



VENTURA COUNTY TRANSPORTATION COMMISSION

AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY

www.goventura.org

AGENDA*

**Actions may be taken on any item listed on the agenda*

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, JUNE 7, 2013
9:00 AM

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

1. CALL TO ORDER VENTURA COUNTY TRANSPORTATION COMMISSION

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- 4. PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

5. [APPROVE SUMMARY FROM MAY 10, 2013 VCTC MEETING – PG. 7](#)

6. **CALTRANS REPORT**

This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.

7. **COMMISSIONERS / EXECUTIVE DIRECTOR REPORT**

This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.

8. **ADDITIONS/REVISIONS** – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

9. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.

9A. [MONTHLY BUDGET REPORT – PG.13](#)

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

9B. [PASSENGER RAIL UPDATE – PG.19](#)

Recommended Action:

Receive and File

Responsible Staff: James Hinkamp

9C. [SENATE BILL \(SB\) 203 UNFUNDED LOCAL MANDATE RESOLUTION – PG.23](#)

Recommended Action:

Approve resolution waiving reimbursement for Commission costs associated with SB 203.

Responsible Staff: Peter De Haan

9D. [CASE SYSTEMS, INC. CONTRACT EXTENSION – PG.25](#)

Recommended Action:

Approve a two year contract extension option with Case Systems Incorporated increasing the Not to exceed month fee by \$1,695 per month to \$19,775 per month.

Responsible Staff: Steve DeGeorge

9E. [ALLOCATION OF FY 13/14 TDA BICYCLE/PEDESTRIAN CLAIMS – PG.29](#)

Recommended Action:

Approve the attached list of allocations for FY 2013/2014 Transportation Development Act (TDA) Article 3 bicycle/pedestrian funds

Responsible Staff: Mary Travis

9F. [RESOLUTION FOR VCTC TO CLAIM FY 13/14 TDA LTF AND STA FUNDS – PG.31](#)

Recommended Action:

Approve the attached Resolution #2013-06 authorizing VCTC's claim for FY 2013/2014 Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds for transit, planning and administrative expenditures.

Responsible Staff: Mary Travis

9G. [FY 2013/14 TDA/LTF FINAL APPORTIONMENT – PG.35](#)

Recommended Action:

Adopt the Local Transportation Fund Apportionment for Fiscal Year 2013/2014 apportioning \$31.7 million as shown in Attachment 1.

Responsible Staff: Sally DeGeorge

9H. [HERITAGE VALLEY DIAL-A-RIDE COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT – PG.39](#)

Recommended Action:

- Adopt local cost formula for FY 2013/2014 VISTA Fillmore and Santa Paula DAR services.
- Approve the FY 2013/2014 Fillmore and Santa Paula Cooperative Agreement.

Responsible Staff: Vic Kamhi

9I. [SOCIAL SERVICES TOKEN PRICE UPDATE – PG.45](#)

Recommended Action:

Raise the "value" of existing and future tokens to \$1.25. Future tokens would be sold for \$1.25, and tokens already distributed would have a value of \$1.25 – allowing all riders to use the tokens on the VISTA intercity buses. Issue a "return trip ticket" for VISTA intercity riders eligible for half-price fares

Responsible Staff: Vic Kamhi

10. [FY 2012/13 VCTC TEEN COUNCIL – PG.47](#)

Recommended Action:

Receive and File

Responsible Staff: Donna Cole

11. [LEGISLATIVE UPDATE AND POSITION ON BILLS – PG.49](#)

Recommended Action:

Adopt SUPPORT position on AB 513 (Frazier) regarding recycled paving material.

Responsible Staff: Peter De Haan

12. [CONTRACT EXTENSION OF ADA CERTIFICATION SERVICES – PG.53](#)

Recommended Action:

Approve attached contract extending the ADA Certification Services contract with Mobility Management Partners, Inc. for ADA certification services, at a cost not to exceed \$128,320.

Responsible Staff: Peter De Haan

13. [SANTA PAULA BRANCH LINE LEASES– PG.59](#)

Recommended Action:

Authorize the Executive Director to renegotiate and/or cancel any or all leases associated with the Santa Paula Branch Line.

Responsible Staff: Steve DeGeorge

14. [FISCAL YEAR 2013/2014 TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS DRAFT FINDINGS - PG.61](#)

Recommended Action:

- Approve the Fiscal Year (FY) 2013/2014 Unmet Transit Needs Findings. (Provided as a Separate Attachment)
 - Adopt Resolution No. 2013-05
- Responsible Staff: Vic Kamhi**

15. [CUBIC TRANSPORTATION SYSTEMS, INC. MAINTENANCE/OPERATIONS AGREEMENT, AEGIR SYSTEMS, INC. BUS EQUIPMENT SUPPORT AND PREVENTIVE MAINTENANCE SERVICE AGREEMENTS. TOTAL OF \\$206,400.- PG.69](#)

(This item requires a 2/3 vote)

Recommended Action:

- Find that a sole source procurement for Cubic Transportation Systems Inc. and Aegir Systems, Inc., are justified. In accordance with the Public Utilities Code (PUC) section 130237, a finding for sole sourcing requires a two-thirds vote of the Commission, with twelve affirmative votes.
- Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of \$132,606 funded through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).
- Approve agreement with Aegir Systems, Inc., for one year of Bus Equipment Support of the Cubic Smartcard system at a cost Not To Exceed \$65,000 funded through FTA and LTF.
- Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Nextbus & Cubic Smartcard/Infodev, Inc., systems at a cost of \$17,550 (½ Smartcard program budget \$8,775 and ½ Nextbus budget \$8,775), funded through the FTA and LTF.

Responsible Staff: Gloria Sotelo

16. [FY 2012/13 BUDGET AMENDMENT – BESERRA LITIGATION SETTLEMENT – PG.71](#)

Recommended Action:

- Approve budget amendment transferring \$775,000.00 from State Transit Assistance Fund Balance to the Santa Paula Branchline Task to pay the cash payment portion of the Beserra settlement (\$750,000.00) and to compensate VCE Engineering for the preparation of a design/build competitive bid package for the installation of a temporary drainage facility through VCTC owned-property (not to exceed \$25,000.00).
- Authorize hiring VCE Engineering on a sole source basis to prepare an R.F.P. for a design/build temporary drainage solution (requires 2/3 vote of Commission members).

Responsible Staff: Darren Kettle

17. [ADD CLASSIFICATIONS OF ADMINISTRATIVE ASSISTANT; TRANSIT PLANNER I and TRANSIT PLANNER II; PROGRAM MANAGER-CONTRACTS I and PROGRAM MANAGER-CONTRACTS II; AND SET COMPENSATION LEVELS FOR EACH CLASSIFICATION – PG.73](#)

Recommended Action:

Add classifications of Administrative Assistant, Transit Planner I and II, and Program Manager-Contracts I and II and set compensation levels for those newly created classifications.

Responsible Staff: Darren Kettle

18. [CONTRACT FOR GENERAL COUNSEL – PG.85](#)

Recommended Action:

Approve engagement letter with Mr. Steven Mattas, with the law firm of Meyers Nave for general legal counsel services at an hourly rate of \$295.

Responsible Staff: Darren Kettle

19. [ROUTE 1 REALIGNMENT FROM OXNARD BLVD TO RICE AVE – PG.87](#)

Recommended Action:

Receive and File

Responsible Staff: James Hinkamp

20. [FY 2013/14 VCTC BUDGET – PUBLIC HEARING - PG.89](#)

Recommended Action:

- Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2013/2014 Budget.
- Adopt by resolution 2013-04, the proposed Fiscal Year 2013/2014 Budget

Responsible Staff: Sally DeGeorge

21. **VCTC GENERAL COUNSEL’S REPORT**

This item provides the opportunity for General Counsel to give update and status reports on any legal matters related to Commission activities.

22. **AGENCY REPORTS**

23. **VCTC CLOSED SESSION – 5 Items**

i. *Conference with Real Property Negotiators (Gov Code Sec. 54956.8)*

Property: Santa Paula Branch Line

Agency Negotiator(s): Darren Kettle

Negotiating Parties: VCTC and lessee to be determined

Under Negotiation: Price and terms of payment

ii. *Conference with Legal Counsel – Existing Litigation*

(Subdivision (a) of Section 54956.9)

Beserra, et al. v Griffin Industries Inc., et al.

Superior Court Case No. 56-2010-00373718-CU-OE-VTA

iii. *Pursuant to Gov Code Sec. 54957 (b) (1) Public Employee Evaluation:*

Executive Director

iv. *Pursuant to Gov Code Sec 54957.6, Conference with Designated Labor*

Negotiator Regarding Salaries, Salary schedules, and Fringe Benefits.

Labor Negotiator: Executive Director Darren Kettle

Unrepresented Employees: All Position Titles

v. *Conference with Legal Counsel –Anticipated Litigation pursuant to Gov Code Sec 54956.9(c)*

24. **ADJOURN**

The next VCTC Commission meeting is scheduled to be held at 9:00 a.m. Friday, **July 12, 2013**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

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Item #5

Meeting Summary

**VENTURA COUNTY TRANSPORTATION COMMISSION
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, MAY 10, 2013
9:00 AM**

Members Present: Steve Sojka, City of Simi Valley, Chair
Ralph Fernandez, City of Santa Paula, Vice Chair
Claudia Bill-de la Peña, City of Thousand Oaks
Manuel Minjares, City of Fillmore
Betsy Clapp, City of Ojai
Kathy Long, County of Ventura
Bryan MacDonald, City of Oxnard
Jan McDonald, City of Camarillo
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Jon Sharkey, City of Port Hueneme
Jim White, Citizen Rep, County
John Zaragoza, County of Ventura
Mike Miles, Caltrans District 7

Call To Order

Pledge of Allegiance

Roll Call

Public Comments for those items not listed in this agenda – None

APPROVE SUMMARY FROM APRIL 5, 2013 VCTC MEETING - Commissioner Zaragoza made a motion to approve the minutes, seconded by Commissioner Fernandez and passed unanimously.

CALTRANS REPORT – Mike Miles

- *As a result of the recent fire on the Coast Highway a \$2.5 million project will begin to stabilize the slope by replacing the rock net.*
- *A contract has been awarded to replace 1800 feet of concrete seawall. The project will take 1 year and traffic will not be affected.*

EXECUTIVE DIRECTOR REPORT

VCTC/VISTA Evacuates Youth Camp Threatened by Springs Fire - At approximately 9 pm, May 1st we received a request from the Ventura County Sheriff's Office of Emergency Services to assist in the evacuation of approximately 165 fifth-grade children and their adult escorts from Camp Hess Kramer off Pacific Coast Highway near Yerba Buena Road. With the complete cooperation of Roadrunner Management Services, VCTC's VISTA contractor, we responded, and sent a total of seven buses to evacuate the camp. The buses were assembled and left Camarillo with Sheriff escort in less than half an hour after we received the request.

Rice Avenue/101 Freeway Interchange Ribbon Cutting - The City of Oxnard has scheduled the ribbon cutting ceremony for the Rice/101 Interchange for Thursday, July 25th at 10:00 a.m. VCTC has provided \$5 million in American Recovery and Reinvestment Act (ARRA) funds and \$16.3 million in Proposition 1B Trade Corridor Infrastructure Fund money for the project.

Nyeland Acres Ventura Boulevard Improvements - As reported to late last year, the City of Oxnard is moving forward with the project to improve sidewalks and drainage on Ventura Boulevard in Nyeland Acres, for which the community has been waiting many years. I'm pleased to report that the construction contract has now been awarded, and construction should start in mid to late June. VCTC has provided \$1.9 million in Surface Transportation Program funds for the construction of this project. During that same time frame, Oxnard will also begin construction on a project to resurface Del Norte Boulevard to repair damage caused in part by trucks detouring from the Rice/101 construction. Through a swap of funds approved by this Commission, VCTC was able to contribute \$1.5 million for this work using cost savings from Rice/101.

101/23 Freeway Interchange - The Route 101 widening/23 Freeway interchange funding allocation remains on track for a June, 2013 CTC vote, with the design plans under final review at Caltrans Headquarters, and an anticipated Ready-to-List date at the end of May. It should be noted that the June CTC meeting is the deadline for projects to receive approval for Proposition 1B Trade Corridor Infrastructure Funds.

Bike to Work Week - May 13-17 is Bike to Work Week Ventura County. Among this year's activities are daily Pit Stops at or near city halls in Santa Paula (May 13, 7 a.m. to 9 a.m.); Oxnard (May 14, 7 a.m. to 9 a.m.); Simi Valley (May 15, 7 a.m. to 9 a.m.); Ventura (May 16, 6 a.m. to 9 a.m.); and Thousand Oaks (May 17, 7 a.m. to 9 a.m.). These Pit Stops are great opportunities for the public to learn more about biking as a healthy and cost-effective commute method while enjoying breakfast refreshments and free bike tune-ups courtesy of local bike shops. Outreach efforts this year include direct mail of employer kits containing posters, bike maps, a 'how to' guide for employees and contest rules followed up by phone and email contacts. Event postcards were mailed to non-clients directing them to the VCTC website where they can download the campaign materials. Additional communication was sent to local bike shops and cycling clubs to garner their support and participation.

Comprehensive Annual Financial Report (CAFR) Wins Award – I'm pleased to report that for the 4th consecutive year VCTC has been awarded a Certificate of Excellence in Financial Reporting by the Government Finance Officers Association. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The honor recognizes the efforts of the Commission, VCTC staff, and the hard work of Sally DeGeorge and Jay Elliott of our Finance Department staff.

ADDITIONS/REVISIONS – Item #14, *Camulos Ranch Lease*, will be moved to the June agenda.

CONSENT CALENDAR – Commissioner Long made a motion to approve all items as presented on the Consent Calendar. The motion was seconded by Commissioner Sharkey and passed unanimously.

9A. MONTHLY BUDGET REPORT

Receive and File

9B. PASSENGER RAIL UPDATE

Receive and File

9C. FTA SECTION 5310 APPLICATION FOR FY FY 11/12 CARRY OVER FUNDS

- *Adopt the regional priority list of Ventura County applications for Federal Transit Administration (FTA) Section 5310 funds.*
- *Adopt Resolution #2013-02 (attached) authorizing the Executive Director to certify the applications and forward the applications and prioritized list to the California Department of Transportation (Caltrans).*

9D. FY 2012/13 BUDGET AMENDMENT FOR PURCHASE AND INSTALLATION OF INTEGRATED AUTOMATIC PASSENGER COUNTERS FOR VISTA

Amend the Fiscal Year 2012/2013 Smartcard budget by increasing revenues and expenditures by \$44,000 for the equipment and installation of Automatic Passenger Counters (APC's) on the VISTA fleet. The funding source is Federal Transportation Assistance (FTA) and State Transit Assistance (STA).

9E. FY 2012/13 RIDESHARE DATA BASE SERVICES MOU

Approve Rideshare Database Services Amendment No. 7 to MOU RS0506 for FY 2012/2013

9F. LOSSAN JPA UPDATE

Approve the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Joint Powers Authority (JPA) agreement to transfer State operation of the Pacific Surfliner intercity train operations to LOSSAN.

10. TDA/LTF REVISED DRAFT APPORTIONMENT FOR FY 2013/14

Commissioner Parks made a motion to adopt the Local Transportation Fund Revised Draft Apportionment for Fiscal Year 2013/2014, apportioning \$31.7 million as shown in Attachment 1. The motion was seconded by Commissioner Morehouse and passed unanimously.

11. LEGISLATIVE UPDATE AND POSITION ON BILLS

Commissioner Morehouse made a motion to

- *Adopt the Transportation Coalition for Livable Communities principles (Attachment A) for the California Air Resources Board Cap-and-Trade Investment Plan.*
- *Adopt SUPPORT IF AMENDED position on AB 574 (Lowenthal) regarding distribution of Cap-and-Trade revenues.*
- *Adopt OPPOSE UNLESS AMENDED position on AB 179 (Bocanegra) regarding electronic transit fare collection systems.*

The motion was seconded by Commissioner Sharkey and passed unanimously.

12. VISTA BUDGET AMENDMENT

Commissioner MacDonald made a motion to:

- *Approve FY 2012-13 budget amendment for VISTA fixed route intercity transit services, increasing revenues and expenditures in the amount of \$303,523. The additional funds include \$250,000 in new regional FTA Section 5339 transit capital funds, and \$53,523 in State Transit Assistance funds.*
- *Approve an amendment to the Roadrunner Management Services contract for VISTA intercity services to set a "not to exceed" amount of \$5,984,523.*

The motion was seconded by Commissioner Zaragoza and passed unanimously.

