.....	48
INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER.....	49
TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS	51
HIGHWAY PROGRAM TASK BUDGETS.....	65
RAIL PROGRAM TASK BUDGETS.....	73
COMMUTER ASSISTANCE PROGRAM TASK BUDGETS.....	81
PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS	87
GENERAL GOVERNMENT PROGRAM TASK BUDGETS.....	101
 SUPPLEMENTAL INFORMATION.....	 111
APPENDIX A – ACRONYMS.....	112
APPENDIX B – GLOSSARY OF TERMS	117
APPENDIX C – SALARY SCHEDULE.....	124
APPENDIX D – INDEX OF CHARTS AND TABLES.....	125

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EXECUTIVE BUDGET SUMMARY

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VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE

THE ORGANIZATION AND ITS RESPONSIBILITIES

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

Bryan MacDonald	City of Oxnard, Chair
Linda Parks	County of Ventura, Vice-Chair
Neal Andrews	City of Ventura
Steve Bennett	County of Ventura
Will Berg	City of Port Hueneme
Claudia Bill-de la Peña	City of Thousand Oaks
Peter Foy	County of Ventura
Ginger Gherardi	City of Santa Paula
Randy Haney	City of Ojai
Brian Humphrey	Citizen Representative (Cities)
Mike Judge	City of Simi Valley
Kelly Long	County of Ventura
Jan McDonald	City of Camarillo
Manuel Minjares	City of Fillmore
Ken Simons	City of Moorpark
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, 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. Our mission is the foundation for all we do, the time we invest and the resources we allocate.



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 Agency (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Local Transportation Authority



To invite regional participation in defining VCTC's policies and priorities, 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
- Managers 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
- Heritage Valley
- Coastal Express Policy Advisory Committee (CEPAC)



THE COMMUNITY WE SERVE

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THE LOCAL ECONOMY

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FINANCIAL SECTION

BUDGET PROCESS

The budget is an important 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 and used as a financial barometer for financial policies and priorities.

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 and the accrual basis of accounting for its proprietary funds. The budget is prepared with the same methodology.

The Commission's budget contains six funds: one General Fund, three Special Revenue funds and two Proprietary funds. 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 Special Revenue funds consist of the Local Transportation Fund, the State Transit Assistance Fund and the Service Authority for Freeway Emergencies Fund. The Proprietary funds consist of the VCTC Intercity Services fund and the Valley Express fund. As VCTC does not have any debt obligations, there is not a debt service fund.

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, the Special Revenue Funds and the Proprietary 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 process of planning and preparing the budget gives VCTC the opportunity to reassess its plans and goals for the upcoming and future years. Although the budget process is an on-going process, the budget cycle begins in January with a budget meeting to discuss major changes to the upcoming year. Then the Executive Director and management staff review actual progress of the current year's budget to adjust budgetary timelines for current projects and plan 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. These task budgets are discussed with the Executive Director. The Finance Director then compiles the task budgets, prepares and reviews the main budget, and makes adjustments as directed by the Executive Director. 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 late 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 2017/2018 budget and monitoring of the Fiscal Year 2016/2017 budget is illustrated below in Chart 1, *Budget Process*.

Chart 1 – Budget Process

Budget Task	2016		2017				2018					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	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, fund balance, capital asset and basis of accounting and budget 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. Budget amendments occur throughout the year. The Executive Director has the administrative authority to approve budget transfers between budget line items and tasks. Amendments that increase the overall budget require Commission approval.

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 special audits such as a TDA audit of VCTC 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.

Capital Assets Policies

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the assets useful life. Intangible capital assets with a cost in excess of \$50,000 and an estimated useful life in excess of two years will be amortized over the assets useful life. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed no less than once every two years.

Basis of Accounting and Budgeting Policies

Basis of accounting and budget refers to the concept of recognizing the time a transaction has occurred for the purpose of recording that transaction. VCTC's governmental fund types (General Fund and Special Revenue funds; LTF, STA and SAFE) use the modified accrual basis of accounting and the VCTC's Proprietary Fund types (VCTC Intercity Services and Valley Express Enterprise Funds) use the accrual basis of accounting. The budget is prepared with the same methodology. Furthermore, 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 within 180 days of the end of the current fiscal period to be available to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.



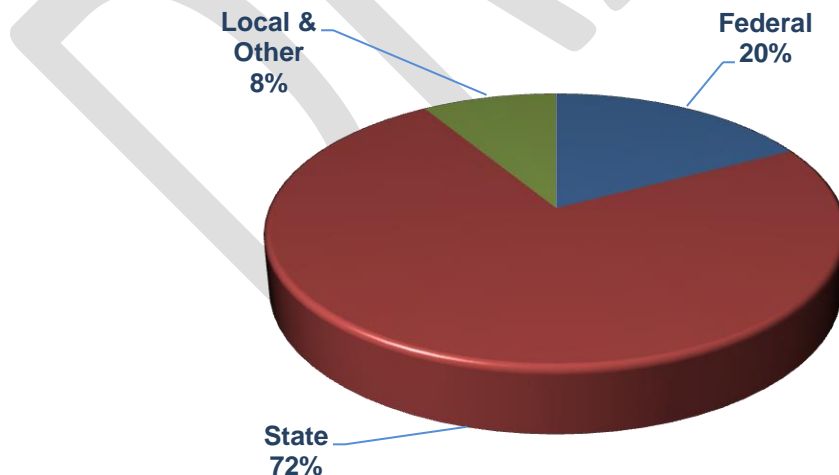
REVENUES AND FUNDING SOURCES

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

The revenues budgeted for VCTC in Fiscal Year 2017/2018 are estimated to be \$56,889,517 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, local and other sources. The Federal revenues total \$11,397,935. State revenues (including LTF, STA and SAFE) total \$40,742,229. The Local and Other revenues total \$4,754,417. More detailed information can be found following the discussion of revenues and funding sources on Chart 3, *Funding Sources*, Table 1, *Revenue Sources* and Chart 4, *Funding Source Detail* which provide further information about the budgeted revenues.

Chart 2 – Funding Source Summary



Federal Revenues

Federal Transit Administration (FTA)

The Federal Transit Administration provides funding for transit related programs in a variety of areas. FTA funds generally require the lead agency to match the federal funds with state or local funds. FTA projects are included in the Program of Projects (POP) based on an estimated apportionment prepared by staff, and feedback from transit operators on funding needs. The amount of FTA funding is provided in the federal register notice and then the FTA grant is prepared based on published apportionments. FTA divides the program funds into Sections as described below.

- 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 or in the case of transit operators with fewer than 100 buses. 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” 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 the Moving Ahead for Progress in the 21st Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation.
- Section 5339 “Bus and Bus Facilities Program” funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.
- CMAQ transfer funds are transit project revenues transferred from the FHWA to the FTA. These projects are implemented by VCTC and its subrecipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations “demonstration” projects which can only be used to subsidize the first 5 years of costs for new or expanded service.

VCTC’s budget contains \$10,402,535 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. In California, the TAP funds are the primary component of the Active Transportation Program (ATP). 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. STP estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$552,400 in STP revenues for activities related to the Route 101 environmental document preparation.

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. CMAQ estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$443,000 in CMAQ revenues.

Defense Community Planning Assistance Funds

Department of Defense (DoD) Office of Economic Adjustment (OEA) Defense Community Planning Assistance Funds are provided to assist State and local governments in preparing and adopting a planning study to mitigate and/or prevent incompatible civilian land use/activity that is likely to impair the continued operational utility of a DoD military installation – specifically the Joint Land Use Study within the Airport Land Use Commission budget. This funding is grant based and the amount is set by the DOD. VCTC's budget contains \$0 in Defense Community Planning Assistance Fund revenues as the ALUC-JLUS study was completed.



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.

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 and are returned to the County of origin. These funds are received monthly (in-arrears) 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 \$34,300,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$34,100,000 to local agencies in the upcoming year. Of this amount, \$13,500 is for County Administration, \$641,771 will be apportioned and allocated through a competitive project process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$28,582,539 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. An additional \$254,239 of carry-over fund balance from Fiscal Years 2014/2015 through 2016/2017 is budgeted for a total Article 3 Bicycle and Pedestrian available funds of \$896,010. 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 \$682,000, \$1,315,957 and \$2,864,233 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$4,862,190. An additional \$398,600 of carry-over fund balance from Fiscal Year 2016/2017 is budgeted for a total Article 3 Rail allocation \$3,262,833. Also, it is anticipated that \$442,350 of LTF general fund balance will be carried-over from Fiscal Year 2016/2017.

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. The State generally disburses the STA revenues on a quarterly basis (in-arrears) 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 \$3,609,126 in STA revenues. The STA funded expenditures of \$6,906,871 will be transferred from the STA fund balance to the General Fund and thus, are shown as an "other financing source/transfer in." These expenditures include carry-over projects.



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 callbox 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. Staff estimates the annual revenues based on prior year receipts. VCTC's budget contains \$800,000 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. The County's share of STIP funds is published by the CTC and then VCTC nominates projects to come from the County share. 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 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 can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$728,400 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 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. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. Proposition 1B apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. At this time the VCTC budget contains \$747,600 in Proposition 1B revenues.

Low-Carbon Transit Operations Program (LCTOP)

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. LCTOP apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$539,303 LCTOP funds at this time.

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. Staff estimates the number each year based on prior year's receipts. 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 and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$2,870,510 in local contribution revenues and \$1,778,907 in local fee revenues.

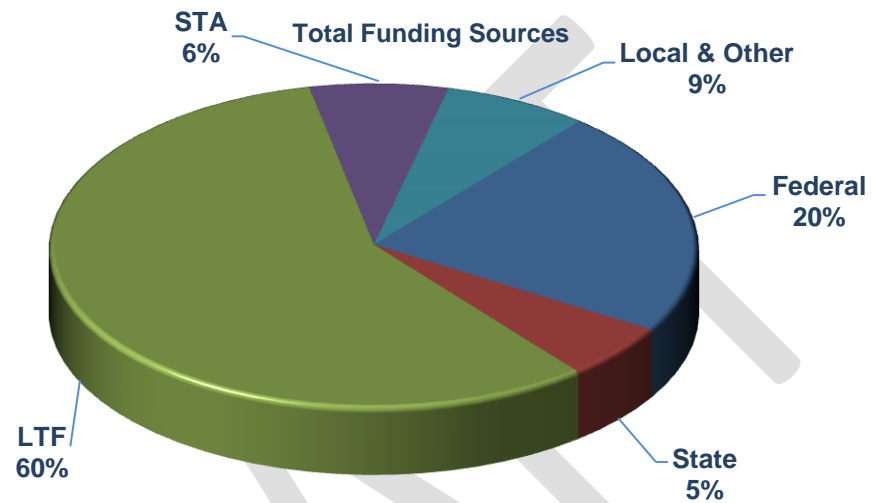
Investment Income and Other Revenues

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget contains \$105,000 in investment income and other revenues.

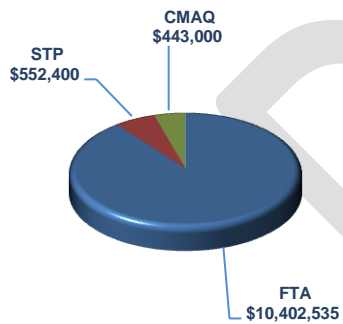
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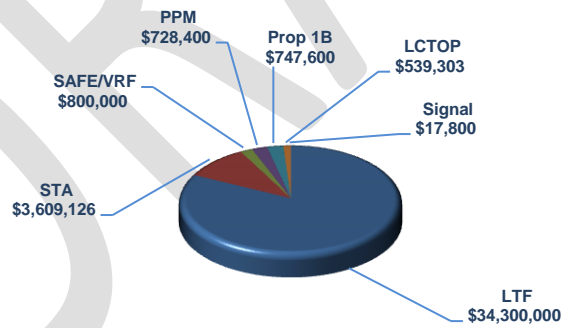
Chart 3 – Funding Sources



Federal Funding Sources



State Funding Sources



Local - Other Funding Sources

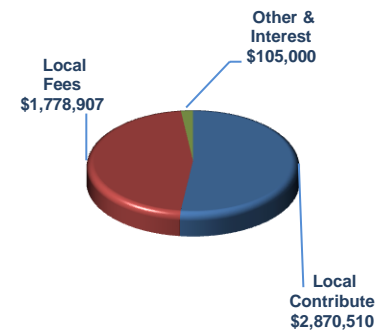
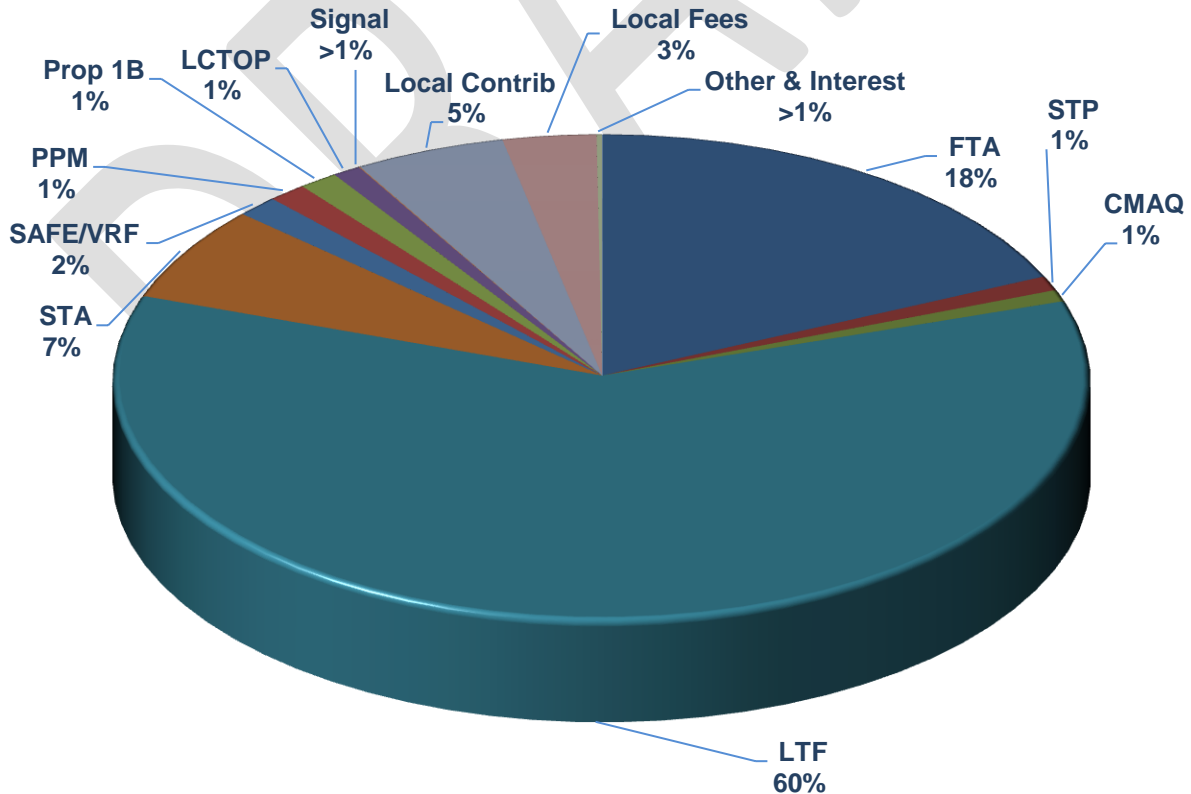


Table 1 – Revenue Sources

Funding Source	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Federal Transit Administration (FTA)	\$ 5,985,979	\$13,890,448	\$10,402,535
Surface Transportation Program (STP)	0	589,000	552,400
Congestion Mitigation and Air Quality (CMAQ)	476,240	443,000	443,000
Defense Community Planning Assistance Funds	45,012	0	0
Local Transportation Fund (LTF)	34,601,613	34,500,000	34,300,000
State Transit Assistance (STA)	3,743,272	3,278,000	3,609,126
Service Authority for Freeway Emergencies (SAFE)	784,953	770,000	800,000
Planning, Programming and Monitoring (PPM)	456,702	849,160	728,400
Proposition 1B	3,659,441	1,321,998	747,600
LCTOP – Cap and Trade	295,041	469,000	539,303
California Public Utilities Commission Signal	43,750	17,800	17,800
Local Contributions	2,539,850	2,525,379	2,870,510
Local Fees	1,683,500	1,786,080	1,778,907
Investment Income and Other Revenues	151,305	95,000	105,000
Total Funding Sources	\$54,466,658	\$60,534,865	\$56,894,581

Chart 4 – Funding Source Detail



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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 we serve. 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