13. HERITAGE VALLEY TRANSIT STUDY

Public Comment

Juliana Gallardo, Cabrillo Economic Development Corp, read a letter from President of The Piru Neighborhood Council:

The residents of Piru recommend implementing Scenario 3, which combined the Modified Traditional Scenario with the VCTC-operated VISTA Hwy 126 route. This scenario provides service within and between each community while addressing issues identified by the community, including overcrowding, desire for local shuttles, home-to-school travel, inability to secure reservations during peak periods, and difficulty reaching a customer service representative to make a reservation. It provides for timed connections between community circulators and the VISTA Hwy 126 service, as well as service between Piru and Fillmore that is coordinated with the high school and middle school bell schedules. Finally, the implementation of fixed-route service within the Heritage Valley will allow for lower fares for fixed route service. It would help the residents of our area to have dial a ride and fixed route service available. Thus, improving ridership and service for all.

Lynn Edmunds, CEO, One Step

Thank you for your hard work to find a solution to the unique service challenges in the Heritage Valley. She encouraged adoption of the plan

Amy Aguilera – ASERT

Supports adopting the Heritage Valley Transit Plan

Commissioner Fernandez made a motion to adopt the Heritage Valley Transit Plan and initiate activities to work with the Cities of Fillmore, Santa Paula, and the County of Ventura to implement the plan. The motion was seconded by Commissioner Long and passed unanimously.

14. CAMULOS RANCH LEASE Continued to June meeting

Authorize the Executive Director to renegotiate and/or cancel Lease Number 90176 Rubel/Camulos Ranch

15. SANTA PAULA BRANCH LINE OVERVIEW

Public Comments

Harold Ross

The rail line in Santa Paula is a wonderful asset. It provides commerce and jobs. This is an opportunity to preserve history.

Mike Bennett

Owns a business that employs 120 Ventura County residents. He depends on Fillmore & Western to handle his freight.

Roger Campbell

Sat on the original committee in the 90's. The committee looked at a long term vision with the goal of saving the asset for the future. Abandoning the line would mean losing a huge opportunity for the future. He asked the board to consider taking the top 3 scenarios presented and combining them into 1 solution.

Kathleen McCreary/Cindy Jackson

Only valuable scenario is #1 to restore economic vitality to Heritage Valley. Businesses and Museums count on the rail line.

Dale Bolms

Ventura County resident since 1986 and associated with Fillmore and Western for 17 years. As a Part time manager he worked all trains. We are educators of young people. Please think out of the box.

Martha Gentry President/ED F&W Historical Society

Spoke in favor of continuing operations of the Fillmore and Western Railway. Fillmore and Santa Paula and Tourism will be immediately impacted. Fillmore was established when the railroad came to town. Please continue support of operations.

Gary Phillips BOD for SCRVS

The historical society was formed in 1993 for the purpose of preserving and restoring the corridor. Please keep the long term vision of preserving the line

Ken Ruggles Spears Mfg Co.

His company is currently in escrow for a manufacturing facility in Santa Paula which will employ 60 employees to start and eventually up to 200. Escrow is now on hold because the company can't operate without rail. Please make a commitment to restore the future.

Commissioner Fernandez made a motion to

- *Receive Santa Paula Branch Line overview report.*
- *Receive report from Egan Consulting on Santa Paula Branch Line management, operations, agreements and strategies.*
- *Approve recommendation from Santa Paula Branch Line Advisory Committee (SPBLAC), to reaffirm the long term support for the Santa Paula Branch Line with the goal of making the Santa Paula Branch Line cost neutral and to bring a range of asset management alternatives to the Commission including the discontinuation of rail operations.*
- *Direct staff to identify the real cost and value of the Santa Paula Branch Line*

The motion was seconded by Commissioner Long and passed by the following roll call vote:

Yes: Commissioners McDonald, MacDonald, Fernandez, Long, Zaragoza, Bennett, Clapp, Morehouse, Minjares, Sharkey, Bill de la Peña, Parks, Sojka

No: None

Abstain: None

Absent: Commissioners White, Foy, Humphrey, Millhouse

16. VCTC GENERAL COUNSEL'S REPORT

17. AGENCY REPORTS

Kristen Decas, Executive Director, Oxnard Harbor District, thanked VCTC support on issues regarding the Port and Customs. VCTC's letter helped the port avoid shutting down for sequestration.

18. VCTC CLOSED SESSION – 3 Items

i. Conference with Legal Counsel – Existing Litigation

(Subdivision (a) of Section 54956.9)

Beserra, et al. v Griffin Industries Inc., et al.

Superior Court Case No. 56-2010-00373718-CU-OE-VTA

Matter of Beserra v VCTC has been settled. Terms include repairing drainage between Beserra and Hearthstone property under the railroad tracks. An easement will be provided over Fish Hatchery Road and below with access to their farm below the railroad tracks. Payment of \$750,000 will be made within 20 days of agreement finality.

ii. Conference with Real Property Negotiators (Gov Code Sec. 54956.8)

Property: Santa Paula Branch Line

Agency Negotiator(s): Darren Kettle, (any other names authorized)

Negotiating Parties: VCTC and lessee to be determined

Under Negotiation: Price and terms of payment

Nothing to report

iii. Pursuant to Government Code section 54957(b)(1) public employment: General Counsel

Nothing to report

19. ADJOURN



Item # 9A

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for April 2013

BACKGROUND:

The monthly budget report is presented in a comprehensive agency-wide format with the investment report presented at the end. The Annual Budget numbers are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director.

The April 30, 2013 budget reports indicate that revenues were approximately 71.07% of the adopted budget while expenditures were approximately 66.28% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF APRIL 30, 2013**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 2,214,756
Cash and Investments - County Treasury	20,512,941
Petty Cash	50
Receivables/Due from other funds	2,553,689
Prepaid Expenditures	803,219
Deposits	<u>11,981</u>

Total Assets: **\$26,096,636**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,184,915
Deferred Revenue	1,188,002
Deposits	<u>400</u>

Total Liabilities: **\$ 2,373,317**

Net Assets:

Fund Balance	<u>\$23,723,319</u>
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Total Liabilities and Fund Balance: **\$26,096,636**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE TEN MONTHS ENDING APRIL 30, 2013**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
	\$	\$	\$	\$	\$	\$		
Federal Revenues	5,348,229	0	0	0	5,348,229	14,456,644	(9,108,415)	36.99
State Revenues	286,632	23,824,327	3,736,962	484,120	28,332,041	34,496,169	(6,164,128)	82.13
Local Revenues	4,445,261	0	0	12,180	4,457,441	4,653,002	(195,561)	95.80
Other Revenues	3,961	0	0	0	3,961	1,600	2,361	247.56
Interest	320	20,519	29,784	7,638	58,261	140,000	(81,739)	41.62
Total Revenues	10,084,403	23,844,846	3,766,746	503,938	38,199,933	53,747,415	(15,547,482)	71.07
Expenditures								
Administration								
Personnel Expenditures	1,858,892	0	0	0	1,858,892	2,474,719	(615,827)	75.12
Legal Services	14,325	0	0	0	14,325	35,000	(20,675)	40.93
Professional Services	73,362	0	0	0	73,362	98,200	(24,838)	74.71
Office Leases	97,770	0	0	0	97,770	137,865	(40,095)	70.92
Office Expenditures	249,332	0	0	0	249,332	242,960	(45,393)	84.60
Total Administration	2,293,681	0	0	0	2,293,681	2,988,744	(746,828)	75.44
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	75,808	0	0	0	75,808	259,655	(183,847)	29.20
Go Ventura Smartcard	170,873	0	0	0	170,873	265,700	(94,827)	64.31
VISTA Fixed Route Bus Service	5,176,626	0	0	0	5,176,626	5,737,930	(561,304)	90.22
VISTA DAR Bus Services	2,114,687	0	0	0	2,114,687	2,570,754	(456,067)	82.26
Nextbus	87,725	0	0	0	87,725	172,400	(84,675)	50.88
Trapeze	17,059	0	0	0	17,059	30,900	(13,841)	55.21
Transit Grant Administration	463,039	0	0	0	463,039	7,113,455	(6,650,416)	6.51
Total Transit & Transportation	8,105,817	0	0	0	8,105,817	16,150,794	(8,044,977)	50.19

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	8,550	0	0	0	8,550	30,000	(21,450)	28.50
Motorist Aid Call Box System	0	0	0	234,315	234,315	434,000	(199,685)	53.99
SpeedInfo Highway Speed Sensor	0	0	0	105,800	105,800	144,000	(38,200)	73.47
Total Highway	8,550	0	0	340,115	348,665	608,000	(259,335)	57.35
Rail Program								
Metrolink & Commuter Rail	1,719,745	0	0	0	1,719,745	2,776,372	(1,056,627)	61.94
LOSSAN & Coastal Rail	9,024	0	0	0	9,024	16,500	(7,476)	54.69
Santa Paula Branch Line	437,822	0	0	0	437,822	601,900	(164,078)	72.74
Total Rail	2,166,591	0	0	0	2,166,591	3,394,772	(1,228,181)	63.82
Commuter Assistance Program								
Transit Information Center	21,603	0	0	0	21,603	38,600	(16,997)	55.97
Rideshare Programs	6,559	0	0	0	6,559	53,500	(46,941)	12.26
Total Commuter Assistance	28,162	0	0	0	28,162	92,100	(63,938)	30.58
Planning & Programming								
Transportation Development Act	195,363	21,940,490	0	0	22,135,853	27,822,897	(5,687,044)	79.56
Transportation Improvement Program	442,099	0	0	0	442,099	1,323,975	(881,876)	33.39
Regional Transportation Planning	10,833	0	0	0	10,833	318,500	(307,667)	3.40
Airport Land Use Commission	33,391	0	0	0	33,391	230,100	(196,709)	14.51
Regional Transit Planning	15,612	0	0	0	15,612	119,150	(103,538)	13.10
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	697,298	21,940,490	0	0	22,637,788	29,827,122	(7,189,334)	75.90
General Government								
Community Outreach & Marketing	212,985	0	0	0	212,985	554,500	(341,515)	38.41
State & Federal Relations	53,928	0	0	0	53,928	71,770	(17,842)	75.14
Management & Administration	25,847	0	0	0	25,847	435,417	(409,570)	5.94
Total General Government	292,760	0	0	0	292,760	1,061,687	(768,927)	27.57
Total Expenditures	13,592,859	21,940,490	0	340,115	35,873,464	54,123,219	(18,301,520)	66.22

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(3,508,456)	1,904,356	3,766,746	163,823	2,326,469	(375,804)	2,702,273
Other Financing Sources							
Transfers Into GF from LTF	1,651,131	0	0	0	1,651,131	1,657,631	(6,500)
Transfers Into GF from STA	1,866,443	0	0	0	1,866,443	3,095,020	(1,228,577)
Transfers Into GF from SAFE	41,170	0	0	0	41,170	61,800	(20,630)
Transfers Out of LTF into GF	0	(1,651,131)	0	0	(1,651,131)	(1,651,131)	0
Transfers Out of STA into GF	0	0	(1,866,443)	0	(1,866,443)	(3,101,245)	1,234,802
Transfers Out of SAFE into GF	0	0	0	(41,170)	(41,170)	(62,075)	20,905
Total Other Financing Sources	3,558,744	(1,651,131)	(1,866,443)	(41,170)	0	0	0
Net Change in Fund Balances	50,288	253,225	1,900,303	122,653	2,326,469	(427,569)	2,754,038
Beginning Fund Balance	1,587,577	5,442,517	11,137,704	3,229,052	21,396,850	14,617,258	6,779,592
Ending Fund Balance	\$1,637,865	\$5,695,742	\$13,038,007	\$3,351,705	\$23,723,319	\$14,189,689	\$9,533,630

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF APRIL 30, 2013**

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, diversification, return on investment, prudence and public trust with the foremost objective being safety. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and applicable bond documents.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$543.84	0.02%	\$2,214,755.95
County of Ventura	Treasury Pool	N/A	\$57,860.85	0.52%	\$20,483,236.43
Total			\$58,404.69		\$22,697,992.38

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission's checking accounts for the General Fund are swept daily into a money market account. The interest earnings are deposited the following day. The first \$250,000 of the combined deposit balance is federally insured and the remaining balance is collateralized by Wells Fargo Bank.

The Commission's Local Transportation Funds (LTF), State Transit Assistance (STA) funds and SAFE funds are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. Amounts shown are not adjusted for fair market valuations.

For Management Reporting Purposes Only



Item #9B

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: JAMES HINKAMP, PROGRAM ANALYST
SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

This report provides a monthly update of regional passenger rail activities. The information in this update focuses on regional commuter rail (Metrolink), intercity rail (Amtrak), and other rail-related issues pertinent to Ventura County.

DISCUSSION:

Metrolink

Ridership & On-Time Performance

During the month of April, the Ventura County Line averaged 3,980 total passenger trips per weekday. This is a 0.4% increase from the previous month of March 2013 and a 1% increase year-over-year, from April 2012. Detailed statistics are also attached.

On-time performance (which denotes trains arriving within five minutes of scheduled time) for the Ventura County Line averaged 96% for inbound trips and 94% for outbound trips in April.

TAP Program

As reported at the April Commission meeting, the Los Angeles County Metropolitan Transportation Authority (L.A. Metro) will begin permanently latching turnstiles at Metro Rail stations throughout Los Angeles County. The first turnstile latching will occur at L.A. Union Station on June 19th and turnstiles at other stations within the L.A. Metro Rail system will be latched progressively throughout the summer. Passengers wishing to ride L.A. Metro Rail will be required to have a Transit Access Pass (TAP) card that can be tapped at the turnstiles. TAP cards are available for purchase from station Ticket Vending Machines (TVMS). The Metrolink TAP Working Group and Marketing staff have also developed an online video that orients passengers to changes resulting from permanent gate latching. The video may be viewed on the Metrolink Matters YouTube channel at the following link:

<http://www.youtube.com/metrolinkmatters>.

Proposed Fare Changes

At its regular May meeting, the Metrolink Board of Directors approved a proposed 5% fare increase, subject to public review. The proposed fare increase is projected to garner approximately \$4 million in additional revenue during the next fiscal year. This proposal also includes changing the current Weekend Pass, which is valid for both Saturday and Sunday, to a Weekend Day Pass, which will be valid only on individual days during the weekend. Additionally, this proposal includes adding fares for personal care attendants (PCAs), who currently ride free.

A public workshop regarding the proposed fare increase occurred in Oxnard, on June 3, 2013. In advance of this meeting, public notices have been featured prominently on the Metrolink and VCTC websites. Public comments regarding the proposed fare increase also continue to be accepted on the Metrolink website. Review of the proposed fare changes will culminate with a public hearing on the matter at the next Metrolink Board meeting on Friday, June 14, 2013.

Marketing

From October 2012-January 2013 (excluding December due to holiday mail volume), Metrolink produced a three-month pilot direct-mail campaign intended to promote ridership on the Ventura County Line. 120,000 packets, called "Valpaks", were mailed to County residents located within station catchment areas and contained rail coupons and offers, including one free trial ride per household. Residents that received Valpaks could then redeem them by contacting the Metrolink Call Center or by logging onto a Metrolink webpage unique to this campaign and entering a code received in the Valpak. The free trial ride tickets were redeemable within 60 days of receipt.

In March 2013, it was reported that 704 Valpaks had been redeemed during this marketing campaign. That redemption volume has been revised downward by Metrolink due to discovery of duplicate entries. In total, 637 Valpaks were redeemed (605 English/32 Spanish) for an overall redemption rate of 0.5%. Of the 637 County residents that redeemed Valpaks, 31 participated in a follow-up survey for a survey response rate of 4.7%.

Given the low redemption rate and subsequent, low survey response rate, the results of the Valpak campaign have been determined to be statistically insignificant for further County marketing and ridership analyses. VCTC staff will engage Metrolink to seek alternative strategies for future marketing campaigns.

LOSSAN JPA

Governance

At the May 2013 meeting, the Commission approved the Los Angeles-San Diego-San Luis Obispo (LOSSAN) Joint Powers Authority (JPA) agreement to transfer State operation of the Pacific Surfliner intercity train operations to LOSSAN. Fellow JPA member agencies' decisions to approve this amendment will continue throughout June 2013 with LOSSAN Board approval anticipated on July 17, 2013.

In April, the LOSSAN Board of Directors also approved release of a Request for Proposal for Managing Agency. The Managing Agency would assume administrative responsibility for the LOSSAN JPA in late 2013. Interested agencies will be introduced at the June 19th LOSSAN Board meeting and a subsequent committee review of qualified proposals will occur with final approval tentatively slated to occur at the August 23, 2013 Board meeting.

April 2013 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)

APRIL 2013 v. MARCH 2013 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
13-Mar	3,964	43,066	224
13-Apr	3,980	42,954	230
<i>Variance</i>	<i>0.4%</i>	<i>-0.3%</i>	<i>3%</i>

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)

APRIL 2013 v. APRIL 2012 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
12-Apr	3,944	43,599	204
13-Apr	3,980	42,954	230
<i>Variance</i>	<i>1%</i>	<i>-2%</i>	<i>13%</i>

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Item #9C

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: SENATE BILL (SB) 203 UNFUNDED LOCAL MANDATE RESOLUTION

RECOMMENDATION:

- Approve attached resolution waiving reimbursement for Commission costs associated with SB 203.

BACKGROUND:

At the April, 2013 meeting, the Commission accepted sponsorship of SB 203, authored by Senator Fran Pavley (D-Thousand Oaks), to address the provisions of SB 716 regarding the distribution of Local Transportation Funds (LTF) in Ventura County. This bill implements VCTC's recommendation that jurisdictions with a population of under 100,000 be allowed to use LTF for local streets and roads, provided that all reasonable-to-meet transit needs are met as determined through the unmet needs process. A recent amendment requires VCTC to submit to the Legislature an annual report on the status of transit in Ventura County, for a 5-year period beginning in 2014.

Article XXXIIB of the California Constitution requires that new laws containing local mandates provide for reimbursement of those mandates, subject to certain specified exceptions. One possible exception is for mandates due to legislative authority requested by the local agency. The amended SB 203 provides that the state is not required to reimburse VCTC, since VCTC requested the bill's provisions.

DISCUSSION:

Although SB 203 is currently moving through the Legislature without opposition, final approval of the bill will likely be contingent on VCTC's adoption of the attached resolution, thus fully addressing any concern that the state could incur financial liability. Given that VCTC is the sponsor of SB 203, it is appropriate for VCTC to adopt this resolution.

RESOLUTION NO. 2013-03

**RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION
COMMISSION WAIVING REIMBURSEMENT FOR
SENATE BILL 203 UNFUNDED LOCAL MANDATE**

WHEREAS, the Ventura County Transportation Commission (VCTC) has agreed to sponsor Senate Bill (SB) 203, to address Local Transportation Funds in Ventura County; and

WHEREAS, at the VCTC's request, SB 203 contains a provision that VCTC will submit to the Legislature an annual report on transit service within Ventura County (Report), for 5 years starting September 1, 2014; and

WHEREAS, the California Constitution requires the state to reimburse local agencies for certain costs mandated by the state, under the provisions of Part 7 (commencing with Section 175000) of Division 4 of Title 2 of the Government Code; and

WHEREAS, notwithstanding the provision of the California Constitution, the VCTC expects no state reimbursement for the cost of the Report since SB 203 was introduced at the behest of VCTC.

**NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION RESOLVES AS
FOLLOWS:**

The VCTC hereby waives reimbursement of all costs of preparing and submitting the Report required under SB 203, on grounds that the Report is an integral part of a legislative action requested by VCTC.

PASSED AND ADOPTED by the Ventura County Transportation Commission at its regular meeting this 7th day of June, 2013.

ATTEST:

Steve Sojka, Chair

Donna Cole, Clerk

APPROVED AS TO FORM:

Mitchel B. Kahn, General Counsel



Item # 9D

June 7, 2013

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR
SUBJECT: CASE SYSTEMS INCOPORATED CONTRACT EXTENSION

RECOMMENDATION:

- Approve a two year contract extension option with Case Systems Incorporated increasing the not to exceed month fee by \$1,695 per month to \$19,775 per month.

DISCUSSION:

In November of 2010, through a competitive bid process, Case Systems Incorporated was selected and engaged to perform preventative and corrective maintenance on the 565 highway call boxes located throughout Ventura County. The current Agreement between the Ventura County Service Authority for Freeway Emergencies (SAFE) and Case Systems Incorporated is effective through June 30, 2013 but contains the option for a two year extension through June 30, 2015.

The November 2010 Agreement Case Systems Incorporated's fixed monthly fee was set at not to exceed \$18,080 per month and eligible to receive annual Consumer Price Index (CPI) adjustments, although CPI adjustments were never requested. The proposed contract extension would raise the not to exceed monthly rate to \$19,775, an increase of \$1,695 per month and was anticipated in the Fiscal Year 2013/2014 Budget. The increase in the monthly fee is necessitated by the March 2012 determination by the Department of Industrial Relations (DIR), that repair and maintenance of emergency call boxes is a public works project subject to prevailing wage, raising the wages that Case Systems incorporated must pay.

Although call box usage has declined over the years with the proliferation of personal cellular phones, call box usage for motorist aid continues to average approximately 300 calls per month. The majority of calls occur along the U.S. 101 corridor but all roadways with call boxes generate calls for motorist aid.

Staff is recommending the Commission approve a two year contract extension option, as shown in Attachment A to this item, with Case Systems Incorporated as proposed in the November 2010 Agreement. The monthly not to exceed fee would be increased by \$1,695 per month to a total not to exceed of \$19,775 per month. SAFE activities are funded through a one dollar fee on vehicle registration within Ventura County.

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(Attachment A)
AMENDMENT NO. 1 TO
AGREEMENT BETWEEN VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY
EMERGENCIES (SAFE)
AND CASE SYSTEMS INCORPORATED
FOR MAINTENANCE AND REPAIR OF MOTORIST AID CALL BOXES.

THIS AMENDMENT NO. 1 to the Agreement dated November 4, 2010, entered into between **Ventura County Service Authority for Freeway Emergencies** (hereinafter referred to as SAFE) and **Case Systems incorporated** (hereinafter referred to as CONTRACTOR) to exercise a two-year extension for services provided by the CONTRACTOR.

WHEREAS, the CONTRACTOR has had a prevailing wage determination by the Department of Industrial Relations (DIR); and,

WHEREAS, it is the intention of SAFE to exercise a two-year extension option for maintenance and repair of motorist aid call boxes with the CONTRACTOR, beginning July 1, 2013 and ending June 30, 2015;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Exercise of Option:** SAFE hereby exercises the option to extend the November 4, 2010 Agreement ("Agreement") with the CONTRACTOR. CONTRACTOR hereby agrees to carry out the work described in connection with the Agreement on the same terms and conditions except to the extent modified herein. The CONTRACTOR warrants that it has the qualifications, experience and facilities to continue said services and agrees to undertake and complete the performance for the professional services.
2. **Duration of Agreement:** The term of the Agreement is extended to and including June 30, 2015.
3. **Compensation:** Section 3.1 of the Agreement is amended to read as follows: SAFE shall pay CONTRACTOR based on an annual flat fee per call box for preventative and corrective maintenance of call boxes including knockdowns and repairs which shall not exceed \$19,775 per month for the first year of this Amendment No. 1. These rates set forth in Exhibit 1 hereto shall be subject to annual Consumer Price Index (CPI) adjustments each April 1st and are acknowledged to include CONTRACTOR's direct labor costs, indirect costs and profit.
4. **Amendment:** Except as hereby amended, the Agreement as earlier amended and extended remains in full force and effect.

5. **Signatures:** IN WITNESS WHEREOF, the parties hereto have caused this amended Agreement to be executed by their duly authorized representatives. Each party represents to the other party that this amended Agreement has been executed by a duly authorized agent of the party so representing.

Dated: _____

“SAFE”: SERVICE AUTHORITY FOR FREEWAY
EMERGENCIES

By _____
STEVE SOJKA, Chairperson

Dated: _____

“CONTRACTOR”:

CASE SYSTEMS INCORPORATED

By _____

ATTEST:

By _____

Donna Cole,
Clerk of the Ventura County Transportation Commission

APPROVED AS TO FORM:

Mitchel B. Kahn, General Counsel
Ventura County Transportation Commission

Exhibit 1: Monthly flat rate not exceed: \$19,775



Item # 9E

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARY TRAVIS, ANALYST II
AND RAIL PROGRAMS**

**SUBJECT: ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR
(FY) 2013/2014 ARTICLE 3 BICYCLE/PEDESTRIAN FUNDS**

RECOMMENDATION:

- Approve the attached list of allocations for FY 2013/2014 Transportation Development Act (TDA) Article 3 bicycle/pedestrian funds.

DISCUSSION:

Each year, under Article 3 of the State regulations governing the TDA, two percent of the TDA funds estimated to be available in Ventura County are taken "off the top" of the apportionment and set aside to be claimed for bicycle and pedestrian projects. This Article 3 money is discretionary funding allocated by VCTC according to policies and procedures established by the Commission. We currently estimate there will be a total of \$601,040 available for this purpose in FY 2013/2014.

The Commission has designated the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) as the committee responsible for reviewing the projects submitted by the cities/County for the available funds. In reviewing the submittals, the CTAC/SSTAC uses the schedule and evaluation criteria which were approved by the Commission at its December 7, 2012 meeting.

All cities (except Santa Paula) and the County applied for funds. After hearing presentations from the applicants and discussing the proposals at their March and April, 2013 meetings, the CTAC/SSTAC at their May 14, 2013 meeting recommended that all applicants be fully funded except San Buenaventura, who will receive partial funding. CTAC/SSTAC also recommended that about 10% of Article 3 funds available be allocated to the cities and County to augment their existing funds for Class I bike trail maintenance; please see Attachment #1 for details.

Attachment # 1

**FY 2013/2014 TDA ARTICLE 3 BICYCLE/PEDESTRIAN FUND
RECOMMENDED PROJECT FUNDING
(Note: City of Santa Paula did not apply for funds)**

AGENCY	ARTICLE 3 APPROVAL	PROJECT NAME	OTHER FUNDS	TOTAL FUNDS
Camarillo	\$75,000	Calleguas Creek Bike Trail extension	\$75,000	\$ 150,000
Fillmore	30,000	City Hall pedestrian/ADA sidewalk access	30,000	60,000
Moorpark	30,000	Arroyo Drive Bicycle and Pedestrian Connectivity Study	-0-	30,000
Ojai	40,000	Ojai Valley Bike Trail street crossing safety improvements	10,000	50,000
Oxnard	75,000	Cloyne Street bicycle path and safety improvements	100,000	175,000
Pt. Hueneme	50,000	Ventura Road Bikeway upgrade to Class I standards	50,000	100,000
San Buenaventura	10,940 (Partial alloc.)	Downtown Ventura disabled access improvements	240,000	250,940
Simi Valley	75,000	Los Angeles Avenue bike lane and sidewalk	75,000	150,000
Thousand Oaks	55,000	Los Feliz Drive sidewalk	505,000	560,000
County	100,000	El Rio (Alvarado and Collins streets) pedestrian improvements	110,000	210,000
SUB TOTAL		\$ 540,940	\$ 1,195,000	\$1,735,940
Class I Bike Trail Maintenance*		60,100		
TOTAL		\$ 601,040		

**By Commission policy, about 10% of the available Article 3 funds each year are allocated to all the cities and the County to augment their existing funds for separate, Class I bike trail maintenance. The allocations are based on the city/County proportional share of the available money as divided by the linear feet of trail maintained.*



Item # 9F

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, ANALYST II

**SUBJECT: RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR (FY) 2013/2014
TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION
FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS**

RECOMMENDATION:

- Approve the attached Resolution #2013-06 authorizing VCTC's claim for FY 2013/2014 Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds for transit, planning and administrative expenditures.

DISCUSSION:

The State Transportation Development Act (TDA) authorizes designated Transportation Planning Agencies (TPA's) such as the VCTC to claim money from the LTF and STA accounts for a variety of specified purposes. These include VCTC planning and administrative expenditures as well as funding for transit projects including Metrolink operations and other related expenditures.

In accordance with State regulations, the attached resolution authorizes staff to claim LTF Article 3 for Metrolink operations; the LTF authorized amounts for planning and administration; and, the STA money for transit purposes as detailed in the Commission's FY 2013/2014 budget.

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RESOLUTION # 2013-06

RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS AND STATE TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2013/2014

WHEREAS, the Transportation Development Act (TDA) as amended (Public Utilities Section 99200 et seq) provides for the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) fund for use by eligible claimants for transportation purposes; and,

WHEREAS, pursuant to the provisions of the TDA as amended and pursuant to the applicable rules and regulations hereunder (California Code of Regulations, Title 21, Section 6600 et seq.) a prospective claimant wishing to receive an allocation from the LTF and STA funds shall file an authorizing resolution with its claim(s) with designated Transportation Planning Agency, the Ventura County Transportation Commission; and,

WHEREAS, the Ventura County Transportation Commission is the claimant of LTF and STA funds for Metrolink commuter rail as well as other rail, transit, planning and administrative projects in Ventura County.

**NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY
RESOLVE AS FOLLOWS:**

SECTION 1. The Executive Director is authorized to execute and file the appropriate claim pursuant to applicable rules and regulations, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of LTF and STA funds in FY 2013/2014.

SECTION 2. The authorized claim shall include LTF Article 3 funds and all necessary STA funds for FY 2013/2014 expenditures for Metrolink commuter rail costs, other related local rail and transit costs and Santa Paula Branch Rail Line expenditures.

SECTION 3. The authorized claim shall include the designated amounts for VCTC planning and administrative purposes.

SECTION 4. The Ventura County Transportation Commission finds all of the following pursuant to the California Code of Regulations, Title 21, Section 6754:

- the proposed expenditures are in conformity with the Regional Transportation Plan;
- the level of passenger fares and charges is sufficient to enable the operator (where applicable) to meet the fare revenue requirements;
- the claimant is making full use of federal funds available under Title 49, Chapter 523 of the United States Code;
- the proposed allocations from STA and LTF do not exceed the amount the claimant is eligible to receive during the fiscal year;
- priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance public transportation services, and to meet high priority regional, Countywide, or area-wide public transportation needs;

- the operation(s) where applicable is/are in compliance with the eligibility requirements of Public Utilities Code Section 99314.6;
- the operator(s) where applicable has/have made a reasonable effort to implement any recommended operator productivity improvements;
- the operator(s) where applicable is/are not precluded from employing part-time workers

PASSED AND ADOPTED on this 7th day of June, 2013 by action of VCTC.

STEVEN T. SOJKA, CHAIR

APPROVED AS TO FORM:

MITCHEL KAHN, GENERAL COUNSEL

ATTEST:

Donna Cole, Clerk of the Board



Item #9G

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
**SUBJECT: TRANSPORTATION DEVELOPMENT ACT,
LOCAL TRANSPORTATION FUND,
FINAL APPORTIONMENT FOR FISCAL YEAR 2013/2014**

RECOMMENDATION:

- Adopt the Local Transportation Fund Apportionment for Fiscal Year 2013/2014 apportioning \$31.7 million as shown in Attachment 1.

BACKGROUND:

Each year the Ventura County Transportation Commission (Commission) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

In February, the Fiscal Year 2013/2014 Draft LTF apportionment was presented to the Commission based on the Ventura County Auditor-Controller's projection of \$30.2 million in sales tax receipts. In March, staff received notice from the County Auditor-Controller that they were reviewing their estimate as the March sales tax receipts were lower than projected. In April, the County Auditor-Controller lowered their estimate for Fiscal Year 2013/2014 (see Attachment 2) to \$29.1 million for the current fiscal year and Fiscal Year 2013/2014. The Revised Draft LTF Apportionment was presented to the Commission at the May meeting.

The estimated beginning fund balance for Fiscal Year 2013/2014 is \$5.4 million (\$2.7 million reserve from Fiscal Year 2012/2013, \$2 million estimated additional receipts from the current fiscal year and \$0.7 million from increased receipts from Fiscal Year 2011/2012). After accounting for the Fiscal Year 2013/2014 reserve of \$2.8 million, there is an additional \$2.6 million in LTF funds to be apportioned in Fiscal Year 2013/2014 for a total apportionment of \$31.7 million. It is important to remember that because of the Auditor-Controller's mid-year revised estimate for Fiscal Year 2012/2013 LTF receipts, the apportionment includes a larger than normal beginning fund balance that provides a one-time spike in funds to be apportioned.