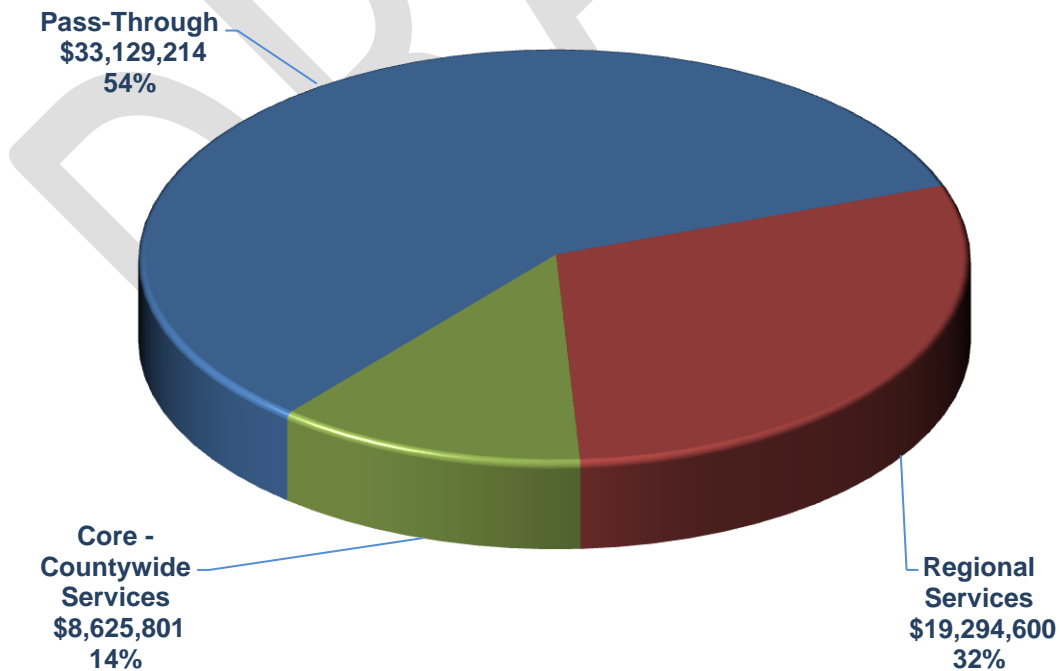


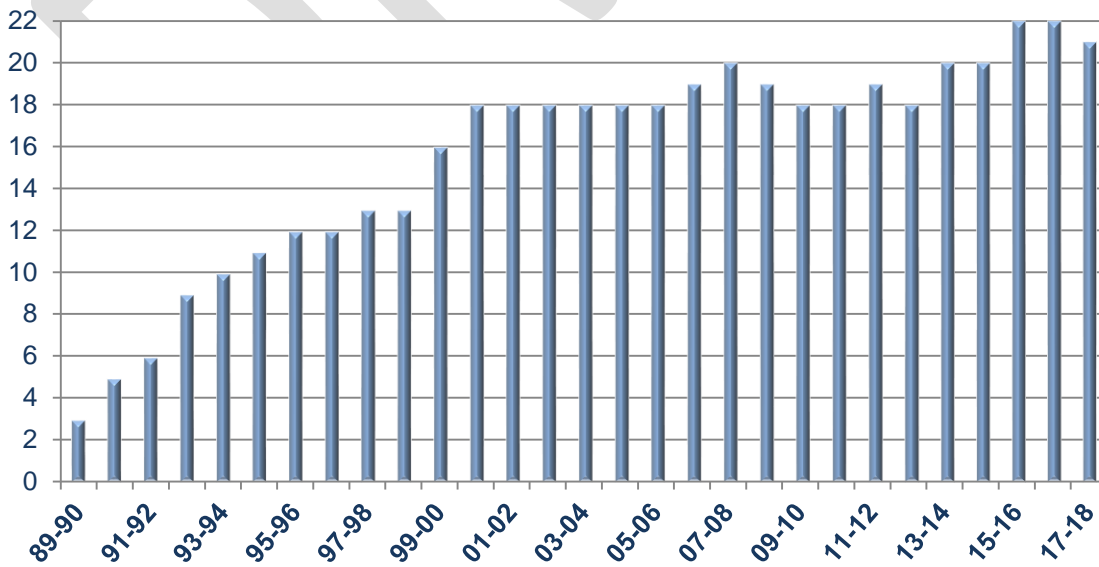
Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission	Fare Collection and APC Systems	TDA Administration
Callbox System	Highway Project Management	Transit Grant Administration
Community Outreach & Marketing	LOSSAN & Coast Rail Council	
Freight Movement	Metrolink Commuter Rail	
Management & Administration	Santa Paula Branch Line	
Regional Transit Planning	Senior & Disabled Transp. Services	
Regional Transportation Planning	SpeedInfo Highway Speed Sensors	
Rideshare Programs	Regional Transit Information Center	
State & Federal Governmental Relations	Transit Stop Enhancements	
TDA Administration	Valley Express	
Transit Grant Administration	VCTC Intercity Services	
Transportation Programming		
VCTC Office Building		
Staff Hours 26,412	Staff Hours 15,993	Staff Hours 1,275

Total Staff Hours = 43,680

Growing from three employees in 1989 to its current proposed roster of twenty-one regular full-time employees, staffing includes fourteen professional positions and seven support and customer service positions (see Chart 6 *Number of Employees*, Chart 11, *Staff Organization*, and Chart 12, *Functional Organization*). There is a reduction of one full-time employee (Highway Capital Program Manager) being changed to a contracted position with the County of Ventura.

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-two full-time employees budgeted. This year staffing includes twenty-one full time positions (see Table 3, *Full Time Equivalents by Program*) as the Highway Capital program manager position was changed to a contract with the County of Ventura.

Table 3 – Full Time Equivalents by Program

Program	Fiscal Year	Fiscal Year	Fiscal Year
	2015/2016 Actual	2016/2017 Budget	2017/2018 Budget
Transit and Transportation	5.6	6.1	5.9
Highway	0.1	1.1	0.2
Rail	0.9	1.5	1.2
Commuter Assistance	2.4	2.1	2.6
Planning and Programming	6.0	5.4	5.0
General Government	5.4	5.8	6.1
TOTAL	20.4	22.0	21.0

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2017/2018 salary ranges are detailed by classification.

Table 4 – Schedule of Salary Ranges

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$235,703
Director	4	\$109,108	\$140,110
Manager	5	\$ 70,132	\$104,069
Planner/Analyst	4	\$ 50,100	\$ 83,945
Support Staff II	5	\$ 43,827	\$ 60,189
Support Staff I	2	\$ 24,960	\$ 38,201

The Commission's salary and fringe benefits total \$2,941,100 or 4.8% of the Fiscal Year 2017/2018 budget (see Table 5, *Personnel Budget* and Chart 7, *Personnel Costs*). This represents a decrease of \$25,800 or -0.9% from the Fiscal Year 2016/2017 budget of \$2,966,900 largely due the Highway Capital program manager position changing to a contracted position with the County of Ventura offset by small increases in taxes and insurances costs. The budget contains one position with costs that are fully burdened as the position is currently vacant. The Wages total of \$1,981,500 includes an approximate pool of \$31,300 in merit increases for eligible employees not at the top of their range. Benefits account for 1.6% of the budget.

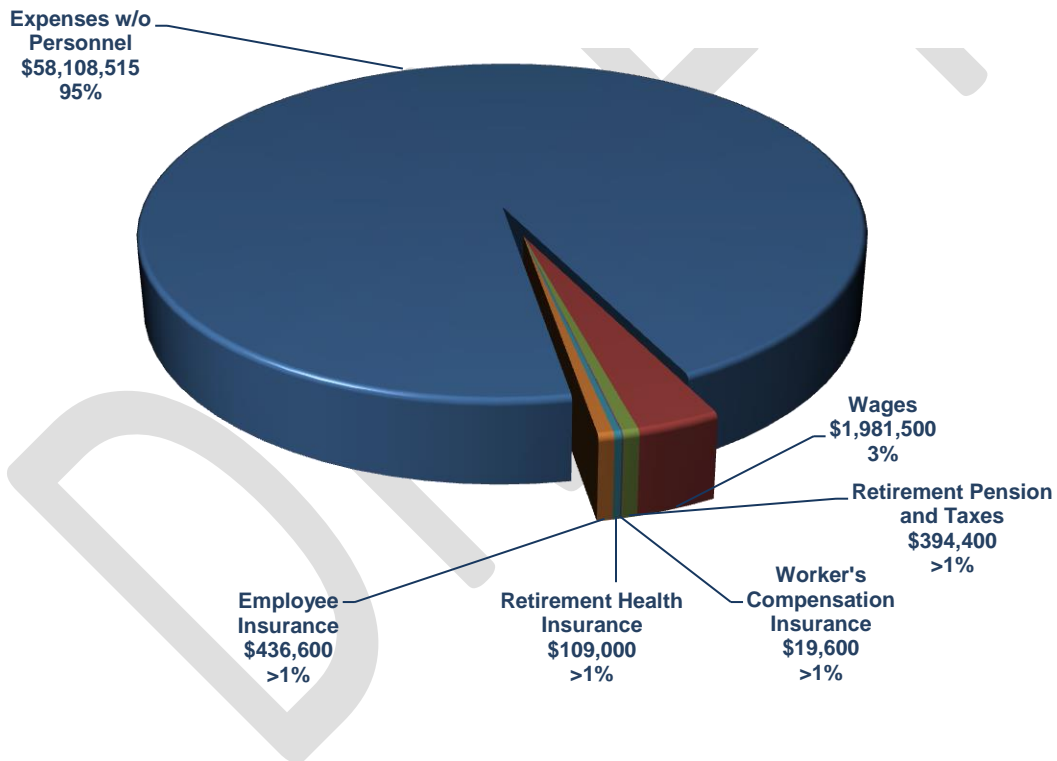


Table 5 – Personnel Budget

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Wages	\$1,676,851	\$2,040,150	\$1,981,500
Retirement Pensions and Taxes	363,187	374,950	394,400
Worker's Compensation Insurance	20,507	19,700	19,600
Retirement Health Insurance/OPEB	107,000	109,000	109,000
Employee Insurance	297,982	423,100	436,600
Total Expenditures	\$2,465,527	\$2,966,900	\$2,941,100

Chart 7 – Personnel Costs

**Wages and Fringe = \$2,941,100
4.8% of Fiscal Year 2016/2017 Budget**

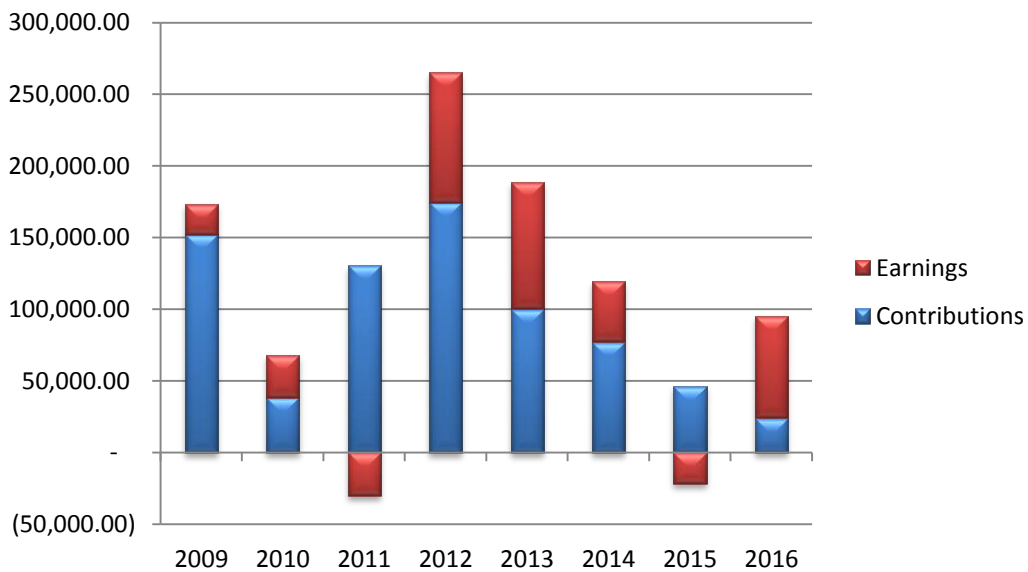


The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. Grandfathered employees only receive this benefit if they retire directly from VCTC. If an employee separates from VCTC before retirement, this benefit is forfeited. The second tier provides retiree health care coverage for the retiree at the minimum required CalPERS contribution. Currently there are seven retirees receiving the tier one benefit and zero retirees in the second tier.

Retiree healthcare cost of \$109,000 will be used to pay for retiree healthcare costs and prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is the same as the previous fiscal year based on the actuary valuation in December 2015. As of Fiscal Year 2017/2018 the average amortization remaining is 12 years. The next OPEB valuation will adjust for any assumption changes and investment experience and will be performed in Fiscal Year 2017/2018 with information for Fiscal Years 2018/2019 and 2019/2020. Since the number of retirees and insurance costs have both increased, it is likely the OPEB expense will also increase.

The Commission prefunds its OPEB trust (with the California Employer’s Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2016, the Commission’s trust has earned approximately \$287,463 in net earnings (see Chart 8 *OPEB Trust Earnings and Contributions*) with an average annual internal rate of return since inception of 7.14%. The OPEB Trust fund’s balance at December 2016 was \$1,030,436.

Chart 8 – OPEB Trust Earnings and Contributions



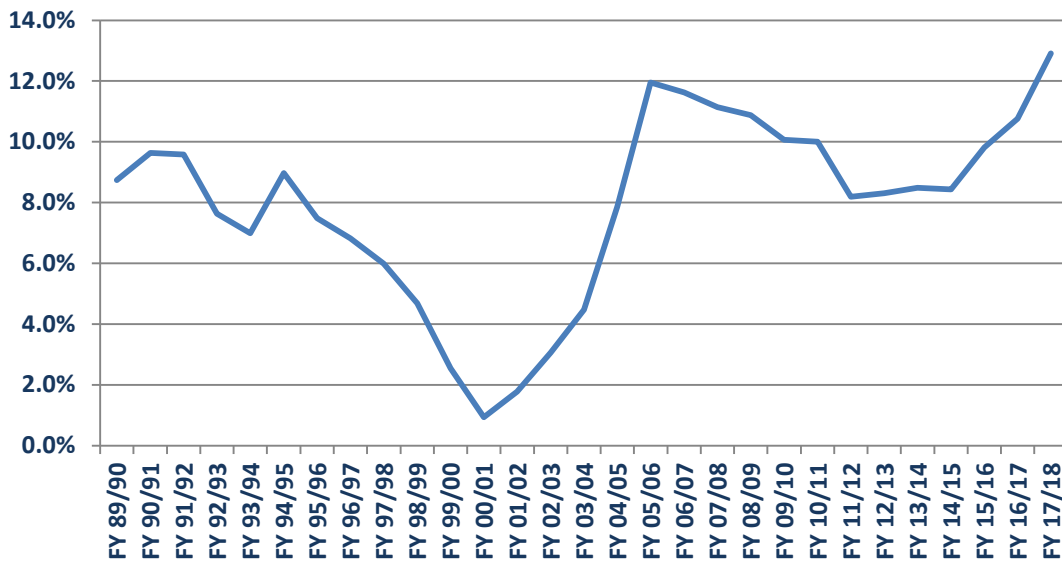
VCTC has three pension tiers. The first tier includes “CalPERS Classic” employees hired before May 1, 2015 receiving the 2% at 60 formula with the employee portion paid by the Commission. This tier was closed by Commission action in 2015 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. There are currently twelve employees in this tier. The second tier includes the “CalPERS New” or PEPPA employees receiving the 2% at 62 formula with employee paying the employee portion. Currently there are six employees within this tier. The third tier includes the “CalPERS Classic” employee hired after May 1, 2015 receiving the 2% at 60 formula with the employee paying the employee portion. Currently there are two employees in this tier. There is currently one vacant position. As the vacant position is filled, the new employees will either fall into tier two or three depending on their CalPERS status.



In Fiscal Year 2015/2016, CalPERS changed its method for calculating employer contributions. Employers are now required to pay for their “normal cost” or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) in a set dollar amount. In Fiscal Year 2017/2018, the 2% at 60 formula employer’s current contribution is 7.653% (7.61% in Fiscal Year 2016/2017) and the UAL is \$73,547 (\$54,313 in Fiscal Year 2016/2017). When combined, the effective CalPERS rate is 12.91% (10.76% in Fiscal Year 2016/2017). The employer rate for CalPERS New is 6.533% (6.555% in Fiscal Year 2016/2017) with \$581 UAL (\$0 in Fiscal Year 2016/2017). The employee contribution rate remains at 7% for the 2% at 60 formula and 6.25% for the 2% @ 62 formula.

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 Employer Rates for Classic 2% @ 60.*), VCTC’s average employer rate since 1989 is 7.924%.

Chart 9 – Historical Pension Employer 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. These modifications include asset liability management, actuarial assumption changes like mortality rates, changes necessitated by PEPPRA, smoothing amortization policies and risk management and most recently, lowering the discount rate. Some adjustments are made every few years as necessitated by CalPERS assumption studies. Other adjustments occur annually, such as the adjustment for investment returns.



The original projected pension rate for CalPERS-Classic employees for Fiscal Year 2018/2019 was 7.7% plus unfunded accrued liability of \$102,619 with an estimated effective rate of 14.8%; however, CalPERS recently reduced the discount rate (also referred to as the assumed rate of return) from 7.5% to 7.375%. CalPERS has not provided an updated rate but estimates employer rates will increase one to three percent for most employers. Based on a worksheet provided by CalPERS, staff is estimating VCTC's employer rate will increase just over one percent or approximately \$14,000 the first year. The employer rates will increase as the discount rate is adjusted. Furthermore, with the implementation of PEPR, the CalPERS-Classic pool is closed and will decrease over time as non-classic "new" employees are hired. Since unfunded liability is spread over applicable payroll, the percentage of payroll will increase over time as the payroll for CalPERS-Classic employees decrease. These short-term increased costs will be offset by long-term savings of PEPR.