For the past seventeen years the Commission has allocated \$400,000 for Metrolink passenger rail service despite LTF receipts increasing \$13.6 million. During this same period the Metrolink budget has grown \$6.7 million as costs have increased and service has expanded. To pay for these increased Metrolink costs, VCTC with the assistance of SCRRRA and LA Metro has traded some of its federal capital money for LA Metro's local funds to cover some of VCTC's operating costs for Metrolink. SCRRRA and LA Metro have notified VCTC that it is becoming increasingly difficult to trade VCTC's federal funds and they may no longer be able to assist VCTC in this manner.

Given the difficulty in converting VCTC's federal funds for operating purposes and the large carry-over balance and growth in LTF receipts, staff believes it is prudent to utilize this opportunity of the increased receipts to begin funding a larger portion of Metrolink passenger rail service with LTF revenues. Staff is recommending using 1/3 of the \$2 million growth or \$666,000 and added this increase to the \$400,000 for a total Article 3 commuter rail apportionment of \$1,066,000. The 1/3 rail and 2/3 transit split is in keeping with the split developed with the Proposition 1B public transit capital funds.

Per the TDA, the Commission apportions the article 4 and 8 funds based on the California Department of Finance population estimates. The Department of Finance issues the updated population estimates for the cities and counties in May of each year. The Fiscal Year 2013/2014 apportionment is based on the January 1, 2013 population estimate of 835,436.

After reserving \$2.8 million, the Fiscal Year 2013/2014 apportionment includes the following allocations:

- \$2,565,190 Article 3 funds for Commission activities:
 - \$1,066,000 for Metrolink passenger rail purposes.
 - \$634,000 for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Improvement Program and Monitoring,
 - \$865,190 placeholder for administration of Commission activities including ADA and Senior projects, Go Ventura Smartcard, Nextbus, Grant Administration, Transit Information Center, TDA Administration, Transportation Improvement Program and Monitoring as well as supporting the Commission's office administration and management.
- \$14,000 Article 3 funds for the County Auditor-Controller's administrative costs.
- \$603,736 Article 3 funds for Bicycle and Pedestrian projects.
- \$28,517,074 (an increase of \$1,541,882 from Fiscal Year 2012/2013) for apportionment to Articles 4 and 8 for Transit and Street and Road projects.

ATTACHMENT 1
VENTURA COUNTY TRANSPORTATION COMMISSION
TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2013/2014

			FINAL FY 2013/2014	FINAL FY 2012/2013	Change vs. FY 2012/2013	Revised Draft FY 2013/2014	Change vs. Draft FY 2013/2014
Estimated Unapportioned Fund Balance			5,400,000	4,800,000	600,000	5,400,000	0
Contingency Reserve			-2,800,000	-2,700,000	-100,000	-2,800,000	0
Estimated Annual LTF Receipts			29,100,000	27,100,000	2,000,000	29,100,000	0
Total Funds Available			31,700,000	29,200,000	2,500,000	31,700,000	0
Auditor's Administrative Costs			14,000	15,000	-1,000	14,000	0
VCTC Administrative Costs			865,190	667,131	198,059	1,000,000	-134,810
VCTC Planning Costs			634,000	584,000	50,000	634,000	0
Subtotal			30,186,810	27,933,869	2,252,941	30,052,000	134,810
Article 3 Bikeway/Pedestrian Fund			603,736	558,677	45,059	601,040	2,696
Subtotal			29,583,074	27,375,192	2,207,882	29,450,960	132,114
Article 3 Commuter Rail			1,066,000	400,000	666,000	1,066,000	0
Total to be Apportioned			28,517,074	26,975,192	1,541,882	28,384,960	132,114

Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2013/2014	FINAL FY 2012/2013	Change vs. FY 2012/2013	Revised Draft FY 2013/2014	Change vs. Draft FY 2013/2014
Camarillo	66,428	7.95%	2,267,477	2,150,547	116,930	2,256,973	10,504
Fillmore	15,175	1.82%	517,989	490,461	27,528	515,589	2,400
Moorpark	34,904	4.18%	1,191,426	1,127,817	63,609	1,185,906	5,520
Ojai	7,548	0.90%	257,646	244,016	13,630	256,453	1,193
Oxnard	200,855	24.04%	6,856,057	6,489,500	366,557	6,824,294	31,763
Port Hueneme	22,024	2.64%	751,775	702,157	49,618	748,292	3,483
San Buenaventura	108,294	12.96%	3,696,546	3,470,501	226,045	3,679,421	17,125
Santa Paula	29,953	3.59%	1,022,427	967,709	54,718	1,017,690	4,737
Simi Valley	125,558	15.03%	4,285,842	4,058,310	227,532	4,265,987	19,855
Thousand Oaks	128,143	15.34%	4,374,079	4,146,202	227,877	4,353,815	20,264
Ventura County - Unincorporated	96,554	11.56%	3,295,810	3,127,972	167,838	3,280,540	15,270
Total	835,436	100.00%	28,517,074	26,975,192	1,541,882	28,384,960	132,114

ATTACHMENT 2

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



ASSISTANT
AUDITOR-CONTROLLER
JEFFERY S. BURGH

CHIEF DEPUTIES
SANDRA BICKFORD
BARBARA BEATTY
JOANNE McDONALD
VALERIE BARRAZA

April 19, 2013

Mr. Darren Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive
Ventura, CA 93003

SUBJECT: LOCAL TRANSPORTATION FUND FY13 AND FY14 REVISED ESTIMATES

Dear Mr. Kettle:

We are providing a revised estimate for the Local Transportation Fund (LTF) due to current available information, and year-to-date allocations being less than originally projected. The Auditor-Controller's revised conservative estimate of the LTF revenues for **FY 2013-14 is \$29.1 million**. Based on revised FY14 projected growth of 2.80%, the estimate could be as high as \$29.9 million. As previously noted, projections continue to be very uncertain given the current economic climate. We will continue to review this revised projection as additional information becomes available and will issue another revised forecast if necessary.

On January 10, 2013, for **FY 2012-13**, we projected revenues of \$30.2 million. This estimate is currently **revised to \$29.1 million**. In addition, we now estimate that approximately \$38,618 in interest will be earned by the fund during fiscal year 2012-13 and be available for allocation in the subsequent fiscal year. Any changes in the timing of allocations will affect the estimated interest amount.

Based on revised revenue estimates of \$29.1 million, budgeted allocations of \$29.2 million and interest of \$38,618 **we project a LTF fund balance** at June 30, 2013 of approximately **\$5,414,000** (see Attachment I).

We will continue to monitor growth trends and will notify you in the event of a significant change in projected revenues.

If you have any questions, please contact Joanne McDonald at (805) 654-3191.

Sincerely,

A blue ink signature of Jeffery S. Burgh, written in a cursive style.

JEFFERY S. BURGH
Assistant Auditor-Controller

Enclosures



Item #9H

June 7, 2013

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: HERITAGE VALLEY DIAL-A-RIDE FY 2013/14 COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT

RECOMMENDATION

- Adopt local cost formula for FY 2013/2014 VISTA Fillmore and Santa Paula DAR services.
- Approve the FY 2013/2014 Fillmore and Santa Paula Cooperative Agreement.

COST AND COST DISTRIBUTION FORMULA FOR 2013-14

Each year the VISTA Committees determine formulas to allocate local costs associated with their respective VISTA services. For the current fiscal year (FY 12/13) the local cost formulas for VISTA Fillmore and Santa Paula Dial-A-Rides are based on a 1/3, 1/3, 1/3 split between the County, City of Fillmore and City of Santa Paula.

The following tables list cost distribution percentages for the current year and recommended distributions for FY 2013/14:

SANTA PAULA AND FILLMORE DIAL A RIDES COST DISTRIBUTION

Agency	FY 12/13 Adopted Formula	FY 13/14 Recommended Formula
Fillmore	33.33%	33.33%
Santa Paula	33.33%	33.33%
County	33.33%	33.33%
Total	100.00%	100.00%

Total cost for the Santa Paula and Fillmore Dial-A-Rides will increase by about 3.91% for Santa Paula and 3.85% for Fillmore. The increase in both Santa Paula and Fillmore Dial-A-Ride is due to the 3% yearly contract increase and fuel cost adjustments. Fare revenue has increased as a result of a fare increase implemented two years ago and a steady increase in ridership.

VISTA SANTA PAULA DAR SERVICE COST

	FY 12/13	FY 13/14	% Change
Capital Cost	\$735,900	\$764,690	3.91%
Operating Cost	\$555,400	\$577,080	3.90%
Total Contract Cost	\$1,291,300	\$1,341,770	3.91%
Federal 80% of Capital	\$588,720	\$611,750	3.91%
Fare Revenue	\$80,370	\$83,280	3.62%
Net Local Cost	\$622,210	\$646,740	3.94%

FILLMORE DAR SERVICE COST

	FY 12/13	FY 13/14	% Change
Capital cost	\$691,500	\$718,160	3.85%
Operating Cost	\$521,800	\$541,880	3.85%
Total Contract Cost	\$1,213,300	\$1,260,040	3.85%
Federal 80% of Capital	\$553,200	\$574,530	3.85%
Fare Revenue	\$87,701	\$90,220	2.87%
Net Local Cost	\$572,399	\$595,290	4.00%

PROPOSED COOPERATIVE AGREEMENT

Continuing VCTC practice from last year, staff is proposing a brief amendment to extend the 2001-2002 agreement for an additional year to cover service during 2013-14. It is anticipated that some changes will occur for FY 2014-15 with the development of the Heritage Valley transit system.

After Commission action, the agreements will be transmitted to the appropriate agencies for concurrence.

**AMENDMENT (FY 2013/14)
TO COOPERATIVE AGREEMENT
FY 2001/02
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY (VISTA)
VISTA FILLMORE, SANTA PAULA DIAL-A-RIDES**

This Amendment (2013-14) to the Cooperative Agreement FY 2001/02 for VISTA Fillmore, Santa Paula Dial-a-Rides ("Amendment") is made and entered into by and among the CITY OF FILLMORE (Fillmore), the CITY OF SANTA PAULA (Santa Paula), the COUNTY OF VENTURA (County) and the VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC). Fillmore, Santa Paula and the County are collectively referred to herein from time to time as the "AGENCIES."

This Amendment continues the Fillmore and Santa Paula Dial-A-Ride services under the terms and conditions of the Cooperative Agreement, FY 2001/02, Ventura Intercity Service Transit Authority VISTA Fillmore, Santa Paula Dial-a-Rides ("Cooperative Agreement"), except to the extent amended hereby, for FY 2013-14.

The Cooperative Agreement is hereby amended as follows:

A. Section 3: Funding

For FY 2013-14, the required local match shall be paid by the AGENCIES based on funding shares per jurisdiction as follows:

	<u>Percent</u>	<u>Approximate Net Share*</u>
Fillmore	33 % of DAR's,	\$ 416,894.00
Santa Paula	33 % of DAR's	\$ 416,894.00
County	33 % of DAR's	\$ 416.894.00

B. Section 7: Meetings

Meetings of the AGENCIES and VCTC shall be held in accordance with the "Brown Act" at least once each fiscal year, and shall be held in conjunction with VCTC Board meetings. All decisions on service shall be made jointly by the AGENCIES participating in the local funding of this route, with each of the AGENCIES having one vote and majority vote ruling. The VCTC member of each of the participating AGENCIES shall be designated as a voting member.

C. (Revised) Attachment "A"- Service Description- **is attached and incorporated herein by this reference.**

D. (Revised) Attachment "B"- Performance Reporting- **is attached and incorporated herein by this reference.**

Except as amended hereby, the terms and conditions set forth in the Cooperative Agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this Agreement on the dates stated below.

CITY OF FILLMORE

APPROVED AS TO FORM

By _____
Date

City Attorney Date

CITY OF SANTA PAULA

APPROVED AS TO FORM

By _____
Date

City Attorney Date

COUNTY OF VENTURA

APPROVED AS TO FORM

By _____
Date

County Counsel Date

VENTURA COUNTY TRANSPORTATION
COMMISSION

APPROVED AS TO FORM

By _____
Date

General Counsel Date

APPROVED AS TO CONTENT

Executive Director Date

Attachment A

SERVICE DESCRIPTION

The following is a general description of the VISTA Fillmore and Santa Paula DAR's, and may be revised and/or adjusted during the fiscal year by agreement of the AGENCIES.

Fillmore/Piru Area and Santa Paula Dial-a-Ride Services

General public dial-a-ride service operates from a dispatch center located in the City of Fillmore for (1) Fillmore and the nearby unincorporated communities, such as Piru, Bardsdale and the Rancho Sespe Housing Development, and (2) Santa Paula and surrounding unincorporated areas. Service for the Fillmore DAR is provided weekdays between the hours of 6:00 AM and 8:00 PM on demand (within 60 minutes of the call being received) and Saturdays and Sundays between 7:00 AM and 6:00 PM. Service for the Santa Paula DAR will operate weekdays between 6:00 AM and 7:30 PM and Saturdays and Sundays between 8:00 AM and 5:30 PM. Trip reservations can be made up to a week in advance.

The general service boundaries for the DAR services, which may be adjusted from time to time by COMMISSION, are as follows: Fillmore DAR service will include the Fillmore City limits, Old Telegraph Road/Grand Avenue on the west; Grand Avenue/Bridge Street on the north; the communities of Piru and Rancho Sespe Housing Development to the east; and the community of Bardsdale on the south. The general service boundaries for the Santa Paula Commuter Bus and Santa Paula DAR service are the Santa Paula City limits and adjacent unincorporated areas and including the Mupu and Briggs Schools to the west.

The Fillmore DAR will be routed by the Fillmore Senior Center (Community Building) to meet the intercity, fixed route express bus service. The Santa Paula DAR will be routed by the Santa Paula City Hall and K-Mart each for transfer coordination to the intercity, fixed route express bus service. Reservations are not required for transfers from the fixed route to the DAR's at the Fillmore Senior Center, Santa Paula City Hall and Santa Paula K-Mart. This Dial-a-Ride will also make stops at businesses en route.

FARES

VISTA-operated Dial-a-Ride fares are \$1.75, and \$0.85 fare for seniors, disabled, and medicare card holders. The fare includes one transfer to VISTA intercity service.

The Dial-a-Ride monthly GOVENTURA SmartCard pass for Dial-a-Ride service only is available for \$20. A **day pass** can also be purchased from the drivers or from the FATCO office in Fillmore at a cost of \$3.50. The day pass pass can be used for an unlimited number of trips on the Fillmore DAR, Santa Paula DAR and Hwy 126 buses that day.

The Dial-a-Ride monthly GOVENTURA SmartCard **PREMIUM** pass for both the VISTA Dial-a-Ride and fixed route transportation within Ventura County is available to adults and students for \$60; and \$38 for seniors and persons with disabilities and medicare card holders.

The monthly GOVENTURA SmartCard pass is available for adults and youth for \$50; seniors, disabled, and medicare card holders for \$25. This pass is valid for unlimited trips on all Ventura County fixed-route public bus systems (not including inter-county service). A cash debit feature is also available. For an additional 50 cents per trip, holders of the base pass may transfer **to** the VISTA Dial-A-Rides.

PERFORMANCE REPORTING

On a quarterly basis, VCTC will calculate and provide operating statistics and performance indicators for Weekday service, Saturday service, and for All Periods combined, for monthly, quarterly, and total year-to-date periods, to include:

- Farebox Revenues
- Farebox Recovery Ratio*
- Contractor Operating Cost
- Total Adjusted Operating Costs
- Passengers
- Total Operating Cost per Passenger
- Vehicle Service Hours
- Total Operating Cost per Vehicle Service Hour
- Passengers per Vehicle Service Hour
- Total Hours
- Vehicle Service Miles
- Passengers per Vehicle Service Mile
- Total Miles

** Farebox Recovery Ratios shown will be the adjusted ratio so that all transit systems may be compared equally. For all VISTA contract services, this means that operating costs equal the sum of operating and maintenance costs contained in each contract, or, conversely, contract costs minus all capital costs.*



Item # 9I

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: VICTOR KAMHI BUS, TRANSIT DIRECTOR
SUBJECT: SOCIAL SERVICE TOKEN PRICE UPDATE

RECOMMENDATION:

- Raise the "value" of existing and future tokens to \$1.25. Future tokens would be sold for \$1.25, and tokens already distributed would have a value of \$1.25 – allowing all riders to use the tokens on the VISTA intercity buses. Issue a "return trip ticket" for VISTA intercity riders eligible for half-price fares.

BACKGROUND:

VCTC currently offers tokens to social service agencies. The agencies purchasing the tokens use them to assist their clients with their mobility needs. Prior to November 2010, a single token use to be accepted as one way fare. Following the approved VISTA fare increase, fare prices were increased from \$1.00 to \$1.25. The sale price of the tokens was never changed to reflect this change. Social service agencies continued to pay \$1.00 for a fare that costs the general public \$1.25. When the Coach bankruptcy occurred last year, and the VCTC temporarily implemented alternate (paper) fare media to replace the GOVENTURA Smartcard, the value of the tokens was changed to its purchase price of one dollar, and not for an intercity VISTA ride. Subsequently, VCTC was able to re-install the Smartcard, but continued to require a token plus a \$0.25 for non-senior, non-ADA riders of VISTA services.

VCTC currently charges two tokens to ride the Dial-A-Ride and three tokens for inter-county services, and one token and \$0.25 for an intercity VISTA trip. Frequently the riders are providing two tokens for the VISTA intercity trips instead of token and an additional \$0.25.

The social service agencies have been impacted by this mostly because of the mechanics of either providing their clients with a token and \$0.25, or two tokens for a ride. The added cost is much less of an issue. Staff has discussed this problem with several social service agencies, and feels it is important to address their concerns. The program it allows them to provide their clients with mobility around the county without having to give out cash. The recommended action would increase the "overpayment" made by riders using the token who are eligible for half-price fares (seniors, disabled, and medicare card holders). By issuing a "return trip ticket" to those riders at the time they board the VISTA bus, the cost of the "social service token" would more closely reflect the cost of the ride.

This issue is temporary, once VISTA installs the new GFI fareboxes, they will not accept tokens, but will accept pre-programmed (magnetic) tickets which can have specific values coded on them. This will allow VCTC to sell one trip tickets with different values for seniors/disabled riders, and the different intercity and intercounty VISTA fares, remedying the existing situation where some agencies are underpaying and some overpaying for trips with the tokens.

The recommended action is to authorization VISTA Intercity services to accept Social Service tokens as full payment of fares for the VISTA Intercity services (VISTA 101, VISTA 126, VISTA East, VISTA CSUCI). This would effectively recind the action taken last year when the future of the VISTA services were uncertain and the fare media were replaced and modified as part of the overall response to the Coach bankruptcy.

Because VCTC reimburses other agencies who accept the tokens at \$1 per token, if VCTC redeemed the tokens collected by other agencies at the rate of \$1.25 instead of \$1, there is a potential "liability" of approximately \$15,000 -\$16,000. This liability would be reconciled at the termination of the existing program, and would likely be much smaller because of the number of tokens which have been lost over the life of the program, creating a balance which could off-set any liability

ALTERNATIVES TO THE RECOMMENDED ACTION

While fare revenues are an important and needed portion of the VISTA operating revenues, the Commission may choose to consider alternative to the recommended action. These alternatives include:

1. Suspending the sale of additional social service tokens. The transit services would continue to accept those tokens still outstanding, but not sell anymore. This would also save the Commission of a needed purchase of additional tokens to replace those lost or otherwise not being redeemed by riders. This would have an impact on those social service agencies which currently use the tokens for their clients, and might also reduce transit ridership.
2. Continue to sell the tokens for \$1, and continue to value them as \$1. While this would work for some riders (for example, intercity VISTA senior fares are \$0.60), other riders social service agencies either need to provide 2 tokens for each intercity ride, or provide \$0.25 to their clients for each trip in addition to a token. For many agencies, this defeats the purpose of using tokens.
3. Authorization VISTA Intercity services to accept Social Service tokens as full payment of fares for the VISTA Intercity services (VISTA 101, VISTA 126, VISTA East, VISTA CSUCI).



Item #10

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DONNA COLE, PUBLIC INFORMATION OFFICER
SUBJECT: FY 2012/13 VCTC TEEN COUNCIL

RECOMMENDATION:

- Receive and file

BACKGROUND:

The purpose of the VCTC Teen Council is to actively engage the youth of Ventura County in the activities and services provided by VCTC. In addition to participating in community events, they provide feedback on how to get our message to their peers. Each year a service project is the main focus of the council. The project is geared to help inform county youth on a topic chosen by the council.

Last year the council created the student rider guide. This was done to introduce those who are unfamiliar with the transit system in the county to their options of getting around without being dependent on others to drive them where they need to go. The guide does not have specific schedules but does list points of interest frequented by county youth with a guide for which system to use to get to those locations. It contains information on how to ride a bus, rules, how to pay, how to read a schedule and other helpful information for first time riders. The guide was submitted to the APTA Ad Wheel awards and received first place in it's category.

This year's council opted to build on the transit theme by creating a video for teens by teens. It is a series of questions asked regarding their knowledge of the transit system, how they would use it, and the benefits of using the system. The overarching theme is most teens have little or no knowledge of how to ride a bus and the tool to provide that information is the Student Rider Guide. The teens filmed all the interviews and the answers were edited into a 2:45 video which will be presented today. The video will be posted on our website, as well as social media, and local cable access channels.

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Item #11

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: LEGISLATIVE UPDATE & POSITIONS ON BILLS

RECOMMENDATION:

- Adopt SUPPORT position on AB 513 (Frazier) regarding recycled paving material.

BACKGROUND:

Attachment A is the analysis of Delaney Hunter, the Commission's lobbyist, regarding AB 513, to facilitate use of recycled tires in paving material for local streets and roads.

Attachment B summarizes the status of bills being tracked by VCTC. Subsequent to VCTC's adoption of an "Oppose Unless Amended" position regarding AB 179 (Bocanegra), the author's office worked with Commission staff to review the language. Based on the information provided regarding the bill's legislative history, intent, and provisions, staff is now satisfied that the bill does not preclude the retaining of personal identify records necessary for Smartcard replacement, and therefore informed the Legislature that VCTC no longer opposes the bill.

Assembly Bill 513 (Frazier)

Summary: Assembly Bill 513 establishes the Rubberized Asphalt Concrete (RAC) Market Development Act and codifies the Department of Resources Recycling and Recovery (CalRecycle) RAC grant program for local public works projects and requires CalRecycle to allocate \$10 million for these grants annually.

Purpose: AB 513 establishes the Rubberized Asphalt Concrete Market Development Act, which:

- 1) Requires CalRecycle, in accordance with its tire recycling program, to award grants to cities, counties, and other local government agencies for public works projects that utilize RAC.
- 2) Specifies that CalRecycle shall annually expend \$10 million from the Tire Recycling Fund for purposes of the grants. The unused balance in the Tire Recycling Fund is projected to be \$32 million in the 2013-14 Fiscal Year.
- 3) Requires that the grants award \$2 per 12 pounds of crumb rubber used and eliminates the current administrative cap of only three grants per local entity.
- 4) If the requests for grants exceed the funding allocated, requires CalRecycle to "randomly select from all eligible applicants, with a preference for local agencies that have received less money in previous grant cycles."

Existing Law: Establishes the California Tire Recycling Act, which:

- a) Requires a person who purchases a new tire to pay a California tire fee of \$1.75 for each new tire purchased in the state. One dollar of which is deposited into the Tire Recycling Fund for oversight, enforcement, and market development grants relating to waste tire management and recycling. The remaining \$0.75 is deposited into the Air Pollution Control Fund for programs and projects that mitigate or remediate air pollution caused by tires.
- b) Reduces the fee on January 1, 2015 to \$0.75 per tire, to be deposited into the Tire Recycling Fund.
- c) Authorizes CalRecycle to award grants, loans, subsidies, and rebates and pay incentives for various purposes related to reducing landfill disposal of waste tires.
- d) Requires CalRecycle to adopt a Five-Year Plan, which must be updated every two years, that establishes goals and priorities for the waste tire program.

Background Information *(provided by Asm. Frazier's office):*

The Tire Recycling Act of 1989 dramatically reduced the number of tires being wasted and sent them to beneficial uses. Under the Act, CalRecycle is able to award grants, loans, subsidies, and rebates to businesses and public entities for various purposes related to reducing landfill disposal of used whole tires and tire recycling. The grants awarded pursuant to this Act may be made to cities, counties and other local government agencies for funding of public works projects that use waste tires, including the use of Rubberized Asphalt Concrete (RAC) and tire-derived aggregate.

RAC is a road paving material that is made by blending ground tire rubber with asphalt binder which is then mixed with conventional aggregate materials. While there are many uses for scrap tires, RAC continues to be one of the highest and best uses. There are many financial and environmental benefits for using RAC material. The cost-effective benefits can be seen through the reduced thickness needed in projects that utilize RAC, as compared to conventional asphalt concrete. Also RAC has a lower lifecycle

cost due to its proven durability and resistance to rutting and cracking. Many studies indicate that RAC can last up to 50 percent longer than conventional materials.

Noise reduction is another benefit of using RAC materials. The most common way to reduce noise is by building expensive unappealing sound walls along busy roadways. Rather than reduce noise, these walls just reflect or bounce it to other locations. RAC would lower cost through being able to absorb the noise rather than having to build sound walls to block it.

The primary benefit of RAC is keeping waste tires out of landfills and from being burned and exported, by using thousands of waste tires per lane mile. For example a two-inch thick resurfacing project can use about 2,000 waste tires for each lane mile. That means about 8,000 waste tires could be recycled for a one mile stretch of a four lane highway.

The City of Thousand Oaks was one of the first cities to take advantage of the RAC program in 1992. Since that time the city has recycled more than 1.55 million waste tires in paving projects.

Support/Opposition (as of 5/6/13):

Support

Californians Against Waste (sponsor)
East Bay Regional Park District
California Association of Recycling Market Development Zones
California State Association of Counties

Opposition

None on file

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY May 28, 2013			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 179 Bocanegra	Requires purging of personal identification information for electronic transit fare media. (VCTC staff has worked with author and have been satisfied that VCTC's concerns regarding Smartcard are addressed, so the status has changed from "Oppose Unless Amended" to "Watch.")	Watch	Passed Assembly Judiciary Committee 16-0. Passed Assembly 70-1. Awaiting Senate committee assignment.
AB 513 Frazier	Establishes a grant program for use of recycled tires in local agency paving projects.	Support	Passed Assembly Natural Resources Committee 9-0. Passed Assembly Appropriations Committee 13-3. To full Assembly.
AB 574 Lowenthal	Establishes distribution of Cap-and-Trade revenues for transportation.	Support if Amended	In Assembly Appropriations Committee.
AB 664 Williams	Establishes a Gold Coast Transit District.	Support & Seek Amendment	Passed Assembly Appropriations Committee 17-0. Passed Assembly 70-0. Waiting Senate committee assignment.
SB 203 Pavley	Allows Ventura County cities with a population of under 100,000, and the rural portion of the unincorporated area, to use TDA funds for streets and roads, as in other counties.	Sponsor	Passed Senate 36-0. Awaiting Assembly committee assignment.
SCA 4 Liu	Places before the voters a Constitutional Amendment to reduce to 55% the approval threshold for local transportation funding measures.	Support	Passed Senate Government and Finance Committee 5-1. In full Senate.

New VCTC recommended position shown in **bold**.



Item #12

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: CONTRACT EXTENSION FOR AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION SERVICES

RECOMMENDATION:

- Approve attached contract extending the ADA Certification Services contract with Mobility Management Partners, Inc. for ADA certification services, at a cost not to exceed \$128,320.

BACKGROUND:

The ADA mandates that each public entity operating a fixed-route transit system provide complementary paratransit service to individuals whose functional disabilities prevent use of accessible fixed-route bus systems. Each public transit agency is required to establish a certification process for determining ADA paratransit eligibility for complementary paratransit service. In Ventura County, the local transit operators have agreed that VCTC should operate a uniform ADA certification program covering the entire county. For many years this function was carried out by Commission staff, but in September, 2009, the Commission approved a contract with Mobility Management Partners, Inc. (MMP) to provide the certification service. This contract expires on June 30, 2013, with provision for two one-year extensions. The contract contains gradually increasing annual maximum payments, with the maximum payment for Fiscal Year (FY) 2012/13 being \$101,010, and the maximum for the optional FY 2013/14 extension being \$105,130. MMP has notified VCTC that its costs are significantly higher than the contract amount due to the significant amount of follow-up and project oversight it has implemented over the past years. Meanwhile, the time requirement on VCTC staff has been significantly reduced in the past few years due to the amount of oversight performed by MMP.

DISCUSSION:

MMP has requested VCTC consider a significant increase in its annual contract ceiling to cover its increased work load associated with adequately managing the program. According to MMP, for some time it has absorbed the additional management requirements at a significant cost, without charge to VCTC. After reviewing MMP's cost information, along with the current VCTC work load associated with ADA certification, staff recommends that the FY 2013/14 cost ceiling for MMP be increased from \$105,130 to \$128,320. The cost schedule is also revised commensurate with the increased contract ceiling.

June 7, 2013
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Based on the amount of staff time currently being used to administer ADA, the proposed FY 2013/14 VCTC staff budget for ADA certification is \$32,700 while the FY 2012/13 budget was \$99,500. Although VCTC recognizes that MMP accepted the risk in agreeing to the original contract price, it has assumed considerably more management responsibility, relative to VCTC staff, than was originally anticipated, with very satisfactory results. Furthermore, there are considerable VCTC staff cost savings from continuing the increased MMP staff effort.

Staff has obtained cost information from L.A. Access Services as a check on the reasonableness of the price in MMP's contract. Since MMP performs approximately 700 certifications and recertifications per year, the proposed cost would average about \$183 per certification or recertification. Assuming the number of certifications and recertifications in L.A. County is proportional to the relative population sizes of the two counties, staff has calculated that the average cost per certification / recertification for L.A. County is about \$250. Thus, the cost of the MMP one-year extension appears reasonable.

This item was placed on the Transit Operators Committee (TRANSCOM) April 11, 2013 agenda, but the Committee did not have a quorum. TRANSCOM members present discussed the staff recommendation and had no objections.

**AMENDMENT NO. 2 TO
AGREEMENT BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION
AND MOBILITY MANAGEMENT PARTNERS, INC.
FOR AMERICANS WITH DISABILITIES ACT CERTIFICATION SERVICES**

THIS AMENDMENT NO. 2 to the Agreement dated November 30, 2009, entered into between Ventura County Transportation Commission (hereinafter referred to as VCTC) and Mobility Management Partners, Inc. (hereinafter referred to as CONTRACTOR) to exercise a one-year extension for services provided by the CONTRACTOR.

WHEREAS, the CONTRACTOR's work effort has increased significantly, due to the assumption of greater than anticipated management responsibility by the CONTRACTOR; and,

WHEREAS, it is the intention of VCTC to exercise a one-year extension for ADA Certification Services with the CONTRACTOR, beginning July 1, 2013 and ending June 30, 2014;

NOW, THEREFORE, the parties hereto agree as follows:

6. **Statement of Agreement:** VCTC hereby agrees to re-engage CONTRACTOR and CONTRACTOR hereby agrees to carry out the work described in connection with the original Agreement, which commenced November 30, 2009 on the same terms and conditions except to the extent modified herein. The CONTRACTOR warrants that it has the qualifications, experience and facilities to continue said services and agrees to undertake and complete the performance for the professional services.
7. **Duration of Agreement:** The term of the original Agreement shall be extended to and include June 30, 2014.
8. **Compensation:** Section 4 of the Agreement as amended is further amended to read as follows: The total maximum compensation payable to CONTRACTOR is increased from \$105,130 to \$128,320, beginning July 1, 2013 and ending June 30, 2014. VCTC shall not be obligated to pay CONTRACTOR for costs incurred in excess of the increased amount. VCTC will pay CONTRACTOR at the rates provided in Attachment #1. CONTRACTOR is not obligated to provide service beyond that which is stated in the contract compensation amount.
9. **Amendment:** Except as hereby amended, the Agreement as earlier amended and extended remains in full force and effect.

10. **Signatures:** IN WITNESS WHEREOF, the parties hereto have caused this amended Agreement to be executed by their duly authorized representatives. Each party represents to the other party that this amended Agreement has been executed by a duly authorized agent of the party so representing.

Dated: _____

VCTC: VENTURA COUNTY
TRANSPORTATION COMMISSION

By _____
STEVE SOJKA, Chairperson

Dated: _____

CONTRACTOR:

By _____
Mobility Management Partners, Inc.