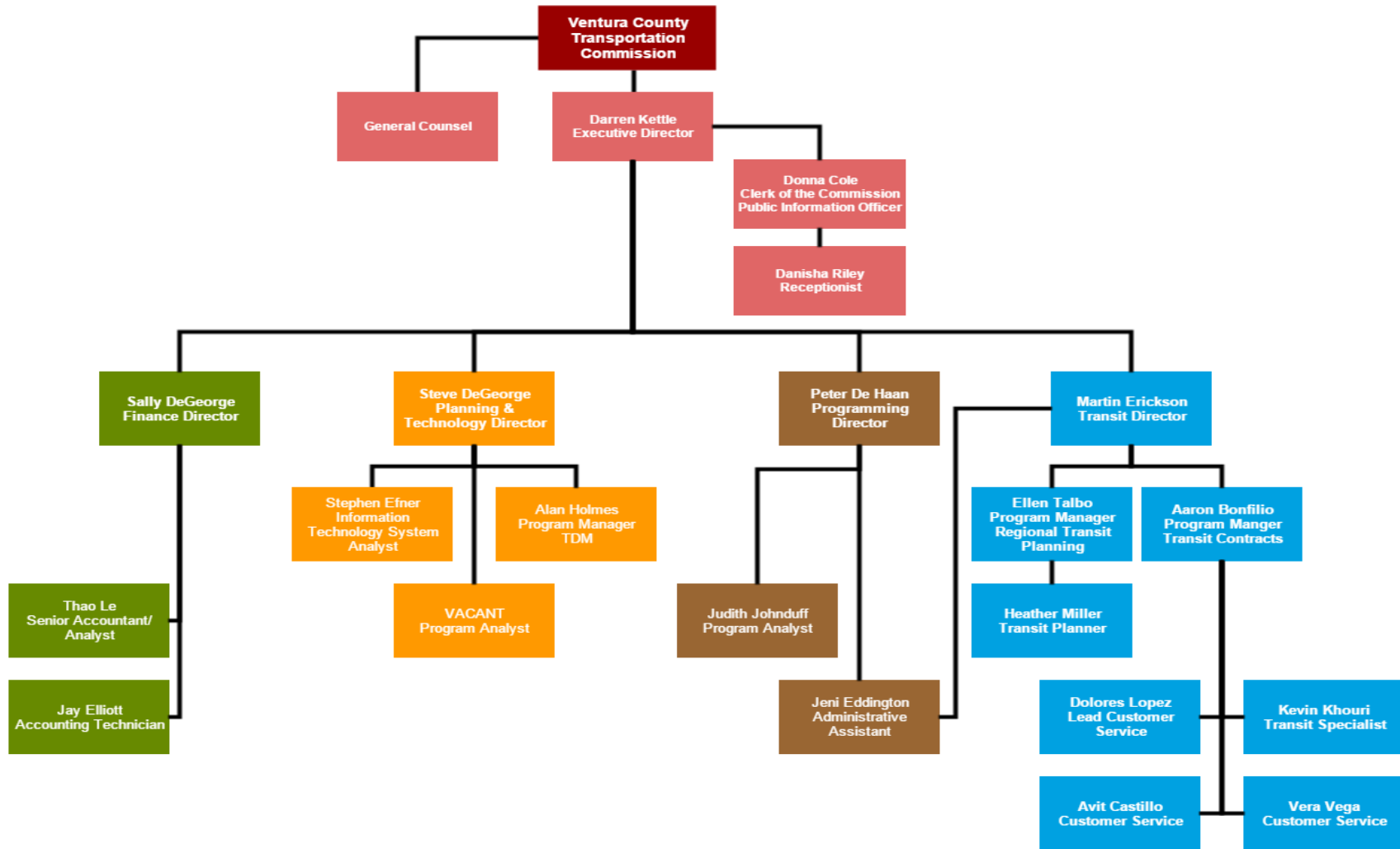
Historically pension benefits have largely been funded (62%) from investment earnings (see Chart 10, *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. CalPERS investment returns averaged 0.61% for the last year, 5.1% for the last 10 years, and 7.03% for the last 20 years. With the lower than anticipated (7.5%) investment rates, VCTC's UAL will increase.

Chart 10 – CalPERS Pension Buck



Staff Organizational Chart

Chart 11 – Staff Organization



Functional Organizational Chart

Chart 12 – 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.

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 completed, 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. When applicable, 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. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate.

VCTC's 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 for State reimbursements. The ICAP complies with the FTA ICAP requirements which include following the "Super Circular" or 2 Code of Federal Regulations (CFR) 200 and 225 as applicable.

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

A few budgeted indirect costs have changed from the previous years. The insurance line item increased by \$11,400 due to estimated market changes. The miscellaneous line item was increased by \$7,600 to \$10,000 to cover unbudgeted expenditures. Postage and Printing were reduced by \$2,000 and \$5,000, respectively, as on-line resources are utilized. Rent increased by \$2,700. Training increased by \$500. The Audits line item increased by \$14,700 as the OPEB actuary valuation is due this year. The legal line item increased by \$1,000. The professional and Human Resource line item was reduced by \$15,000.

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



Table 6 – Indirect Cost Allocation Plan

Operating and Professional Costs:	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget	\$ Change	% of Change
Salaries and Benefits	\$ 521,531	\$ 586,500	\$ 612,300	25,800	4.4%
Bank Fees	3,904	4,000	4,000	0	0.0%
Books and Publications	1,382	1,000	1,000	0	0.0%
Business Meals	130	500	500	0	0.0%
Communications	25,321	25,000	25,000	0	0.0%
Insurance	206,998	235,600	247,000	11,400	4.8%
Maintenance	10,112	15,000	15,000	0	0.0%
Membership and Dues	4,185	5,000	5,000	0	0.0%
Mileage	1,118	1,500	1,500	0	0.0%
Miscellaneous	1,751	2,400	10,000	7,600	316.7%
Office	28,030	27,000	27,000	0	0.0%
Postage	4,034	7,000	5,000	(2,000)	-28.6%
Printing	10,985	10,000	5,000	(5,000)	-50.0%
Rent	147,367	155,300	158,000	2,700	1.7%
Training	1,489	4,000	4,500	500	12.5%
Travel and Conferences	1,615	5,000	5,000	0	0.0%
Audit and Actuary Services	53,473	47,500	62,200	14,700	30.9%
Legal Services	17,777	24,000	25,000	1,000	4.2%
Professional and Human Resources	85,221	70,000	55,000	(15,000)	-21.4%
Subtotal	\$1,126,423	\$1,226,300	\$1,268,000		
Adjusted Overhead Rate	53.36%	54.77%	64.31%		



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BUDGET SUMMARY BY PROGRAM

PROGRAM OVERVIEW

The Fiscal Year 2017/2018 budget is a comprehensive budget. It contains the General, LTF, STA, SAFE, VCTC Intercity Service and Valley Express 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 2017/2018 are \$61,049,615. The total budgeted expenditures decreased by 6.8% and are briefly explained in the individual program summaries.

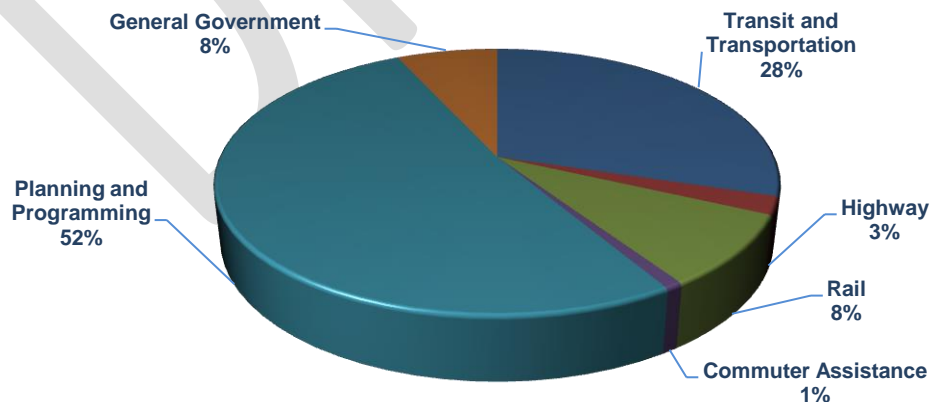
Below are a table and chart which summarize these six programs: Table 7, *Budgeted Expenditures Summary by Program*, and Chart 13 *Budgeted Program Expenditures*.

Table 7 – Budgeted Expenditures Summary by Program

Program Budget Categories	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Transit and Transportation	\$16,968,550	\$20,285,517	\$17,054,800	-15.9%
Highway	868,991	1,633,700	1,552,700	-5.0%
Rail	4,820,236	5,504,270	4,808,200	-12.6%
Commuter Assistance	386,338	540,200	680,400	26.0%
Planning and Programming	32,163,268	32,976,818	31,965,014	-3.1%
General Government	1,411,432	4,584,501	4,988,501	8.8%
Total Program Budget	\$56,618,815	\$65,525,006	\$61,049,615	-6.8%

*Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).

Chart 13 – Budgeted Program Expenditures



TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role as the County's Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. The Transit and Transportation Program, at \$17,054,800, is 28% of the budget and includes six project tasks.

Changes to this fiscal year include a decrease in the Fare Collection and APC System budget for equipment needs were purchased in the previous fiscal year and lowered professional services costs. The Senior and Disabled Transportation budget has increased for additional staff costs. The Transit Grant Administration budget decreased as pass-through projects were completed and new projects will not be added until the final budget. The Transit Stop Enhancements budget increased for professional services associated with the procurement of a new system. The Valley Express and VCTC Intercity Services budgets have decreased largely due to the completion of the on-board video security equipment purchase and no plans to purchase buses this year. The VCTC Intercity Services budget does include marketing costs that were previously shown within the Community Outreach and Education Budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 8 – Transit and Transportation Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Fare Collection and APC System	52	\$ 562,445	\$ 679,500	\$ 427,800	-37.0%
Senior and Disabled Transportation Svcs.	54	246,860	286,400	305,500	6.7%
Transit Grant Administration	56	4,915,040	6,734,900	3,638,500	-46.0%
Transit Stop Enhancements	58	339,844	312,175	1,835,800	488.1%
Valley Express	60	1,982,410	2,067,000	1,907,500	-7.7%
VCTC Intercity Services	62	8,921,951	10,205,542	8,939,700	-12.4%
Total Transit and Transportation Budget		\$16,968,550	\$20,285,517	\$17,054,800	-15.9%
Program Costs:					
Personnel		\$ 553,281	\$ 693,200	\$ 683,400	
Indirect		295,231	379,800	449,500	
Project		16,120,038	19,212,417	15,921,900	
Total Transit and Transportation Budget		\$16,968,550	\$20,285,417	\$17,054,800	

Full-Time Employee Equivalent

5.6

6.0

5.9

*Some budget tasks were amended after the Commission approved the budget in June 2016 (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 countywide callbox system and the SpeedInfo Speed Sensors. The Highway Program, at \$1,552,700 is 3% of the budget and includes three project tasks.

The Callbox System budget decreased due to lower CHP and communications costs. The Highway Project Management decreased for lower consultant and staffing costs due to changing the Highway Capital program manager position to a contract with the County of Ventura. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 9 – Highway Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Callbox System	66	\$721,270	\$ 736,800	\$ 720,000	-2.3%
Highway Project Management	68	16,947	750,700	685,600	-8.7%
SpeedInfo Highway Speed Sensors	70	130,774	146,200	147,100	0.6%
Total Highway Budget		\$868,991	\$1,633,700	\$1,552,700	-5.0%
Program Costs:					
Personnel		\$ 17,208	\$ 170,100	\$ 31,300	
Indirect		9,183	93,100	20,500	
Project		842,600	1,370,500	1,500,900	
Total Highway Budget		\$868,991	\$1,633,700	\$1,552,700	
Full-Time Employee Equivalent		0.1	1.1	0.2	

*Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).



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 \$4,808,200, is 8% of the budget and includes three project tasks.

The LOSSAN budget task increased for staffing and office support costs. The Metrolink Commuter Rail budget decreased as Fiscal Year 2016/2017 included one-time costs. The Santa Paula Branch Line budget increased for staffing costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 10 – Rail Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
LOSSAN - Coast Rail Coordinating Council	74	\$ 16,430	\$ 32,900	\$ 36,400	10.6%
Metrolink Commuter Rail	76	4,206,090	4,669,070	3,936,500	-15.7%
Santa Paula Branch Line	78	597,716	802,300	835,300	4.1%
Total Rail Budget		\$4,820,236	\$5,504,270	\$4,808,200	-12.6%
Program Costs:					
Personnel		\$ 112,694	\$ 139,100	\$ 179,700	
Indirect		60,133	76,400	118,300	
Project		4,647,409	5,288,770	4,510,200	
Total Rail Budget		\$4,820,236	\$5,504,270	\$4,808,200	
Full-Time Employee Equivalent		0.9	1.0	1.2	

*Some budget tasks were amended after the Commission approved the budget in June 2016 (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 \$680,400, is 1% of the budget and includes two project tasks.

The Regional Transit Information Center budget had a slight increase in staffing costs. The Rideshare Programs budget increased as the marketing associated with rideshare is now contained within the rideshare budget. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 11 – Commuter Assistance Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2019 Actual	Fiscal Year 2019/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Regional Transit Information Center	82	\$139,566	\$235,000	\$237,400	1.0%
Rideshare Programs	84	246,772	305,200	443,000	45.2%
Total Commuter Assistance Budget		\$386,338	\$540,200	\$680,400	26.0%
Program Costs:					
Personnel		\$240,914	\$276,900	\$295,800	
Indirect		128,552	151,700	194,500	
Project		16,872	111,600	190,100	
Total Commuter Assistance Budget		\$386,338	\$540,200	\$680,400	
Full-Time Employee Equivalent		2.4	2.5	2.6	

*Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).



PLANNING AND PROGRAMMING PROGRAM

Many of the agency's responsibilities are of a planning and programming nature. Projects within this program focus on comprehensive, countywide transportation planning, congestion management, modeling and forecasting, as well as studies to improve specific needs within the County. This program also contains LTF revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads projects. The Planning and Programming programs totals \$31,965,014, or 52% of the budget and includes six project tasks.

The Airport Land Use Commission budget was reduced slightly for staff costs. The Freight budget increased slightly for staff costs. The Regional Transit Planning budget decreased due to the completion of the Coordinate Human Services Transportation Plan and TDA Triennial Performance Audit. The Regional Transportation Planning budget decreased largely due to the completion of the Countywide Bicycle Wayfinding Project and Traffic Modeling. The Transportation Development Act budget decreased due to lower pass-through funding. The Transportation Programming budget increased slightly for staff costs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 12 – Planning and Programming Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Airport Land Use Commission	88	\$ 76,429	\$ 30,500	\$ 25,500	-16.4%
Freight Movement	90	7,415	27,100	28,400	4.8%
Regional Transit Planning	92	373,236	1,046,100	929,000	-11.2%
Regional Transportation Planning	94	898,100	1,080,100	798,400	-26.1%
Transportation Development Act	96	30,483,730	30,499,118	29,877,214	-2.0%
Transportation Programming	98	324,358	293,900	306,500	4.3%
Total Planning & Programming Budget		\$32,163,268	\$32,976,818	\$31,965,014	-3.1%
Program Costs:					
Personnel		\$ 711,583	\$ 750,900	\$ 770,800	
Indirect		379,701	411,100	506,900	
Project		31,071,984	31,814,818	30,687,314	
Total Planning & Programming Budget		\$32,163,268	\$32,976,818	\$31,965,014	
Full-Time Employee Equivalent		6.0	5.2	5.0	

*Some budget tasks were amended after the Commission approved the budget in June 2016 (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 \$4,988,501, is 8% of the budget and includes four project tasks.

The Community Outreach and Marketing budget decreased as the VCTC Intercity and Rideshare marketing costs were moved to the associated budgets. The Management and Administration budget and the State and Federal Relations budget increased due to increased staffing costs. The VCTC Office Building budget increased as consultants finalize remodeling plans with remodeling anticipated to begin in Fiscal Year 2017/2018. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

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

Table 13 – General Government Program Budget Tasks

Budget Tasks	Page #	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget	% of Change
Community Outreach and Education	102	\$ 746,706	\$ 750,300	\$ 450,000	-40.0%
Management and Administration	104	288,175	309,700	349,200	12.8%
State and Federal Governmental Relations	106	147,913	194,200	214,000	10.2%
VCTC Office Building	108	228,638	3,330,301	3,975,301	19.4%
Total General Government Budget		\$1,411,432	\$4,584,501	\$4,988,501	8.8%
Program Costs:					
Personnel		\$ 308,316	\$ 350,700	\$ 367,700	
Indirect		164,517	192,000	241,800	
Project		938,599	4,041,801	4,379,001	
Total General Government Budget		\$1,411,432	\$4,584,501	\$4,988,501	
Full-Time Employee Equivalent		5.4	6.2	6.1	

*Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).