ATTEST:

Donna Cole,
Clerk of the Ventura County Transportation Commission

APPROVED AS TO FORM:

Mitchel B. Kahn, General Counsel
Ventura County Transportation Commission

Attachment #1

COMPENSATION

Pursuant to Section 3 of the Agreement, the maximum compensation payable to CONTRACTOR for providing the service described in this agreement shall be as follows:

Effective date(s): July 1, 2013 to June 30, 2014

Fee per evaluation (all types)	\$41.38
Monthly support fee	\$7,908
Yearly cost not to exceed:	\$128,320
July 1, 2013 – June 30, 2014	

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Item # 13

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR
SUBJECT: SANTA PAULA BRANCH LINE LEASES

RECOMMENDATION:

- Authorize the Executive Director to renegotiate and/or cancel any or all leases associated with the Santa Paula Branch Line.

DISCUSSION:

As reported at the May Commission meeting, VCTC has in excess of 800 leases associated with the Santa Paula Branch Line (SPBL). Of those leases, nearly one hundred (100) are active leases, those leases for which rent is paid. The leases are for agricultural uses, longitudinal and transverse oil pipelines, and other uses along the thirty-two miles of the Santa Paula Branch Line corridor. The majority of the leases held were transferred or conveyed to VCTC upon purchase of the Santa Paula Branch Line in 1995 and many of the leases are below current market value.

As part of VCTC's effort to bring the SPBL into self sufficiency, all leases and agreements associated with SPBL need to reviewed and brought up to current market values. Therefore staff is recommending that the Commission authorize the Executive Director to renegotiate and/or cancel any or all leases associated with the Santa Paula Branch Line.

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Item # 14

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR
**SUBJECT: FISCAL YEAR 2013/2014 TRANSPORTATION DEVELOPMENT ACT UNMET
TRANSIT NEEDS DRAFT FINDINGS**

RECOMMENDATION

- Approve the Fiscal Year (FY) 2013/2014 Unmet Transit Needs Findings. (Provided as a Separate Attachment)
- Adopt Resolution No. 2013-05

BACKGROUND

VCTC has been designated by the State as the Transportation Planning Agency (TPA) for Ventura County. One of the TPA responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura.

Each year, Public Utilities Code (PUC) Section 99401.5 (c) requires the transportation planning agency to hold at least one public hearing pursuant to Section 99238.5 to solicit comments on the Unmet Transit Needs that may exist within the jurisdictions and that may be reasonable to meet by establishing or contracting for new public transportation, or specialized transportation, or by expanding existing services.

All Unmet Transit Needs that are reasonable to meet must be funded before any allocation is made from TDA funds to the cities/County for streets and roads pursuant to PUC Section 99401.5 (e). Under Section 99238 (c) (2), the Public Utilities Code specifies that the area's social service transportation advisory council, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) in our County, has the responsibility to participate in the annual process and must review and recommend action by VCTC on the findings. While other VCTC advisory committees (such as TRANSCOM) may review the findings, this is done at the discretion of VCTC and is not required by statute. A panel consisting of a number of the VCTC Commissioners is appointed annually by the VCTC Chairman to act as the hearing board. The full VCTC then considers all the input from these sources and adopts the findings.

According to the California Public Utilities Code (PUC) Section 99401.5 (d) the Commission must find by adopting a resolution that either:

- There are no Unmet Transit Needs;
- There are no Unmet Transit Needs that are reasonable to meet; or,
- There are Unmet Transit Needs, including needs that are reasonable to meet.

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5 (c) the Commission adopted definitions of “Unmet Transit Need” and “Reasonable to Meet” at the January 5, 1996 VCTC meeting and reaffirmed these definitions at its December 7, 2012 meeting.

The VCTC held its public hearing on transit needs for FY 2013/2014 on February 4, 2013 at the Camarillo City Council Chambers. Approximately 19 people attended the meeting, with the VCTC Hearing Board consisting of Commissioners Sharkey, Long, Fernandez, and White. Ten people testified at the hearing and some supplemental written comments, as well as several written statements were submitted. A total of sixteen persons had submitted written/e-mailed, or telephoned testimony, which staff summarized for the record. VCTC also held two evening “listening sessions” at which staff took public comments. The evening session in Oxnard on January 24th had five people attend and comment, while the evening session in Moorpark on January 23rd had eight persons attend. VCTC and local transit staffs also attended both evening sessions and the hearing. VCTC also attended two community meetings, one in Fillmore and one in Santa Paula, to obtain community input.

The Unmet Transit Needs public comment period was open through February 11, 2013. By the time the hearing was closed, 139 individuals and groups had attended the meetings and/or submitted material to VCTC, including letters, e-mails, phone calls, and comments at the public hearing or the Unmet Transit Needs meetings. A total of 675 comments were received.

While some testimony was very specific about a particular problem in one area, most of the testimony fell into several broad categories. This was in good part due to the active participation of community advocate organization outreach activities focused in the West County. As a result, VCTC received a substantial number of comments which were extremely general in scope and substance, while reflecting an overall interest in having improved transit. Many of the comments were vague enough to not be Unmet Transit Needs, however, the majority appeared to have revolved around two issues. The first issue was the loss of the high capacity, high quality buses which VISTA operated until the contractor bankruptcy and short term replacement of the over the road coaches with standard transit vehicles. The second significant issue was the desire for more capacity and responsiveness of the community transit services in the Heritage Valley (the Ventura to Piru corridor along Highway 126).

In some cases, there were comments requesting specific transit trip services which already exist. Where the commenter was available, staff worked to resolve the issue and while listed as a comment received, it is specifically to disclose all comments received.

A number of the comments received request transit service outside the county, in some cases, substantial distances outside the county. TDA funds are specifically for transit services inside the County, and the Commission works with neighboring counties to jointly fund services (such as Metrolink and the VISTA Coastal Express), or provide reciprocal services (such as the Conejo Connection into Los Angeles County and the Metro 161/LA DOT 422-423 into Ventura County).

Because of the timeframe of the Unmet Transit Needs process, sometimes requests/comments are received regarding services already in existence or in the process of being implemented. During the process, Gold Coast Transit initiated a demonstration project which provides service on Channel Islands Blvd. between Saviers and Victoria, and then travels up Victoria to Ventura. This provides a much more direct service between South Oxnard and Port Hueneme and Ventura, including Ventura College. This not only addressed a comment received this year, but continues to provide improvements to a service which was partially addressed in actions in response to comments from prior hearing cycles. A similar issue exists with the VISTA 126 late evening services. VCTC initiated late evening service Eastbound on VISTA 126 in the fall of 2012; however there were a number of requests for later service for that route again this year.

VCTC will be releasing a request for proposals for a long term intercity transit provider, scheduled to begin on July 1, 2014. The request will be for a return to predominately large capacity, high speed, over the road coaches. This will address a substantial number of comments/complaints received (37 comments including those asking for more bike carrying capacity). It will also reduce some of the crowding issues which occur sporadically on several VISTA routes.

VCTC has also been working with the cities of Fillmore, Santa Paula, and the County to develop a sustainable plan to continue and expand the community transit services in the Heritage Valley. The existing dial-a-ride service has been very effective; however, due to a full expenditure of TDA funds for transit by Fillmore, and the agreements to minimize subsidization by other agencies, the service has not been able to expand to meet demand. VCTC has also heard requests for a scheduled fixed route service in the Heritage Valley communities. A plan has been developed and presented to the affected agencies which provides for (1) a continuation of communitywide general purpose dial-a-ride services to insure access for all parts of the communities, (2) a fixed route "circulator" to provide additional capacity and services without the need to make a reservation, (3) the creation of a local management agency by the three agencies to provide more accessible management, and (4) a sustainable fiscal plan, including the programming of VCTC Proposition 1B transit capital funds to purchase vehicles and reduce ongoing annual costs. This service is targeted to begin on July 1, 2014.

The City of Thousand Oaks and the City of Moorpark have both developed demonstration projects to provide expanded service and been awarded Congestion Mitigation-Air Quality (CMAQ) grants from VCTC. Both grants are pending authorization by the Federal Transit Administration. The City of Camarillo approved an expansion of their general public dial-a-ride, including starting earlier on weekdays, operating later on Saturday, and providing Sunday service. Finally, the "East County Cities" (Camarillo, Moorpark, Simi Valley, Thousand Oaks) are working on a Memorandum of Understanding (MOU) which will serve as the template for "core" uniform hours of operation, and other actions to improve coordination of services in the East County. VCTC should receive a report and recommendations from the agencies later this year.

State legislation is currently under consideration which, if enacted, will replace the Gold Coast Transit agency with a transit district. If successful, the District will begin functioning on July 1, 2014.

Finally, VCTC has included in the draft FY 2013/2014 budget funds to develop a Short Range Transit Plan. The last one was completed in 1999, and covered the years through 2004. Along with that planning effort, the budget includes a proposal to revise the definitions and "unmet transit needs" process.

As noted, the majority of the comments fell into several broad categories. These were:

1. Operational improvements including additional stops or increased frequency on existing services. These do not represent Unmet Transit Needs, but are referred to the operators to review and consider in light of funding and operational data.

2. Request for extended hours or days of service. There were a number of requests throughout the County, but these were limited in number and general in nature, and do not constitute an Unmet Transit Need.
3. Comments about vehicles and facilities. A number of comments were received requesting increased bike capacity on buses, and improved numbers and quality shelters (protection from elements) at bus stops, and the quality of the buses themselves. These are not Unmet Transit Needs, but VCTC and the operators have on-going efforts to address these concerns.
4. Request for better coordination. These are operational improvements to make the services more convenient and attractive, and will be referred to TRANSCOM for on-going review.
5. Request for reduced fares and changes to fare restrictions. These are not Unmet Transit Needs, and in some cases could adversely affect the TDA fare box requirements.
6. Requests for multi-county transit services. Because TDA funds are specifically for use within counties, and VCTC is not able to direct the use of TDA funds in other counties, comments asking for multi-county services are not considered unmet needs. VCTC will continue to work with neighboring counties to forge alliances and shared funding where projections of ridership appear to justify potential joint funded transit services.
7. Comment regarding driver performance. A number of comments were received regarding driver performance. These are not Unmet Transit Needs, but do represent an operational concern and were therefore referred to the appropriate operators.

The recommendations, draft findings, and matrix were reviewed for technical accuracy by the VCTC Transit Operators Advisory Committee (TRANSCOM) on May 9, 2013. The TRANSCOM accepted the recommendations without comment. The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) met on May 14, 2013 and after review, approved the recommendations and finding and recommended them for action by the Hearing Board and full Commission. The Hearing Board approved the recommendations on May 20, 2013.

The approved findings are attached. A matrix of the complete testimony given was reviewed by the CTAC/SSTAC and the Hearing Board, and is available on the VCTC website "Goventura.org" or at the Commission office.

RESOLUTION NO. 2013-05

**A RESOLUTION OF THE VENTURA COUNTY
TRANSPORTATION COMMISSION APPROVING
UNMET TRANSIT NEEDS FINDINGS FOR FISCAL YEAR 2013/2014**

- I. THE VENTURA TRANSPORTATION COMMISSION DOES HEREBY FIND THE FOLLOWING FACTS AND DECLARE THAT SAID FACTS ARE MATERIAL TO ITS DETERMINATIONS MADE HEREIN:**
- A. The Ventura County Transportation Commission ("VCTC") is the county transportation commission created for Ventura County pursuant to Public Utilities § 130000, et seq.
 - B. Pursuant to Government Code § 29532.4(b), and notwithstanding Government Code § 29532, the transportation commission was created in the County of Ventura by Division 12 (commencing with § 130000) of the Public Utilities Code.
 - C. In § 99222 of the Mill-Alquist-Deddah Act (commonly known as the Transportation Development Act, or "TDA"- Public Utilities Code § 99200, et seq.) the Legislature found and declared:
 - 1) It is the interest of the State that funds available for transit development be fully expended to meet the transit needs that exist in California, and,
 - 2) Such funds be expended for physical improvement to improve the movement of transit vehicles, the comfort of patrons, and the exchange of patrons from one transportation mode to another."
 - D. In furtherance of the aforesaid findings and declarations, pursuant to Public Utilities Code § 99230, the designated Transportation Planning Agency ("TPA") is required to annually determine the amount of local transportation funds ("LTF") to be allocated to each claimant within its jurisdiction.
 - E. The Public Utilities Code requires that the local TPA allocate LTF in order of priority set by statutes (Public Utilities Code § 99233.1 through 99233.5, 99233.7 through 99233.9 and statutes referenced therein.)
 - F. Public Utilities Code § 99401.5 requires that:

"Prior to making any allocation not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, the transportation planning agency shall annually do all of the following:

 - 1) Consult with the social services transportation advisory council established pursuant to Public Utilities Code 99238.
 - 2) Identify the transit needs of the jurisdiction which have been considered as a part of the transportation planning process, including the following:
 - a) An annual assessment of the size and location of identifiable groups likely to be transit disadvantaged,
 - b) An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services necessary to implement... the federal Americans with Disabilities Act of 1990... and persons of limited means.
 - c) An analysis of the potential alternative public transportation and specialized transportation services and service improvements that would meet all or part of the transit demand.

- 3) Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet. The transportation planning agency shall hold at least one public hearing pursuant to [Public Utilities Code] Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction, and that might be reasonable to meet by establishing or contracting for new public transportation and specialized transportation services or by expanding existing services. The definition adopted by the transportation planning agency for the terms 'unmet transit needs' and 'reasonable to meet' shall be documented by resolution or in the minutes of the agency. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads.
 - 4) Adopt by resolution finding for the jurisdiction after consideration of all available information compiled pursuant to subdivisions (a), (b), and (c). The finding shall be that (1) there are no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including needs that are reasonable to meet. The resolution shall include information provided pursuant to subdivisions shall include information provided pursuant to subdivisions (a), (b), and (c) which provides that basis for finding.
 - 5) If the transportation planning agency adopts a finding that there are unmet needs, including needs that are reasonable to meet, then the unmet needs shall be funded before any allocation is made for streets and roads within the jurisdiction.
- G. Public Utilities Code § 99401.6 provides inter alia that:
 "Upon adoption of a funding ... that there are no unmet needs or that there are no unmet needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads."
- H. A public hearing, as required by Public Utilities Code § 99401.5(c), was held on February 4, 2013, with a subcommittee of VCTC's Commissioners sitting as the hearing board.
- I. The social services transportation advisory council for Ventura County is the Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council ("CTAC/SSTAC"), which has the obligation, pursuant to Public Utilities Code § 99238 (c).(1), to participate in the annual process and to review and recommend to VCTC on the unmet transit needs findings.
- J. The CTAC/SSTAC participated in the annual process by reviewing the public testimony, VCTC staff analysis and recommendations. On May 14, 2013, the CTAC/SSTAC met and approved the recommendations.
- Although not required by law, VCTC staff recommendations regarding unmet transit needs in FY 2014/2014 were also reviewed by the Transit Operators Advisory Committee of VCTC ("TRANSCOM") on May 9, 2013.
- K. VCTC has reviewed and incorporates by reference in this Resolution its approvals of the following:
- The definition of "unmet transit needs" adopted by VCTC on January 5, 1996 and reaffirmed by the VCTC on December 7, 2012; and,
 - The definition of "reasonable to meet" adopted by VCTC on January 5, 1996 and reaffirmed by the VCTC on December 7, 2012.

- L. In compliance with Public Utilities Code § 99401.5 (b) (1)(2)(3), VCTC has reviewed and incorporated by reference:
- The verbal and written testimony submitted at the Unmet Transit Needs public hearings held by VCTC Hearing Board on February 4, 2013 and submitted to VCTC through February 11, 2013;
 - The TDA rules and regulations;
 - The VCTC Staff Report, dated June 7, 2013 (hereinafter, the "Staff Report");
 - Local and short range plans as described in the Staff Report; and
 - Recommendations from the CTAC/SSTAC and TRANSCOM.
- M. In addition, in compliance with Public Utilities Code § 99401.5(b)(1)(2)(3), VCTC has reviewed all existing transit operations, the documentation on file in the office of VCTC, along with existing programs previously reviewed and approved by VCTC, including, but not limited to:
- Dial-A-Ride Center (VCTC Transit Information Center)
- Ventura County Passport (Smart Card) Program
- Go Ventura Internet Program
- VCTC Social Service Token (ticket) Program

II. NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AND ADOPT ALL OF THE FOLLOWING FOR FISCAL YEAR 2013/2014

There are no Unmet Transit Needs that are reasonable to meet, based on the following actions:

1. Continue all existing bus services substantially as they exist.
2. Continue all public senior and disabled services in all jurisdictions in the County substantially as they exist. Work to implement the recommendations of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
3. Discontinue Gold Coast Transit Route 40 due to a failure to meet ridership goals and performance productivity objectives of both Gold Coast Transit and VCTC.
4. If awarded grants, monitor the proposed service demonstrations on the VISTA 126 (expanded hours) and the Gold Coast Transit Channel Islands Blvd./Victoria Ave. (new route) to determine if a transit need which is reasonable to meet exists.
5. Continue the Ventura County interagency bus transfer program.