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BUDGET SUMMARY BY FUND

VENTURA COUNTY TRANSPORTATION COMMISSION BUDGET SUMMARY BY FUND FISCAL YEAR 2017/2018							
	GENERAL FUND	LTF	STA	SAFE	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
REVENUES							
Federal Grants	7,920,993	-	-	-	2,937,019	539,923	11,397,935
State Grants	1,493,800	-	-	-	539,303	-	2,033,103
Local Transportation Fund	-	34,300,000	-	-	-	-	34,300,000
State Transit Assistance	-	-	3,609,126	-	-	-	3,609,126
Vehicle Registration Fees	-	-	-	800,000	-	-	800,000
Local, Investment, and Other Revenues	575,000	25,000	50,000	30,000	2,706,840	1,367,577	4,754,417
Total Revenues	9,989,793	34,325,000	3,659,126	830,000	6,183,162	1,907,500	56,894,581
EXPENDITURES							
Transit and Transportation							
Fare Collection and APC Systems	427,800	-	-	-	-	-	427,800
Senior and Disabled Transportation Services	305,500	-	-	-	-	-	305,500
Transit Grant Administration	3,638,500	-	-	-	-	-	3,638,500
Transit Stop Enhancements	1,835,800	-	-	-	-	-	1,835,800
Valley Express	-	-	-	-	-	1,907,500	1,907,500
VCTC Intercity Services	-	-	-	-	8,939,700	-	8,939,700
Total Transit and Transportation Budget	6,207,600	-	-	-	8,939,700	1,907,500	17,054,800
Highway							
Callbox System	25,000	-	-	695,000	-	-	720,000
Highway Project Management	685,600	-	-	-	-	-	685,600
SpeedInfo Highway Speed Sensors	3,100	-	-	144,000	-	-	147,100
Total Highway Budget	713,700	-	-	839,000	-	-	1,552,700



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2017/2018**

	GENERAL FUND	LTF	STA	SAFE	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Rail							
LOSSAN - Coast Rail Coordinating Council	36,400	-	-	-	-	-	36,400
Metrolink Commuter Rail	3,936,500	-	-	-	-	-	3,936,500
Santa Paula Branch Line	835,300	-	-	-	-	-	835,300
Total Rail Budget	4,808,200	-	-	-	-	-	4,808,200
Commuter Assistance							
Regional Transit Information Center	237,400	-	-	-	-	-	237,400
Rideshare Programs	443,000	-	-	-	-	-	443,000
Total Commuter Assistance Budget	680,400	-	-	-	-	-	680,400
Planning and Programming							
Airport Land Use Commission	25,500	-	-	-	-	-	25,500
Freight Movement	28,400	-	-	-	-	-	28,400
Regional Transit Planning	929,000	-	-	-	-	-	929,000
Regional Transportation Planning	798,400	-	-	-	-	-	798,400
Transportation Development Act	385,165	29,492,049	-	-	-	-	29,877,214
Transportation Programming	306,500	-	-	-	-	-	306,500
Total Planning and Programming Budget	2,472,965	29,492,049	-	-	-	-	31,965,014
General Government							
Community Outreach and Education	450,000	-	-	-	-	-	450,000
Management and Administration	349,200	-	-	-	-	-	349,200
State and Federal Governmental Relations	214,000	-	-	-	-	-	214,000
VCTC Office Building	3,975,301	-	-	-	-	-	3,975,301
Total General Government Budget	4,988,501	-	-	-	-	-	4,988,501



**VENTURA COUNTY TRANSPORTATION COMMISSION
BUDGET SUMMARY
FISCAL YEAR 2017/2018**

	GENERAL FUND	LTF	STA	SAFE	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
Total Expenditures	19,871,366	29,492,049	-	839,000	8,939,700	1,907,500	61,049,615
Revenues Over (Under) Expenditures	(9,881,573)	4,832,951	3,659,126	(9,000)	(2,756,538)	-	(4,155,034)
Other Financing Sources (Uses)							
Transfers In (Out)	9,040,623	(4,862,190)	(6,906,871)	(28,100)	2,756,538	-	-
Contingency/Reserve	(50,000)	(2,900,000)	-	(1,515,000)	-	-	(4,465,000)
Fund Balance Beginning of Year	915,412	3,003,239	10,643,839	4,211,076	-	-	18,773,566
Fund Balance End of Year	24,462	74,000	7,396,094	2,658,976	-	-	10,153,532

LTF, STA and SAFE funds are "transferred" to the General Fund to pay for project expenditures shown within the General Fund. STA is also transferred to the VCTC Intercity Services fund for project expenses.



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VENTURA COUNTY TRANSPORTATION COMMISSION

PROGRAM TASK BUDGETS

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INDEX OF TASK BUDGETS BY PROGRAM

Transit and Transportation Program

Fare Collection and APC Systems	52-53
Senior and Disabled Transportation Services	54-55
Transit Grant Administration	56-57
Transit Stop Enhancements	58-59
Valley Express	60-61
VCTC Intercity Services	62-63

Highway Program

Callbox System	66-67
Highway Project Management	68-69
SpeedInfo Highway Speed Sensors	70-71

Rail Program

LOSSAN - Coast Rail Coordinating Council	74-75
Metrolink Commuter Rail	76-77
Santa Paula Branch Line	78-79

Commuter Assistance Program

Regional Transit Information Center	82-83
Rideshare Programs	84-85

Planning and Programming Program

Airport Land Use Commission	88-89
Freight Movement	90-91
Regional Transit Planning	92-93
Regional Transportation Planning	94-95
Transportation Development Act	96-97
Transportation Programming	98-99

General Government Program

Community Outreach and Education	102-103
Management and Administration	104-105
State and Federal Governmental Relations	106-107
VCTC Office Building	108-109



INDEX OF TASK BUDGETS BY DIRECTOR AND BUDGET MANAGER

Darren Kettle - Executive Director

Management and Administration	104-105
State and Federal Governmental Relations	106-107
VCTC Office Building	108-109

Donna Cole – Clerk of the Commission-Public Information Officer

Community Outreach and Education	102-103
----------------------------------	---------

Steve DeGeorge - Planning and Technology Director

Airport Land Use Commission	88-89
Callbox System	66-67
Highway Project Management	68-69
Regional Transportation Planning	94-95
Santa Paula Branch Line	78-79
SpeedInfo Highway Speed Sensors	70-71

Alan Holmes - Program Manager - TDM

Rideshare Programs	84-85
--------------------	-------

Sally DeGeorge – Finance Director

Transportation Development Act	96-97
--------------------------------	-------

Peter De Haan – Programming Director

Freight Movement	90-91
Senior and Disabled Transportation Services	54-55
Transit Grant Administration	56-57
Transportation Programming	98-99

Martin Erickson - Transit Director

Aaron Bonfilio - Program Manager - Transit Contracts

Fare Collection and APC Systems	52-53
Regional Transit Information Center	82-83
Transit Stop Enhancements	58-59
Valley Express	60-61
VCTC Intercity Services	62-63

Ellen Talbo – Program Manager – Regional Transit Planning

LOSSAN - Coast Rail Coordinating Council	74-75
Metrolink Commuter Rail	76-77
Regional Transit Planning	92-93



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TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Continued oversight and management of VCTC fare revenues systems and Automatic Passenger Counter (APC's) system. Increase network of fare media sales outlet locations and oversee acceptance and revenues disbursement related to regional fare media such as the CSUCI Student-ID smartcard, social service agency fare media, and the VCTC 31-Day pass.

ACCOMPLISHMENTS: The close of Fiscal Year 2015/2016 marked the end of the first full year of utilization of the new fare collection system. During the following year, the network of sales outlets expanded and sales of the new countywide fare media increased countywide. Utilization by non-VCTC transit operators increased as well. In Spring 2016, VCTC staff oversaw the implementation of the first-ever student-ID based Smartcard for CSU-Channel Islands student riders. Following the start of the new year, additional transit operators including Camarillo Area Transit, Gold Coast, Thousand Oaks Transit, and Simi Valley Transit came online. Additionally, staff has secured Congestion Mitigation and Air Quality (CMAQ) funding for the implementation of fare technologies on the smaller transit operators, including Ojai, Camarillo, the Kanan Shuttle and Moorpark.

DESCRIPTION: This program assists the public, transit riders, transit operators and private/public agencies in the provision of fare media and supports and manages oversight of systems data collection and inventory/revenue reconciliation and regional revenues disbursements. The budget includes continued funding for operation of the new fare collections system, staff support for the procurement of new fare equipment to be managed by the small operators lacking fare systems, as well as the continued exploration of online fare media sales. Staff will continue to coordinate with the Regional Transit Planning program and countywide transit operations to implement additional regional fare programs, including growth of the final phase of CSUCI Smartcard acceptance, as well as support implementation efforts to expand the fare media retail opportunities for the public.

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. Liaison with technology vendors and manage implementation of equipment upgrades and oversee warranty control process for electronic farebox equipment as well as automatic passenger counters.
3. Provide account management duties at VCTC's central point-of-sale office for remote pass retail customers and bulk fare media purchase orders from social service agencies.
4. Implement online sales of VCTC fare media and upgrade sales software/equipment for regional sales outlet locations as needed to improve inventory management.
5. Assist with the procurement for smaller agencies of the standard fare platform equipment.
6. 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.
7. Conduct reconciliation of monthly, quarterly and annual fare media sales revenue generated by point-of-sale locations.



BUDGET TASK: FARE COLLECTION AND APC SYSTEMS (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

8. Receive updates and facilitate system changes in databases related to fare, route and schedule information for VCTC transit operations.
9. Facilitate countywide acceptance of CSU-Channel Islands smartcard fare media and oversee reconciliation and reporting process.

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 operations.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$342,160
LTF Fund Transfer	85,640
Total Funding	\$427,800

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$123,582	\$127,600	\$111,200
Fringe and Tax	76,066	86,100	75,200
Indirect Cost Allocation	106,532	117,000	122,600
Business Meals	185	300	100
Communications	692	4,000	2,000
Mileage	1,453	2,600	2,800
Postage	128	1,300	1,300
Printing	13,866	35,000	25,000
Supplies	0	3,000	3,000
Training	0	100	0
Travel and Conferences	8	1,500	1,600
Bank Credit Card Processing Fees	14,562	25,000	22,000
Legal Services	1,399	5,000	3,000
Professional Services	26,409	120,000	50,000
Equipment	197,563	147,000	0
Equipment Maintenance	0	4,000	8,000
Total Expenditures	\$562,445	\$679,500	\$427,800



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 Americans with Disabilities Act (ADA) certification program.

Certification activities:	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Jul-Dec 2016
ADA Information/Application Requests	17,777	13,709	6,160
ADA Applications Received	1,558	1,519	697
Personal Interviews Conducted	922	479	203
ADA Determinations Issued	1,116	1,314	606

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

DESCRIPTION: The federal government requires that a local process be in place to determine eligibility for complementary paratransit service provided under the Americans with Disabilities Act (ADA) to all areas within three-quarters of a mile of local fixed-route bus service. Provision of this service is the responsibility of the local transit operators; however, from the start of ADA, the Ventura County transit operators have looked to VCTC to provide certification on a countywide basis, thus providing economy of scale and a consistent process.

In the summer of 2015 VCTC entered into a new contract with Mobility Management Partners, Inc. which had been the previous provider. Since starting the new contract staff worked with the contractor to implement numerous changes to the evaluation process, including deployment of online application capability and electronic data access for the transit operators. One particularly significant change was the elimination of personal interviews for all new applicants, through the initiation of an up-front application review to be followed by an interview only if determined to be necessary for an eligibility decision. As a result of this and other changes, the processing time for applications was reduced from a typical average of 50 days prior to 2015 to an average of 11 days in March, 2016. Meanwhile, the number of certifications has been steadily increasing, from 800 in Fiscal Year 2013/2014 to 1,314 last year. It is important to note that the increase numbers of ADA certifications will likely have ramifications beyond VCTC's certification costs both impacting the demand for countywide paratransit services and affecting the costs to all transit operators.

The current certification contract term expires June, 2018, with options for two one-year extensions. Staff expects to come to the Commission in early fall of 2017 for direction on whether to exercise a one-year option or re-bid the contract.



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.
5. Present an annual status update to the Commission.
6. Conduct procurement for new certification services contract if directed to do so by Commission.

PRODUCT: Processing of over 1,300 ADA certification requests per year; provision of public information in support of certification program.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$244,400
LTF Fund Transfer	61,100
Total Funding	\$305,500

EXPENDITURE COMPARISONS:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 10,732	\$ 12,400	\$ 17,200
Fringe and Tax	4,807	6,200	8,200
Indirect Cost Allocation	8,291	10,200	16,700
Business Meals	0	100	100
Mileage	329	300	400
Notices	0	0	200
Printing	1,264	4,000	3,100
Travel and Conferences	657	700	1,600
Consultant Services	220,780	252,000	255,000
Legal Services	0	500	3,000
Total Expenditures	\$246,860	\$286,400	\$305,500

* This budget task was amended after the Commission approved the budget in June 2016.



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 ensure that the granting agencies' requirements are met.

ACCOMPLISHMENTS: VCTC administers annual grants provided by FTA and the State for funding transit planning, operations, and capital improvements. Funds are provided to VCTC bus transit and planning, and on a pass-through basis to county transit agencies, except for Metrolink, Gold Coast Transit and Simi Valley Transit, which are direct grant recipients of FTA funds. State grants administered by VCTC include money from new cap-and-trade program, as well as the completion of the remaining Proposition 1B-funded transit projects.

DESCRIPTION: As a condition for VCTC and its subrecipients to receive FTA funds, VCTC must prepare grant applications; 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; and ensure compliance with all FTA requirements. VCTC subrecipients currently include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Area Agency on Aging, County Human Services Agency, City of Oxnard, Arc of Ventura County, City of Ojai, HELP of Ojai, Ventura Transit System, Inc., California Vanpool Authority, and Mobility Management Partners.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. 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. The FTA grant funds are also reduced due to the spending down of existing grants. However, the Fiscal Year 2017/2018 Program of Projects (POP) has not yet been developed, so the final version of the budget will be increased to incorporate funds that the Commission approves in the POP.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including a new Moorpark station entrance, the Camarillo station pedestrian improvements, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit and paratransit systems. Due to an unprecedented delay in approval of FTA grants, many projects included in last year's budget have been carried over.

VCTC staff expenses for this work are largely FTA-funded, matched with Local Transportation Funds (LTF). During Fiscal Year 2017/2018, VCTC is required to develop a new Disadvantaged Business Enterprise (DBE) goal and since FTA is also requiring significantly increased analysis and consultation for this effort, staff is proposing an increase in the Consultant line item.



BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)

DIRECTOR: Peter De Haan

BUDGET MANAGER: Peter De Haan

WORK ELEMENTS:

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and record-keeping, competitive contracting, Buy America, DBE, lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, and ADA.
3. Review subrecipient invoices for FTA funds and submit to FTA for reimbursement.
4. Provide required periodic grant project status reports to federal and state funding entities.
5. Prepare and submit for Commission approval the DBE goal covering Fiscal Years 2018/2019 through 2021/2022.

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

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310, 5316 CMAQ Transfer	\$ 174,200
FTA 5307, 5310, 5316, CMAQ Transfer Carry-over	3,386,300
LTF Fund Transfer	78,000
Total Funding	\$3,638,500

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 78,296	\$ 104,300	\$ 96,000
Fringe and Tax	34,144	47,900	44,700
Indirect Cost Allocation	59,998	83,400	92,500
Business Meals	135	100	100
Mileage	755	700	300
Notices	387	200	400
Travel and Conferences	890	500	500
Consultant Services	5,088	7,900	12,000
Legal Services	1,534	3,600	5,700
Pass-Through Grants	4,733,813	6,486,300	3,386,300
Total Expenditures	\$4,915,040	\$6,734,900	\$3,638,500

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: TRANSIT STOP ENHANCEMENTS

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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 existing system provided by Nextbus delivers 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, Heritage Valley "Valley Express", and VCTC Intercity Services. 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.

This past year, staff secured Congestion Mitigation Air Quality (CMAQ) grant funding for the replacement of the existing sixteen year-old system. Subsequently, staff began administration of the procurement for a replacement system. A request for proposals (RFP) was developed, including an updated technical scope to address new technological capabilities common in the industry. The procurement process is expected to be completed early Fiscal Year 2017/2018, with the bulk of work for Fiscal Year 2017/2018 associated with the project management for implementation, testing and system acceptance.

DESCRIPTION: As the Countywide fleet expands or changes, VCTC oversees the purchase and installation of new or replacement Automatic Vehicle Location systems. Utilizing Commission-approved CMAQ grant funding, VCTC will complete the procurement to replace the current system in advance of contract termination effective December 2017, and oversee implementation of updated system for countywide transit fleets.

During the coming year, staff will complete procurement activities of a new system, and shift staff support resources to project management during implementation and testing. The updated scope of work included new AVL technology, such as improved integration of general transit feed syntax (GTFS) data (i.e. integration of real-time information with services such as Google Transit, Apple and Bing) as well as updated technology that utilizes AVL information to implement automated voice annunciation and illuminated visual signage updates, both on the bus and at the stop. Such technologies help to address the communication needs of transit arrival information for blind and/or deaf passengers and help to meet the requirements of the Americans with Disabilities Act. In addition, the technology supports the dispatch operations and fleet management of transit operators. Staff time has been increased this fiscal year to accommodate this significant project undertaking.



BUDGET TASK: TRANSIT STOP ENHANCEMENTS (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Aaron Bonfilio

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.
3. Complete procurement of multi-year contract for Automated Vehicle Locator (AVL) and Passenger Information Systems.

PRODUCT: Implementation of updated countywide real-time passenger information system and continued project management and oversight of vendor deliverables.