BE IT FURTHER RESOLVED THAT:

1. The Chair shall execute this Resolution on behalf of VCTC and the Clerk of the Board shall attest to her signature and the adoption of this resolution.

2. The Executive Director shall before August 15, 2013 forward to the Department of Transportation on behalf of VCTC all of the following:
 - a. A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Public Utilities Code § 99238.5;
 - b. A copy of the Resolution or minutes documenting VCTC's definitions of "unmet transit needs" and "reasonable to meet", as determined pursuant to Public Utilities Code § 99401.5; and
 - c. A copy of this Resolution adopted as required by Public Utilities Code § 99401.5(d).

Executed this 7th day of June, 2013

Steven T. Sojka, Chair, VCTC

ATTEST:

Donna Cole, Clerk of the Commission

APPROVED AS TO FORM

General Counsel

Date



Item # 15

May 13, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR
GLORIA E. SOTELO, PROGRAM MANAGER - GO VENTURA TRANSIT SERVICES**

SUBJECT: CUBIC TRANSPORTATION SYSTEMS, INC. MAINTENANCE/OPERATIONS AGREEMENT. AEGIR SYSTEMS, INC. BUS EQUIPMENT SUPPORT AND PREVENTIVE MAINTENANCE SERVICE AGREEMENTS. TOTAL OF \$206,400.

RECOMMENDATION:

- Find that a sole source procurement for Cubic Transportation Systems Inc. and Aegir Systems, Inc., are justified. In accordance with the Public Utilities Code (PUC) section 130237, a finding for sole sourcing requires a two-thirds vote of the Commission, with twelve affirmative votes.
- Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of \$132,606 funded through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).
- Approve agreement with Aegir Systems, Inc., for one year of Bus Equipment Support of the Cubic Smartcard system at a cost Not To Exceed \$65,000 funded through FTA and LTF.
- Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Nextbus & Cubic Smartcard/Infodev, Inc., systems at a cost of \$17,550 (½ Smartcard program budget \$8,775 and ½ Nextbus budget \$8,775), funded through the FTA and LTF.

BACKGROUND:

For thirteen (13) years the Ventura County Transportation Commission (VCTC) has operated the Cubic "Go Ventura" Smartcard proprietary electronic Automated Fare Collection (AFC) System. The system allows Ventura County to provide a countywide bus pass. In addition to the AFC system VCTC integrated Infodev, Inc.'s Automatic Passenger Counters (APC's) into the overall system. The AFC system provides transit operators with boarding and alighting data for each bus stop in the county for their operations and allows easier reporting of data required by the Federal Transit Administration (FTA). The system has successfully operated on the transit operators fixed route buses of; Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, VISTA and VISTA Dial-A-Rides.

The "Go Ventura" Smartcard system is comprised of a complex network of 30 computers and 135 buses linked together to enable sales and use of the "Go Ventura" card. 15 Point-of-Sale outlets operate countywide, patrons can purchase or recharge the affordable and convenient card with monthly bus passes or E-purse product, which is similar to a debit card, fare deducted when tagged on-board. The two

areas requiring system maintenance are; Smartcard computers (Cubic's back-end systems) and equipment infrastructure (bus equip.) supported by Aegir Systems a local Ventura County contractor. Cubic and Aegir have worked historically together since installation of the system in 2000. To find another vendor to perform all the support Aegir provides and have the intimate knowledge Aegir has of the interworking of the system would not only be costly but would need to acquire the permission to learn and work with Cubic's proprietary system. The VCTC staff oversees all aspects of project management, maintenance and operations of the "Go Ventura" Smartcard system.

The annual agreement with Cubic Transportation Systems is for Maintenance and Operations of the Smartcard system and continued operation of the Automated Fare Collection (AFC) System, workshop maintenance, software maintenance and support of the AFC system. The Aegir System support agreements are for countywide support of the transit operators Cubic Smartcard bus equipment, repairs, installations, de-installs, wiring, designing, driver and operator training and the Preventive Maintenance of the Nextbus Automatic Vehicle Location (AVL)/arrival prediction system & Cubic's Smartcard/Infodev's APC (automatic passenger counters) systems for the Ventura County Transportation Commission. The three agreements are due for annual renewal as of July 1, 2013 and it is prudent to renew the agreements for services at this time so that no interruption in service is encountered. The VCTC General Counsel has reviewed the three contract agreements; staff recommends the board authorize Cubic's Maintenance/Operations (M&O) Agreement, Aegir Systems Bus Equipment Support Agreement and Preventive Maintenance Support Services Agreement.

DISCUSSION:

The agreements are submitted to the Commission annually, as sole source procurements without a competitive bid process. The Public Utilities Code (PUC) governs the Commission's procurements and when the PUC was written, it did not envision some of the services or electronic applications commonly now in use. However, PUC section 130237 does allow for procurements without competitive bid for "the sole purposes of duplicating or replacing supply, equipment, or materials already in use". Staff has consulted with the Commission's General Counsel who believes that sole sourcing for these contracts is appropriate for the reasons outlined previously when reviewed.

The Cubic support agreement is to provide continuing support of "Maintenance and Operation Services" of the Smartcard electronic automated fare collection system (AFC) in place since installed in 2000. The Smartcard system is proprietary, if we went out to bid for the use of another vendor it would result in the replacement of all the installed hardware which includes; network system, sales outlets, transit operator depot computers, hardware on all county-wide fixed route buses and Vista Dial-A-Rides. The cost of replacing this system at this time would greatly exceed the cost of continuing this contract service. The cost of the original packaged system was greater than the cost of this service support contract. Since Cubic is a proprietary system, and is the only agency that provides support of its software, after thirteen years in service VCTC has continued to invest in the support of the system, and has purchased and installed bus hardware for transit operators, equipment and supplies for bus pass sales at Point-of Sale Outlets (POS's), as well as equipment for the backend (server/backup systems).

Staff is therefore recommending the Commission as in previous years find that sole source procurement is appropriate for the contract agreements in accordance with PUC section 130237. A finding for sole sourcing requires a two thirds vote of the Commission, with twelve affirmative votes. Staff is also recommending the Commission approve agreements for Service with Cubic Transportation Systems, Inc., and Aegir Systems, Inc. Your approval of the agreements requires a minimum of nine affirmative votes.

FUNDING:

The total cost for the three one year service agreements is \$206,400. The funds for this project are available through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).



June 7, 2013

Item #16

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: DARRN M. KETTLE, EXECUTIVE DIRECTOR
MITCHEL B. KAHN, GENERAL COUNSEL**

SUBJECT: 2012 – 2013 BUDGET AMENDMENT – BESERRA LITIGATION SETTLEMENT

RECOMMENDATION:

- Approve budget amendment transferring \$775,000.00 from State Transit Assistance Fund Balance to the Santa Paula Branchline Task to pay the cash payment portion of the Beserra settlement (\$750,000.00) and to compensate VCE Engineering for the preparation of a design/build competitive bid package for the installation of a temporary drainage facility through VCTC owned-property (not to exceed \$25,000.00).
- Authorize hiring VCE Engineering on a sole source basis to prepare an R.F.P. for a design/build temporary drainage solution (requires 2/3 vote of Commission members).

BACKGROUND:

To dewater land for the construction of homes, a residential development company in 2009 in the City of Fillmore, raised a berm supporting Santa Paula Branch Line railroad tracks. In doing so, a temporary, but inadequate, 18" diameter pipe was installed through the berm to provide drainage from agricultural land on the north side of the berm owned by the plaintiffs. Subsequently, a heavy rainstorm caused the agricultural land to flood, causing a significant crop loss. The owners and operators of the property filed suit against several defendants, including the developer, the City of Fillmore and VCTC for a variety of reasons. The developer filed for Chapter 7 bankruptcy protection. Its insurer settled part of the lawsuit not including the blockage of drainage from the north side of the tracks. The settlement was on behalf of the City, the developer and the developer's successor in interest to the remaining undeveloped portion of the residential subdivision.

VCTC was left as the remaining defendant with regard to the 2009 berm construction work and the flooding situation. At your May meeting, it was announced that VCTC and the plaintiffs had settled that portion of the lawsuit based on the claim of inverse condemnation. The settlement provides the plaintiffs with three specific items:

1. VCTC will install two 36" pipes through the berm necessary to restore the drainage in case of another significant rainfall event. Those pipes are a temporary measure until a subsequent developer replaces them with a permanent conveyance approved by the City, VCTC and any other agencies required for such approval.
2. VCTC will provide plaintiffs with a right of way easement across its tracks at Fish Hatchery Road and then for a short distance along the southern side of the VCTC property, to a farm road used by the plaintiffs to reach their farm property south of the railroad property.

3. VCTC will pay plaintiffs \$750,000.00 as compensation for the conditions resulting from the developer's inadequate temporary drainage facility, which payment is due 20 days following the finalization of the settlement.

DISCUSSION:

While the settlement will not become final until the Superior Court signs an order to that effect, that payment could become due this fiscal year. Therefore, the budget amendment is necessary to fulfill that obligation.

In addition, VCE acted as a VCTC litigation expert for civil engineering issues and, as a result of becoming fully educated on the matter and able to assist the immediate implementation of the settlement, it is requested that VCE be hired on a sole-source basis (requiring a 2/3 affirmative vote of the Commission members) to prepare an R.F.P. for a design/build temporary drainage facility, the results of which will be brought to you at a future meeting. Public Utilities Code section 130242 allows for design/build contracts, subject to appropriate findings of the Commission and a 2/3 vote of the members approving the contract. The reason for seeking efficiency is that settlement requires that the temporary drainage solution be completed, if at all possible, by September 30, 2013, before the next rainy season ensues.

Once the details of the temporary drainage restoration are designed, staff will be issuing a CEQA exemption notice pursuant to Public Resources Code section 21080.21(a) for the installation replacement or repair of pipelines less than one mile long in public rights of way. The proposed two temporary pipes will each be less than 100 feet in length.



Item #17

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: ADD CLASSIFICATIONS OF ADMINISTRATIVE ASSISTANT; TRANSIT PLANNER I and TRANSIT PLANNER II; PROGRAM MANAGER-CONTRACTS I and PROGRAM MANAGER-CONTRACTS II; AND SET COMPENSATION LEVELS FOR EACH CLASSIFICATION

RECOMMENDATION:

- Add classifications of Administrative Assistant, Transit Planner I and II, and Program Manager-Contracts I and II and set compensation levels for those newly created classifications.

BACKGROUND:

Staffing: In December 2009 the Commission adopted classification descriptions for all classifications in which Commission employees served. Job responsibilities were clearly delineated and the knowledge, skills, and abilities required to perform those jobs were identified. The Commission has made minimal changes to the staffing allocations and classifications since 2009, most recently eliminating a Program Manager-Transit Dependent Programs position and adding Program Analyst I and Program Analyst II classifications in 2011.

As VCTC implements its commitments in the Regional Transit Plan, a key element is the increase support of transit operations and planning activities. Increased staffing will allow improved oversight of transit operations and planning, including the frequent, and appropriate call for improved coordination of VISTA connections with other transit and rail services. The recommended staffing increase will include a Transit Program Manager - Contracts, to focus on oversight of the VISTA contract and other transit contracts VCTC has or creates; a Transit Planner to work on schedule and service performance activities as well as countywide transit issues such as emergency and disaster planning and well as overall coordination of transit services.; and an Administrative Assistant (shared between the VCTC Transit and the Programming activities) to support technical committee agendas and communications, improve record keeping, and insure that the documents needed by VCTC for FTA Triennial Reviews, TDA Performance Audits, and other external reviews are maintained and accessible.

Analysis: With the direction from the Commission to retain and expand the transit section of VCTC, staff has analyzed the most efficient and effective staffing levels for recommendation and approval. The Administrative Assistant classification will provide clerical support to Division Managers. VCTC currently

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has only one Receptionist/Secretary to serve the entire agency. The addition of an Administrative Assistant will provide much needed support for staff, especially with the additional transit programs being implemented.

The Transportation Planner I/II and the Program Manager-Contracts I/II classifications will work directly with the Transit Section in providing transit planning and programming, VISTA operations, and collaboration and coordination with our transit partners, vendors/contractors and clients.

The staffing proposal provides for alternate, flexible staffing which allows the Executive Director to make an appointment at either the entry- or the journey-level of the Planner series and at the Manager I or II levels of the salary range. A flexibly staffed classification pattern allows qualifying individuals to promote upwards when the required level of knowledge, skills, and abilities has been reached. By filling at the lower classification level or a lower step of the salary range, VCTC can control personnel costs and still provide employees upward career mobility and staff development.

Proposed Salary Range:

Level	Title	Annual Range Bottom	Annual Range Top	Hourly Range Bottom	Hourly Range Top
Support Staff I	Administrative Assistant	\$43,827	\$58,436	\$21.07	\$28.09
Program Analyst I	Transit Planner I	\$50,100	\$62,900	\$24.09	\$30.24
Program Analyst II	Transit Planner II	\$62,900	\$81,500	\$30.24	\$39.18
Manager II	Program Manager – Contracts II	\$70,132	\$86,774	\$33.72	\$41.72
Manager I	Program Manager – Contracts I	\$77,265	\$101,038	\$37.15	\$48.58

Costs:

Item	Employee Hourly Cost	Annual Salary and Benefits Cost	Status
Administrative Assistant Top Hourly Cost	Up to \$28.09	\$114,657	40 hours per week
Transit Planner I/II Top Hourly Cost	Up to \$39.18	\$142,733	40 hours per week
Program Manager I/II Top Salary Cost	Up to \$48.58	\$166,048	40 hours per week

All three position have been budgeted for the full FY 2013/14, however it is anticipated that the new employees would be on-boarded in late September 2013, which is $\frac{3}{4}$ of the anticipated amount, \$317,578. It is expected that the positions will not start at the top step of the salary ranges, which means that actual costs will be less than presented above. The actual full costs will be unknown until appointments are made, but the amount will be no more than the annual \$423,438 for total salary and benefits.

Funding for the positions is from LTF Administration & Planning and the FTA and STA allocations.

Proposal: It is recommended to add the new classifications of Administrative Assistant, Transit Planner I and II, and Program Manager-Contracts I and II.

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ACTION/DISCUSSION:

The Administrative Committee met Monday, March 25, 2013 and concurs with the staff recommendation to add the new classifications of Administrative Assistant, Transit Planner I and II, and Program Manager-Contracts I and II. They recommended the compensation levels for the new classifications be set at hourly ranges of Administrative Assistant \$21.07 - \$28.09; Transit Planner I \$24.09 - \$30.24; Transit Planner II \$30.42 - \$39.18; Program Manager-Contracts II \$33.72 - \$41.72; and Program Manager-Contracts I \$37.15 - \$48.58.

Attachment: 3 job descriptions

Ventura County Transportation Commission
Job Description

Administrative Assistant

Definition

Under general supervision, provides a variety of complex administrative support tasks such as typing, printing and distributing correspondence, tracking and recording information and preparing various reports; preparing meeting and agenda materials; making travel arrangements; creating and proofing documents and routing mail; scheduling and coordinating meetings and events; completing records retention activities; and does related work as required.

Distinguishing Characteristics

This single-position classification reporting to a Director has primary responsibility for providing administrative support to an Agency Director and/or department. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes are learned. It is distinguished from customer service classifications in that the latter has significantly more customer contact.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Provides administrative support by preparing letters, memos and reports on various subjects; reviewing outgoing documents for accuracy and completeness; and ordering and maintaining office supplies.
- Provides receptionist support to the transit department by receiving and screening telephone inquiries and visitors, responding to questions and providing information; receiving complaints and routing them to the appropriate person, and taking and delivering messages.
- Organizes and schedules meetings by completing agenda packets, posting notices and advertisements, recording official minutes, and preparing meeting rooms; makes travel arrangements and prepares registration materials for conferences.
- Schedules and coordinates meetings, phone calls, and conferences; makes travel arrangements.
- Performs other related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of higher level office or administrative support experience providing support to upper management level positions.

Training: Equivalent to graduation from high school supplemented by advanced coursework in business, administrative support, office management, or communications. Keyboarding abilities sufficient to perform the job.