FUNDING:

Funding Source	Funding Dollars
FTA (5307 and CMAQ)	\$1,650,013
FTA Carry-over	105,000
LTF Fund Transfer	54,537
LTF Fund Transfer Carry-over	26,250
Total Funding	\$1,835,800

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 1,634	\$ 19,500	\$ 34,600
Fringe and Tax	649	9,900	18,900
Indirect Cost Allocation	1,218	16,100	35,200
Consultant Services	180,825	265,375	0
Legal Services	0	1,300	2,700
Professional Services	155,518	0	1,744,400
Total Expenditures	\$339,844	\$312,175	\$1,835,800

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: VALLEY EXPRESS

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Aaron Bonfilio

OBJECTIVES: Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and surrounding County unincorporated area through the Valley Express transit service, operated by VCTC through a Cooperative agreement with the Cities and the County.

ACCOMPLISHMENTS: At the direction of the local jurisdictions, VCTC oversaw the administration of the Valley Express bus service. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014. This included the staffing and management of the Technical and Policy advisory committees. During the year, staff continued to provide contractor oversight, marketing program development, ridership and fare analysis, management of fare media sales, service quality monitoring and general outreach activities to promote transit usage. This entailed regular committee meetings, public outreach, field survey work, special event planning, and fare media, web, and marketing collateral updates. VCTC accomplished this with the agreed limited staffing charge, not to exceed \$100,000 annually. Other administrative expenses included provision of software, marketing communications, for example. In addition, utilizing Proposition 1B grant funds, On-board Video Surveillance Systems (OBVSS) were implemented and the project was closed out following system acceptance testing. Additionally, staff managed the TDA financial audit which reviewed use of TDA funds and farebox performance.

Annual Ridership Totals	Fiscal Year 2014/2015 Ridership	Fiscal Year 2015/2016 Ridership	Jul-Dec 2016 Ridership
Valley Express Dial-a-ride	14,064	31,486	13,089
Valley Express Fixed Route	29,828	96,992	37,287
VISTA Dial-a-ride*	107,696	n/a	n/a

* VISTA Dial-a-ride ended March 1, 2015.

DESCRIPTION: The Valley Express service provides Fixed Route, ADA Paratransit, Senior and General Public Dial-a-ride services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service has remained consistent with past years, and will fluctuate if future 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 contractor performance, service quality and contract compliance.
2. 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.
3. Oversee the procurement and implementation of fare collection system.



BUDGET TASK: VALLEY EXPRESS (continued)

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

4. Organize and administer regular committee meetings with representatives.
5. Prepare service statistics and provide the information to Cities, County, State, and Federal Transit Administration.
6. Provide development of system information for Nextbus system and its replacement.
7. Oversee fleet maintenance pursuant to transit asset management best practices.

PRODUCT: Operation and administration of the Valley Express bus service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC will prepare and administer procurements related to the service, as well as monitor key performance indicators, contract compliance and plan service adjustments, accordingly.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$ 539,923
Local Contribution*	1,183,670
Local Fee – Farebox	183,907
Total Funding	\$1,907,500

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

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$ 39,936	\$ 41,800	\$ 40,500
Fringe and Tax	19,446	21,000	19,800
Indirect Cost Allocation	31,686	34,500	39,700
Communications	2,257	7,000	13,200
Mileage	520	2,500	2,000
Postage	0	200	100
Printing	0	5,000	5,000
Supplies	24	200	200
Bank Fees	432	1,000	1,100
Consultant Services	44,385	0	0
Legal Services	333	9,000	9,000
Professional Services	0	62,000	63,000
Bus Contract Services	1,574,576	1,603,800	1,630,500
Bus Purchase/ Farebox Capital Equipment	0	220,000	4,400
Marketing	94,158	59,000	79,000
On-board Video System	174,657	0	0
Total Expenditures	\$1,982,410	\$2,067,000	\$1,907,500



BUDGET TASK: VCTC INTERCITY SERVICES

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Aaron Bonfilio

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

ACCOMPLISHMENTS: During the last fiscal year, VCTC continued its fleet expansion with the purchase of two buses funded by a combination of State “Cap and Trade” and Congestion Mitigation Air Quality (CMAQ) program grants, supporting a new bus line connecting the East and West parts of the counties. The service is slated to start early Fiscal Year 2017/2018. Earlier during the year, VCTC launched a new route between Oxnard and Camarillo. This was the first new bus route for VCTC in over 15 years.

Following the recent adoption of the Short-Range Transit Plan and through analysis of ridership of the newly implemented automatic passenger counters (APCs), staff prepared service modifications that will take effect this coming fiscal year. These changes will address increased congestion and longer trip times, optimize driver and fleet utilization, and improve connections between the VCTC Intercity and other fixed route operations.

During Fiscal Year 2015/2016, VCTC provided approximately 786,761 passenger trips throughout Ventura County and the surrounding area.

The table below represents the current ridership during the last six months as compared to the previous two years:

VCTC Intercity Service Routes	Fiscal Year	Fiscal Year	Jul-Dec
	2014/2015 Ridership	2015/2016 Ridership	2017 Ridership
HWY 101	113,149	97,758	47,518
HWY 126	216,098	199,374	97,867
East County	69,935	67,043	32,818
Conejo Connection	29,295	28,379	12,215
Coastal Express	256,990	285,625	135,625
CSUCI	96,914	108,585	51,034
Oxnard-Camarillo	n/a	n/a	1,133

DESCRIPTION: VCTC Intercity transit service provides the link between bus and rail services in Ventura County and into Los Angeles and Santa Barbara counties. The system provides vital regional service for all citizens including “transit-dependent”, as well as for those who are “choice-riders.” The fleet is equipped with complimentary WiFi, reclining seats, and made up of commuter-style coaches. The Fiscal Year 2017/2018 VCTC Intercity program budget includes costs for marketing tasks; previously this expense was included under the Community Outreach and Marketing program.

WORK ELEMENTS:

1. Provide transit service through a contract operator and oversee the contract compliance and performance; including assessment of service standards, maintenance of rolling-stock, and regulatory compliance.
2. Implement new service connecting the cities of Simi Valley and Moorpark with the western part of the county.



BUDGET TASK: VCTC INTERCITY SERVICES (continued)

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Aaron Bonfilio

WORK ELEMENTS (continued):

3. Plan and implement service changes to reduce inefficiencies and increase ridership.
4. Administer route funding agreements and prepare budgets.
5. Manage development and reporting of service indicators and system information.
6. Seek out competitive funding for system improvements.
7. Market the system and conduct outreach to promote services, and solicit rider input.

PRODUCT: High-quality fixed route operations and implementation of stated work tasks.

FUNDING:

Funding Source	Funding Dollars
FTA (5307, 5339 and CMAQ)	\$2,937,019
STA Fund Transfer	2,756,538
LCTOP - Cap & Trade	539,303
Local Contribution – Route Guarantee**	1,386,840
Local Fee – Farebox	1,320,000
Total Funding	\$8,939,700

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

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 110,197	\$ 141,800	\$ 140,900
Fringe and Tax	53,792	74,700	76,200
Indirect Cost Allocation	87,505	118,600	142,800
Business Meals	0	300	300
Communications Wi-Fi	12,928	21,000	21,000
Mileage	606	2,600	2,600
Postage	54	100	0
Printing	365	500	2,000
Supplies	26	200	200
Training	1,686	1,800	1,800
Travel and Conferences	2,907	5,700	5,800
Bank Fees	3,150	4,100	4,100
Consultant Services	0	36,000	15,000
Legal Services	41,369	75,000	75,000
Bus Contract Services	7,653,873	8,221,500	8,322,000
Bus Purchase	627,163	1,358,000	0
Marketing	0	0	130,000
On-board Monitoring Video System	326,330	143,642	0
Total Expenditures	\$8,921,951	\$10,205,542	\$8,939,700

* This budget task was amended after the Commission approved the budget in June 2016.

*Marketing was previously included in the General Government Program – Community Outreach.

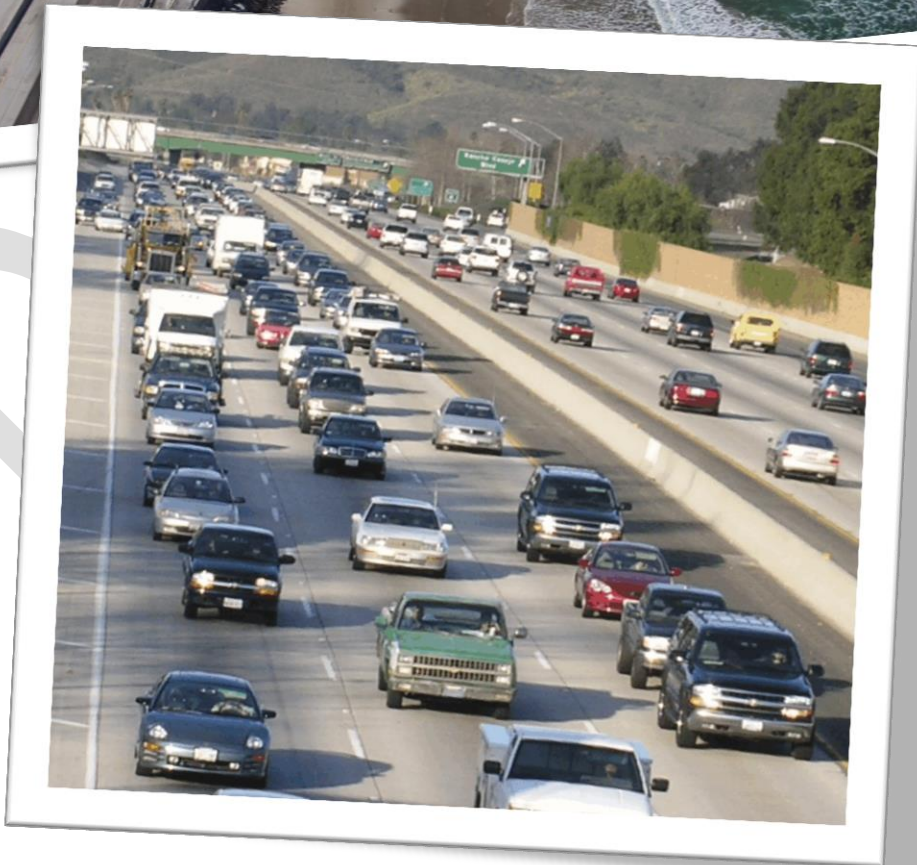
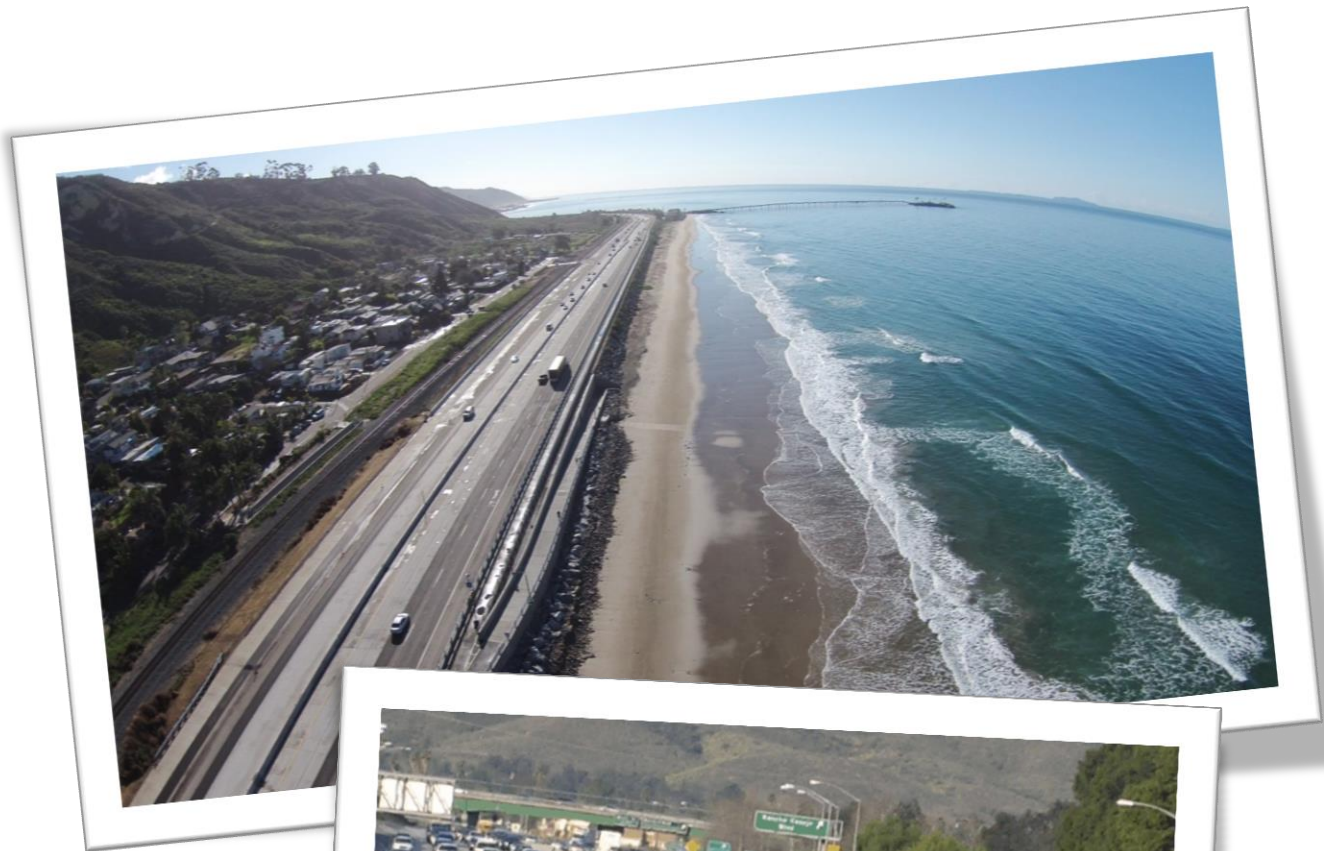


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HIGHWAY PROGRAM TASK BUDGETS



BUDGET TASK: CALLBOX SYSTEM

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

OBJECTIVES: Maintain and operate a countywide motorist aid callbox 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 the callboxes 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 callbox system has handled an average of 3,000 calls annually since 2010.

In Fiscal Year 2014/2015 the callbox system underwent an analysis to identify needs to improve efficiency, update technology and bring the system into American with Disability Act (ADA) compliance. The first step, completed in November of 2015, was to upgrade approximately 75% of callbox modems to 3G technology, ahead of the planned discontinuance of the 2G network.

During Fiscal Year 2016/2017 in recognition of the significantly reduced call volume over several years, 25% of the callboxes were removed from service leaving 420 total callboxes in the system. Prior to removals, staff conducted a use study to ensure that only callboxes with little or no use over multiple years were identified for removal. The removal plan was approved by both the California Highway Patrol and Caltrans. No callboxes were removed from rural or remote locations.

Lastly during Fiscal Year 2016/2017 a site analysis and cost estimate was conducted for all 420 callbox locations to determine what specific modifications were required to bring the system into compliance with the American with Disability Act. This work is envisioned for Fiscal Year 2017/2018.

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 callbox programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public.

As described briefly above, the last element remaining in the plan to modernize the callbox network is to ensure all 420 callbox sites are ADA compliant and \$400,000 is contained in the consultant services line item for this activity. This work varies greatly from site to site but includes the installation of concrete pads, asphalt pathways, and some callbox relocations away from the roadway edge.

The Fiscal Year 2017/2018 Callbox task budget is approximately \$17,000 less than the previous fiscal year largely because of reductions in communication and CHP costs. Additional cost savings is anticipated due to a conservative approach to estimating the ADA upgrades. Any savings realized by callbox removals will remain in the SAFE budget for future use.



BUDGET TASK: CALLBOX SYSTEM (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS:

1. Manage day-to-day operations/maintenance of the Callbox Program.
2. Coordinate work performed by consultants and other agencies for the Motorist Aid Callbox System, including the following contracts and/or purchase orders.
3. Contract with California Highway Patrol for dispatching services.
4. Oversee purchase orders and/or contracts with consultants for callbox management services.
5. Ensure that knocked-down callboxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
6. Temporarily remove and/or install new callboxes in response to construction on state highways in Ventura County.
7. Begin callbox site upgrades for ADA compliance.

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

FUNDING:

Funding Source	Funding Dollars
SAFE Revenues and Fund Transfer	\$720,000
Total Funding	\$720,000

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 3,651	\$ 6,200	\$ 10,400
Fringe and Tax	1,264	2,100	4,700
Indirect Cost Allocation	2,622	4,500	9,900
Training	0	1,500	1,500
Consultant Services	654,629	631,000	630,000
Legal Services	0	1,500	1,500
CHP	8,898	40,000	20,000
Communications	50,206	50,000	42,000
Total Expenditures	\$721,270	\$736,800	\$720,000

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

OBJECTIVES: Initiate delivery of the freeway improvement projects on Route 101 and Route 118.

ACCOMPLISHMENTS: With the Project Study Reports (PSRs) completed for U.S. 101 and S.R. 118, the Commission has laid the groundwork to move environmental work on those highways forward. Beginning in May of 2015, the Commission approved programming \$14 million in federal Surface Transportation Program (STP) funds for the environmental phase of U.S. 101 and \$3 million of STP for the environmental phase of S.R. 118. In December the Commission approved a cooperative agreement with Caltrans detailing VCTC's role as project lead in the Project Approval and Environmental Document (PAED) phase for U.S. 101. Lastly in the spring of 2017, approximately \$500,000 in repurposed earmark was added to the effort.