Job-Related Qualifications

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Record keeping and filing methods.
- Methods and techniques of filing, tracking, recording, and presenting information.
- Practical application of computers and peripheral equipment.
- Fundamentals of office administrative procedures, including equipment and filing systems.
- Principles and practices of good customer service.
- Techniques for dealing effectively with the public, contractors and staff, in person and over the telephone.

Ability to:

- Prioritize and deal with conflicting workload requirements.
- Handle staff and customers with courtesy, diplomacy, and tact.
- Prepare and review letters, memos, and general correspondences.
- Respond to questions from the general public.
- Deal with difficult people and situations.
- Learn, interpret, and explain Agency and departmental operating policies, procedures, systems and methods.
- Organize information clearly and precisely.
- Apply customer service skills, representing the Agency in a positive way while working with the public.
- Accurately take notes and minutes for written meeting summaries.
- Use multi-line phone system and telephone etiquette.
- Learn and effectively use new computer-based systems and programs.
- Verify and check files and data.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical computations.
- Maintain composure when dealing with the public in stressful situations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner adhering to correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and advanced word processing, spreadsheet, presentation and database software.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit for prolonged periods; stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

Approved:

Revision Dates:

Former Titles:

Status: Non-Exempt/Administrative

ADA Review:

DOT: No

Physical: No

Ventura County Transportation Commission
Job Description

Program Manager – Contracts

Definition

Under general supervision, develops, negotiates, monitors and evaluates the Agency's transit operations contract administration; manages and executes activities associated with complex oversight, planning, technical analysis, and administration of transit operating contracts and transit capital projects; reviews, analyzes, and applies policies for Agency, federal, state and local contracting regulations, provides project oversight and management by tracking, analyzing and recording data; represents the Agency on matters relative to the transit contract program; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for managing a wide variety of transit contracts. This position exercises independent judgment and discretion in formulating, managing, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Manages the Agency's transit contracts programs in compliance with federal, state and local requirements.
- Keeps up-to-date with transit contract requirements; reviews regulations and procedures, and develops appropriate policies and programs.
- Disseminates information about VCTC transit services, including accessible transit services; makes presentations on services and programs to a variety of schools, civic organizations, public agencies, and private organizations.
- Negotiates and executes cooperative agreements and Memorandums of Understanding and transit contracts.
- Assesses issues concerning transit lines and recommends solutions and long term improvements.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Assesses issues concerning VISTA services and recommends solutions and long term improvements; plans for new VISTA transit services.
- Develops and administers forecasts, impacts and program budgets; oversees expenditures.
- Develops, applies, and evaluates analytical, quantitative and statistical tools and their results.
- Prepares comprehensive reports, correspondence and presentations.
- Performs related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible transportation-related planning experience, including at least two years working with transit operations or contract management of transit programs.

Training: A bachelor's degree from an accredited college with major coursework in business administration, public administration, social services, political science, public policy, environmental studies, transportation or urban planning, or a related field.

Job-Related Qualifications

Knowledge of:

- Theories, principles, and practices of transportation planning and public transit operations.
- Applicable local, state, and federal laws, rules and regulations governing contract transit functions.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements; bid and contract analysis and administration processes.
- Financial, analytical, statistical, and mathematical methods and procedures.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Budget preparation and management.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets and agreements.
- Plan, organize, and monitor the Agency's transit contracts.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting and to periodically work in a field setting.

Approved:

Revision Dates:

Former Titles:

Status: Exempt/Mid-management

ADA Review:

DOT: No

Physical: No

Ventura County Transportation Commission
Job Description

Transit Planner

Definition

Under general supervision, performs professional-level, analytical, and technical duties in support of programming and transit planning, coordination, and operation activities; conducts special studies, surveys, and research assignments; completes a variety of reports and program documentation; monitors program implementation, performance, and compliance with requirements; provides staffing and support to one or more advisory committees; analyzes and compiles the information for inclusion in Federal and State Transit Grants; develops the scheduling and routing of VISTA services; coordinates with other transit agencies; prepares and submits National Transit Data (NTD) reports; develops plans and analyses of transportation and demographic data to support the VCTC transit planning activities; represents the Commission at community groups, and government agencies; assists in outreach and marketing activities; provides highly responsible staff assistance to the programming function; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for performing a wide variety of analytical and coordination duties for transit programs, including fixed route, paratransit and other services both for the general public and special populations. This position exercises independent judgment and discretion in analyzing, coordinating, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions. It is also distinguished from a manager-level classification in that this position does not manage any functions.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Revises VISTA schedules and routes; analyzes VISTA ridership data.
- Develops and recommends policies for transit riders, transit performances standards for VISTA and for countywide transit planning.
- Analyzes demographic and travel data and prepares reports providing the data to VCTC and to county transit providers.
- Develops and recommends transit performance standards.
- Meets with community groups to address transit issues.
- Resolves rider and public complaints regarding transit services.
- Supports the VCTC Unmet Transit Needs process.
- Organizes workshops for the purpose of informing the public and local agencies on transportation issues affecting the region.
- Oversees the work of consultants retained to work on grant projects for transit projects.
- Works with state and federal officials to advocate for transit-friendly policies.
- Serves as liaison to the area's regional transit-agency representing Ventura on transit/public transportation issues; advocates for effective coordination between the agencies.
- Coordinates the public involvement process for the department; stages public appearances and announcements, organizes public meetings, gives presentations, and educates the public concerning transportation issues.
- Serves as staff to the Transit Operators' Advisory Committee (TRANSCOM), transit related subcommittees and ad hoc committees, and interacts regularly with other technical and policy committees.

- Provides project updates, presents on certain aspects of the transportation program and provides other information, as requested.
- Plans, develops, and implements public transit planning.
- Assures system implementation, grant administration, and compliance with FTA regulations.
- Plans, develops, and implements various public outreach and marketing programs; develops the transit portion of VCTC's Capital Improvement Program.
- Works with other governmental agencies and non-profit organizations to provide efficient transportation systems and services.
- Researches and resolves complaints and problems; develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service.
- Prepares reports for presentation to the Commission and other elected officials and public groups.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares policy documents, reports, memos, and analyses.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the impacts.
- Prepares contract proposals, grant applications, and similar documents; prepares reports and monitors grants for contract compliance.
- Prepares presentation materials and documentation for use by funding agencies in considering projects nominated for funding and monitoring status of approved projects.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project approval.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures.
- Performs related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of progressively more responsible transportation-related experience in programming, planning, or analysis.

Training: A bachelor's degree from an accredited college with major coursework in transportation or urban planning, public or business administration, political science, public policy, environmental studies, engineering, or a related field. The ability to communicate in grammatically correct written and spoken Spanish is desirable.

Job-Related Qualifications

Knowledge of:

- Methods, practices, and procedures involved in transit planning, operations, and management.
- Methods, practices, and procedures involved in local government management, operation, and funding of transit services.
- Transit equipment and relevant technologies, including CARB requirements.
- Federal and state laws and regulations governing transit.
- The requirements of the Americans with Disabilities Act (ADA).
- Marketing concepts.
- Research techniques, methods, sources of information for report preparation and presentation.
- Applicable local, state, and federal laws and regulations.

- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Work independently with minimal supervision.
- Interact with citizen groups, elected officials and high level administrators.
- Provide leadership in formulating and directing policies and programs and engendering a creative environment.
- Prepare transit routes and schedules and associated budgets.
- Schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- Review complex, organizational, and administrative problems, and recommend an effective course of action.
- Listen carefully, understand concerns or viewpoints presented, and respond clearly with sensitivity and compassion.
- Prepare for publications and distribution a wide variety of informational pamphlets and bulletins.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units.
- Situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.
- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials. May repair or maintain bus stop signs and other furniture on occasion.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting and to periodically work in a field setting.

Approved:

Revision Dates:

Former Titles:

Status: Non-exempt/Administrative

ADA Review:

DOT: No

Physical: No



Item #18

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: GENERAL COUNSEL

RECOMMENDATION:

- Approve engagement letter with Mr. Steven Mattas, with the law firm of Meyers Nave for general legal counsel services at an hourly rate of \$295.

DISCUSSION:

At the March VCTC meeting staff was directed to release a Request for Proposals for general legal counsel services and to establish an ad hoc committee to review proposals and conduct preliminary interviews of applicants.

The ad hoc committee conducted interviews posing questions representing a broad cross-section of legal issues experienced by VCTC in the past few years. After discussion and review the committee unanimously concluded that Mr. Steven Mattas of the Meyers Nave firm was best suited to fulfill the needs of VCTC. Mr. Mattas attended the May 10th VCTC meeting and met with board members in Closed Session. The proposed fee submitted by Mr. Mattas and the Meyers Nave firm is \$295/hour. Mr. Mattas is based in the Meyers Nave San Francisco office and has agreed to not charge for travel time. While not currently local Mr. Mattas resided in Oxnard Shores while attending Moorpark College. Mr. Mattas has an undergraduate degree in Social Ecology with an emphasis in Urban Planning from UC Irvine, a Masters in Architecture and Urban Planning from UCLA, and his Juris Doctorate from UC Davis.

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Item #19

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: ROUTE 1 REALIGNMENT FROM OXNARD BOULEVARD TO RICE AVENUE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

In 1990, an agreement was signed between Caltrans, the County of Ventura, and the City of Oxnard to eventually move Route 1 from its previous location along Oxnard Boulevard over to Rice Avenue, thus bypassing downtown Oxnard and providing a faster connection between Pacific Coast Highway and Route 101. The agreement called for Rice Avenue to be improved to state highway standards, including a new interchange of Rice and Route 101. Now that the Rice/101 Interchange is fully operational, discussions have commenced regarding the required ownership transfers of the facilities. Although Oxnard has made numerous other improvements over the years, in compliance with state standards at the time, Caltrans has noted that the standards have now changed, so Rice might not currently meet the standards after all. Nevertheless, in preliminary discussions among VCTC, Caltrans, Oxnard, and County staff, there was the consideration that the previous Oxnard Boulevard route does not achieve the current standard either, so the agencies could consider an “as is” swap of the roadways, without having to make any further improvements to either road, or transfer any funds.

Due to subsequent miscommunication among the agencies, an agreement was signed last summer by Oxnard and Caltrans, agreeing to relinquish Oxnard Boulevard to the City, but not transferring Rice Avenue to Caltrans. Furthermore, in the agreement Caltrans agreed to pay \$1 million to the City, which was different from the earlier discussion involving VCTC and County staff. The ownership of Oxnard Boulevard has now been transferred to the City. However, when VCTC and the County became aware of this transaction, VCTC requested Caltrans to temporarily hold off on the payment to ascertain whether the previously discussed “as is” swap can still be implemented. Staff will provide an update on the status of this issue at the meeting.

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Item #20

June 7, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: DAREN KETTLE, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2013/2014 BUDGET – PUBLIC HEARING

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the proposed Fiscal Year 2013/2014 Budget.
- Adopt by resolution 2013-04, the proposed Fiscal Year 2013/2014 Budget

DISCUSSION

The proposed Fiscal Year 2013/2014 Final 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 VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

As proposed, the Final Budget can be characterized in many ways as a "continuation" budget for most VCTC programs, projects or on-going activities. The single exception to a "continuation" budget is the Commission committed to improving the VISTA intercity transit program. At \$55,718,997, the Fiscal Year 2013/2014 Budget is \$1,379,579 or 2.5% higher than Fiscal Year 2012/2013. This budget, while balanced, invests little in the future due to funding restrictions. This budget has been prepared with conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures. The proposed budget contains six programs consisting of the Transit and Transportation program at \$17,937,094, the Highway program at \$625,700, the Rail program at \$3,955,758, the Commuter Assistance program at \$553,800, the Planning and Programming program at \$31,540,464 and the General Government program at \$1,106,181. The Fiscal Year 2013/2014 budget is a balanced budget with an estimated ending fund balance of \$14,505,932.

During the development of the 2013/2014 Budget a major factor arose in the VISTA Intercity Fixed Route budget that impacted the development of this task budget. Between the development of the Draft Budget and the Final Budget, the Commission decided to continue in its role as the operator of the VISTA intercity/regional fixed route service and to resource that effort accordingly. The final budget now reflects that decision and includes the addition of three staff positions to support the continuation and improvement of the VCTC's very successful intercity public transit operations.

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Personnel costs for Fiscal Year 2013/2014 are budgeted at \$2,782,200 or 5% of the budget which is an increase of \$335,080 from the previous fiscal year. The increase is largely due to the addition of three new positions. The budget contains no "cost of living adjustments" factored in to personnel costs but does allow for some merit-based increase for employees who have not reached the top of their salary range. No other benefit changes have been included in this budget. Additional personnel changes include eliminating the part-time intern position. Further information about these changes can be found within the Personnel section of the budget.

Changes made to the Fiscal Year 2013/2014 budget since the Draft Budget that was presented to the Commission at the April meeting resulted in an increase of \$761,548 largely due to the addition of staff, the addition of the FTA pass through funds, the addition of Proposition 1B funds for safety improvements for Metrolink and the reduction of anticipated LTF receipts. Details of these changes can be found in the individual budget tasks. The major changes that occurred from last fiscal year and/or the Draft Budget include:

- The staffing costs increased because of the three new positions. The Program Manager, Contracts and Program Analyst positions will support VISTA Fixed Route Bus Services, VISTA Dial-A-Ride Service and Regional Transit Planning. The Administrative Assistant will support the three previously mentioned tasks as well as Transit Grant Administration, Transportation Monitoring and Programming and State and Federal Relations tasks
- The Transit Grant Administration task budget now includes an additional \$1.8 million in FTA pass-through funds to local agencies.
- The Metrolink Commuter and Special Rail Projects task budget increased approximately \$689,000 for Proposition 1B funds for safety improvements carried-over from Fiscal Year 2012/2013 offset by the reduction of the operating costs from the Draft Budget.
- The Santa Paula Branch Line budget increased approximately \$342,000 for additional consultant time to assist with the Commissions direction to make the branch line cost-neutral as well as a one-time capital improvement project related to the Beserra settlement..
- The Transportation Development Act budget has decreased approximately \$1.3 million from the Draft Budget to adjust for the County-Auditor Controllers revised LTF receipts estimate but still includes an additional \$1.5 million passed-through to local agencies.
- The Transportation Programming and Monitoring budget was reduced approximately \$1 million as the Lewis Road project is expected to be completed in Fiscal Year 2012/2013.
- The Management and Administrative budget decreased approximately \$0.4 million due to removal of the financial software project until the Commission has implemented the changes suggested in the Transit Study as well as not extending the VCOG management contract.

The proposed Fiscal Year 2013/2014 budget was submitted to the Finance Committee for review with Chairman Sojka, Vice-Chair Fernandez and Past-Chair Zaragoza at the May 29th Finance Committee meeting. The Finance Committee is recommending the Fiscal Year 2013/2014 budget for approval. As required by the Administrative Code, a public hearing will be held at the June meeting.

The Fiscal Year 2013/2014 Final Budget is a separate attachment to the agenda. After the Fiscal Year 2013/2014 budget is approved by the Commission, the budget will be printed and copies made available to the public as well as available on the VCTC website, www.goventura.org.

RESOLUTION NO. 2013-04

**A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY AND THE
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY
ADOPTING THE FISCAL YEAR 2013/2014 BUDGET**

The VENTURA COUNTY TRANSPORTATION COMMISSION, the VENTURA COUNTY AIRPORT LAND USE COMMISSION, the VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY and the VENTURA INTERCITY SERVICE TRANSIT AUTHORITY, (hereinafter collectively referred to as "VCTC" or the "Commission") hereby finds and determines:

WHEREAS, the VCTC budget for Fiscal Year 2013/2014 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

WHEREAS, the budget was made available to the public and a public hearing was held by VCTC prior to this adoption as required by section 12, subsection f, of the VCTC Administrative Code;

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2013/2014 Budget and authorizes expenditures of \$55,718,997. Included in the budget adoption is the approval for all identified estimated revenues, expenditures and transfers between funds.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2013 in the manner and to the extent authorized by the VCTC Administrative Code.

Section 3. The Chair of VCTC is hereby authorized to execute this Resolution on behalf of VCTC and the Clerk of the Commission is hereby authorized to attest to the signature of the Chair and to certify the adoption of this resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

Adopted this 7th day of June 2013.

Steve Sojka, Chair

ATTEST:

APPROVED AS TO FORM:

Donna Cole, Clerk of the Commission

Mitchel B. Kahn, General Counsel