After the November 2016 elections, staff evaluated the needs of the Highway Program Manager position and based on a number of criteria determined that it would be advantages for VCTC to share an employee with the County of Ventura and entered into a cooperative agreement to do so.

Staff has initiated the PAED phase for U.S. 101. A Request for Proposal (RFP) and consultant selection process has begun for consultant assistance to perform the environmental work. Although begun in Fiscal Year 2016/2017 it is anticipated that this work along with the final design phase will extend over several years. Once completed, this work will enable the VCTC to have a significant project "shovel ready" and take advantage of funding opportunities should they arise.

Staff has also been coordinating with Caltrans and other agencies as Caltrans moves forward on S.R. 118. Staff has provided assistance and guidance as required on the various project studies. Similar to U.S. 101, once Caltrans completes this work, it will enable S.R. 118 to move to construction should funding opportunities arise

DESCRIPTION: In Fiscal Year 2017/2018 staff will be continuing the PAED phase for U.S. 101. A Request for Proposal (RFP) and consultant selection process will be concluded and a consultant agreement will be brought to the Commission for approval. At that time, staff will also be requesting a budget amendment to this task to include the amount of required STP funds already approved by the Commission. It is envisioned that the PAED work will extend over several years and that project funds will carry-over from year to year.

Staff and the project manager will continue to coordinate with Caltrans and other agencies as Caltrans moves forward on S.R. 118. Staff will provide assistance and guidance as required on the various project studies.

The Fiscal Year 2017/2018 Highway Project Management Budget is approximately \$65,000 lower than the Fiscal Year 2016/2017 budget due to the staff time expended during the previous year.



BUDGET TASK: HIGHWAY PROJECT MANAGEMENT (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS:

1. Initiate Project Analysis/Environmental Documents, preliminary engineering for Route 118 and 101 projects.
2. Publish a Request for Proposal and select a consultant for environmental work on U.S. 101 widening project.
3. Track state highway project statuses to assure no funds are lost due to “use-it-or-lose-it” requirements.
4. Coordinate with Caltrans on S.R. 118.

PRODUCT: Initiation of Route 101 and Route 118 preliminary engineering and environmental document preparation; implementation; effective highway project monitoring and facilitation to ensure timely delivery.

FUNDING:

Funding Source	Funding Dollars
Surface Transportation Program (STP) Carry-over	\$552,400
PPM Carry-over	133,200
Total Funding	\$685,600

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$ 7,597	\$110,100	\$ 10,700
Fringe and Tax	3,214	50,300	3,600
Indirect Cost Allocation	5,769	87,800	9,400
Mileage	209	1,000	1,500
Office Support	0	0	1,000
Travel and Conferences	41	500	500
Consultant Services	0	500,000	531,900
Legal Services	117	1,000	2,000
Project Management	0	0	125,000
Total Expenditures	\$16,947	\$750,700	\$685,600



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 can collect speed data for use in VCTC and Caltrans planning efforts.

ACCOMPLISHMENTS: Funded through the Service Authority for Freeway Emergencies (SAFE), SpeedInfo speed sensors are installed 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.

Working with Caltrans, two sites have been identified to test new hardware that will provide traffic counts as well as aggregate speed. One site is in Ventura County and a second is in Los Angeles County; both sites are adjacent to loop detectors so that counts can be validated. Should the new hardware be found accurate, VCTC staff may explore the option of deploying additional sensors to obtain ongoing count data for the County's highways.

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 evaluate the data generated by the new hardware and if valid to explore locations for deploying it and capturing the data feed so that traffic counts for Ventura County highways can be done in real time.

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	\$147,100
Total Funding	\$147,100

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$ 1,111	\$ 1,000	\$ 1,400
Fringe and Tax	372	400	500
Indirect Cost Allocation	791	800	1,200
Consultant Services	128,500	144,000	144,000
Total Expenditures	\$130,774	\$146,200	\$147,100

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RAIL PROGRAM TASK BUDGETS



BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Ellen Talbo

OBJECTIVES: 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 Council (CRCC) to support long distance passenger rail services.

ACCOMPLISHMENTS: In Fiscal Year 2016, each month an average of 6,850 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 2017/2018 include: update business plan, implement fare restructuring policy, complete a robust timetable study, and improve service between Los Angeles and San Luis Obispo. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor now that LOSSAN is managing the Amtrak interoperating agreement.

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. In July 2015, LOSSAN assumed operational responsibility and management costs which 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 2016/2017 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 which meets on a quarterly basis to discuss progress of the Coast Daylight service.

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 identify potential funding opportunities for capital rail projects along the LOSSAN corridor within Ventura County.



BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Ellen Talbo

WORK ELEMENTS (continued):

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: Quarterly updates on rail operations and issues.

FUNDING:

Funding Source	Funding Dollars
STA Fund Transfer	\$36,400
Total Funding	\$36,400

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$ 6,304	\$12,300	\$13,300
Fringe and Tax	2,762	5,000	5,800
Indirect Cost Allocation	4,837	9,500	12,600
Business Meals	213	100	100
Meeting Facilities	425	0	0
Membership and Dues	0	2,000	0
Mileage	155	1,500	1,200
Office Support	0	0	1,000
Travel and Conferences	963	2,000	2,000
Legal Services	771	500	400
Total Expenditures	\$16,430	\$32,900	\$36,400



BUDGET TASK: METROLINK COMMUTER RAIL

DIRECTOR: Martin Erickson

BUDGET MANAGER: Ellen Talbo

OBJECTIVES: Provide safe and reliable commuter rail transportation in Ventura County as part of the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) formed in 1991; and maintain and improve the line segment under VCTC ownership from the Moorpark Station to the Santa Susanna Tunnel 28.

ACCOMPLISHMENTS: During Fiscal Year 2015/2016, each weekday there were about 1,789 passengers boarding Metrolink commuter trains at Ventura County stations. The Ventura County line experienced peak ridership during the 2008 gas price spike then dropped during the recession and has continued to decline. Systemwide accomplishments in 2016 impacting the Ventura County Line (VC Line) include the installation of preventive safety design features on the cab cars that address design deficiencies discovered as a result of the 2015 Oxnard incident and the launch of mobile ticketing for all lines in March 2016. The Ventura County Line performance is as follows:

Service	Fiscal Year 2015/2016	Fiscal Year 2016/2017
Revenue Return	38.5%	*
Farebox Return	28.8%	*
Average Daily Boardings (VC Line)	3,544	3,439**
Average Daily Boardings (VC Portion)	1,789	1,679**

* Will be provided in final VCTC budget

** Based on average for July 16-Feb 17

DESCRIPTION: As with all public transit systems, operating costs for Metrolink have increased each year. Under the federal requirement of the installation of collision avoidance technology known as Positive Train Control (PTC), the ongoing operations of this critical safety technology has further added to an already increasing operating cost burden. At the time of this writing, the budget assumes an 8% increase from the previous year to continue existing service levels; however, preliminary discussion with Metrolink staff suggest the assumed 8% may not be sufficient to fund VCTC's obligation.

It is expected that capital repairs will be necessary to maintain service levels and safety compliance with Federal Railroad Association standards and prevent issuing "slow orders" where infrastructure is deterioration. Those costs are not yet fully defined and impacts analyzed so this budget does not include funding for capital beyond what is described below as capital rehabilitation.

Using federal funds generated by running Metrolink service through Ventura County, VCTC will obligate \$12,727,789 in Federal Transit Administration (FTA) funds to Metrolink for the preventative maintenance activities for operations. In order to address "state of good repair" needs for capital rehabilitation VCTCT will contribute \$3,500,000 in federal funds and \$1,300,000 in state funds. VCTC will contribute \$643,289 in federal funds to replace ticket vending machines. Since the grants are awarded directly to Metrolink, they do not pass-through VCTC's budget but are part of VCTC's member agency contribution to Metrolink. The remaining contribution for VCTC's share of operating, maintenance, and capital costs comes through the VCTC budget funded by primarily LTF and STA funds.



BUDGET TASK: METROLINK COMMUTER RAIL (continued)

DIRECTOR: Martin Erickson

BUDGET MANAGER: Ellen Talbo

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. Rehabilitation improvements within Ventura County are anticipated during the year include tie replacement, bridge and culvert repairs, and regular ongoing track and signal maintenance.
3. Work with Metrolink and VCTC marketing staff to improve and coordinate marketing.
4. Maintain vegetation control and encroachments along track right of way between Moorpark and Simi Valley.

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	\$2,864,233
LTF Fund Transfer Carry-over	398,600
STA Fund Transfer	200,067
Proposition 1B Carry-over	467,600
Local Fees	6,000
Total Funding	\$3,936,500

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 24,997	\$ 39,600	\$ 51,900
Fringe and Tax	10,701	16,500	21,700
Indirect Cost Allocation	19,049	30,800	48,400
Business Meals	0	100	100
Membership and Dues	680	800	800
Mileage	1,004	1,800	1,500
Office Support	0	200	1,000
Travel and Conferences	710	3,000	3,000
Legal Services	17,477	6,000	8,000
Equipment/Sealed Corridor/Crossings	341,726	1,066,563	724,600
SCRRA Operations/Maintenance-of-Way	3,789,746	3,478,707	3,015,500
Right of Way Vegetation Control	0	0	60,000
Unanticipated Capital	0	25,000	0
Total Expenditures	\$4,206,090	\$4,669,070	\$3,936,500
Total including funds paid directly to SCRRA	\$14,758,890	\$15,221,046	\$16,664,289

* This budget task was amended after the Commission approved the budget in June 2016.



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 a 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 2016/2017 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 and have all bridges evaluated for their load carrying capacity.

The completed Load Capacity Study identified six bridges that were identified as being overstressed by loads being placed upon them. Four of those bridges have been repaired or removed and two remain in limited operation with restrictions on the locomotives that are allowed to cross.

DESCRIPTION: The uncertainty brought about by the ongoing litigation and the potential substantial capital repairs outlined in the 2016 Bridge Inspection Report makes it difficult to assess the budgetary needs of the Branch Line; and consequently, the Fiscal Year 2017/2018 Budget must factor in multiple contingencies. The budget assumes that the SPBL will remain in service, at a minimum, from Montalvo to Santa Paula and contains a prudent \$300,000 track maintenance line item should track maintenance needs or emergency repairs arise.

In addition to maintenance of the rail line and right-of-way, the Fiscal Year 2017/2018 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and Bridge Management Plan update and \$55,000 for appraisal services to evaluate VCTC's leases and establish new rates.

Overall, there is an increase of approximately \$33,000 in the Fiscal Year 2017/2018 SPBL Task Budget due to the unknown hourly cost of filling a vacant position. For the purpose of this budget, staff has assumed the top of the salary range for this position but anticipates filling the position under the maximum realizing some cost savings.



BUDGET TASK: SANTA PAULA BRANCH LINE (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

WORK ELEMENTS:

1. Manage the day-to-day operation of the SPBL, consistent with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board (STB).
2. Investigate revenue opportunities for the SPBL.
3. Prepare and administer leases and rights of entry for use of SPBL corridor property.
4. Quickly respond to neighbor complaints; conduct weed abatement activities including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees on the rail ROW; and contract for regular monthly operations and maintenance.
5. Complete annual FRA required rail bridge inspections.
6. Evaluate SPBL leases and establish new rate schedule.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$144,300
STA Fund Transfer Carry-over	404,200
Signal Revenue	17,800
Local Fee – Leases	267,000
Local Fee – Permits	2,000
Total Funding	\$835,300

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 50,277	\$ 48,900	\$ 61,500
Fringe and Tax	17,653	16,800	25,500
Indirect Cost Allocation	36,247	36,100	57,300
Mileage	371	500	500
Office Support	0	200	500
Consultant Services	121,845	100,000	100,000
Legal Services	158,562	100,000	100,000
Non-Rail Maintenance	47,762	99,800	100,000
Signal Repair/Replacement	0	100,000	90,000
Track Maintenance	67,796	300,000	300,000
Union Pacific Lease Payments	97,203	0	0
Total Expenditures	\$597,716	\$802,300	\$835,300

* This budget task was amended after the Commission approved the budget in June 2016.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER**DIRECTOR:** Martin R. Erickson**BUDGET MANAGER:** Aaron Bonfilio

OBJECTIVES: Provide comprehensive and convenient customer service to the public by assisting in all areas of transportation information services, including but not limited to Fixed Route, Rail, Americans with Disability Act (ADA)/Senior Demand Response, Rideshare, and program-based services run by local social service agencies.

ACCOMPLISHMENTS: Provided a central repository for all public transportation information within the County for new and regular riders. Staffed the toll-free information line for all Ventura County transit services and continued to provide trip planning for VCTC Intercity transit service, Metrolink, LOSSAN, local bus transit operations, as well as general information regarding Rideshare programs, such as, Ride Match and Guaranteed Ride Home. Provided customer service to VCTC for complaint and compliment intake and processing related to ADA, Title VI and transit operations. Performed customer service functions and acted as liaison to social service agencies which utilize transit services, such as the County of Ventura Human Services Agency. Conducted outreach at various events regarding VCTC transit programs. Provided support to local transit operators' ridership with centralized clearinghouse of information in order to assist them in promoting public transit services offered in their communities; and informed the public of the transportation programs available, their use, savings and benefits to the environment.

DESCRIPTION: The Regional Transit Information Center (RTIC) is the "front line" for transit users and provides support as the central outlet for the VCTC regional fare media. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm), by two full-time customer service representatives. The staff duties include, but are not limited to, providing public transit assistance in the areas of countywide bus transit information which includes trip planning and dissemination of general user guidance, phone/office support, Ridesharing, Guaranteed-Ride-Home, and bus pass sales and support to patrons, sales outlet locations, transit operators, and agencies countywide who utilize bus passes for clients/employees. Additionally, staff will be tasked to improve the dissemination of information between transit operations and social service agencies which rely on transit programs for their participants. Individually riders are currently provided detailed information for time of travel, fare and transfer information, and a personal itinerary based on origin and destination provided by the customer. This wrap-around service will be leveraged for those human service agencies seeking similar assistance for their participants, including improved liaison with Ventura-211. Printed schedules for all Ventura County transit systems, Metrolink, Amtrak, as well as senior and ADA paratransit, and dial-a-ride services 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 central sales and support office, support is provided to sales outlets, as well as phone and in-office patrons. The RTIC staff will support three major programs; Regional Transit Information Center functions, provide support for the sale of regional fare media, and manage the consumer feedback database, which manages intake and tracking of any complaints (ADA or service related) that are filed regarding VCTC and its transit services.



BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER (continued)**DIRECTOR:** Martin R. Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS:**

1. Answer incoming calls on the 800 number to provide transit service assistance.
2. Provide user-specific wrap-around transportation information, such as end to end itineraries.
3. Assist transit planning staff with development of regional transit and health and human services countywide transportation directory.
4. Provide customer support for rollout of updated "Real-time Passenger Information System," scheduled for deployment Winter 2017/2018.
5. Assist with Rideshare Program including Guaranteed-Ride-Home and Ridematch.
6. Process bus pass product sales by phone, email, mail or in-office counter service.
7. Provide countywide sales support to Outlets, patrons, Job Career Centers, schools, private and public agencies, and employers utilizing pre-tax commuter programs.
8. Coordinate and address the VCTC Intercity comment and complaint program to assure a prompt response, follow-up and resolution.
9. Receive, file and refer formal complaints related to ADA or Title VI.
10. Assist transit operators with support on countywide bus promotions.

PRODUCT: A well-informed community of ride share, specialized transportation and public transit users.

FUNDING:

Funding Source	Funding Dollars
FTA 5307	\$189,920
LTF Fund Transfer	47,480
Total Funding	\$237,400

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 48,909	\$ 72,650	\$ 79,700
Fringe and Tax	41,020	50,750	60,900
Indirect Cost Allocation	47,986	67,600	92,400
Communications	1,627	3,000	3,000
Mileage	24	500	500
Supplies	0	1,000	100
Training	0	1,000	800
CRM Software	0	8,000	0
Temporary/Extra Help	0	30,500	0
Total Expenditures	\$139,566	\$235,000	\$237,400

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: RIDESHARE PROGRAMS

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Alan Holmes

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

ACCOMPLISHMENTS: VCTC participates in the regional ridematching database, collaborating with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision of ridematching services to Southern California commuters. This partnership provides the Commission with a significant cost reduction in software costs as VCTC's portion is six percent of the regional total. In the first half of the current fiscal year, 28,600 Ventura County commuters are registered for both ridesharing and the VCTC Guaranteed Ride Home Program. Nearly 1,000 of those registrants received personalized carpool/vanpool matching information and the estimated program benefits for the period include over 900,000 miles reduced in vehicle miles travelled, with those commuters collectively saving over \$545,000 in commuting costs.

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

Service	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Jul-Dec 2016
Surveys Processed	14,808	18,308	7,212
GRH Vouchers Processed	52	62	17
Site Service Presentations	44	52	27

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 \$443,000 in CMAQ for ridesharing and Guaranteed Ride Home (GRH) uses, which include staffing and marketing costs. Rideshare marketing, previously included in the Community Outreach and Marketing budget item, has been moved to Rideshare Programs. Emphasis will be placed on digital outreach to promote VCTC's Commuter Services program calling upon viewers to engage with VCTC in measureable ways that are directly related to the goals of the Commuter Services program. Metrics that relate to raising awareness and encouraging behavior change amongst the general commuting public will be used to evaluate effectiveness of the marketing program.

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.RideMatch.info, and the 511 online interface.



BUDGET TASK: RIDESHARE PROGRAMS (continued)

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Alan Holmes

WORK ELEMENTS (continued):

4. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the www.RideMatch.info and 511 websites and other materials directly to Employee Transportation Coordinators (ETC).
5. Participate 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	\$443,000
Total Funding	\$443,000

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$106,013	\$105,800	\$105,400
Fringe and Tax	44,972	47,700	49,800
Indirect Cost Allocation	80,566	84,100	102,100
Membership and Dues	375	600	400
Mileage	0	1,200	1,200
Postage	178	600	600
Travel and Conferences	0	3,000	2,500
Database Administration	12,052	51,700	31,000
Legal Services	458	3,500	3,000
Guaranteed Rides (Taxi or Rental Car)	2,158	7,000	7,000
Marketing*	0	0	140,000
Total Expenditures	\$246,772	\$305,200	\$443,000

*Marketing was previously included in the General Government Program – Community Outreach.



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PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



BUDGET TASK: AIRPORT LAND USE COMMISSION

DIRECTOR: Steve DeGeorge

BUDGET MANAGER: Steve DeGeorge

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

ACCOMPLISHMENTS: Throughout Fiscal Year 2016/2017 ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on CLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local staff, ALUC staff has been able to resolve potential airport land use conflicts prior to the permit process relieving the need for project review by the Commission.

ALUC staff reconvened the Naval Base Ventura County Joint Land Use Study (JLUS) Policy Advisory Committee (PAC) to consider inclusion of the completed Naval Base Ventura County's Air Installations Compatible Use Zones Study (AICUZ). At the direction of the Policy Advisory Committee, the JLUS, completed in 2015/2016, was updated to include current flight paths, imaginary surfaces, safety zones, and noise contours.

Additionally staff is continuing to explore opportunities to leverage the work done in the JLUS and the funding opportunities offered by the department of Defense, Office of Economic Adjustment. To that end, following the recommendation in the JLUS and the direction provided by the California Public Utilities Code concerning CLUP consistency with an approved military AICUZ, staff has worked with the County of Ventura, Department of Airports to identify the need for \$400,000 to update the CLUP within the 2017 Department of Airports Capital Improvement Program (CIP). The CLUP is required to be included in the Department of Airports' CIP to be eligible for State funding in 2018.

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.

In the upcoming year ALUC staff will be seeking to secure funding for an update of the CLUP. As funding is secured, it will be amended into the budget for that purpose. A small amount of funding, \$5,000, has been allocated for consultant assistance in seeking those funds.

The Airport Land Use Task budget has decreased by approximately \$5,000 from Fiscal Year 2016/2017 due to a slight decrease in total hours required for staffing.



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. Seek grant funding for CLUP update and associated environmental review.

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$20,500
LTF Carry-over	5,000
Total Funding	\$25,500

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$13,078	\$10,400	\$ 7,300
Fringe and Tax	4,679	3,500	2,700
Indirect Cost Allocation	9,475	7,600	6,500
Mileage	143	500	500
Notices	0	1,000	1,000
Travel and Conferences	0	1,000	1,000
Consultant Services	48,012	5,000	5,000
Legal Services	122	500	500
Public Outreach	920	1,000	1,000
Total Expenditures	\$76,429	\$30,500	\$25,500



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. The passage of the Federal Fixing America's Surface Transportation (FAST) Act achieved a major regional objective, namely the adoption, as part of federal reauthorization, of a specific federal program for freight movement. This past year VCTC has worked extensively with its regional partners to address how the State will distribute the federal freight funds provided to California by formula as provided through the FAST Act.

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. In particular, continue working with regional agencies and the State to determine how the new federal freight formula funds to California equal to \$115 million per year will be distributed to projects.

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 Southern California Association of Governments (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	\$28,400
Total Funding	\$28,400

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget	Fiscal Year 2017/2018 Budget
Salaries	\$3,187	\$ 7,100	\$ 7,100
Fringe and Tax	1,444	2,800	2,900
Indirect Cost Allocation	2,471	5,400	6,600
Mileage	266	300	300
Travel and Conferences	47	800	800
Consultant Services	0	10,000	10,000
Legal Services	0	700	700
Total Expenditures	\$7,415	\$27,100	\$28,400



BUDGET TASK: REGIONAL TRANSIT PLANNING

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Ellen Talbo

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: Staffed the VCTC Transit Operators Advisory Committee (TRANSCOM) meetings and implemented the Google Transit Feed Specification (GTFS) for VCTC Intercity. Completed the 2017 Update of the Coordinated Human Services Transportation Plan. Completed two fiscal years of the Senate Bill 203 reporting requirement and initiated the TDA Triennial Performance Audit. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission. Continue to participate in the development of Ventura County emergency planning.

DESCRIPTION: This is an ongoing task which includes coordination and monitoring of transit performance in and around Ventura County. This task budget increased approximately 2% from the previous fiscal year due to new salaries, fringe, and indirect costs. This task includes working with regional, state and federal transportation agencies, including Commission funding partners. Consultant support in this task includes continuing to work with all transit stakeholders in implementing a regional transit pass program that allows for a mobile ticketing option, countywide implementation of the Google Transit Specification Feed for regional trip planning purposes, and updating the Short Range Transit Plan. New federal regulations now require transit operators to develop a transit asset management plan and safety management plan, for which training will be needed and consultant services will be used to prepare. Activities included in this task include: 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; a triennial update of the Title VI Plan; participation in the disaster planning for Ventura County and creation of an agreement between the transit providers to formalize response to emergencies.

WORK ELEMENTS:

1. Provide input to State and regional agencies regarding plans, programs, regulations, and funding for transit and act as a conduit for information to the transit operators.
2. Coordinate transit planning with adjoining counties, transit operators, and County stakeholders.
3. Staff TRANSCOM including preparation of agendas and management of meetings.
4. Update the Short Range Transit Plan and Title VI Plan.
5. Develop and implement the Transit Asset Management Plan for VCTC Intercity and Valley Express and work toward regional coordination of regional capital transit assets.
6. Coordinate transit fare activities and transfers between operators, including research and development of a regional transit pass program.
7. Manage and complete the annual Unmet Transit Needs process.
8. Assist in the improvement of transit schedules to facilitate improved coordination of services.
9. Prepare VCTC grant applications as funding opportunities arise.



BUDGET TASK: REGIONAL TRANSIT PLANNING (continued)

DIRECTOR: Martin R. Erickson

BUDGET MANAGER: Ellen Talbo

WORK ELEMENTS (continued):

- 10. Produce marketing and promotional products for scheduled service changes and coordinated mobility services.

PRODUCT: Disseminate information to operators. Update the VCTC Short Range Transit Plan. Continue efforts toward regional fare coordination and implementation of a regional fare media system that includes an option for mobile ticketing and online payment system. Continue efforts toward regional implementation of Google Transit Feed Specification. Develop and submit the Transit Asset Management Plan to the Federal Transit Administration. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and the Citizens Advisory Committee. Participate in the planning and programming activities of transit operators. Complete and submit FTA required reports.

FUNDING:

Funding Source	Funding Dollars
FTA 5307 and CMAQ	\$539,200
FTA Carry-over	208,000
LTF Fund Transfer	129,800
LTF Fund Transfer Carry-over	52,000
Total Funding	\$929,000

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$167,241	\$ 198,000	\$190,400
Fringe and Tax	68,796	84,600	85,200
Indirect Cost Allocation	125,949	154,700	181,300
Business Meals	71	500	300
Membership and Dues	610	700	700
Mileage	1,514	4,800	2,100
Office Support	961	900	1,000
Training	0	7,400	3,000
Travel and Conferences	3,695	6,500	3,000
Consultant Services	670	533,400	430,000
Legal Services	3,076	1,500	2,000
Professional Services	0	48,750	0
Marketing	0	0	20,000
Unmet Needs	653	4,650	10,000
Total Expenditures	\$373,236	\$1,046,400	\$929,000

* This budget task was amended after the Commission approved the budget in June 2016.



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

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

ACCOMPLISHMENTS: This task consolidates many of the day-to-day, local, regional and state level planning activities that the VCTC is responsible for.

During Fiscal Year 2016/2017 staff reviewed and commented on local development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments' (SCAG) monitoring the effects of the Regional Transportation Plan/Sustainable Communities Strategy.

There were three areas of specific focus for Regional Transportation Planning in Fiscal Year 2016/2017, the most prominent of which was the effort to educate the public and support VCTC's role in Measure AA. Staff was engaged with the public on a near daily basis, providing presentations, information, and data through the first half of the fiscal year. This effort raised public awareness and discussion of transportation issues in Ventura County significantly.

The Regional Bicycle Wayfinding Project to identify cross county and intercity bike paths as well as develop common signage to direct bicyclists along the routes was brought to a close in Fiscal Year 2016/2017. Work on this project included extensive public outreach through bicycle rides, farmer's market booths and electronic media including the use of a bike wiki, which garnered over 600 public comments. A final report containing project recommendations and route profiles was adopted in the Spring of 2017.

Development of the Ventura County Traffic Model (VCTM) began early in Fiscal Year 2016/2017 and continued through the fiscal year. The VCTM was derived from the SCAG regional traffic model and is the most complex traffic model that VCTC has developed containing mode shift components and a Vehicle Mile Traveled (VMT) analysis module. The model contract included multiple runs so that it can inform the County of Ventura's General Plan Update.

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

The Fiscal Year 2017/2018 Regional Transportation Planning Task Budget contains funding to complete an update of the Congestion Mitigation Program (CMP) for Ventura County along with any required modeling runs and public outreach.

The Regional Transportation Planning Budget for Fiscal Year 2017/2018 has decreased by \$281,700 from Fiscal Year 2016/2017 largely due to work being completed on the Countywide Bicycle Wayfinding Project and the Ventura County Traffic Model.



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. Complete the Countywide Bicycle Wayfinding project.
4. Issue an RFP and select consultant for the CMP.
5. Develop the CMP update with consultant assistance.
6. Conduct the traffic model runs in support of the CMP.
7. Coordinate with the County of Ventura on their General Plan Update.

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	\$194,800
LTF Carry-over	159,100
PPM	100,000
PPM Carry-over	294,500
Local Contribution – APCD	50,000
Total Funding	\$798,400

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$170,201	\$ 191,300	\$198,800
Fringe and Tax Allocation	66,063	64,500	80,500
Indirect Cost Allocation	126,070	140,000	183,600
Membership and Dues	10,780	12,000	12,000
Mileage	1,710	1,000	1,500
Notices	0	500	500
Office Support	305	1,000	1,000
Printing	178	29,800	15,000
Travel and Conferences	2,567	3,000	3,500
Consultant Services	500,117	619,000	300,000
Legal Services	20,109	18,000	2,000
Total Expenditures	\$898,100	\$1,080,100	\$798,400

* This budget task was amended after the Commission approved the budget in June 2016.



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 and STA claims and allocate funds in compliance with State laws and regulations. Annual fiscal and compliance audits of 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, SB 508 and Assembly Bill (AB) 664 continue to be implemented for the allocation of Local Transportation Funds.

DESCRIPTION: As the State designated Regional Transportation Planning Agency (RTPA) for Ventura County, VCTC is responsible for the administration of the TDA funds (both LTF and STA). In Fiscal Year 2017/2018 the LTF apportionment is the same as Fiscal Year 2016/2017. The Bicycle/Pedestrian expenditure of \$902,329 includes the current apportionment of \$648,090 and \$254,239 in carry-over project funds from previous fiscal years.

In Fiscal Year 2015/2016, the State attempted to dramatically change the allocation of STA Public Utilities Code (PUC) Section 99314 funds; however, after emergency legislation, a temporary stay was enforced and the State allocated the second half of the year's funding under the old rules. The State did not revise its allocation of the first six months. Approximately \$104,943 was allocated to new recipients in the changed allocation and existing recipients saw their allocations decrease. VCTC is waiting for a final decision on the allocation process before it allocates the \$104,943. If the funds are passed-through to new operators, additional audits will be required and funding for this is included in the auditing line.

It is estimated that there will be \$159,422 in new PUC Section 99314 funds passed-through to Gold Coast Transit District. Local agencies and Gold Coast Transit District will be eligible to claim \$28,893,176 in Articles 4 and 8 funds.

Staffing costs increased due to additional TDA work expected in the upcoming year for audit support and monitoring efforts as well as a planned revision of the VCTC TDA manual.

WORK ELEMENTS:

1. Administer TDA (both LTF and STA) programs to ensure regulatory compliance with the Transportation Development Act regulations.
2. Assist city and County staff in preparing TDA LTF claims for transit, bicycle/pedestrian, and local street purposes; evaluate and process claims from local agencies; submit allocation instructions to the County Auditor-Controller to disburse the money and monitor the LTF and STA accounts in trust at the County.
3. Work with the County Auditor-Controller to prepare the revenue receipt estimate.
4. Complete the annual fiscal and compliance audits of LTF, STA, Proposition 1B (Prop 1B) and Local Carbon Transit Operations Program (LCTOP) funds; submit completed audits to the State as required; review audits; and follow-up on compliance 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	\$29,358,610
LTF Fund Transfer Carry-over	254,239
STA Fund Transfer	159,422
STA Fund Transfer Carry-over	104,943
Total Funding	\$29,877,214

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 15,965	\$ 20,700	\$ 23,500
Fringe and Tax	6,879	8,700	10,100
Indirect Cost Allocation	12,190	16,100	22,100
Business Meals	0	100	100
Mileage	214	500	500
Travel and Conferences	0	500	500
Audits	48,425	61,000	61,000
Legal Services	1,383	2,000	3,000
County Auditor Administration	14,000	13,500	13,500
Pass-Through PUC 99314	184,928	367,638	264,365
Article 3 - Bicycles and Pedestrians	603,700	882,454	896,010
Article 4 and 4.5 - Transit	24,400,502	23,925,815	23,479,444
Article 8a and 8c - Streets, Roads, Transit	5,195,544	5,200,111	5,103,095
Total Expenditures	\$30,483,730	\$30,499,118	\$29,877,214

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: TRANSPORTATION PROGRAMMING**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). VCTC provides local agencies with information on these programs and helps facilitate project delivery. Staff worked with the California Transportation Commission (CTC) and the Southern California Association of Governments (SCAG) in the selection of projects for the first three rounds of regional-share funds from the new Active Transportation Program (ATP) and assisted local agencies with implementation of projects programmed by VCTC including those funded with VCTC's apportionments of Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Program (STP) and Proposition 1B funds. This past year VCTC submitted applications to take advantage of the federal government's one-time opportunity to repurpose old earmarks, thus making \$3.6 million available for upcoming projects.

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.

During Fiscal Year 2017/2018 VCTC will prepare the FTIP submittal to SCAG and the STIP submittal to the CTC. However, in the prior STIP cycle, \$750 million of projects were removed due to a lack of funding associated with reduced fuel prices; so although VCTC is required to provide a STIP submittal including modeling information, it is not anticipated that there will be an opportunity to add projects. Accordingly, staff is proposing a largely "status quo" budget where the increased effort required to prepare the biennial FTIP submittal will be largely offset by the reduced time working with CTC due to the lack of state funds.

Staff will continue to work with local jurisdictions and transit operators to address fund programming issues, and will prepare the annual Program of Projects to set priorities transit funding. Another round of ATP funding is scheduled, in which VCTC will play a role in selecting projects for the regional share of the program. In addition, VCTC may want to apply for competitive grants as opportunities become available.



BUDGET TASK: TRANSPORTATION PROGRAMMING (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 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 monitor and resolve issues for projects programmed by the Commission.
4. Staff the Transportation Technical Advisory Committee (TTAC).

PRODUCT: Selection of projects for funding to provide the greatest benefit based on approved criteria; updating the 2017 FTIP as required; development of the Fiscal Year 2017/2018 Program of Projects for federal transit funds; submittal of the Ventura County portion of the STIP submittal to the CTC; FTIP submittal to SCAG; preparation of competitive grant applications as appropriate.

FUNDING:

Funding Source	Funding Dollars
FTA 5307, 5310	\$ 86,400
LTF Fund Transfer	19,400
PPM	175,700
PPM Carry-over	25,000
Total Funding	\$306,500

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$137,410	\$113,900	\$117,000
Fringe and Tax	56,639	45,400	45,300
Indirect Cost Allocation	103,545	87,300	106,800
Business Meals	127	200	200
Communications	0	850	0
Membership and Dues	485	500	600
Mileage	1,301	1,600	1,300
Notices	113	700	500
Travel and Conferences	2,597	3,300	2,300
Consultant Services	20,229	37,950	30,000
Legal Services	1,912	2,200	2,500
Total Expenditures	\$324,358	\$293,900	\$306,500

* This budget task was amended after the Commission approved the budget in June 2016.



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GENERAL GOVERNMENT PROGRAM TASK BUDGETS



BUDGET TASK: COMMUNITY OUTREACH AND EDUCATION

DIRECTOR: Darren Kettle

BUDGET MANAGER: Donna Cole

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

ACCOMPLISHMENTS: In Fiscal Year 2016/2017 VCTC focused on social and electronic media specifically designed to educate the public. A stand-alone website to support this effort was launched in early Summer and an educational program was presented to more than 100 local groups, clubs and organizations. In Fiscal Year 2016/2017 VCTC had the distinction of winning the American Public Transit Association Ad Wheel Grand Award for our education campaign to highlight transit needs/funding.

New methods have been implemented to provide more timely information about VCTC. Eye Catching graphics are included in daily posts on Facebook, Twitter, and Instagram. Twenty second videos were produced and posted on Facebook using low cost advertising. The resulting number of views was a huge increase over any other VCTC posts, and have proven the need to move into more digital video advertising opportunities. Fiscal Year 2017/2018 will focus heavily on increasing VCTC's digital presence.

In the Fall of 2016 VCTC Intercity Transit launched the Oxnard-Camarillo Connector. A special campaign was developed to promote the line for shoppers and employees to be aware of the new transportation option in time for the holiday shopping season.

As we are always striving to find new ways to involve and inform younger citizens in transportation issues, in Fiscal Year 2016/2017 the first Transportation and Environment Summit was held at CSUCI. Students from around the county were brought together to learn about important transportation issues facing our region, our state and our country. Panel discussions focused on goods movement and the economy, transportation and the environment, and potential careers in transportation. To broaden the scope of our audience the event will be held at different venues each year. In Fiscal Year 2018/2019, the Second Transportation and Environment Summit will be held at Cal Lutheran University.

The overall Fiscal Year 2017/2018 Community Outreach budget has been reduced from previous years. The Public Transit Services and Rideshare line items have been shifted to their corresponding program budgets. This change has been made to facilitate better tracking of funds and activities specific to those programs. Printing has been reduced to zero as those costs are now included in the associated programs. Community Events have decreased as a cost saving effort. In the past VCTC staffed a booth at the Ventura County Fair with a very low return on our investment. VCTC will continue to be a sponsor and have a visible presence at the Fair, but will discontinue staffing the booth.



BUDGET TASK: COMMUNITY OUTREACH AND EDUCATION (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Donna Cole

DESCRIPTION: The community outreach and education plan will focus on implementing strategies for enhancing awareness of, and community perception regarding VCTC's programs and services.

WORK ELEMENTS:

1. Provide public outreach through elevated digital presence via redesigned website and social media outlets.
2. Continue to promote youth involvement in transportation issues and development of youth-focused collateral materials.
3. Participate in public forums, meetings, workshops and community events.
4. Continue to promote active transportation, such as walking and biking.

PRODUCT: Increased public awareness of VCTC and its programs.

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$450,000
Total Funding	\$450,000

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 68,707	\$ 99,600	\$ 92,700
Fringe and Tax	28,641	38,300	37,000
Indirect Cost Allocation	51,945	75,500	85,300
Office Support	138	1,000	1,000
Printing	16,277	20,000	0
Consultant Services	153,242	200,000	180,000
Legal Services	122	1,000	500
Community Events	79,469	79,600	28,500
Public Transit Services**	100,164	62,500	0
Rideshare***	234,468	142,800	0
Youth Programs	13,533	30,000	25,000
Total Expenditures	\$746,706	\$750,300	\$450,000

*This budget task was amended after the Commission approved the budget in June 2016.

**Public Transit Services Marketing is now included in Transit and Transportation Program – Regional Transit Planning and VCTC Intercity Services.

***Rideshare Marketing is now included in the Commuter Assistance Program – Rideshare.



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 and managing the activities of a contracted part-time human resources professional to ensure VCTC is in compliance with human resources rules and regulations. This budget also includes the management oversight of the agency'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. 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 costs were under recovered in Fiscal Years 2013/2014 through 2015/2016 due to lower staff costs than anticipated and, therefore, no adjustment was needed to the Management and Administration budget.

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. Develop the monthly Commission agendas
5. Prepare agendas and provide recommended policy guidance to VCTC staffed technical advisory committees.
6. Ensure regular and constant communication and accessibility to Commissioners.
7. Maintain frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.



BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)**DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**PRODUCT:** Efficient, accountable, transparent, accessible and responsive "Good Government" Commission operations.**FUNDING:**

Funding Source	Funding Dollars
LTF Fund Transfer	\$349,200
Total Funding	\$349,200

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$114,025	\$111,900	\$124,200
Fringe and Tax	49,369	35,900	41,300
Indirect Cost Allocation	87,187	80,900	108,800
Business Meals	1,912	1,500	1,500
Membership and Dues	1,971	3,500	3,500
Mileage	765	1,000	1,000
Travel and Conferences	776	5,000	5,000
Consultant Services	0	10,000	10,000
Legal Services	523	1,000	1,000
Commissioner Expenses	17,354	30,000	30,000
Hardware and Software Replacement	12,012	25,000	18,900
Offsite Storage and Hosting	2,281	4,000	4,000
Total Expenditures	\$288,175	\$309,700	\$349,200

* This budget task was amended after the Commission approved the budget in June 2016.



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 encouraging 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. Although the past election year was relatively quiet in terms of approved transportation legislation, there is a high level of interest on both state and federal levels for increased infrastructure spending.

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.

Based on the election results, there appears to be high expectations in both Sacramento and Washington for passage of some kind of legislation to expand the transportation and infrastructure programs. However, there is considerable uncertainty especially on the federal level as to what will be proposed. Furthermore, by early 2018 discussions will likely already be starting for reauthorization of the federal transportation program which is set to expire in 2020. VCTC will need to work with its partner agencies to engage in these issues.

The proposed budget reflects the negotiation this past year of a two-year extension of the state advocacy contract with Gonzalez, Quintana, Hunter & Cruz, with no cost increase. There is an increase in the cost of memberships based on the charges from the prior year. 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 monthly legislative updates and matrices.
3. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.
4. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
5. Work with transportation agencies in addressing implementation of the new federal transportation authorization, Fixing America's Surface Transportation Act (FAST).



BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

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

FUNDING:

Funding Source	Funding Dollars
LTF Fund Transfer	\$214,000
Total Funding	\$214,000

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 26,559	\$ 41,800	\$ 47,200
Fringe and Tax	11,997	14,600	16,700
Indirect Cost Allocation	20,574	30,900	42,000
Business Meals	1,036	2,000	2,000
Membership and Dues	27,938	35,500	39,700
Mileage	501	800	800
Travel and Conferences	4,799	10,500	10,500
Consultant Services	54,509	57,900	54,900
Legal Services	0	200	200
Total Expenditures	\$147,913	\$194,200	\$214,000

* This budget task was amended after the Commission approved the budget in June 2016.



BUDGET TASK: VCTC OFFICE BUILDING

DIRECTOR: Darren Kettle

BUDGET MANAGER: Darren Kettle

OBJECTIVES: Purchase and Renovate the VCTC Office Building.

ACCOMPLISHMENTS: The Commission has an approved purchase agreement with the City of Camarillo to acquire a city owned (formerly redevelopment agency owned) building located at 2220 Ventura Boulevard. The Commission and the City have agreed 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 101, CSUCI, Oxnard-Camarillo Connector, and East-West connector routes make 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 building size will allow for some expansion of VCTC and also make space available for a rent paying tenant. The city will create two parcels from the existing single parcel. VCTC will acquire the parcel on which the building sits and the city will own the parking lot parcel.

VCTC entered into a cooperative agreement with the County of Ventura Public Works Agency, Engineering Services Division to provide project management services. The team of Kruger Bensen Ziemer Architects, Inc (KBZ), Ventura County Public Works Agency (PWA), and the Ventura County Transportation Commission (VCTC) continued working together to create the architectural and engineering design drawings. Design and permitting are expected to be completed in late summer. After the public bidding process and award by the Commission, construction is expected to start by the end of 2017 in anticipation of opening in July 2018.

The renovation construction budget line item is increased from the prior fiscal year to account for additional improvements that will be made to the parking lot parcel which include asphalt resurfacing, landscape planters, parking lot lights, an ADA accessible entrance from Ventura Blvd, two ADA accessible parking spots, and two electric vehicle charging stations. The increased expenditures are substantially covered by funds from the City of Camarillo and from a Commission approved Proposition 1B transit security grant allocation.

It is expected that VCTC will occupy the new offices in Fiscal Year 2017/2018 so this budget includes relocation expenditures and the need to purchase office furniture and related fixtures. These expenditures will be funded from a combination of Transportation Development Act Local Transportation Funds and State Transit Assistance revenues.



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. Work with the County of Ventura Public Works Agency, Engineering Services Division for the provision of Project Management Services.
3. Evaluate the hazardous materials assessment and remediation plan.
4. Work with the Architect and manage redesign of existing building and develop construction drawings and bid package for renovation project.
5. Award construction contract, manage construction project.
6. Relocate VCTC offices upon construction project completion.

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
LTF Fund Transfer	\$ 200,000
STA Fund Transfer	181,301
STA Fund Transfer Carry-Over	3,064,000
Proposition 1B Transit Security	280,000
Local Contribution - City of Camarillo	250,000
Total Funding	\$3,975,301

EXPENDITURE COMPARISON:

	Fiscal Year 2015/2016 Actual	Fiscal Year 2016/2017 Budget*	Fiscal Year 2017/2018 Budget
Salaries	\$ 6,183	\$ 6,600	\$ 6,500
Fringe and Tax	2,834	2,000	2,100
Indirect Cost Allocation	4,812	4,700	5,700
Legal Services	26	2,000	2,000
Architectural Consultant	182,285	220,000	174,000
Building Purchase	0	1	1
Construction Contract	0	2,750,000	3,250,000
Furniture and Fixtures	0	0	250,000
General Consultant Services/Specialty Ins.	2,523	25,000	50,000
Moving/Relocation	0	0	25,000
Project/Construction Management Service	29,975	320,000	210,000
Total Expenditures	\$228,638	\$3,330,301	\$3,975,301

* This budget task was amended after the Commission approved the budget in June 2016.



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VENTURA COUNTY TRANSPORTATION COMMISSION

SUPPLEMENTAL INFORMATION

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APPENDIX A – ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
ACS	American Community Survey
ADA	Americans with Disabilities Act
AICUZ	Air Installations Compatible Use Zones
ALUC	Airport Land Use Commission
AMTRAK	American Track (National Railroad Passenger Corporation)
APC	Automated Passenger Counter
APCD	Air Pollution Control District
APTA	American Public Transportation Association
ARRA	American Recovery and Reinvestment Act
ASP	Application Service Provider
ATP	Active Transportation Program
AVL	Automatic Vehicle Location
AVR	Average Vehicle Ridership
BNSF	Burlington Northern Santa Fe
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
CARB	California Air Resources Board
CAT	Camarillo Area Transit
CEO	Chief Executive Officer
CEPA	California Environmental Protection Agency
CEPAC	Coastal Express Policy Advisory Committee
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
CMP	Congestion Management Plan
CMS	Changeable Message Signs
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
CRM	Customer Relationship Management
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
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FAST	Fixing America's Surface Transportation
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
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
GIS	Geographic Information System
GPS	Global Positioning System
GRH	Guaranteed Ride Home



GTFS	General Transit Feed Syntax
HTF	Highway Trust Fund
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVTS	Heritage Valley Transit Study
ICAP	Indirect Cost Allocation Plan
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITA	Interagency Transfer Agreement
ITS	Intelligent Transportation System
JARC	Jobs Access and 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
LCTOP	Local Carbon Transit Operations Program
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 SCRRRA (see SCRRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MT	Mass Transit
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAS	Naval Air Station
NBVC	Naval Base Ventura County
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OBVSS	On-board Video Surveillance System
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
PAED	Project Approval and Environmental Design
PDS	Project Design Support
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employer's Retirement System
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring
PSR	Project Study Report
PTA	Public Transit Account
PTC	Positive Train Control
PTMISEA	Public Transportation, Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission
PWA	Public Works Agency
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
ROE	Right of Entry
ROW	Right of Way
RTA	Regional Transit Authority
RTIC	Regional Transit Information Center
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
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line
SPBLAC	Santa Paula Branch Line Advisory Committee
SR	State Route
S RTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council



STA	State Transit Assistance
State	State of California
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TCIF	Trade Corridor Improvement Fund
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
TMC	Traffic Management Center
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
TVM	Ticket Vending Machine
UAL	Unfunded Accrued Liability
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



APPENDIX B – 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 – A budget that identifies revenues, other financing sources and available fund balances that funds 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.

Current Financial Resources Measurement Focus – A measurement focus that reports on the near-term or current inflows, outflows and balances of spendable financial resources. This focus is unique to accounting and financial reporting for state and local governments and is used for reporting the financial position and results of operations of governmental funds.

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.

Economic Resources Measurement Focus – A measurement focus that reports on all inflows, outflows, and balances affecting or reflecting the entity's net position. This focus is used for proprietary funds as well as for government-wide financial reporting.

Enterprise Fund – A proprietary fund used to account for business like activities that provides goods or services to the general public for a fee.

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 i.e. 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 and implemented 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 and implemented 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.

GASB 68 – Statement No. 68, *Accounting and Financial Reporting for Pensions*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2014/2015. GASB 68 requires reporting the net pension liability of the plan on the accrual accounting-based financial statements and enhancing the notes to the financial statements to provide a more comprehensive picture of the pension obligation and costs.

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.

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

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.

Measurement Focus – The accrual basis of accounting adapted to the governmental funds' measurement focus according to which revenues and other financial resource increments (i.e. bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the fund liability is incurred except for unmatured interest on general long-term debt and certain similar accrued obligations when due. The Commission's governmental funds are accounted for using the modified accrual basis of accounting.



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.

Proprietary Fund – A fund used to account for business-like activities of a government. Examples of proprietary funds include enterprise funds and internal service funds.

Refunding Bonds – Bonds issued to retire bonds already outstanding. The proceeds of refunding bonds may be used to repay the previously issued debt (current refunding) or to be placed with an escrow agent and invested until used to pay principal and interest on an old debt at a future date (advance refunding).

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.



APPENDIX C – SALARY SCHEDULE

Ventura County Transportation Commission

Salary Schedule

Fiscal Year 2017/2018

Department/Position	FTE	Annual Range Bottom	Annual Range Top	Exempt vs. Non-Exempt
TRANSIT AND TRANSPORTATION				
Transit Director	1.0	109,108	140,110	E
Program Manager, Regional Transit Planning	1.0	70,132	104,069	E
Program Manager, Transit Contracts	1.0	70,132	104,069	E
Transit Planner	1.0	50,100	83,945	NE
Transit Specialist	1.0	43,827	60,189	NE
Lead Customer Service Representative	1.0	43,827	60,189	NE
Customer Service Representative	2.0	24,960	38,201	NE
Administrative Assistant	0.6	43,827	60,189	NE
Transit and Transportation Subtotal:	8.6			
PLANNING AND TECHNOLOGY				
Planning and Technology Director	1.0	109,108	140,110	E
Information Technology Systems Analyst	1.0	70,132	104,069	E
Program Manager, TDM	1.0	70,132	104,069	E
Program Analyst	1.0	50,100	83,945	NE
Planning and Technology Subtotal:	4.0			
PROGRAMMING				
Programming Director	1.0	109,108	140,110	E
Program Analyst	1.0	50,100	83,945	NE
Administrative Assistant	0.4	43,827	60,189	NE
Programming Subtotal:	2.4			
FINANCE				
Finance Director	1.0	109,108	140,110	E
Senior Accountant / Analyst	1.0	50,100	83,945	NE
Accounting Technician	1.0	43,827	60,189	NE
Finance Subtotal:	3.0			
ADMINISTRATION				
Executive Director	1.0	0	235,703	E
Clerk of the Board/Public Information Officer	1.0	70,132	104,069	E
Receptionist/Secretary	1.0	43,827	60,189	NE
Administration Subtotal:	3.0			
Total Budgeted Positions	21.0			
APPROVED POSITIONS NOT BUDGETED				
Intern	1.0	24,960	38,201	NE
Analyst	1.0	50,100	83,945	NE
Program Manager, Highway Capital	1.0	70,132	104,069	E



APPENDIX D – INDEX OF CHARTS AND TABLES

Chart 1 – Budget Process	10
Chart 2 – Funding Source Summary	13
Chart 3 – Funding Sources.....	20
Chart 4 – Funding Source Detail	21
Chart 5 – Pass-Through, Regional and Core-Countywide Service Expenditures.....	23
Chart 6 – Number of Employees	24
Chart 7 – Personnel Costs	26
Chart 8 – OPEB Trust Earnings and Contributions.....	27
Chart 9 – Historical Pension Employer Rates for Classic 2% @ 60.....	28
Chart 10 – CalPERS Pension Buck.....	29
Chart 11 – Staff Organization.....	30
Chart 12 – Functional Organization.....	31
Chart 13 – Budgeted Program Expenditures	35
Table 1 – Revenue Sources.....	21
Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours	24
Table 3 – Full Time Equivalents by Program	25
Table 4 – Schedule of Salary Ranges	25
Table 5 – Personnel Budget.....	26
Table 6 – Indirect Cost Allocation Plan.....	33
Table 7 – Budgeted Expenditures Summary by Program.....	35
Table 8 – Transit and Transportation Program Budget Tasks.....	36
Table 9 – Highway Program Budget Tasks	37
Table 10 – Rail Program Budget Tasks.....	38
Table 11 – Commuter Assistance Program Budget Tasks.....	39
Table 12 – Planning and Programming Program Budget Tasks	40
Table 13 – General Government Program Budget Tasks	41



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